MONROE #1 BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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Frequently Asked Questions (FAQ) about the Time and Attendance Program

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Why and how…

Why are we doing this?

In recent audits, the NYS Comptroller's Office criticized Monroe #1 BOCES for their lack of oversight. The WinCap Time and Attendance System provides the ability to create electronic timesheets that verify our actual time worked, our attendance, and gives our supervisors the ability to authorize their employees' time and attendance each pay period. Please keep in mind that we pay 1,400 employees each pay period; many of our employees work throughout Monroe County and some employees work in contiguous counties.

Below is information taken directly from the New York State Comptroller's Report:

> **STATE COMPTROLLER'S REPORT, 7/1/2007 TO 9/4/2009** -
> "Effective payroll controls include a requirement that employees complete and sign individual time records, and that an employee's supervisor approve each time record. As claims against BOCES resources and charges to the respective departments, time records document the hours and days worked and enable management to certify that the recorded time is correct and accurately reflects the time worked. Employees must submit their time records to their supervisors to further attest to the accuracy of those time records. These certified and approved time records serve as supporting documentation for payroll registers and can be reviewed if errors occur in payroll processing. Time sheets are a necessary control for accurate payroll processing and are typically used by individual employees to record the hours they work, including starting and ending times. Although time sheets and time records are submitted by hourly BOCES employees, salaried employees do not submit them. For salaried employees, payroll is maintained on an exception basis through the remittance of salaried absence sheets by each department, which are approved by the department manager. Further, there is no uniform process for submitting sick or vacation leave requests; only personal leave requests with departmental approval are submitted to the Payroll Department for all employees. Finally, because many employees work at off-site locations, distant from the main campus, with little or no on-site supervision, there is no independent verification of their time worked. As a result, supervisors are approving attendance records for off-site employees which may not be accurate."

> **RECOMMENDATIONS FROM THE NYS COMPTROLLER'S OFFICE -**
> - "The Board should require that accurate leave records are maintained for all employees who are eligible to earn leave, and that these records are regularly reconciled to the employees' time sheets."
>
> - "The Board should require that all employees and appointed Officials maintain suitable time sheets, signed by designated department supervisors. Appropriate managers should review the time sheets and submit them to the Payroll Department before payment is made."

How does the Time and Attendance Program implementation relate to the previous state auditors' report?
As quoted above from the report, we must have every employee complete a timesheet so that their supervisor is able to verify their work day, work week and any out of office time during the pay period. Through WinCap, we are able to electronically create the timesheets to verify our time worked and all attendance. This electronic process completes the employee's total hours, any out time and gives the supervisors the ability to approve electronically. This whole process is integrated, meaning that data only needs to be entered once.

How is the Time and Attendance Program being paid for?
As a result of the audit report in 2009, funding was budgeted in the 2010-2011 fiscal year to allow us to begin implementing the Time and Attendance Module of WinCap.

Do we have to scan/log in?
To date, employees participating in the pilot have used the finger scan method to log into the system. By doing so, we are able to monitor the timing and work out some of the 'bugs' that we have experienced as the pilot moves forward. Once we have the 'bugs' worked out, many employees will have the choice of either scanning or 'logging' into the system.

Why scanners and not ID cards?
We are using our current WinCap system; our current ID cards are not compatible with WinCap. What this means is that we would have had to invest in an entirely new ID card system that would have been compatible with the WinCap System. The new ID cards would have been a larger expense than the process we selected. **Please note: nearly 500 of our employees do not work in a BOCES building, so this required a Web-based system that can be utilized by everyone.**

About finger scanners…

Do we have a choice of using finger scanners or the computer log in (Web-based log-in)?
Once the Time and Attendance Program is fully implemented throughout the organization, many employees will have the choice.

Where does the thumbprint (finger scan) go? How is it read by the scanner?
Our clocks take a finger scan, not a print. The finger scan is converted to a template that is a hexadecimal format, which is tied to the employee number or clock id (Monroe #1 BOCES uses employee number) and is stored in two places, 1) all time clocks and 2) on the secure Time & Attendance server which is separate from our financial and personnel data. Limited data is stored on the Time and Attendance server, specifically social security numbers are NOT stored on the Time & Attendance server. The data stored on the Time and Attendance server is limited to:

    Employee number
    Clock ID
    Primary Job Location
    Hire Date
    Work, Home, Mobile Phone Numbers (for purpose of contacting an absent/tardy employee)

We hear the scanner reads only a few points off an individual's fingerprint, not the entire fingerprint (finger scan). Is this true?
Yes, and it does not read a fingerprint, it reads a finger scan; significantly different technology. A document called Demystifying Time and Attendance Biometrics is available to help employees understand the finger scan technology and how it differs from a finger print.

About the data captured…

Does the information captured show the actual hours I work in a week time period?
Yes, if you are a salaried employee, it will log your salaried hours, but it will also show the actual hours that you worked.

Does the data that is captured each day go to the State Education Department (SED) or to a Capital Computer server? Where is the data stored?
The data DOES NOT go to SED; the biometric scan and employee number is kept on a secured server that is hosted by Capital Computer. Capital Computer Associates are the creators and managers of this system.

Who has access to the data? How long is the data stored?
Let's address two types of data: the finger scan template, and the punch data.
The finger scan data is never modified. The punch data is accessible by authorized Monroe 1 employees and Capital Computer Associates employees. CCA employees need access so they can support the overall system. CCA can change data, but will never do so unless Monroe #1 BOCES has authorized the change. To date, the only data modified has been to add missing punches.

The data is stored for the duration of employment by Monroe #1 BOCES.

What happens if…

What happens if I forget to scan/log in?
If this occurs, your supervisor is able to update your electronic timecard. If this happens often, your supervisor may ask why and support you in ways that will help you to remember to log in or out.

What happens if I choose not to scan/log in?
It will be a requirement of everyone to follow the process of our Time and Attendance System, if you choose not to scan/log in, it could affect your pay and your supervisor might also question your cooperation.

What happens for employees who physically can't use the finger scanner?
There is an override function that ties to the employee's ID number which will be used.

When will this system be used…

What percentage of our staff is currently using the finger scanning system?
Approximately 40% of our staff.

When will all BOCES employees be required to log in each day?
Hopefully, we will have all staff recording their time and attendance by the end of the 2012-13 fiscal year.

Other districts and BOCES…

What other school districts or BOCES in upstate NY are utilizing Time and Attendance systems?

School districts currently using the WinCap Time and Attendance Program include: Commack UFSD, Churchville-Chili CSD, Dobbs Ferry UFSD, Great Neck Public Schools, Rensselaer City School District, Rome City School District, Spencerport CSD, Penfield CSD.

Statewide, BOCES currently using the system include Erie 2 BOCES, Cattaraugus Allegany BOCES, Putnam Northern Westchester BOCES, Questar III BOCES, and Monroe #1 BOCES.

School districts committed to implement in the near future: Baldwinsville CSD, Canandaigua City School District, Cheektowaga- Sloan UFSD, East Ramapo UFSD, Hannibal CSD, Liverpool CSD, Monroe Woodbury CSD. There are also other time and attendance systems in use in New York State schools.

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