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## MEMORANDUM

**TO:** Weber School District Board Members:  
**President Paul Widdison, Vice President Doug Hurst,  
Wyle Williams, Janis Christensen, Bruce Jardine, Jan Burrell, Kelly Larson,  
Superintendent Gina Butters**

**FROM:** Lauri Adams, Director of Human Resources  
Education Support Professionals and Benefits  
Nicole Meibos, Director of Human Resources  
Certified Employees and Licensure

**DATE:** June 10, 2026

**SUBJECT:** New Timeclock Management System

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The District currently utilizes the TimeClock Plus management system for part-time custodians and Child Nutrition employees, representing approximately 1,000 employees. The current contract with TimeClock Plus expires June 30, 2026. The district is currently paying \$29.72 per user per year, costing approximately \$30,463 with approximately 1,000 employees using the system. During the RFP, TimeClock Plus offered to renew the district's contract for \$104,699.80 per year. After a thorough review and demonstrations, the selection committee would like to move forward with Red Rover, who is currently our absent management system provider that the district uses in conjunction with Edustaff.

### **Red Rover Pricing**

The pricing was the most competitive at \$60,000/year with a \$10,000 implementation cost. That pricing is set for the first 5 years, so the total is \$310,000.

### **Reason for Timeclock Management System**

A timeclock management system provides an accurate and consistent method for recording hours worked by hourly non-exempt employees. It is necessary to support compliance with federal wage and hour laws, payroll accuracy, and audit requirements.

Under the federal Fair Labor Standards Act ("FLSA"), employers are required to maintain accurate records of hours worked for non-exempt employees, including regular hours and overtime hours

worked. Federal law places the responsibility on the employer to ensure that complete and accurate time records are maintained.

In order for the District to remain in compliance with federal labor laws and recordkeeping requirements, all hourly non-exempt employees should utilize a standardized recordkeeping system for documenting hours worked. Accurate timekeeping also assists the District in monitoring overtime, reducing payroll discrepancies, and ensuring consistent employment practices across departments and employee groups.

Over the next school year, the District intends to phase in additional employee groups into the timeclock management system. This expansion would include the majority of Education Support Professional (“ESP”) positions, adding approximately 1,900 additional users to the system.

Following full implementation, approximately 2,900 employees are expected to utilize the timeclock management system districtwide.

The phased implementation approach will allow the District to:

- Ensure compliance with the Fair Labor Standards Act and related federal regulations;
- Improve consistency in time and attendance reporting.
- Maintain accurate payroll and overtime records;
- Decrease the amount of time administrative assistants spend manually entering payroll every month.
- Increase accountability and transparency in hours worked; and
- Streamline payroll processing and efficiency.

The continued expansion of a timeclock management system represents an important compliance initiative for the District and supports the District’s responsibility to maintain accurate employee time records as required under federal law.