



SCRIC TIMEPIECE User Form
MILFORD

District Name: _____MILFORD_____ Date: _____

User's Name: _____

Email Address: _____ User's Phone Number: _____

Copy Access From: _____

Please Circle User Role:

Timepiece Approver	Reports
Approve/Disapprove Time	Attempted Punch Log
Employee Dashboard	Employee Adjusted Hrs/Schedule Hrs Exceptions
Review Employee Punches	Employee Approval Status
	Employee Attendance Balance
	Employee Attendance Detail
	Employee Exceptions
	Employee Late In/Early Out
	Employee Listing
	Employee Punch Comments
	Employee Punch Detail
	Employee Schedule
	Employee Shift
	Employee Time Summary By Weekly/Monthly
	Employee Timesheet
	Employee Attendance
	Employee On-Premise
	Punch Audit
 SUB WORK GROUPS: Please list	

Human Resources	Reports	
HR Export	Approval Paths	Employee Punch Detail by Device
Event Scheduling	Attendance Events	Employee Schedule
Shift Scheduling	Employee Approval Status	Employee Shift
	Employee Attendance Balance	Employee Time Summary by Pay Code
	Employee Attendance Detail	Employees Time Summary by Weekly/Monthly
	Employee by Work Group	Employee Timesheet
	Employee Exceptions	Employee Attendance
	Employee Late in/Early Out	Employee On-Premises
	Employee Listing	Location Listing
	Employee Pay Distribution	Punch Audit
	Employee Punch Comments	Punch Summary
	Employee Punch Detail	Work Group Listing
SUB WORK GROUPS: Please List		

Payroll Clerk	Reports	
Approve/Disapprove Time	All Reports	
Close Pay Period		
Employee Dashboard		
Employee Enrollments		
HR Export		
Offline Punch Processing		
Open Pay Period		
Payroll Export		
Review Employee Punch		
Event Groups		
Event Scheduling		
Event Setup		
Shift Groups		
Shift Scheduling		
Shift Setup		
Account Setup		
Approval Path Setup		
Attendance Code Setup		
Building Setup		
Differential Methods Setup		
Employee Setup		
FM Data Import		
Overtime Methods		
Pay Code Setup		
Pay Period Setup		
Work Group Setup		
SUB WORK GROUPS: Please List		

ADDITIONAL ACCESS Please circle what is needed

Management	Scheduling	Reports	Setup
Approval/Disapprove Time Close Pay Period Employee Dashboard HR Export Open Pay Period Payroll Export Review Employee Punch	Event Groups Event Scheduling Event Setup Shift Groups Shift Scheduling Shift Setup	Approval Path Attempted Punch Log Attendance Events Budget Accounts Device Group Listing Device Listing Empl adjusted hrs/sched hrs exception Employee Approval Status Employee Attendance Balance Employee Attendance Detail Employee By Work Group Employee Exceptions Employee Late In/Early Out Employee Listing Employee Pay Distribution Employee Punch Comments Employee Punch Detail Employee Punch detail by Device Employee Schedule Employee Shift Employee Time Summary by Pay Code Employee Time Summary by week/month Employee Timesheet Employee Timesheet w/Pay Distribution Employee Attendance Employee On-Premise Location Listing Punch Audit Punch Summary Work Group Listing	Account Approval Path Attendance Code Building Device Group Device Differential Methods Employee Licensing Information Data Import OT Methods Pay Code Pay Period System Settings Work Group

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:

AUTHORIZED SIGNATURE:

Refer any questions regarding these policies or procedures to 607-766-3936. You will be connected to the Financial Services Help Desk. Please fax completed forms to the Financial Services Help Desk @ 607-763-3443 or email at financialservices@btboces.org