

Employee Quick Reference User Guide – Onscreen Time Clock

You can view the complete guides on the intranet under Human Resources>Electronic Timekeeping. The onscreen time clock is located on all district computers by clicking on Start>Programs>Time Clock Plus 6.0> Onscreen Time Clock.

Clocking In

1. Click the **Clock In** key.
2. Enter your employee number and press **OK**.
3. Enter your PIN (last 4 of SSN unless you have changed your PIN) and press **OK**.
4. Click **Continue**.
5. Select the correct Job Code and click **OK**.
6. Click **OK** to confirm.

NOTE: If you are doing a job other than your default job or default account number you will need to clock in under the job code number communicated to you or 999-Miscellaneous and your supervisor will need to enter your rate and account number.

Clocking Out

1. Click the **Clock Out** key.
2. Enter your employee number and press **OK**.
3. Click **Continue**.
4. Click **OK** to confirm.

Going on Break/Lunch

1. Click the **Go on Break** key.
2. Enter your employee number and press **OK**.
3. Click **Continue**.
4. Click **OK** to confirm.

Returning from Break/Lunch

1. Follow the instructions for Clocking In referenced above.

Changing Job Codes

1. Click the **Change Job Code** key.
2. Enter your employee number and press **OK**.
3. Click **Continue**.
4. Click the job code you are clocking into and press **OK**.
5. Click **OK**.

NOTE: If you are doing a job other than your default job you will need to clock in under job code number communicated to you or 999-Miscellaneous and your supervisor will need to enter your rate and account number.

Viewing Hours- Please verify your weekly hours to make sure they are accurate.

1. Click the **View** key.
2. Enter your employee number and press **OK**.
3. Under the view drop down, select hours.
4. Click **Close** when done viewing.
5. Click **OK** to return to the main menu.

Time-Off Requests

1. Click **Request**.
2. Enter the **Date** being requested.
3. Enter the **Starting time**.
4. Enter the **Ending time**.
5. Next to **Days**, select number of consecutive days.
6. Next to **Code**, select the leave code for the time off request.
7. Next to **Note**, leave a message regarding your request. Notes are optional but may be requested by your supervisor.
8. Click **OK**.