

# InfiniTime System Procedures and Policies

InfiniTime is a computerized timecard and scheduling system. You will be able to correctly record the hours you work by always phoning into the system to clock in at the beginning of your scheduled shift and again to clock out at the end of your scheduled shift. You will also be able to view your timecard and work schedule online anytime at [www.drdlifeguard.com](http://www.drdlifeguard.com).

## Clocking In or Out Procedure:

To clock in or out, you will call into the computerized time clock. You MUST call from the pool's phone. Listen to the prompts and input the correct information:

1. From the pool's phone, call 410-785-0225 (if the pool has a pay phone or is long distance, call 1-888-828-7665).
2. Press # when you hear the greeting (this will allow you to bypass the greeting).
3. Enter your Employee ID \_\_\_\_\_ followed by #.
4. Enter your Password \_\_\_\_\_ followed by #.
5. Press 1 to punch in or out (DO NOT ENTER # HERE).
6. Enter Job Number \_\_\_\_\_ followed by #.
7. Enter Task Number \_\_\_\_\_ followed by #.
8. When you hear "Your Transaction Has Been Accepted" you can HANG UP.

## **Moving to another pool in the middle of your shift:**

1. You should currently be clocked in at the pool you started at.
2. Upon your staffing coordinator's direction, leave the pool you are currently working. DO NOT clock out.
3. When you arrive at your new location, clock in using the procedure above with that pool's job number. The system will automatically clock you out from the previous pool and into the new pool. No time will be lost. (if you go back to your starting pool, clock in when you arrive back there with that job number)
4. Clock out at the end of your shift by following the procedure above.

## Clocking In or Out Policies:

1. When clocking in or out, the pool telephone must be used. Cell phones are not permitted. The InfiniTime system records the telephone number you are calling from which verifies your presence at the pool.
2. No DRD employee is permitted to clock in or out another employee. This will be viewed by DRD as an act of theft. The consequences of such action may result in loss of employment and prosecution to the fullest extent of the law.
3. Hours worked must be in accordance with the hours scheduled and are paid as such. Time worked that is not scheduled or approved by your staffing coordinator will not be paid.
4. If you have problems when clocking in or out, hang up and wait one minute and try again. Usually this will take care of the problem. If after the second try you are still unable to clock in or out, please call the DRD office to make us aware of the problem.
5. If you forget to clock in and remember during your scheduled shift, clock in and follow the steps in "Clock In or Out Correction Procedure" to have your time corrected.
6. If you forget to clock out, DO NOT clock out when you remember. Simply follow the steps in "Clock In or Out Correction Procedure" to have your time corrected.

**OVER**

### **Timecard and Schedule Viewing Procedure:**

We are pleased to provide InfiniTime which will make accessing your timecard and schedule easy. You will find the link on our website at [www.drdlifeguard.com](http://www.drdlifeguard.com).

1. Go to [www.drdlifeguard.com](http://www.drdlifeguard.com).
2. From our landing page, click on the county you live in.
3. Click "Forms" at the top right corner of our site.
4. Click "Employee Login" (pop-up blocker and Google toolbar must be turned off).
5. InfiniTime will open. Use the Employee ID and Password to log in.

### **Timecard and Schedule Viewing Policies:**

#### **Schedule:**

1. InfiniTime allows you to view your timecard and work schedule via the web.
2. DRD is not responsible for providing web access to view your timecard or schedule.
3. The schedules posted on InfiniTime can change. Checking the schedule frequently will ensure you have the most up-to-date schedule.
4. Any schedule change must be approved by your staffing coordinator.
5. If you see something on your schedule that doesn't look right, call your staffing coordinator right away to have it corrected.

#### **Timecard:**

1. You are paid in accordance with your schedule. Your timecard will reflect these times.
2. If you see a time that you forgot to clock in or out, follow the directions in "Clock In or Out Correction Procedure" to correct it.

### **Clock In or Out Correction Procedure:**

1. Go to [www.drdlifeguard.com](http://www.drdlifeguard.com).
2. From our landing page, click on the county you live in.
3. Click "Forms" at the top right corner of our site.
4. Click "Timecard / Payroll Corrections."
5. Fill in the form and click "Send Info."

### **Clock In or Out Correction Policies:**

1. The "Timecard / Payroll Corrections" link will allow you to submit time when you forget to punch in or out via the telephone.
2. This form is not to be used as an alternative to clocking in and out via the telephone. It is strictly for corrections.
3. If you do not have access to the internet, you may write a letter and mail it DRD with the following information:
  - Your name and employee ID.
  - The date your forgot to clock in or out.
  - The time you started or ended your scheduled shift.
  - The name of the pool you worked that day.
4. Allow 7 days for corrections to be reflected on your timecard.
5. DRD will correct your time and deduct a 15 minute administrative fee.