

USING A TIME CLOCK IN THE CLASSROOM

Objective: Students will demonstrate professional and personal accountability and develop effective work habits.

Materials: [Timeclock](#) (This is the one I use), Timecards, [Paysheet](#)

Part 1: Setting the Stage

When my students arrive on the first day, I greet them similarly to this:

Congratulations! You have gotten the job as my interns.

My job is to create an environment that is safe and comfortable for you to learn the various aspects of business listed in your course syllabus. Your job is to follow your job description and do what needs done in the classroom.

Job Description:

- Attend classes on time and regularly
- Be prepared for classes with all necessary supplies
- Take good care of school property
- Complete all homework assignments
- Use your time well
- Be kind to all
- Respect themselves and others
- Put forth your top effort
- Make phone calls for guest speakers, as asked
- Answer the phone in a professional manner, if Mrs. Dortch is not available

Part 2: The Details

- **Set up minimum points/hour**
 - I pay my students minimum wage
 - Included in that pay are daily bell work assignments
 - Other assignments are graded separately
- **Set up bonus point system**
 - Awardable actions in my classroom are:
 - Cleaning or organizing
 - Helping others in the classroom
- **Set up deduction system**
 - Deductible offenses in my classroom are:
 - Failing to put your time card back in its place
 - Distractions (phones/earbuds) during whole group meetings
 - Failing to use time wisely

Part 3: Teaching the Procedures

- **Clocking In/Out**
 - This will depend on your machine.
 - I do expect that my students clock in and out if they take a bathroom break or ask to leave the classroom for their own reasons. If they are called out by the office I do not require them to clock out.
- **Figuring Daily Minutes (Use online [time calculator](#))**

- I do teach them the process to do it manually but I also allow them to use an online calculator since it is a bit difficult at first.
- **Requesting PTO (Paid Time Off)**
 - I require an email in order to get PTO.
 - You could use a paper form for prearranged absences
 - You can also use a Google Form
 - If students do not send me an e-mail w/in one day of their absence, they are not paid for that day. If they do send an email, it is counted as a PTO day on the pay sheet.
- **Submitting Pay sheet**
 - Each month the students complete the pay sheet and hand in their time cards.
 - As far as grading, for the most part I just do a quick glance. If there is a student I suspect made an error, I double-check those.