tcp | TimeClock Plus®

K-12 SCHOOLS

Avoid These 5 Common Labor Compliance Pitfalls

After 35 years in the industry working with 100s of school districts, TCP Software has heard plenty of nightmare stories from schools who were caught off-guard by either a DOL audit or employee complaint about inaccurate pay. **We've designed our TimeClock Plus solution to help our customers avoid these pitfalls.**

Common Labor Compliance Pitfalls

1

MULTIPLE TIMESHEETS FOR CLASSIFIED EMPLOYEES

Minimize risk by:
- Use one timesheet to create a "single source of truth"
- Pay employees overtime or "extra time," even if it wasn't approved in advance

2

INADEQUATE TRACKING OF EXTRA DUTY TIME

Minimize risk by:
- Automate the collection of extra duty time
- Provide user-friendly technology for recording extra duty

3

MISCALCULATION OF WEIGHTED/BLENDED OVERTIME

Minimize risk by:
- Don't calculate by hand
- Ensure that it is easy to "check your work" and audit the calculation

4

"UNOFFICIAL" COMP TIME TRACKING

Minimize risk by:
- Don't handle comp time "under the table"
- Ensure that it is used or paid out at time of termination

5

POOR MONITORING OF SUBSTITUTE TIME

Minimize risk by:
- Track which teacher each substitute worked for to ensure proper funding source
- Track actual time worked, not just scheduled hours

4 Ways to Be Audit Ready

ADOPT
Adopt a Digital Recordkeeping Approach

TRACK
Track Time for Title 1 & Grant Activities

ORGANIZE
Organize Employee Records

CONDUCT
Conduct an Annual Self-Audit

Get Audit Ready
Handle Your K-12 Audit with Confidence

Want to learn more about K-12 audit preparation?

Get Audit Ready: Handle Your K-12 Audit with Ease

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