

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.



Primary Reasons Behind Inaccurate Paychecks



Mismanaged tracking of extra-duty time



Mismanaged tracking of comp time



Miscalculated weighted and blended overtime

Common Labor Compliance Pitfalls



MULTIPLE TIMESHEETS FOR CLASSIFIED EMPLOYEES

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



INADEQUATE TRACKING OF EXTRA DUTY TIME

- Automate the collection of extra duty time
- Provide user-friendly technology for recording extra duty is essential to automation



MISCALCULATION OF WEIGHTED/BLENDED OVERTIME

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



"UNOFFICIAL" COMP TIME TRACKING

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



POOR MONITORING OF SUBSTITUTE TIME

- Track which teach 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



Want to learn more about K-12 audit preparation?

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

[DOWNLOAD TCP SOFTWARE'S AUDIT GUIDE](#)



Talk to an Expert about our K-12 solutions

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