

From: [Tammy Jones](#)
To: [Wendy Hall](#)
Subject: Executime Update for CONTRACTED TEACHERS with Extra Jobs
Date: Thursday, August 22, 2019 11:43:12 AM

From: Tammy Jones
Sent: Tuesday, February 26, 2019 1:11 PM
To: Faculty and Staff <FacultyandStaff@bvps.org>
Subject: Executime Update for CONTRACTED TEACHERS with Extra Jobs

THIS EMAIL APPLIES TO BVPS CONTRACTED TEACHERS WITH EXTRA JOBS ONLY

Good afternoon! After receiving feedback from contracted teachers about the difficulty of clocking in and out, we have worked with our software provider to come up with an alternative for recording time for contracted teachers with extra jobs. **Hourly (non-exempt) staff will still clock in/out as originally trained. Interventionist will still clock in/out as well.**

For Homebound, After-School, and any other extra job performed by a “BVPS Contracted Teacher”, the teacher will utilize Executime but will manually enter their in/out times. The process for approving the timesheet will not change from the original training.

Attached is a brief tutorial on how to manually enter your time. Time is in military time and the number of hours will automatically calculate from your in/out time entries.

<https://drive.google.com/open?id=1cAd2fhR5HYGRKv1-YC2I3FmsAEstUPgZ>

We will also be holding a hands-on training at central office on Friday, March 1 at 4:00 p.m. The training is intended for contracted teachers that may want to be trained but we can also be available for any of employee that may want a refresher before we officially start utilizing Executime on March 2.

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