MSU Timekeeping System Q&A

How will our vacation get recorded?

You will have the option to enter vacation/sick, etc. in advance or when you return. Hours can be entered through the timekeeping system or via the website. A leave request can be entered in advance. The system does not allow employees to clock in outside a preset range from the MSU campus, but leave request or entries do not have the same restrictions.

Are the clocks going to be used by the student workers also?

Yes, all non-exempt and hourly employees will be using the timekeeping system. The Department of Labor requires us to keep records on each non-exempt/hourly worker.

How will we go about logging time on a computer?

A link on the MSU website will allow time to be entered as long as it is located within a preset range of the campus. Pre-approval by a supervisor will be required to authorize an employee to use a computer versus the timekeeping system.

How will an approver approve time on the timekeeping system?

A link on the MSU website will provide approval access weekly.

What training session should approvers go to?

There will be a training session held for the approvers first and then the employees. If you are an approver and an employee that will be required to use the system, then the approver training will be all you need to attend.

Do we clock in and out for lunch?

 Yes

How do we clock in and out for Wellness Leave?

There be a leave option where the system will keep you clocked in for 30 minutes after the selection and then automatically clock you out.

How do we record our time spent getting office supplies?

Time can be adjusted by a supervisor. We will also look into a code similar to the 30 minute wellness code if the supervisor determines it is necessary.

What if you use your Wellness time and then lunch and then stop for office supplies? How would you clock that time?

This is something that we will look into to determine how often this type of situation occurs. It can be addressed on an individual incident basis.

What if you forget to clock in or out?

A supervisor can manually enter the missing time. There will be a record of any manual entries made in the system, and it will be flagged as an exception.

What is the actual website to access the online timesheet?

The web address will be given at the time of training.

Can you actually clock back in from lunch if it's less than an hour?

You can clock back in from a short lunch. There are Department of Labor guidelines that will need to be followed. These guidelines will be explained during training.

Can you leave early if you get 8 hours in for the day?

Yes - If you have completed your hours for the day and your supervisor approves your early leave time.

Will there be rounding used or will you have to clock in or out at exactly the right time?

The system will use the current 15 minute rounding rules.

Will a Supervisor be able to adjust your time?

Yes. A supervisor will be able to adjust hours and the system will record any changes or manual entries that are made. The manual entry will be flagged as an exception.

What will people do about clocking in and out if they are doing research from home or have to go to class for research?

If attending a class for research, the employee will use the timekeeping system as usual. If they are working from home, we will discuss with the supervisor how they would prefer to handle that situation.

How would we get paid for call in hours?

There is a code that will pay a minimum of two hours for a call in. If the employee works beyond the two hours, it will pay for the actual hours worked. A supervisor will be required to request this type of code in advance to be available for the employee.

Is there going to be a clock positioned outside on a building for weekend grounds workers?

There is no current plan to have an outdoor clock. The current clocks are not weather resistant. There should be access to a building that has a timekeeping system, such as the Clark Student Center.

How will we clock in and out when we work Event Staff away from campus?

Event staff situations are still being looked at. There may possibly be a mobile app that can be used or we may continue with the current system.

What do we do about traveling out of town for work?

If you are a regular traveler, then there is a possibility of a mobile app. If you only travel occasionally, then a supervisor can adjust/enter the hours.

How will employees be able to clock in with multiple jobs?

The timekeeping system will show a separate option for each job the employee holds. The employee will only see the options available to them.

What if you get held up with an accident on the road coming to work and you can't clock in on time?

Employees are paid for the hours that they actually work. It would be up to the supervisor to determine if the employee would be allowed to make up the hours.

What will happen if your supervisor is out of the country a lot and cannot approve time weekly?

All approvers should have a backup approver (proxy) like the current system. If there is not an alternate approver, the supervisor can contact payroll to adjust/enter hours.

How will we get a new employee into the clock?

The employee information will be fed to the timekeeping system twice a day. Once the employee has completed all the required paperwork, they will be able to enter time.

How will all the existing employees get their prints into the system?

The scan will be done during the training sessions in the beginning, then it will be done for new employees at the time they are hired.

If you are not using the timekeeping system, will you have a code to clock in on the computer?

Yes, a pin code will be assigned once the employee is approved to use a computer to log in. The system will track the IP address that the entry is made from.

With MSU being a state institution, will our fingerprints be confidential?

The system does not store fingerprints. The scan looks at the print and only chooses approximately nine points that it converts to numbers and stores. A scan of at least two fingers will be stored in case there is a damaged finger that cannot be used.

What buildings and locations will have the timekeeping systems?

Most buildings on campus will have a timekeeping system.

What departments are in each round of implementation?

The roll out schedule of departments has not been finalized. The Museum and Facility Services have offered to be in the initial testing. Timekeeping systems will be installed in the buildings by the end of the summer and departments will be notified and have scheduled training as appropriate.

Can there be a combination of the timekeeping system and computer log ins?

Yes. Pre-approval by a supervisor will be required to authorize an employee to use a computer versus the timekeeping system.

What are the break rules?

The Department of Labor does not require employers to provide employee breaks, but if your department chooses to allow breaks, then any break longer than 20 minutes will require the employee to clock in/out.

These answers are based on what we currently know about the system that is being developed.