

Sub/Temp Time Clock Instructions

Step 1: Select the arrow on the right side of the time clock.



Step 2: Select the “IN PUNCH” button with the picture of the person and orange arrow for the appropriate position you are working at the school/department. The button descriptions are listed below.



SUB TCHR IN PUNCH SUB TCHR OUT PUNCH



For use by Substitute Teachers, Long-Term Substitutes and Temporary Teachers.

TEMP IN PUNCH TEMP OUT PUNCH



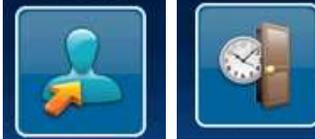
For use by all Temporary Positions
(i.e., Temporary café hostess, translators, interpreters, accompanist, clerical, PEP, PALS, etc.)

TA SPED IN PUNCH TA SPED OUT PUNCH



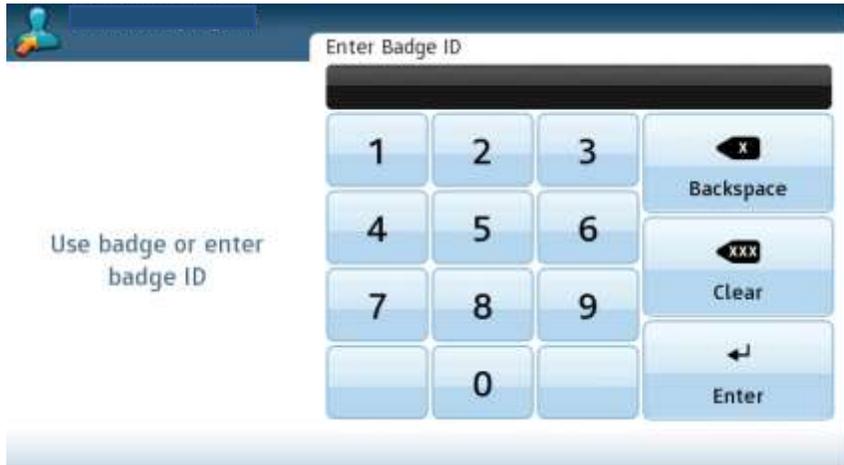
All Temporary or Substitute Teacher Assistants working in a special education classroom will need to use these buttons.

TA REG ED IN PUNCH TA REG ED OUT PUNCH



All Temporary or Substitute Teacher Assistants working in a regular education classroom will need to use these buttons. (i.e., Kindergarten, Computer Labs, Physical Education, etc.)

Step 3: Swipe your badge through the magnetic reader on the side of the time clock or enter your Employee ID Number and hit the “Enter” button. A message will appear confirming the punch was accepted.



Step 4: Sign out by hitting the “OUT PUNCH” button with the picture of the clock and the door for the position you signed in for at the beginning of the day. A message will appear confirming the punch out was recorded.



Daily Time Clock Timecard Approval

As a **daily** substitute or temporary employee, you should approve your timecard each day after you clock out.

If you are a long-term substitute, temporary teacher, or any other temporary position in which you are working on a continuous basis at a location, you can approve your timecard at the end of the pay period on the 1st or 16th of each month by selecting “Previous Pay Period”.

You can view your time worked first by selecting the View Timecard button before following the approval steps below. When reviewing, you can select any timeframe or select the current pay period to see the total hours you worked during the open period.



If you view your timecard, hit the home key in the bottom right corner to return to the main page.

Step 1: Select the “APPROVE TIMECARD” button.



Step 2: Swipe your badge through the magnetic reader on the side of the time clock or enter your Employee ID Number and hit the “Enter” button.



Step 3: Click on “Today” to select for daily time approval.

Select “Previous Pay Period” if you are approving on the 1st or 16th of the month.



Step 4: Review your total time worked for the day. If the hours are correct, hit the “Continue” button. If there are no hours populated on the day selected, contact timekeeper for the school and hit the “Home” key in the bottom right to return to the main screen.



Step 5: Read the attestation agreement certifying the hours you worked during the period selected are correct.

Approve Timecard Online

By clicking approve, you are certifying that the entries shown here correctly reflect the hours you worked during the previous pay period. It is your responsibility to contact your timekeeper to correct missed punches. If there are errors on this time card that are discovered after it is sent to payroll, your manager, along with the payroll office, will work with you to resolve any discrepancies.

Return Approve

Step 6: The box reads “Approve Timecard” and the period in which you select to approve.

APPROVE TIMECARD

Today
Timecard successfully approved.

Name: _____

8/15/2021, 6:00PM