

Policies regarding Time Clock System

Information compiled December 19, 2006

The Question: At this time we do all of our time calculations by hand. We are looking to change over to a time clock for at least the employee's time collection portion. Does anyone else use a time clock system? If so what system do you use, and how well does it work for your operation?

Ben Franklin Transit says... We only use time clock (wall mount) in Maintenance, but then the Office Assistance has to manually input them into the computer system, nothing automatic into the payroll system.

Columbia County Public Transportation says... We do not use a time clock at this time. Our calculations are also done by hand.

Community Transit says... Our mechanics use a time clock. It does not automatically feed into our payroll system. It is strictly used to document that the employees punched in/out. Our other work groups (non coach operators) fill out a bi-weekly Excel timesheet. We use Midas (crew scheduling software) for the coach operators and they fill out an exception log for additional pay time. Please let me know if you need more information about our timekeeping processes. Periodically, we have talked about exploring the use of a time clock with automation into our PeopleSoft payroll system. I would be interested in any information you collect from other agencies that use a time clock.

C-Tran says... We use time clock systems in our maintenance department and our paratransit division. For more information, have your member contact: Fred Bicknell (Maintenance) 360/906-7360 and Walt Gordon (Paratransit) 360/906-7305.

CUBS says... Neither CUBS nor the City of Longview use a time clock system.

Grant Transit says... We do not use time clocks, not sure if our contract provider does or not.

Grays Harbor Transit says... We have used a mechanical time clock system for the 30 years we have been in operation. Employees punch in and out daily the time cards are processed by the dispatch office then sent to bookkeeping where they are entered into the payroll software. We use Lathem 5000E time clocks and ASP payroll software provided by Harris International.

Intercity Transit says... We do everything with pen and paper – no electronics. Union employees sign in and the supervisor counter signs. Non-reps fill out a time sheet every 2 weeks which is then counter signed by their supervisor.

Island Transit says... We have no time clock system.

Jefferson Transit says... We use ADP PayExpert in conjunction w/a program called eTime that collects clock-in/outs at swipe badge clock.

Kitsap Transit says... Our maintenance department uses a time clock. They use a card to punch in and punch out. It doesn't calculate the number of hours worked, and payroll must manually calculate the hours.

Link Transit says... We use a time clock in our maintenance department; it is an Atomic Time, Model # 1500 E. For more info, you can contact Jennifer Erickson at 509/664-7631 or e-mail her at jen@linktransit.com. For our needs it works fine.

Pacific Transit says... We do not use a time clock.

Skagit Transit says... We do not use a time clock system.

Twin Transit says... We don't use time clocks because there are about 4 varying rates of pay for drivers, making it too complicated for a time clock system. Drivers fill in their own time sheets and payroll verifies hours and totals.

Whatcom Transit says... Yes. We use a computerized time keeping system that we have programmed internally.

Yakima Transit says... We do not have a timecard system as of yet.

