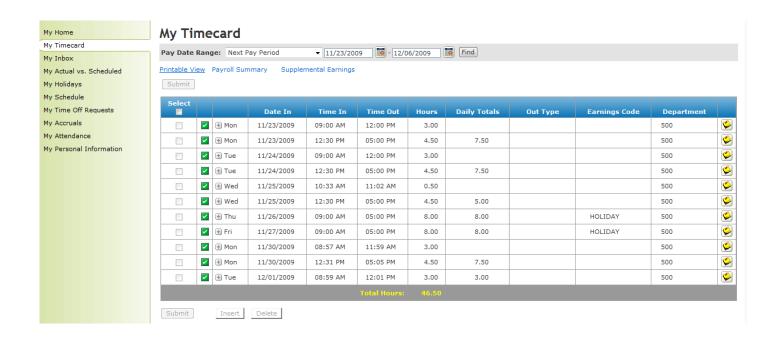
Time Card Processing



Pathways for Students

Online Time Card Processing

Pathways for Students has implemented a web-based time clock that offers convenient time collection. Web-based punching in and out enables interns to report time and attendance information from virtually any on-site computer. By automating data capture, scheduling, and time tracking, web-based time-tracking software eliminates human error and takes less time than manual methods.

Advantages of online time and attendance system:

- Flexible time capture Collect data through real-time web punch in/punch out
- Advanced time calculations Automated rounding rules, established holiday, break and lunch rules
- Intern time entries are audited daily to resolve missed punches and other requests
- Intern Self-Service Allow interns to manage their own employment information and make requests
- Overtime alerts Contact the intern, supervisor, and MTC Project Manager via email to assist with regulatory laws

Procedures

- 1. Once on site, interns log into Time and Attendance system to "Punch In" and "Punch Out" at the start and end of daily work shift.
- 2. At the end of business each Friday, interns print a hard copy of their weekly time entries.
- 3. Interns and immediate supervisors sign printed time card at end of business Fridays.
- 4. Interns fax / scan and email signed time cards to Pathways no later than 12:00pm Monday.

Faxed / Emailed Time Cards

To receive a paycheck, you must fax / scan and email a photocopy of your time card to Pathways for Students before 12:00 pm Monday. Immediately after faxing your time card, call to verify that we received it. Your payroll will be released only upon receipt of your signed time card.

Payroll Fax Number

Email

1-888-819-3353

denise@pathwaysforstudents.org

Thank You!

Denise Berry, Project Coordinator

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