Benefit Eligible School Support Staff Time Card Instructions

Abstract

In order to be in compliance with regulatory requirements, staff must record every hour that they work on a daily basis. This process allows a safe and secure accounting and reporting of all hours worked.

Boswell Matt

Matt.boswell@seattlearch.org

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Set Up Instructions

1. You will receive this letter if you are identified by your principal as qualified to receive your pay on a Salaried basis

July 31, 2015

[Employee]
[Address]
[City, Washington ZIP]
[email@]

A method to maintain your pay in a "salaried" form has been devised for this 2015-16 school year. This will allow for you to be paid over the summer just like you have in past years and to retain your benefit coverage over the summer. Also, you will have any dependent coverage premiums taken out over the entire twelve months. Just like in the past.

There is one major change that we must have your help with. **You must accurately and regularly record all of your work time each day.** We have provided a simple "link" to secure cloud based spreadsheet for this purpose. We understand it is another task to do each day; however, we must have the work time information. By using this side system we can allow the payroll system to pay you on a salaried schedule. If we do not have the data we will need to place you on a straight hourly pay model where you will enter you time worked directly in the payroll system and only be paid for hours worked.

Procedure:

- Receive invitation from "Box" and completed log in process
- Open your time record spreadsheet
- Enter your hours worked (scheduled hours less your unpaid meal break)
- Save
- Repeat (the next work day)

There is no way around the fact the all-time-worked must be accounted for and reported. We are hopeful this approach will have the most benefit and least burden.

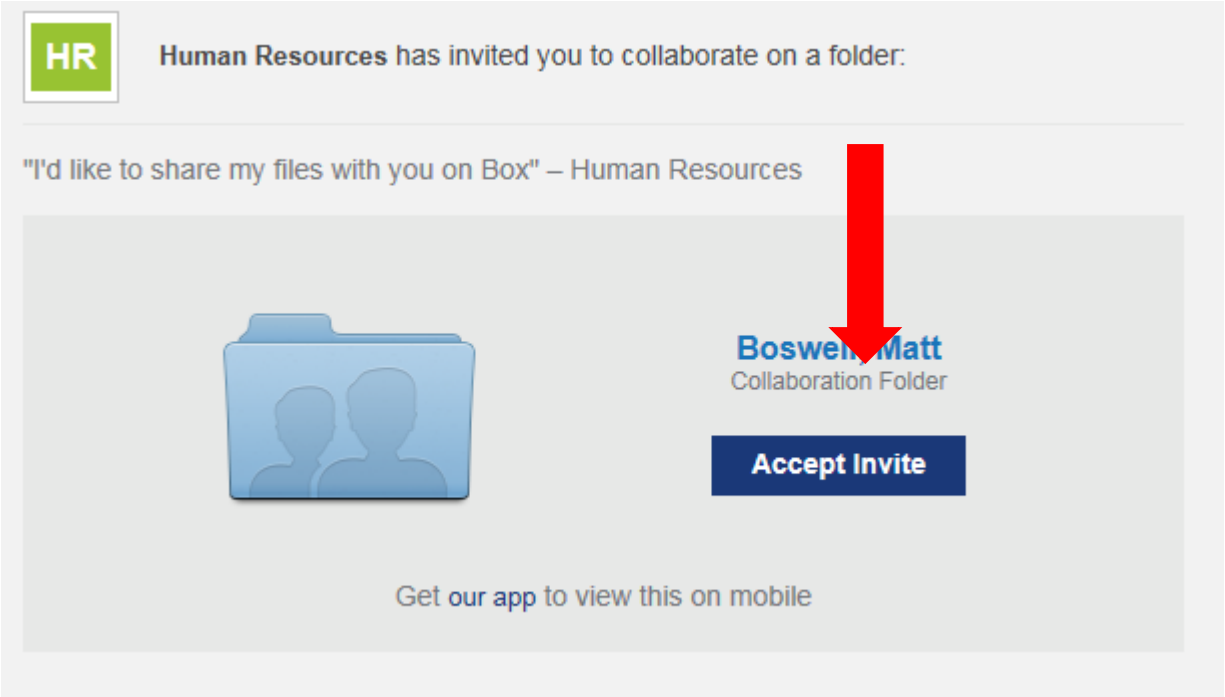
Sincerely

[Name]
Principal

Cc: Pastoral Leaders
Pastoral Assistance for Administration
HR@seattlearch.org

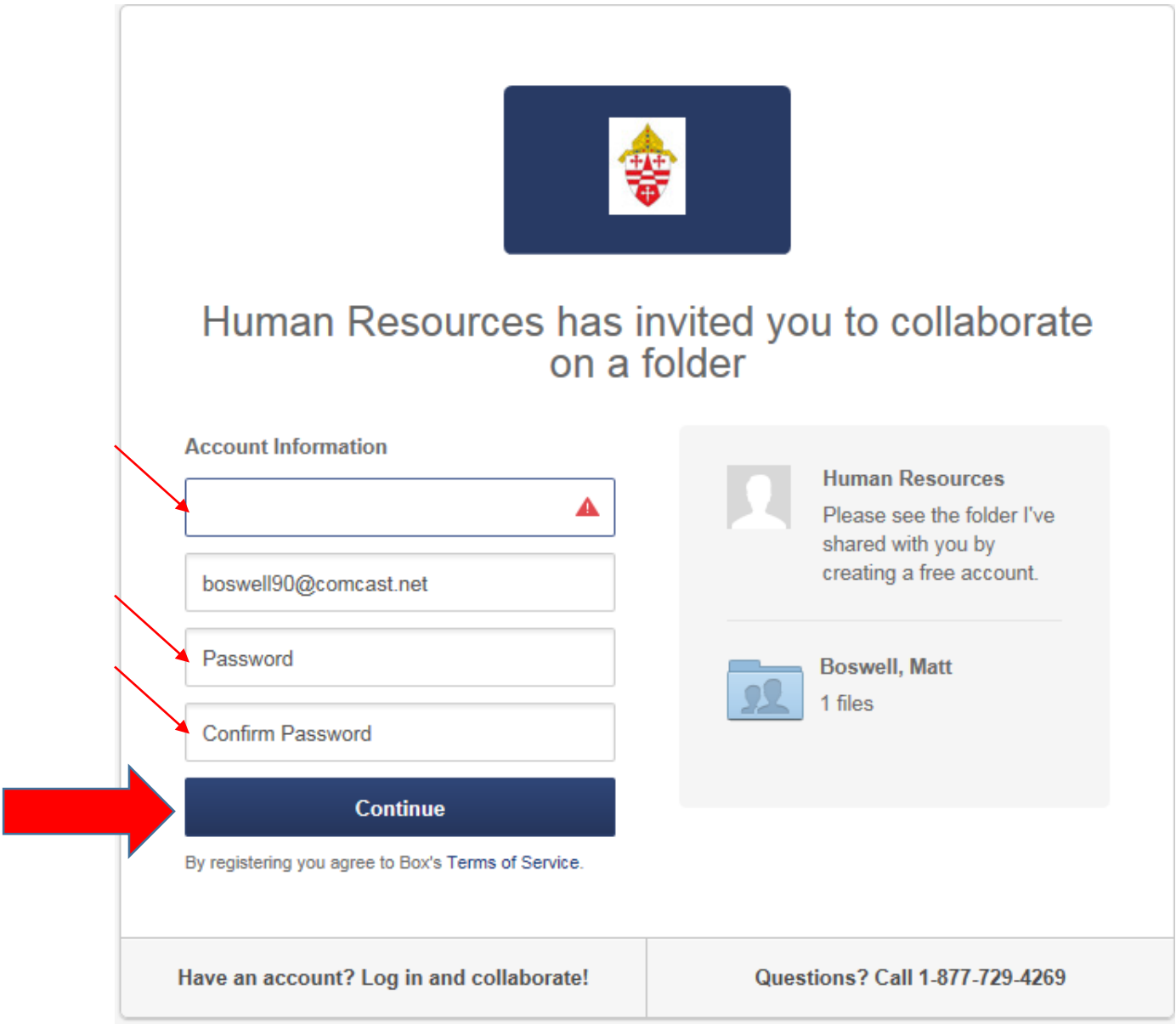
Enclosure: Detail "Box" instructions

2. You will receive an email from Human Resources inviting you to "collaborate on a folder" in our "Box" secured cloud share program.

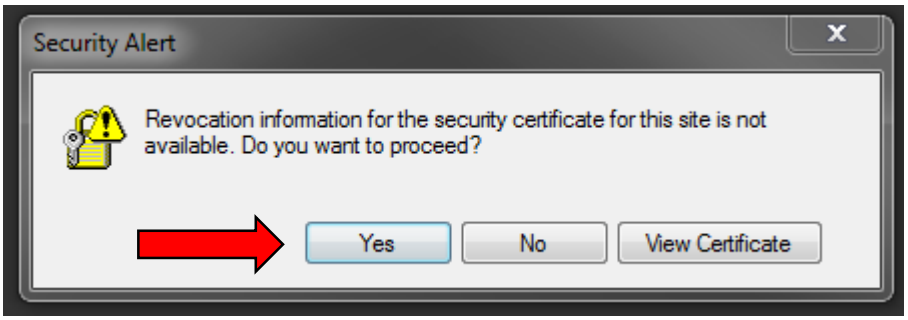


3. Click on ***Accept Invite***

Watch for these red arrows → for actions you must perform.



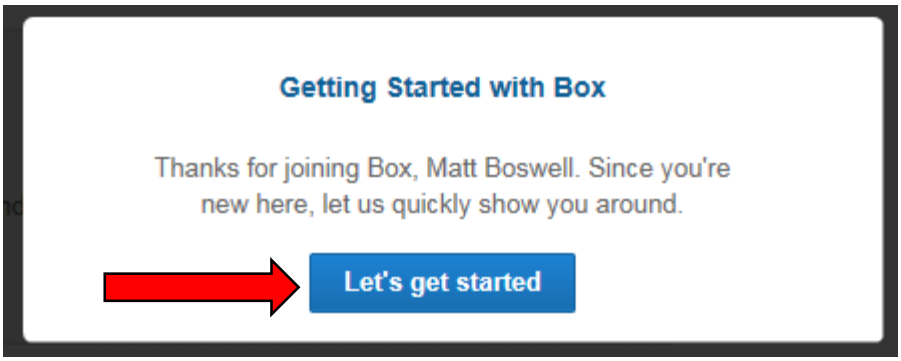
4. Please enter your name and set a password.



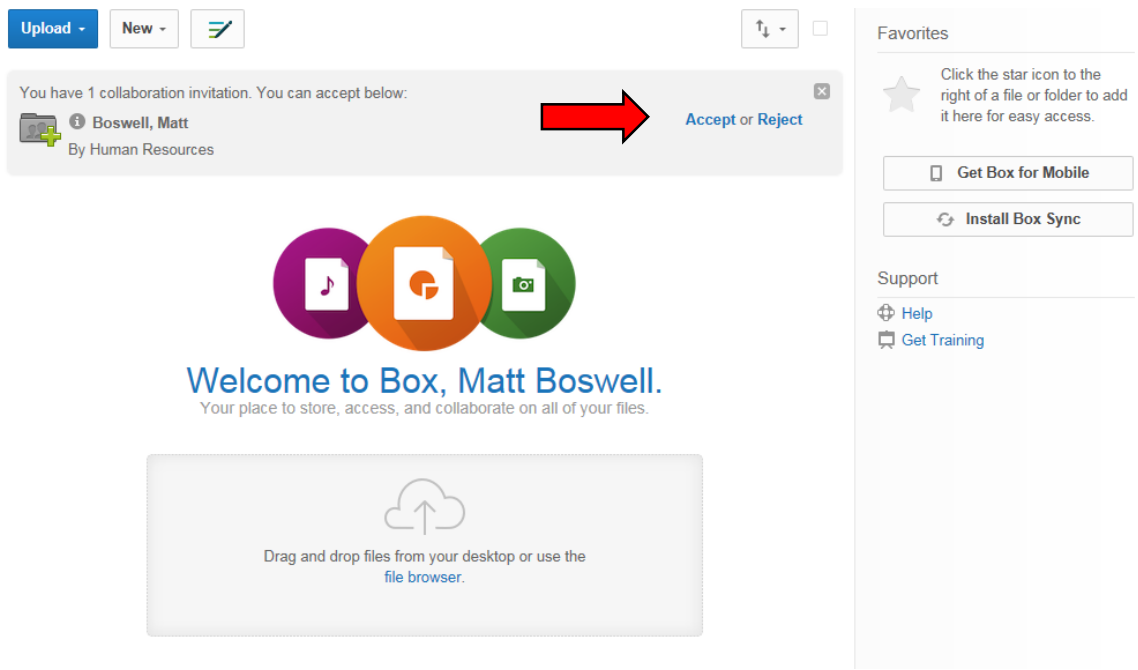
5. If you receive this message, please click ***yes***.

6. If you receive this message, please click ***yes***

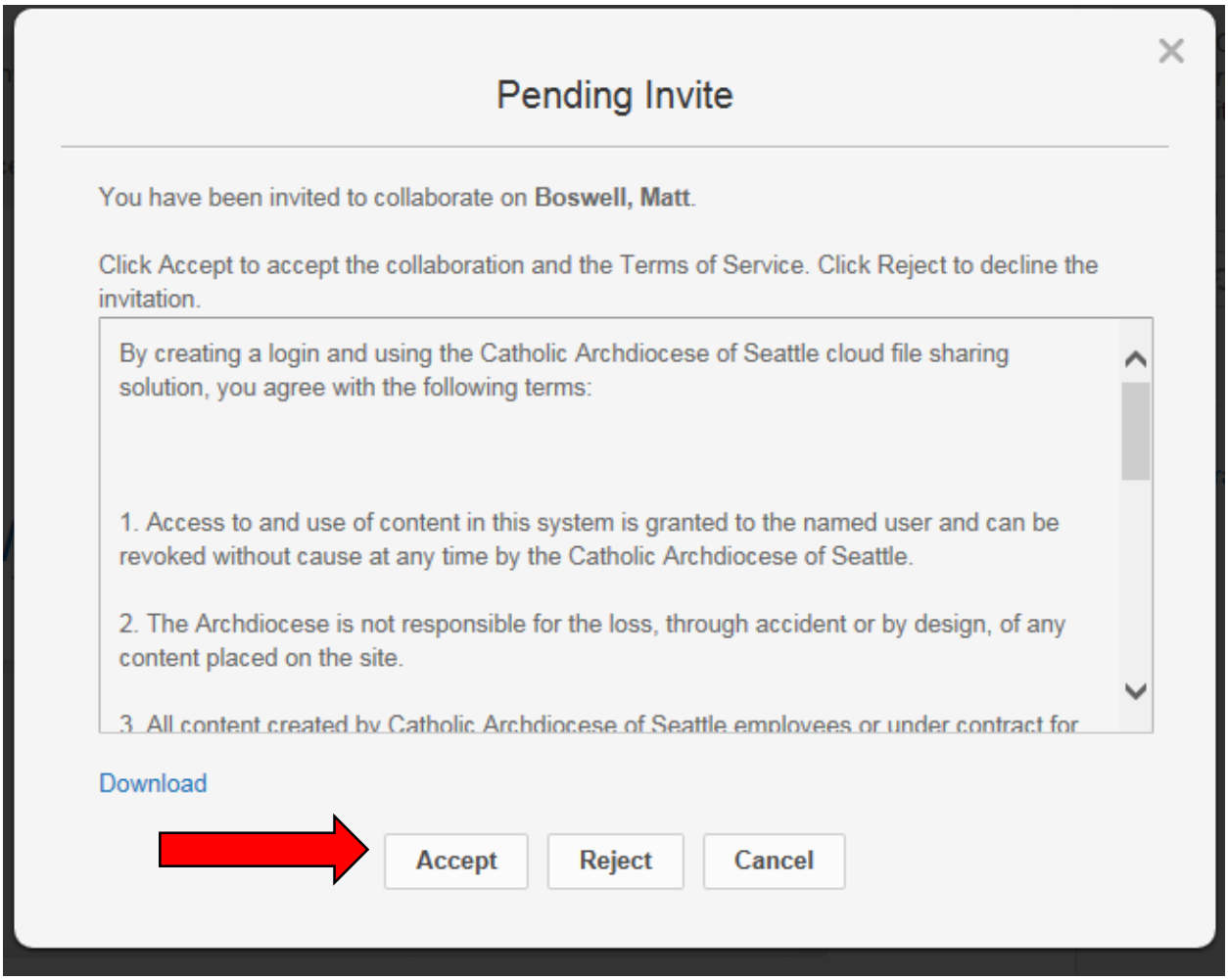
(You may need to repeat steps 5 and 6 once or twice.)



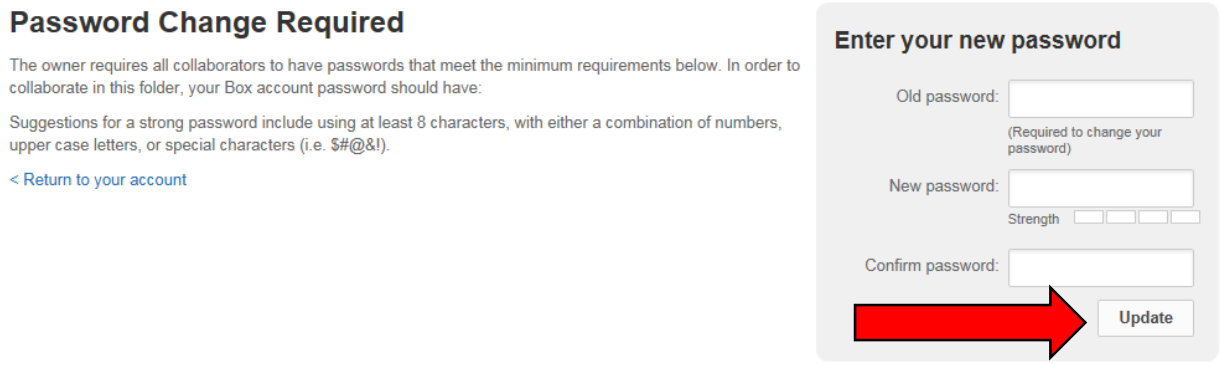
7. Click ***Let's get started***.
8. Scroll through the tutorial by using the side arrows
9. Welcome to BOX!!!



10. Click ***Accept***

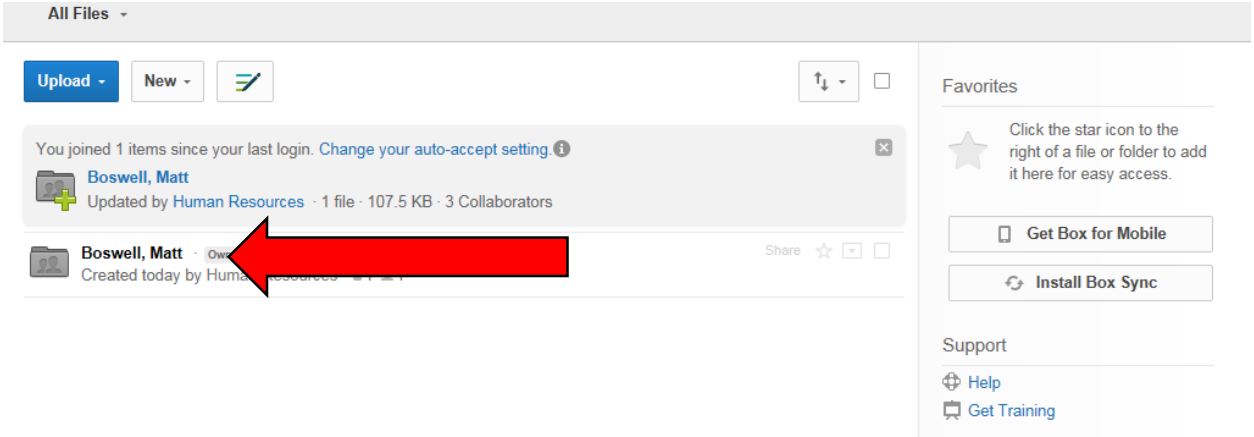


11. Accept the terms and service: ***Accept***



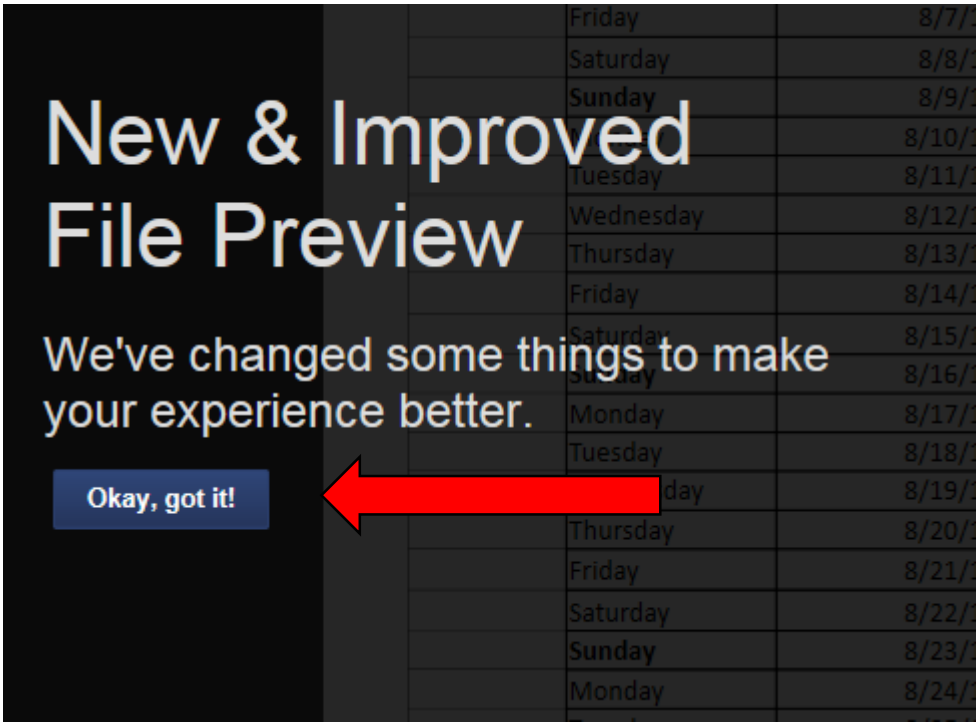
12. Please Change your Password (who knows why!)

Welcome your Box Homepage



13. Please select the file **without** the plus. Inside you will find your time card.

14. Please select your time sheet

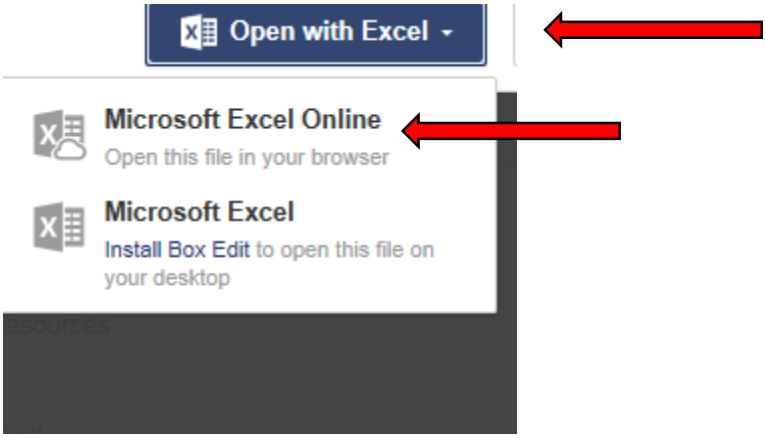


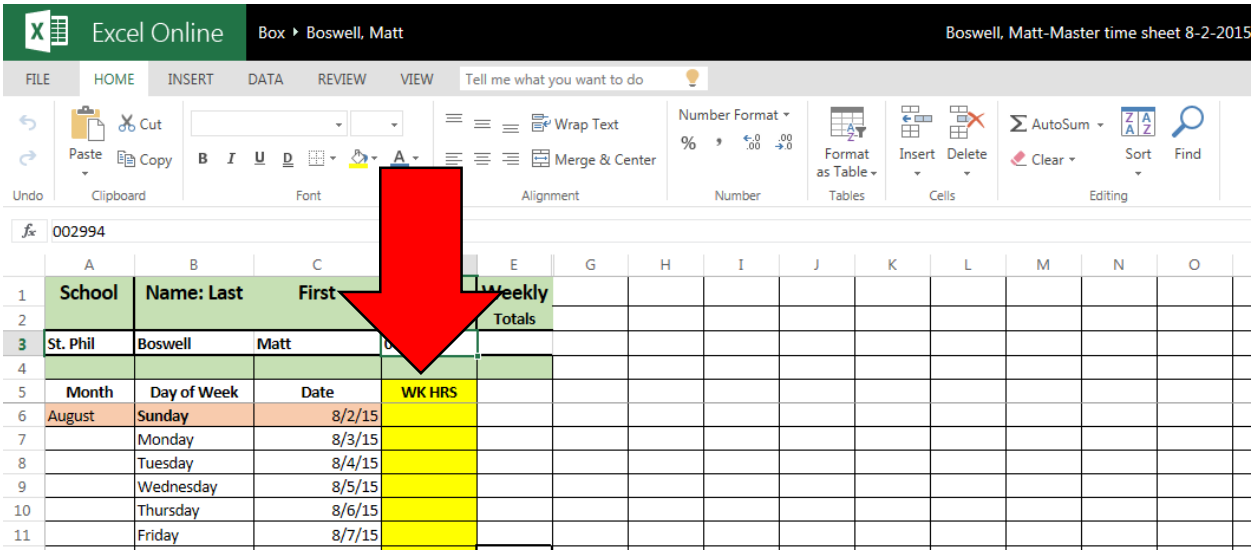
15.Click ***Okay, Got it!!***

Sheet1

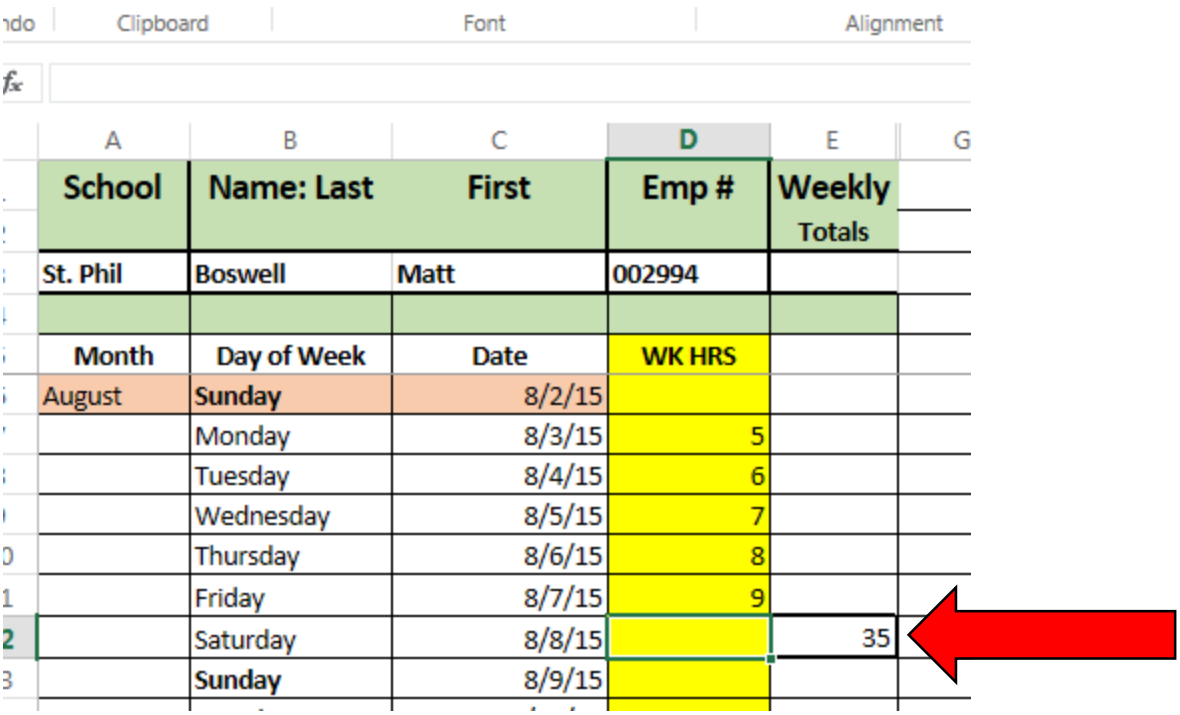
School	Name: Last	First	Emp #	Weekly		
				Totals		
St. Phil	Boswell	Matt	002994			
Month	Day of Week	Date	WK HRS			
August	**Sunday**	8/2/15				
	Monday	8/3/15				
	Tuesday	8/4/15				
	Wednesday	8/5/15				
	Thursday	8/6/15				
	Friday	8/7/15				
	Saturday	8/8/15		0		
	Sunday	8/9/15				
	Monday	8/10/15				
	Tuesday	8/11/15				
	Wednesday	8/12/15				
	Thursday	8/13/15				
	Friday	8/14/15				
	Saturday	8/15/15		0		
	Sunday	8/16/15				
	Monday	8/17/15				
	Tuesday	8/18/15				
	Wednesday	8/19/15				
	Thursday	8/20/15				
	Friday	8/21/15				
	Saturday	8/22/15		0		
	Sunday	8/23/15				
	Monday	8/24/15				
	Tuesday	8/25/15				
	Wednesday	8/26/15				
	Thursday	8/27/15				
	Friday	8/28/15				
	Saturday	8/29/15		0		

16. This is your **view only** time card. To update, please open with **excel online**.





17. Enter your work time in the yellow column **each day**!
    Round to the nearest Quarter Hour.



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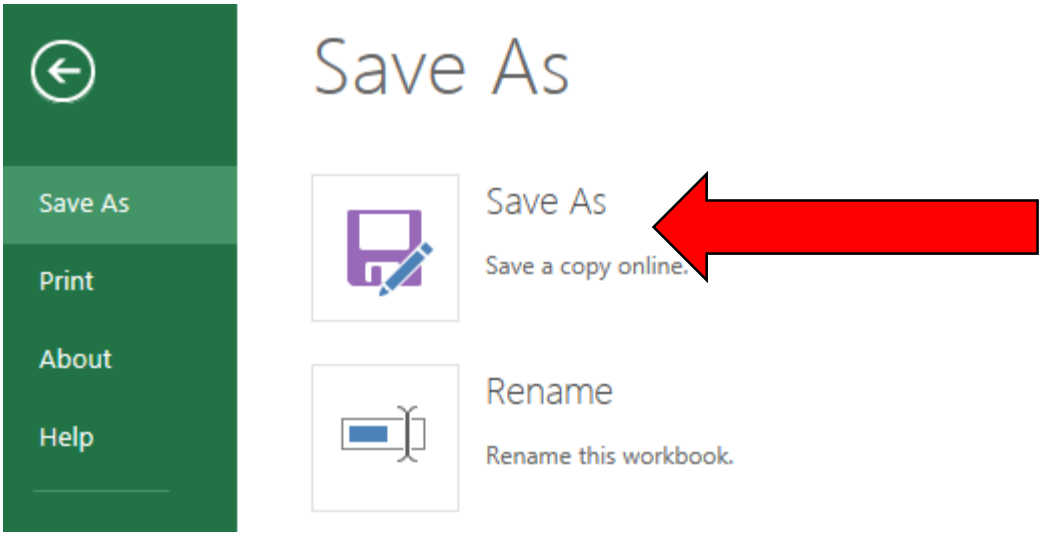
	Saturday	8/8/15		35
	Sunday	8/9/15		

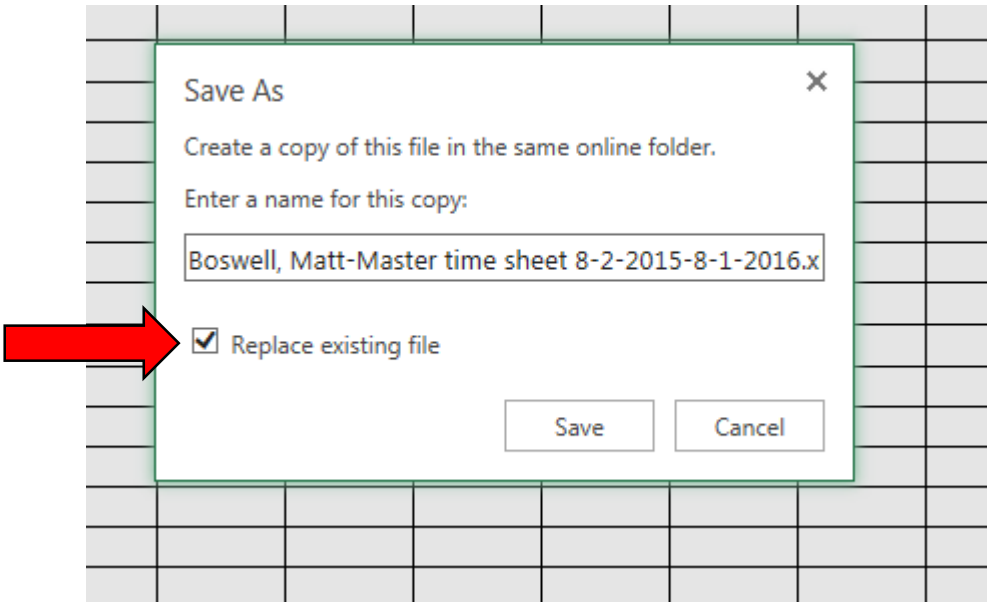
1. If your weekly total is ever over 40 you **must** inform your supervisor (remember to always get overtime approved before it is worked!)

Save Your Work

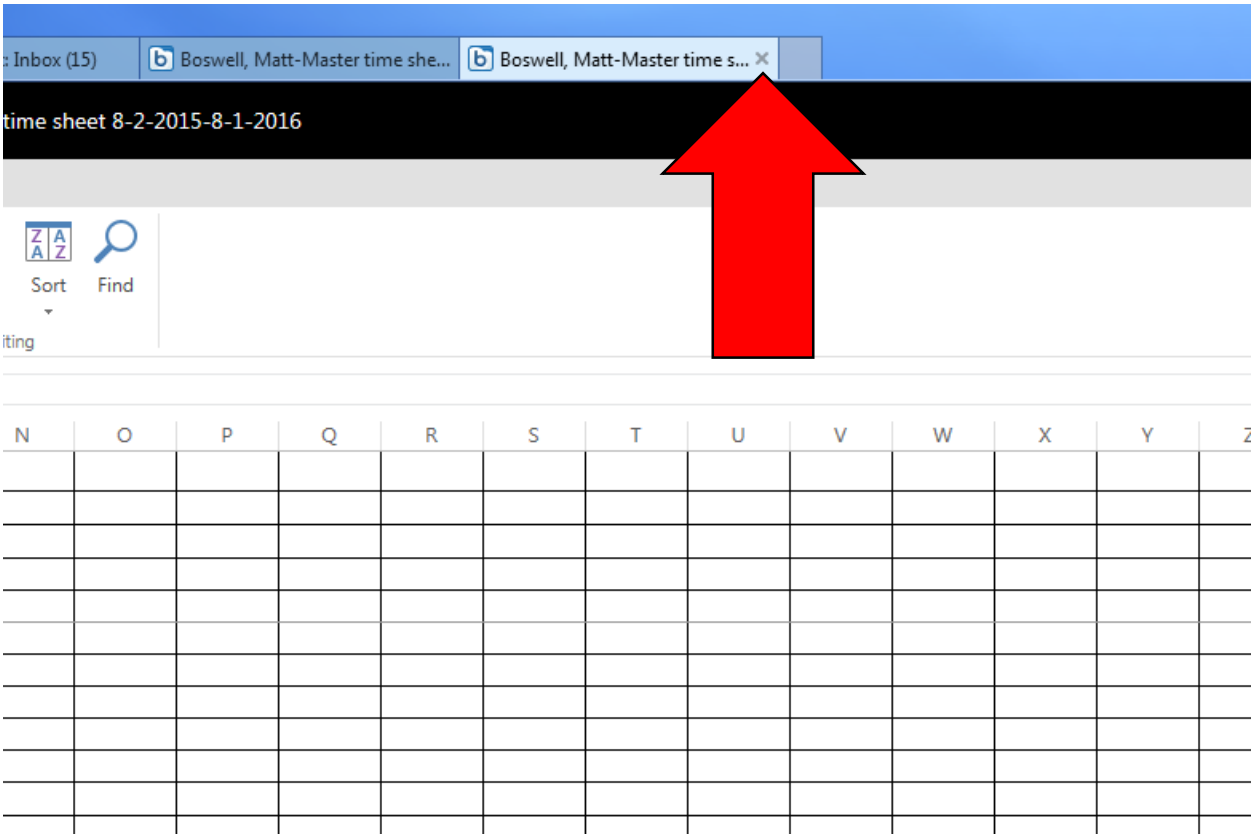
18. Click ***File***



19.Click the Save As floppy disk



20. Click the Replace existing file box. **Do Not Rename the Spreadsheet.**



21. To exit out of Excel Online: Click the little ‘x’ next to the open document

22.Your view only document will return with your updates!

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	Saturday	8/8/15		35		
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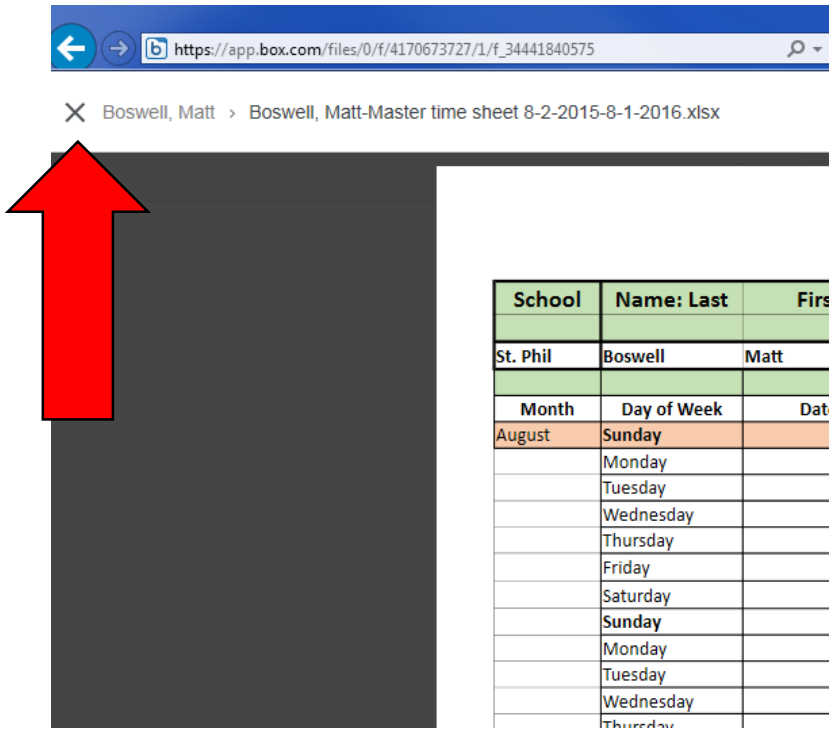
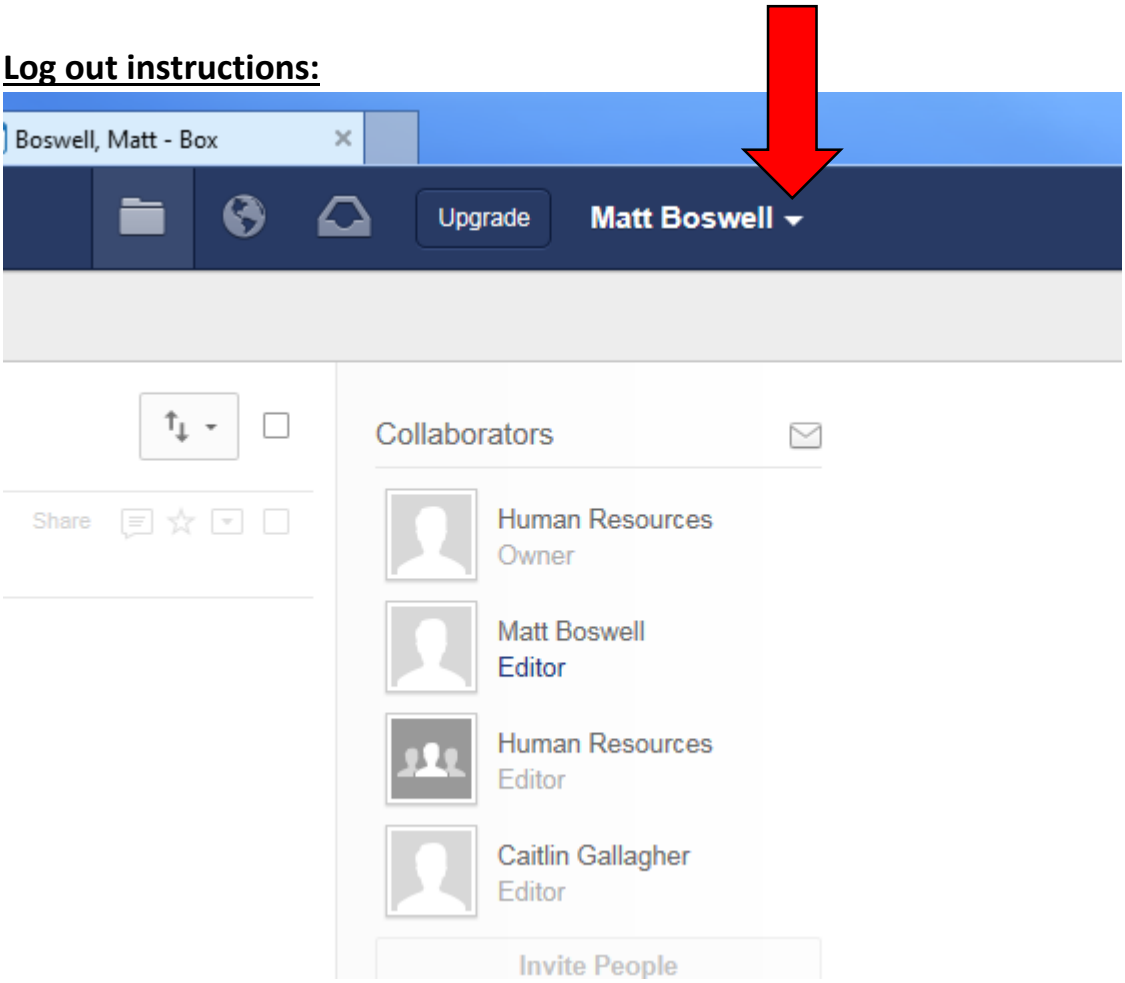
	Wednesday	8/12/15				

<u>To Close out of your time card</u>

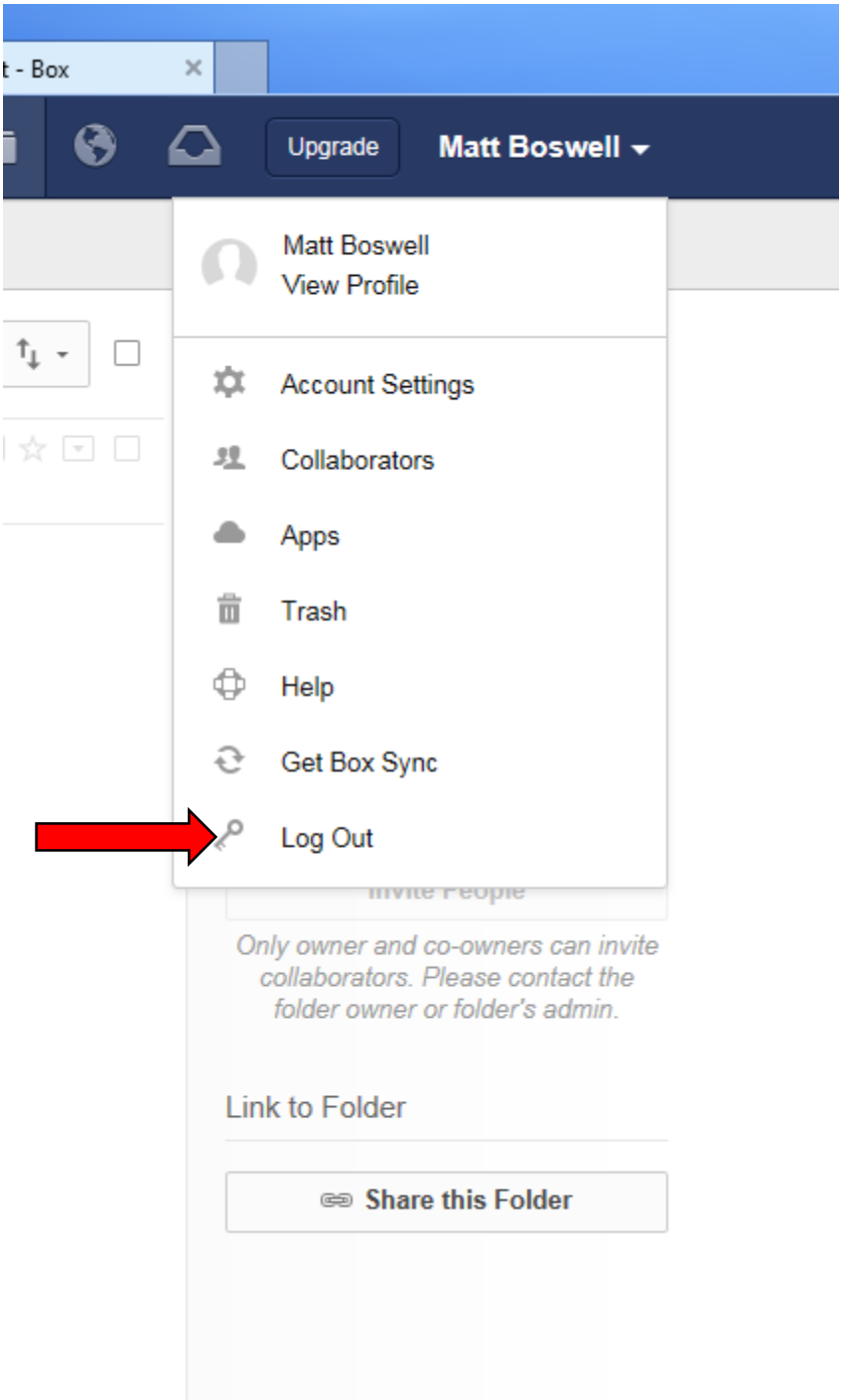


23.Click the x next to your name

Log out instructions:



24.Click on the down arrow next to your name in the upper right hand corner.



Click **Log Out.**

<u>You are done. Until tomorrow.</u>

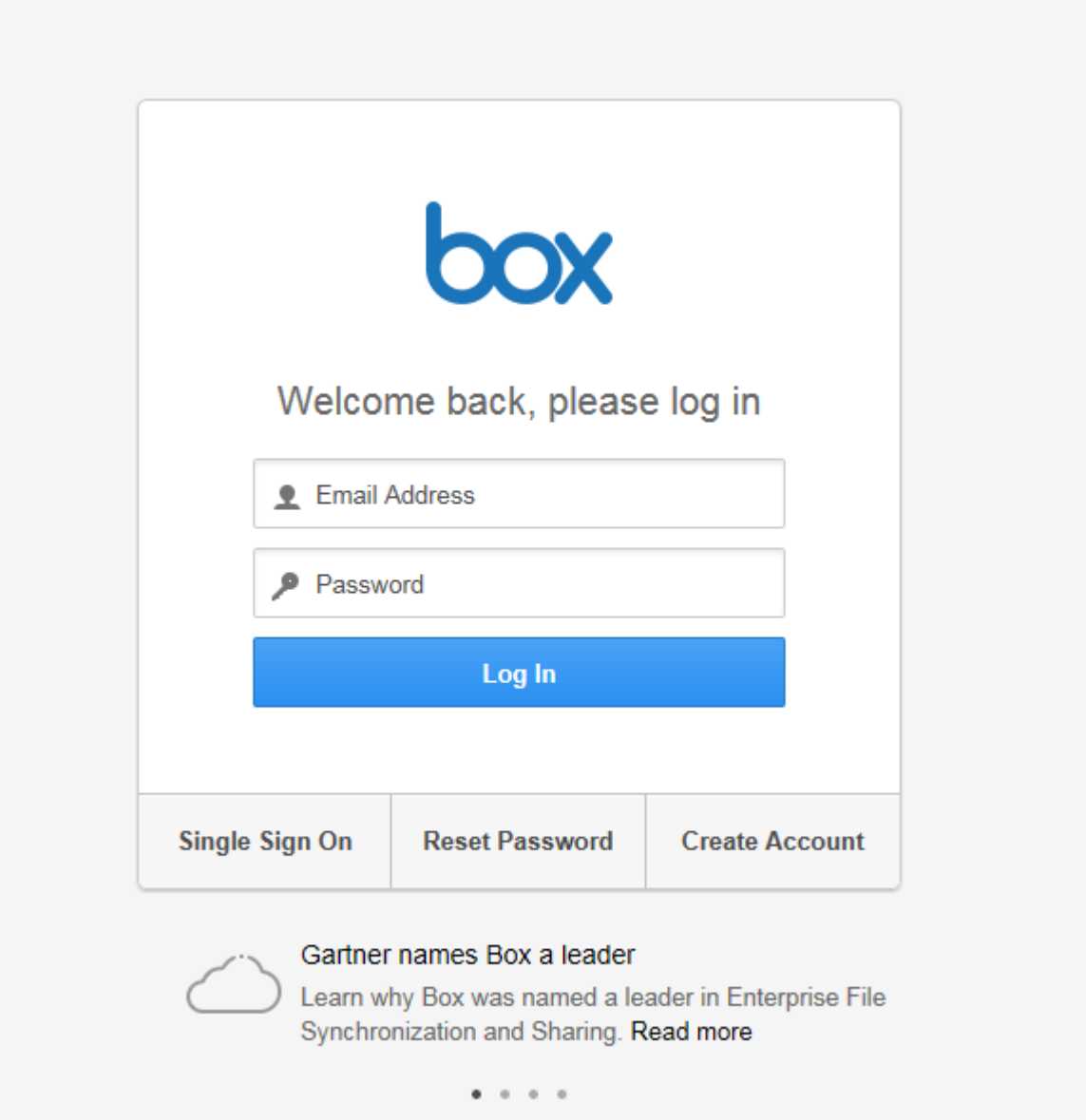
Saving the Box link to your favorites

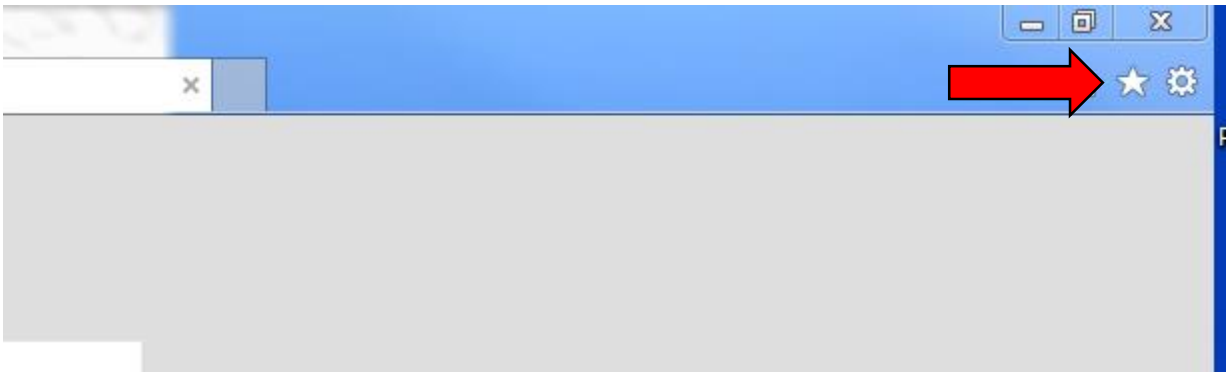
Please Place the below link onto your Internet Favorites for your daily use.

Link to The Box

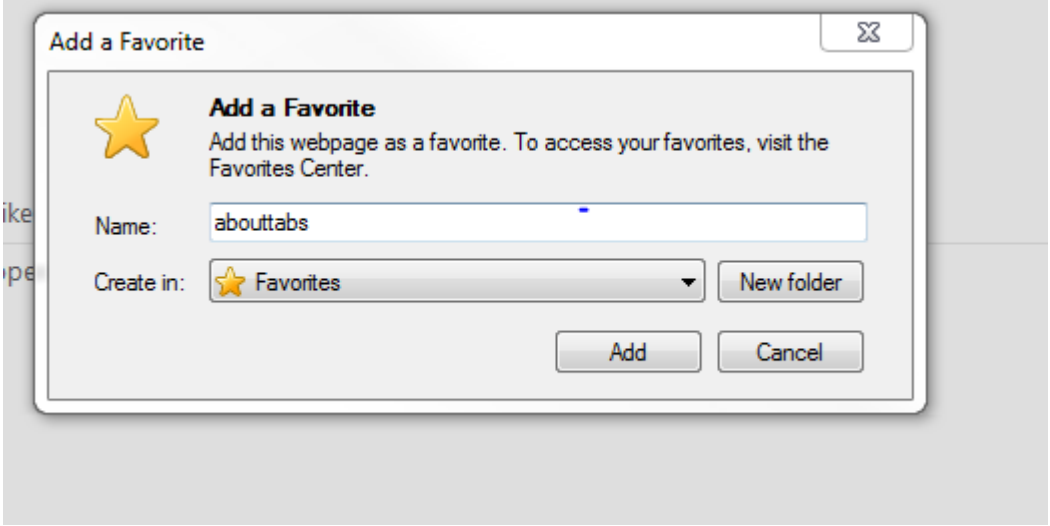
https://app.box.com/

1. Search using the link in your internet browser





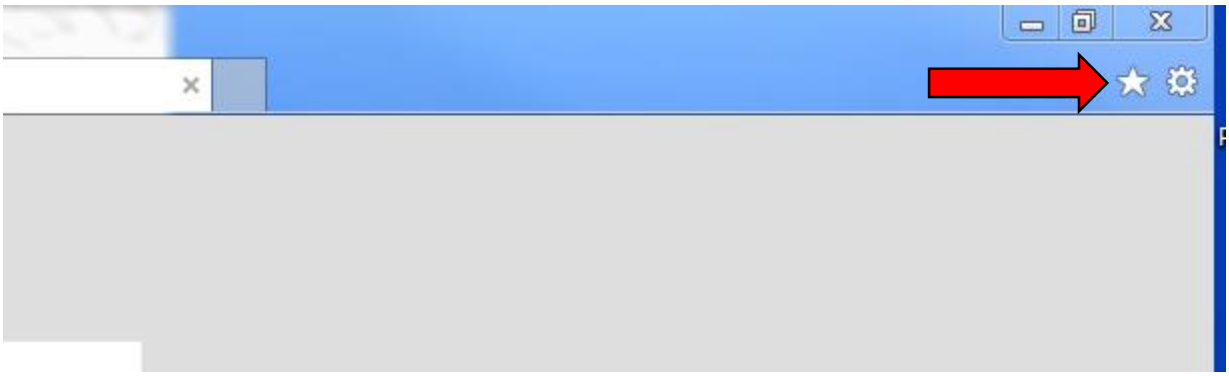
2. Click on the star in the upper right hand corner



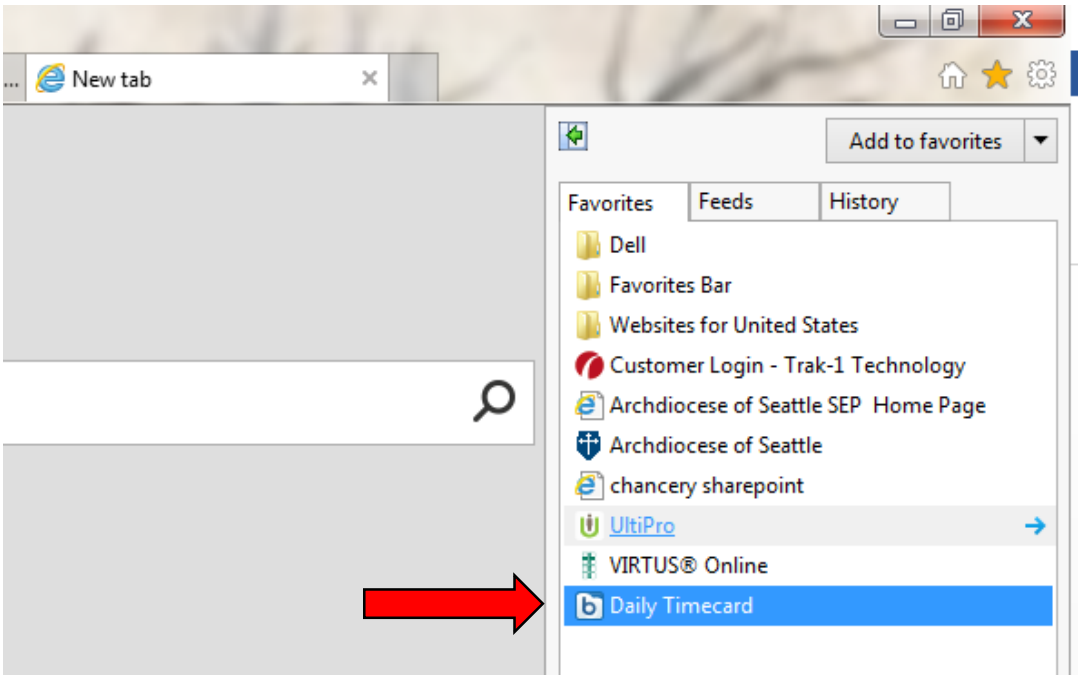
3. Name it: **Daily Timecard**
4. Click **Add**.

Logging on to the Box

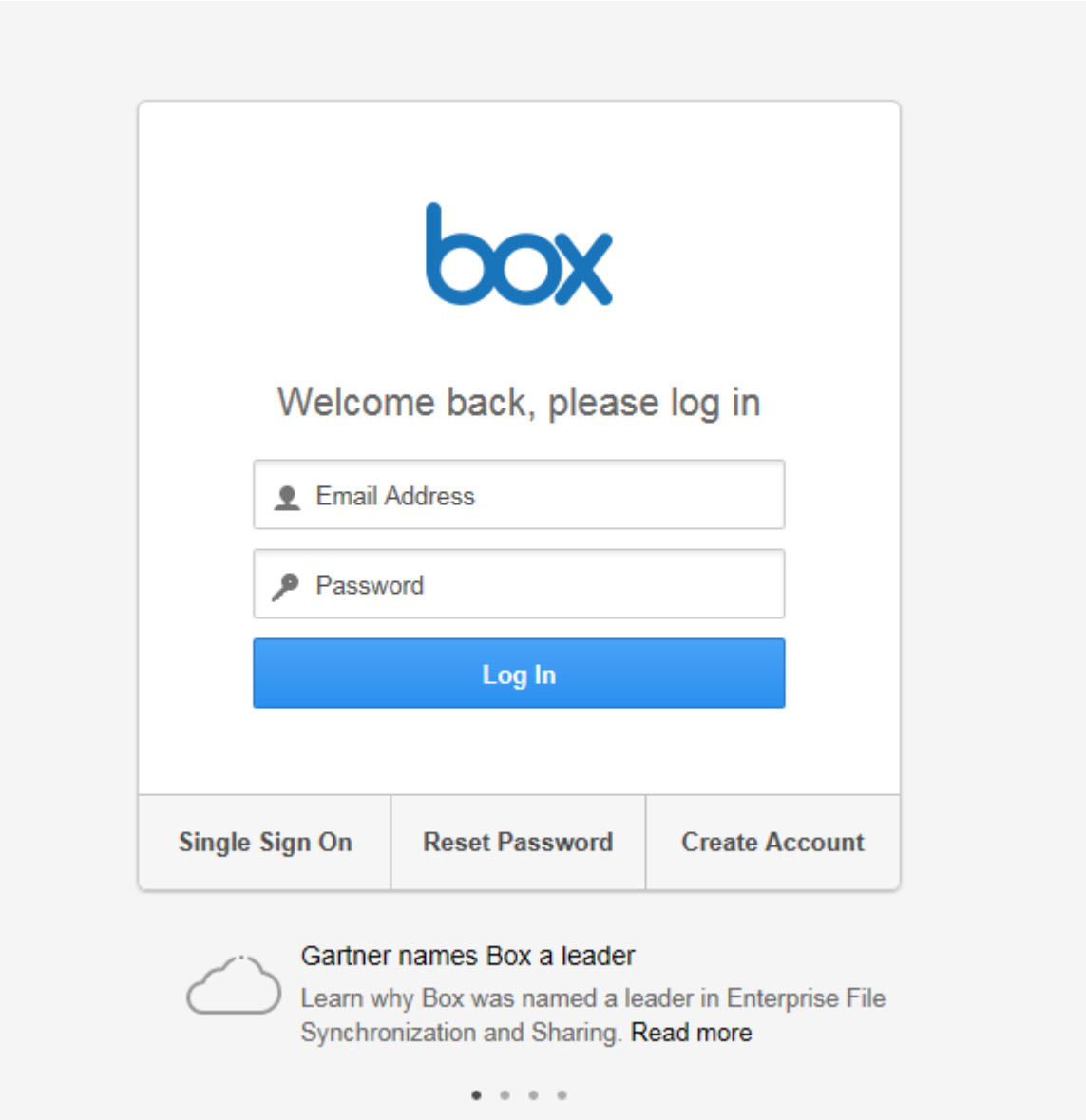
1. Open internet browser



2. Click on your Favorites star

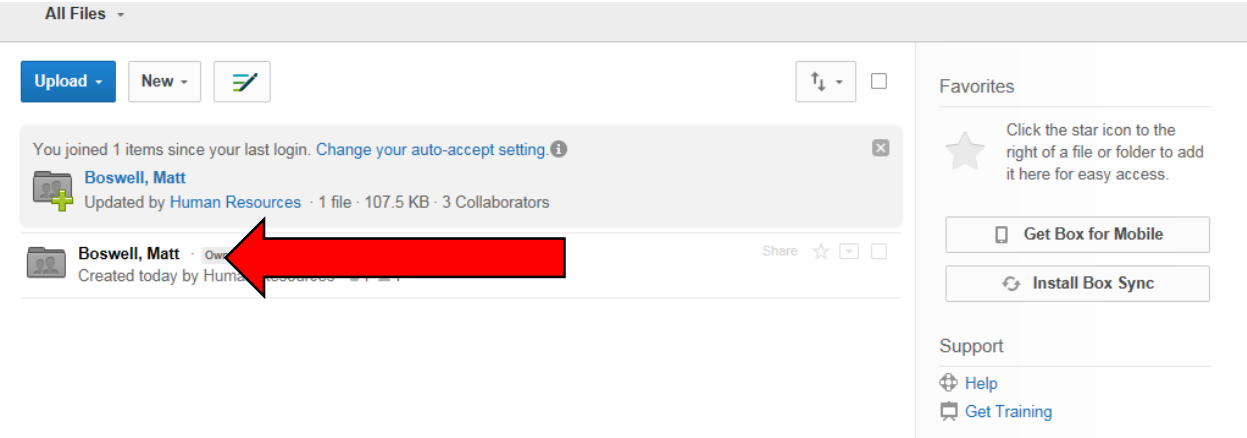


3. Click on your **Daily Timecard**


box
Welcome back, please log in
Email Address
Password
Log In
Single Sign On
Reset Password
Create Account
Gartner names Box a leader
Learn why Box was named a leader in Enterprise File Synchronization and Sharing. Read more

4. Login

Entering Your Work Time Each Day



1. Please select the file **without** the plus. Inside you will find your time card.

2. Please select your time sheet

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	Wednesday	8/12/15				
	Thursday	8/13/15				
	Friday	8/14/15				
	Saturday	8/15/15		0		
	Sunday	8/16/15				
	Monday	8/17/15				
	Tuesday	8/18/15				
	Wednesday	8/19/15				
	Thursday	8/20/15				
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	Saturday	8/22/15		0		
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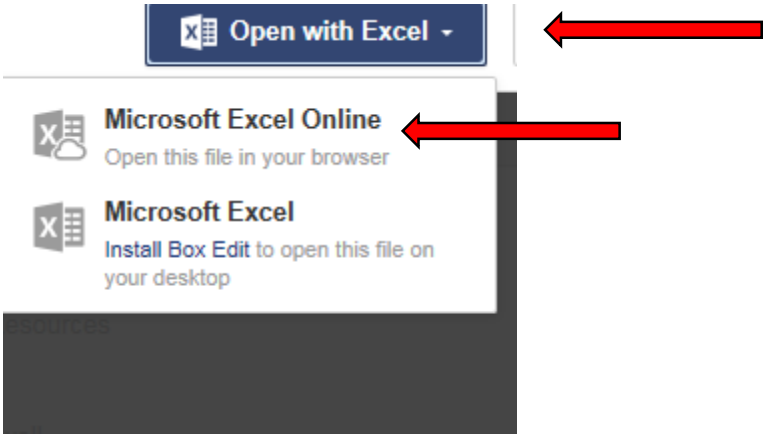

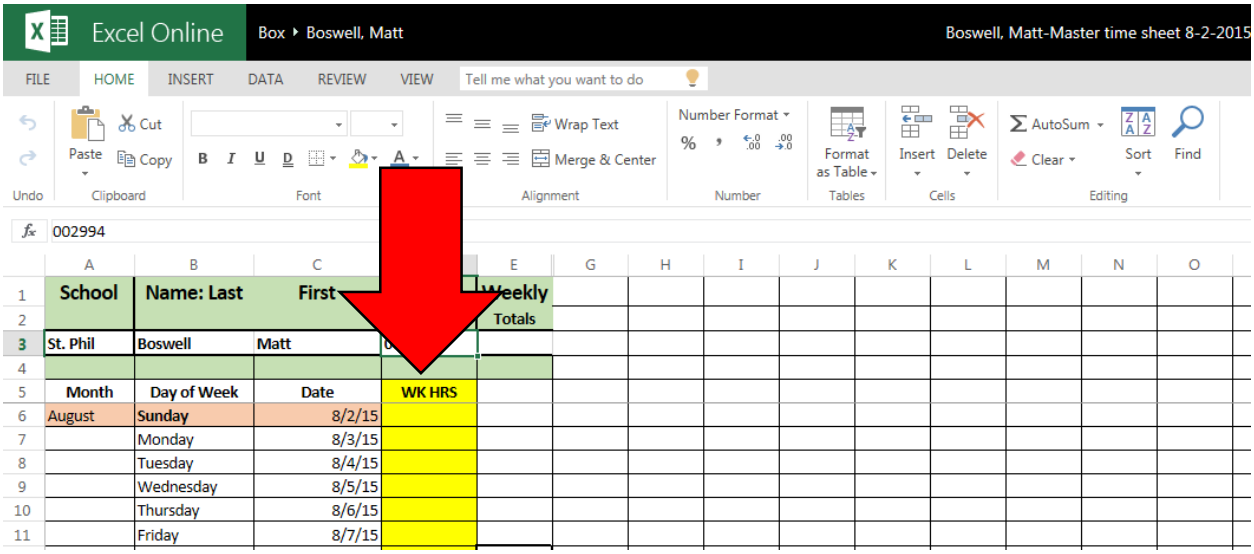

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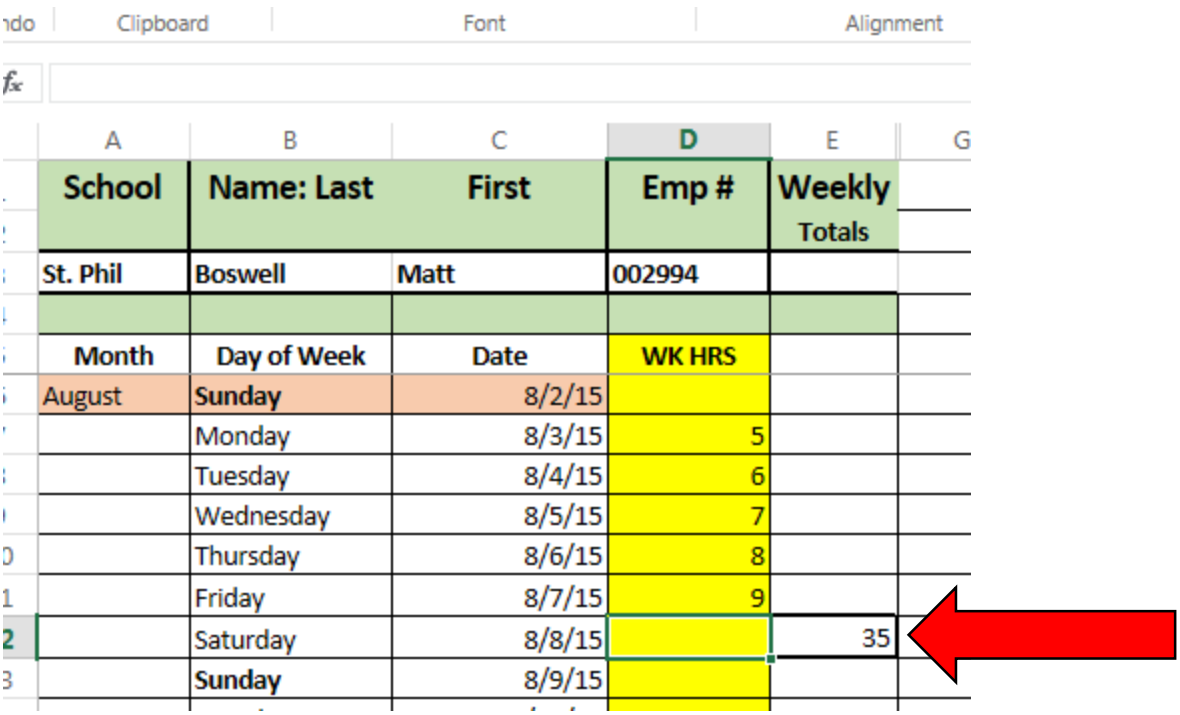

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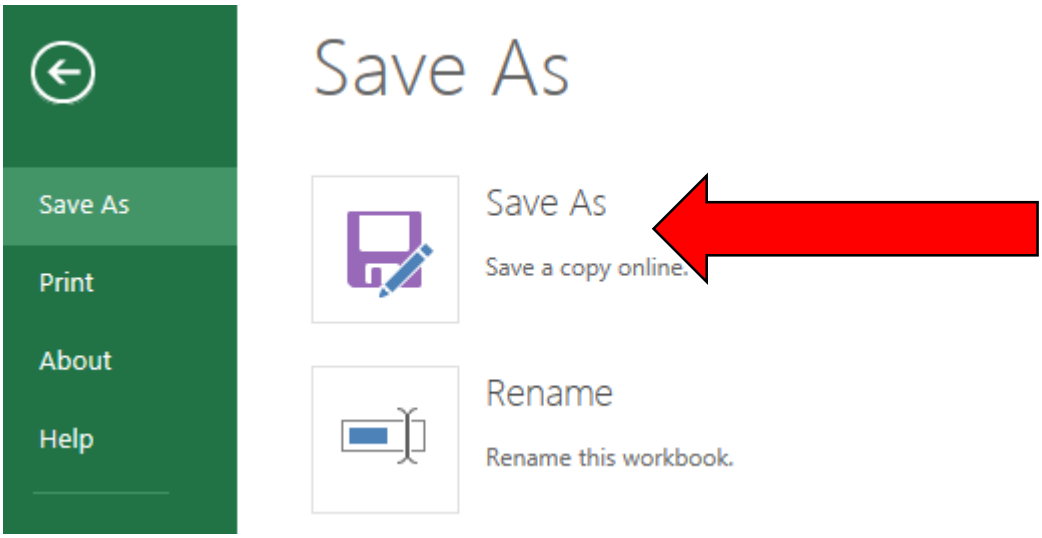
5. If your weekly total is ever over 40 you **must** inform your supervisor

Save Your Work

6. Click ***File***



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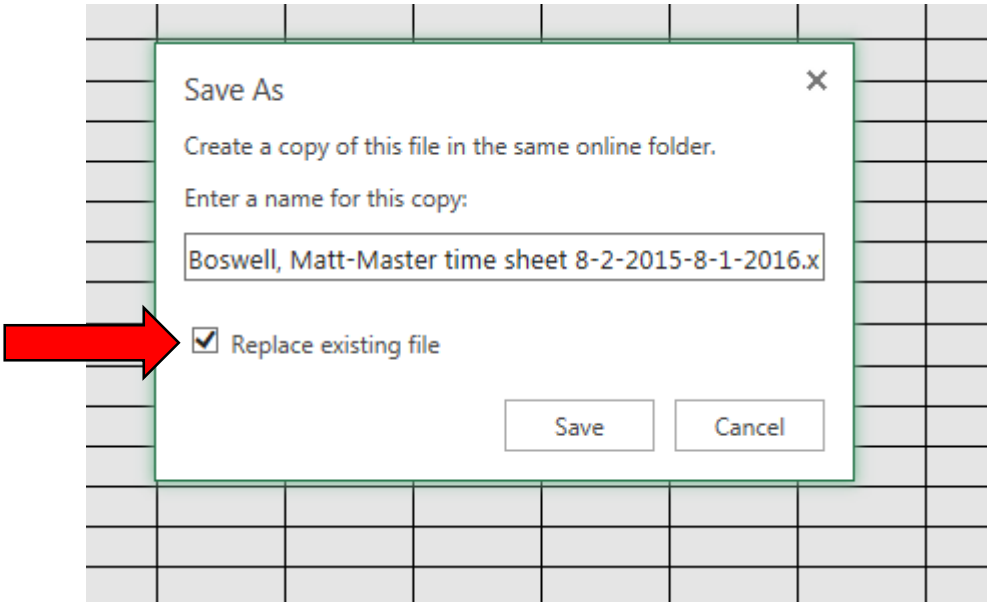

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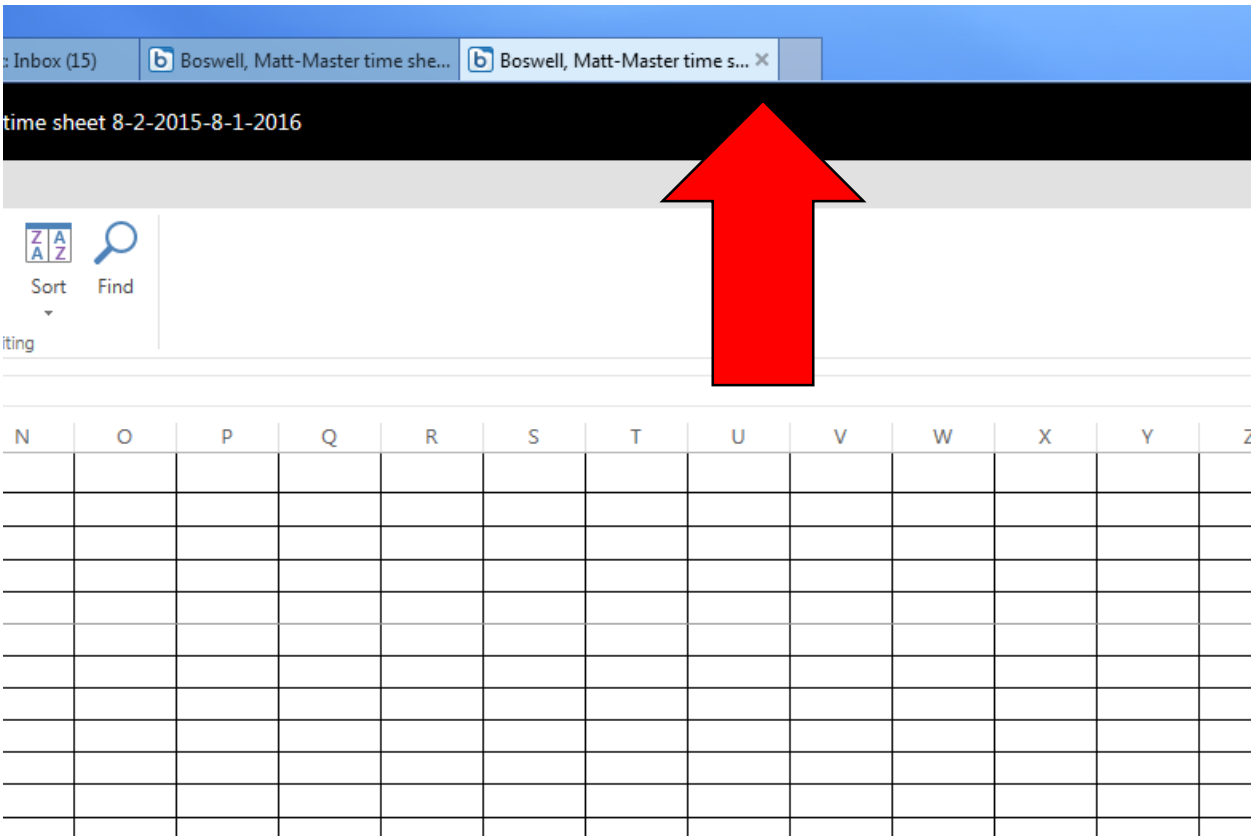

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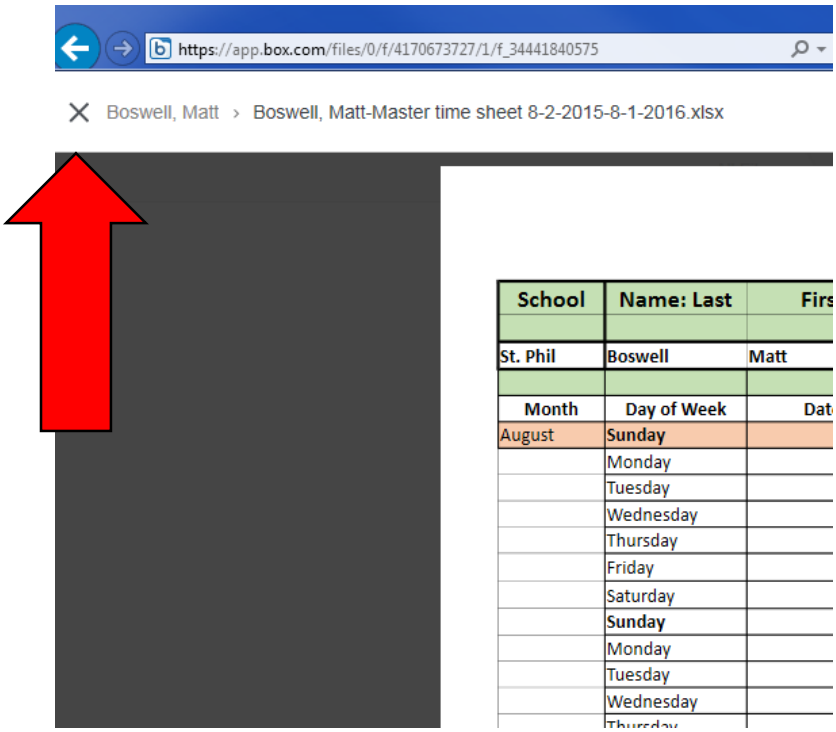
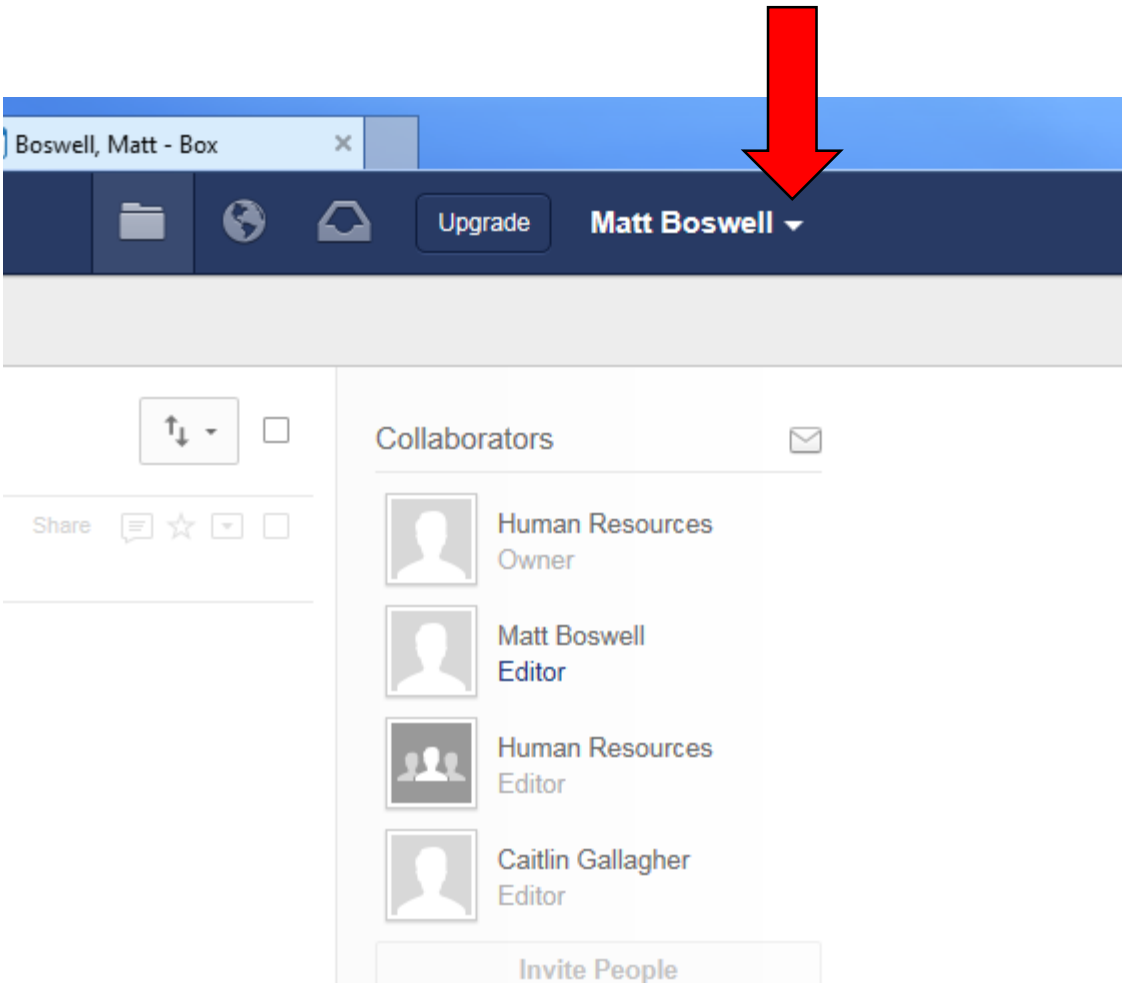
To Close out of your time card

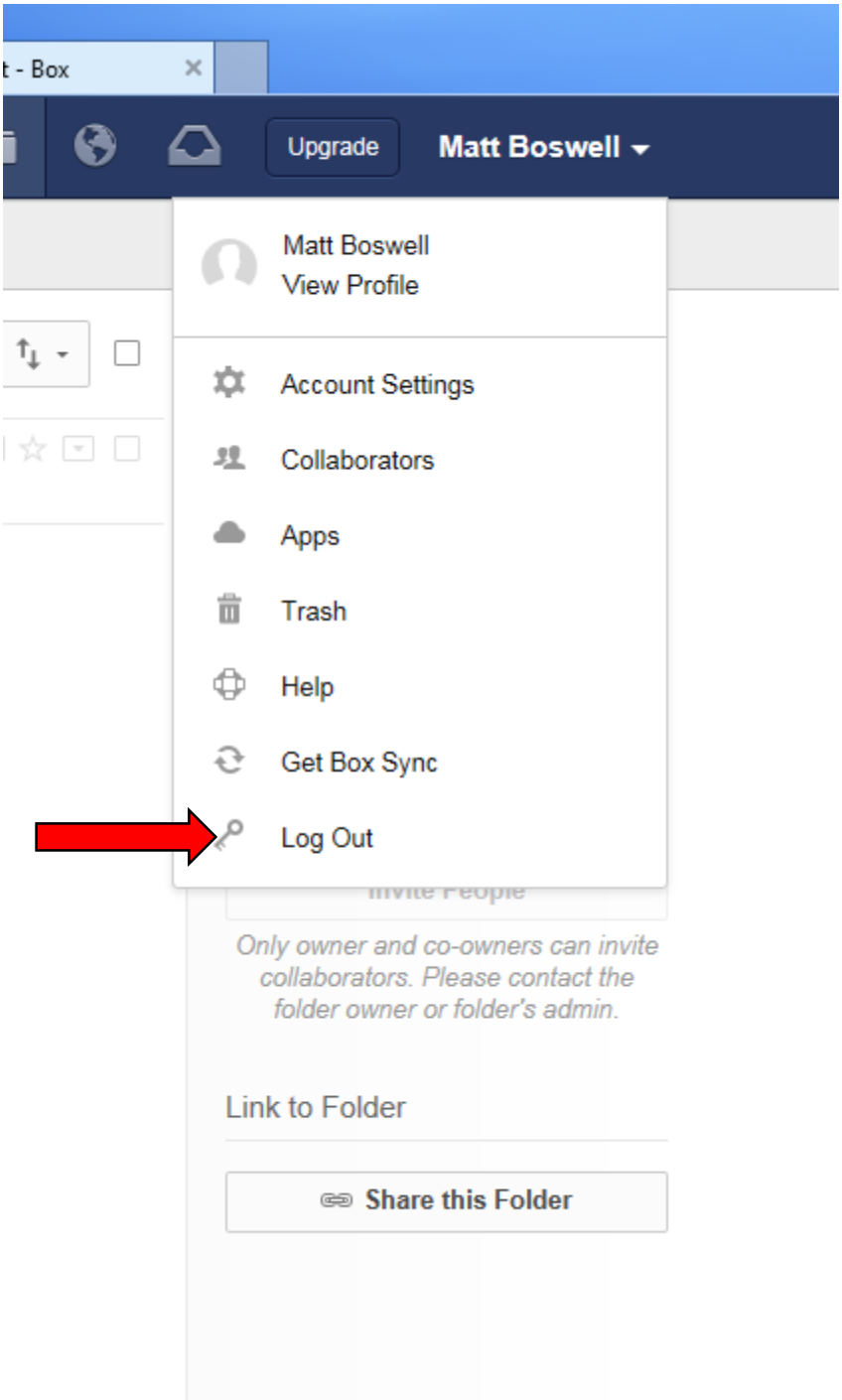


11.Click the x next to your name

12.Log out.



1. Click on the down arrow next to your name in the upper right hand corner.



2. Click **Log Out.**

<u>You are done. Until tomorrow.</u>