STANDARD OPERATING PROCEDURES
EMPLOYEE EDUMET PORTAL
ELECTRONIC TIME SHEETS

I: STAFF:

A. General Information:

1. Employees must receive prior approval from the Board of Education before performing work that will result in additional compensation. Payroll cannot process payment for work that has not been approved.
2. Employees **must** log in and out daily to record your time through the Employee Edumet Portal for most extra pay.
    a. Career Major Tutor, Detention, Overtime, Summer Per Diem, etc.
    b. Stipends
        i. Sports stipends: Electronic timesheets must be submitted in accordance with the guidelines in the Contract and in accordance with the Board-approved pay schedule.
        ii. Extra-Curricular stipends (National Honor Society, Yearbook, etc.): Electronic timesheets must be submitted in accordance with the guidelines in the Contract and in accordance with the Board-approved pay schedule.
3. After you log out at the end of the day, your time card will automatically be sent to your approver.
4. If you forget to clock in or clock out, you must notify your supervisor as soon as possible.
5. The Time Clock Portal can only be accessed from within the district. Employees cannot clock in or out from outside the district.
6. Employees are prohibited from clocking in or out on behalf of another employee.
7. Time entries are rounded in accordance with the seven (7) minute rule. (example: 8:07 rounds to 8:00; 8:08 rounds to 8:15)
8. The Payroll schedule is available on the BCIT website under For Staff>Documents and Forms.

B. Specific Steps to Follow:

1. Go to District Website: www.bcit.cc
2. Go to the For Staff Tab; select Employee Edumet Portal
3. Enter your username and password
4. Click on the "Time Clock" button



5. **Punch In**: Select your ID from the drop-down menu and click Punch In**.** Wait for the confirmation message, then log out if needed.



Punch In Successful Mon Sep 07 11:19:19 EDT 2015.

6. **Punch Out:** At the end of your workday, log back into the Employee Edumet Portal, return to the Time Clock, and click Punch Out. A confirmation message will appear once your punch is recorded. If you forget to punch out, notify your supervisor promptly so a missed punch can be entered and approved. By clicking Punch Out, you certify that your time is accurate and complete. Your supervisor will automatically receive notification that your timesheet is pending approval.

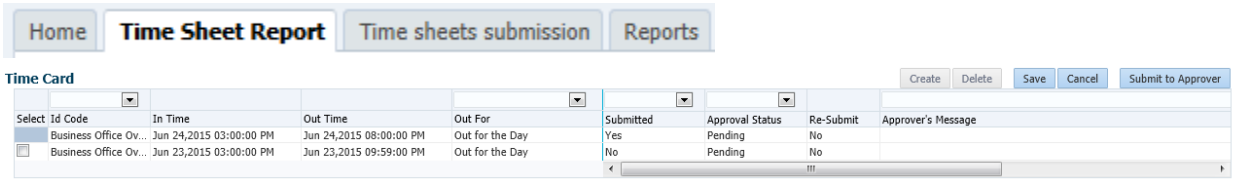


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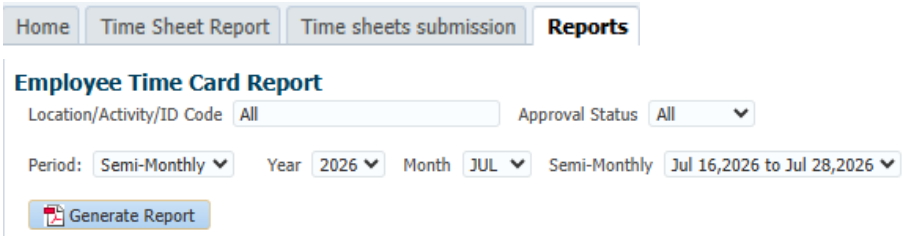
C. Viewing Your Timesheet:

1. To view the status of your electronic timesheet, select the "Employee Time Sheet" button from the Employee Edumet Portal.
2. Select the Time Sheet Report tab to view your timesheet to track its progress through the approval process. This page displays the current status of your timesheet, including whether it is pending supervisor approval or has been approved for payroll processing.





3. To print or review your time records, select the Reports tab. Choose the pay period, then click Generate Report. A report of your recorded time for the selected period will be displayed and can be printed or saved for your records.



II: ADMINISTRATOR/APPROVER:

A. General Information:

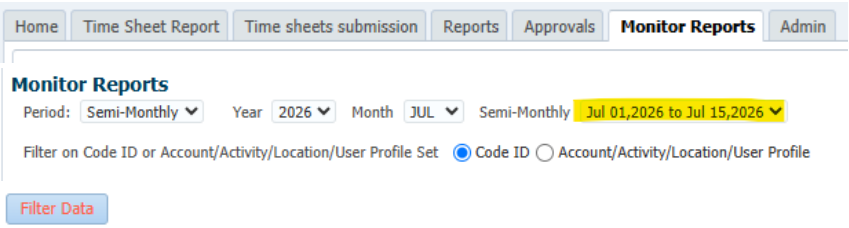
1. Email Notifications: Approvers will automatically receive an email when an employee submits a timesheet. Notifications will continue until the timesheet is approved.
2. Review & Approve: Log into the Employee Edumet Portal and approve all pending timesheets by the payroll due date listed on the payroll schedule. The payroll schedule and due dates are posted on the BCIT web site under For Staff>Documents and Forms.
3. Monitor Timekeeping: Regularly verify that employees are clocking in and out correctly.
4. When a designee approves timesheets, **THE ULTIMATE RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION LIES WITH THE SUPERVISOR AND NOT THE DESIGNEE.**

5. After reviewing the details for each employee and verifying that all information is accurate and complete, the approver may select Approve to approve all pending timesheets at one time. If only specific timesheets should be approved, uncheck the boxes for any timesheets that should remain pending.

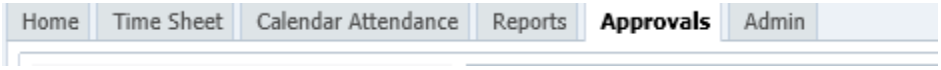
B. Approving Timesheets



1. Go to District home page: www.bcit.cc
2. Go to the For Staff Tab; select Employee Edumet Portal
3. Enter your username and password
4. Click on the "Employee Time Sheet" button
5. Select the Monitor Reports tab. This screen will display all pending timesheets, including any timesheets with missing punches or incomplete time entries. Choose the pay period, then click Filter Data to generate an updated report.

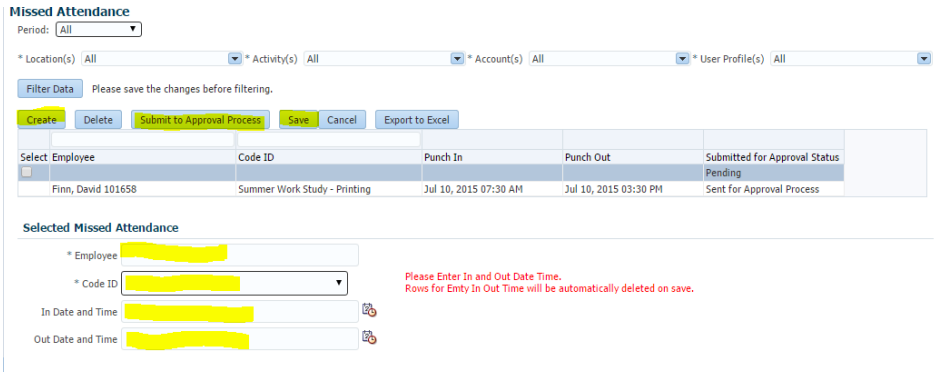


6. Review all timesheets and verify that all required punches are recorded.
7. Any missed clock-ins or clock-outs must be corrected by adding a Missed Attendance.
8. To add a Missed Attendance:

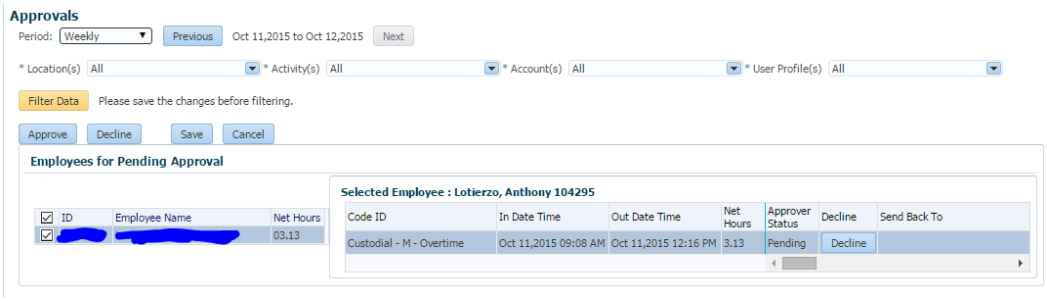


   a. Select the Approvals tab.
   b. On the left side of the screen, select Missed Attendance.
   c. Click Create.
   d. Search for and select the employee.
   e. Select the appropriate Code ID.
   f. Select the correct date and enter the appropriate Time In and Time Out.
   g. Click Save.
   h. Select the checkbox next to the created entry.
   i. Click Submit to Approval Process





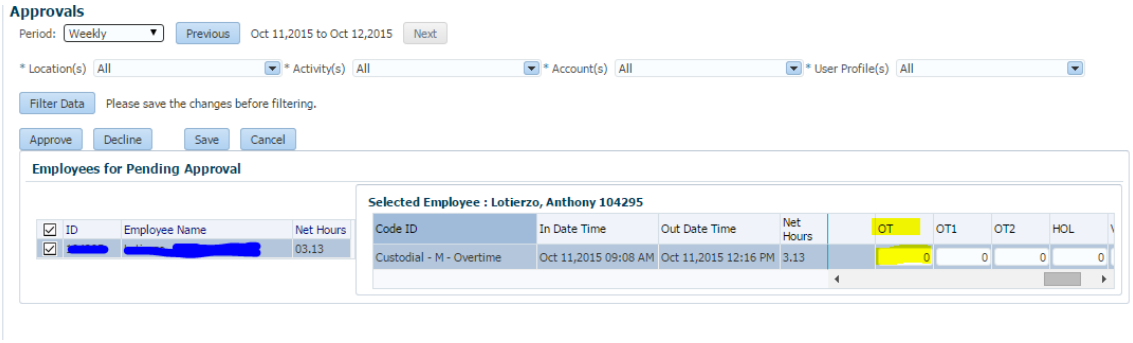
9. To Decline an entry, select the Approvals tab, choose the appropriate Pay Period, and click Filter Data.



Click Decline on Selected Employee timesheet, enter the reason, and click Save.

Note: Clicking the Decline button to the right of the Approve button will decline ALL selected employee entries. Do not use.

10. To edit an employee's punch-in or punch-out time, select the Approvals tab, click the time entry, update the time in the pop-up box, and save the changes.
11. If approving overtime, select the Approvals tab, scroll to the right and enter the number of approved overtime hours in the OT column.



12. Review all timesheets for accuracy before approval. Once complete, select Approve and then click Save. Approved timesheets will automatically be forwarded to the Payroll Department for processing.

C. APPROVER NOTES:

1. The approver must then notify the employee and BCIT Personnel, via e-mail, that an adjustment has been made.
2. By clicking on the submit button, you are certifying to the Payroll department and the district that the Payroll information you have approved on that electronic time sheet is true and accurate as of the date and time you click on the submit button.

Rev 07/28/26