

## TIME CLOCK PLUS

- \*You must clock in when you arrive and clock out when you leave each day. Be sure you CONTINUE to the screen that shows your clocking was successful each time you clock in or out.
- \*If you leave this campus, you must clock out, then back in when you return, even if you are going to another Pine Tree ISD location.
- \*You will clock in when you reach your Pine Tree ISD destination, then out when you leave there.
- \*Hourly employees, you will also need to clock out for lunch.

### **TO CLOCK OUT FOR LUNCH/BREAK: (Hourly employees only)**

- \*Swipe your badge or enter your employee ID#.
- \*Choose LEAVE ON BREAK.
- \*When you return from break, you will choose RETURN FROM BREAK.

### **TO APPROVE YOUR TIME:**

**All employees must approve their time before it will be submitted for payroll.**

**It is best if you do this DAILY, but it MUST be done at least weekly.**

- \*Log in (computer or time clock) using the ID# on your badge.
  - \*Click VIEW at the top of the screen.
  - \*Choose VIEW HOURS.
  - \*Look at the time in/time out for each day-or segment-as well as your lunch/break time (for hourly employees).
  - \*If times are correct, click the box to the left under E.
  - \*If any time is not correct, email me the correct time(s) so that I can edit them before approving.
- Be sure to enter any time off requests in TIME CLOCK PLUS asap.

### **TO ENTER TIME OFF REQUESTS:**

- \*Log in using your badge or ID#.
- \*Click REQUESTS at the top.
- \*Double-click on the calendar date you wish to be off or click ADD at the top left.
- \*Under TEMPLATES (top left on next screen), choose FULL DAY, HALF DAY, OR COMP TIME (comp time for hourly employees only).
- \*Enter the DATE you will be out.
- \*Enter the START TIME (the time your absence will start).
- \*Enter the number of HOURS if using comp time.
- \*Enter the number of consecutive DAYS you are requesting off (or leave it at 1 and then enter another request-may be better doing it this way).
- \*Choose LEAVE CODE from the drop-down menu.
- \*Type in a DESCRIPTION (reason) for your absence.
- \*Click SAVE.

### **TO VIEW YOUR TIME ACCRUALS: TIME OFF ACCRUALS ARE IN HOURS NOT DAYS**

- \*Log in using your badge or ID#.
- \*Click VIEW at the top of the screen. (You can also view accruals on the time off request screen.)
- \*Choose VIEW ACCRUALS.
- \*Time off is figured in hours on this screen. You may want to change the date so it will take into account any future time off requests you have and will show how many days/hours you have left after a certain date.

### **TO VIEW YOUR MESSAGES:**

Check periodically in case the payroll department, your principal, or I have sent you any messages that require your attention before your time can be submitted to payroll.

- \*Log in using your badge or ID#.
- \*Click VIEW at the top.
- \*Choose VIEW MESSAGES.