



**SCRIC TIMEPIECE User Form**

|                      |
|----------------------|
| BT BOCES Staff Only: |
| User Name: _____     |
| Task #: _____        |
| Processed by: _____  |

District Name: \_\_\_\_\_ Date: \_\_\_\_\_

User's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ User's Phone Number: \_\_\_\_\_

Device Name(s) \_\_\_\_\_

**Please Circle User Role:**

| <b>Approvers</b>  | <b>Reports</b>  |
|---|---|
| Approve/Disapprove Time<br>Employee Dashboard<br>Review Employee Punches<br><br><b>SUB WORK GROUPS: (list them)</b> | Scheduling (All screens)<br>Employee Adjusted Hrs/Scheduled Hrs Exceptions<br>Employee Approval Status<br>Employee By Work Group<br>Employee Exceptions<br>Employee Late In/Early Out<br>Employee Listing<br>Employee Pay Distribution<br>Employee Punch Detail<br>Employee Punch Detail by Device<br>Employee Schedule<br>Employee Shift<br>Employee Timesheet<br>Employees On-Premise<br>Punch Audit<br>Punch Summary |

| <b>Claims Auditor</b>   | <b>Reports</b> |
|---|----------------|
| Approve/Disapprove Time<br>Employee Dashboard<br>Review Employee Punches<br><br><b>SUB WORK GROUPS: (list them)</b> | All reports    |

| <b>Payroll Clerk</b>  | <b>Reports</b>   |
|---|--|
| Approve/Disapprove Time<br>Employee Dashboard<br>Review Employee Punches<br><br><b>SUB WORK GROUPS: (list them)</b> | Management (all but Offline Punch Processing)<br>Scheduling (all screens)<br>Reports (all)<br>Setup (all but ones for RIC staff) |

| <b>View Only</b>   | <b>Reports</b>   |
|--|--|
| Employee Dashboard<br>Review Employee Punches<br><br><b>SUB WORK GROUPS: (list them)</b> | Management (all but Offline Punch Processing)<br>Reports (all)<br>Setup (all but ones for RIC staff) |

**STATEMENT OF CONFIDENTIALITY:**

**By submitting this application, you are agreeing to:**

1. I will not share my password.
2. That any action or activity taken with a password will be attributed to the owner of the password.
3. Not obtain unauthorized access to and use of an account and network facilities, for personal or private use.
4. Not divulge the contents of any database holding personnel and confidential information related to children, parents, or school business operations.

*The Help Desk reserves the right to change any user's password if they are aware the password has been shared.*

When there is any indication or unauthorized use or abuse of the system or any other action which interferes with the proper functioning of the system, or infringes on the rights or other users, the NYS Education Department, Broome-Tioga BOCES, or other appropriate agencies will be appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

**USER SIGNATURE:**

**DATE:**

**AUTHORIZED SIGNATURE:**

**DATE:**

**Refer any questions regarding these policies or procedures to 607-766-3936. You will be connected to the Financial Services Help Desk.**

**Either fax the completed forms to the Financial Services Help Desk @ 607-763-3303 or scan and email to [financialservices@btboces.org](mailto:financialservices@btboces.org)**