

HOW TO USE THE WALL CLOCK

SIGNING IN ON THE WALL CLOCK

You can begin the log in process by either using your ID badge if you have a proximity badge or using your Employee ID (the one found on your pay stubs that is 6 characters and begins with an "E").

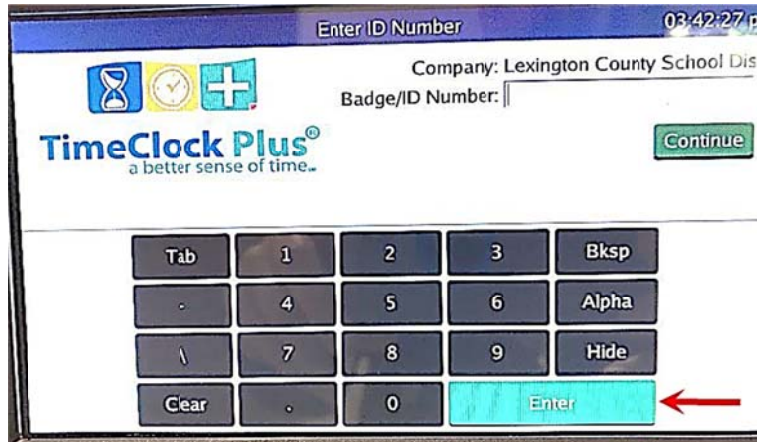
If you have a proximity badge, scan the ID Badge by placing the card over the wi-fi signal.



If you do not have a proximity ID Badge or do not have it with you, you can log-in using your Employee ID number. Tap the main screen shown below.



The screen below will appear. Enter your Employee ID number using the number pad on the screen. You will use the Employee ID number found on your pay check minus the E and any leading zeroes. For example, if your Employee ID is E00010, enter 10. Press “Enter.”



The steps below will be the same no matter which method you used to log-in. The screen below appears.



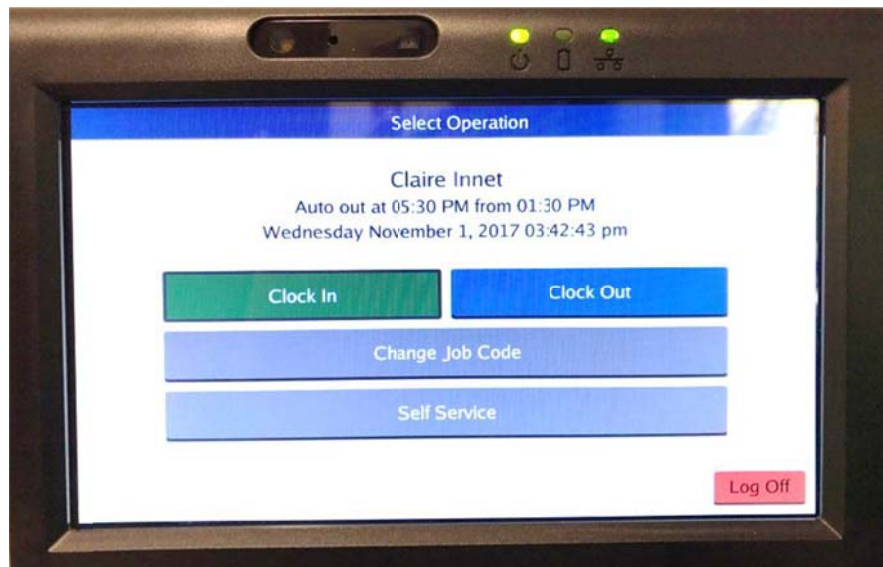
Place your finger on the reader as indicated below. Be certain to place your finger flat on the surface of the reader and the top of your finger up to the arch.



You should receive a "Match Successful!" message.

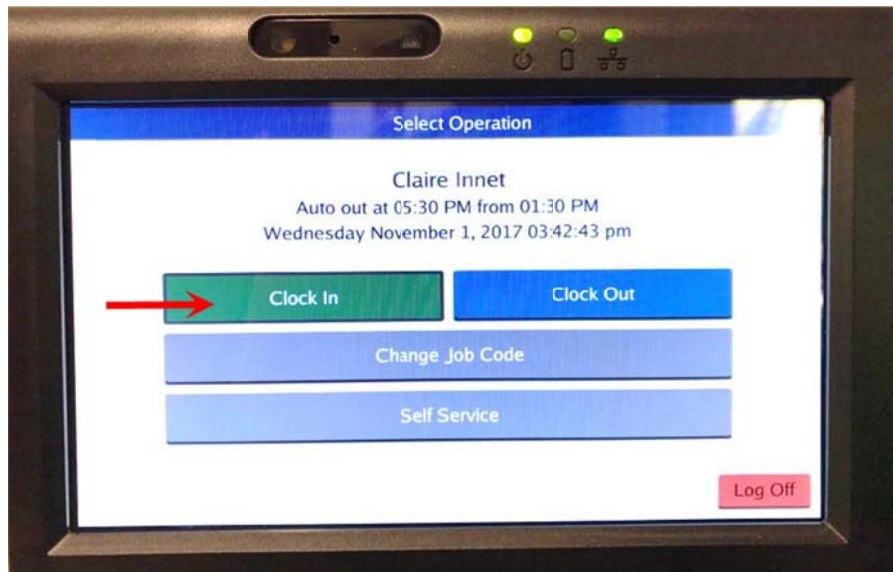


The Select Operations screen below will appear. This screen will display your last punch. From this screen, select the task you wish to do. To clock in, select Clock In, to clock out, select Clock Out. To change your Job Code (because you will discontinue one job duty and begin working a different job duty), select Change Job Code.

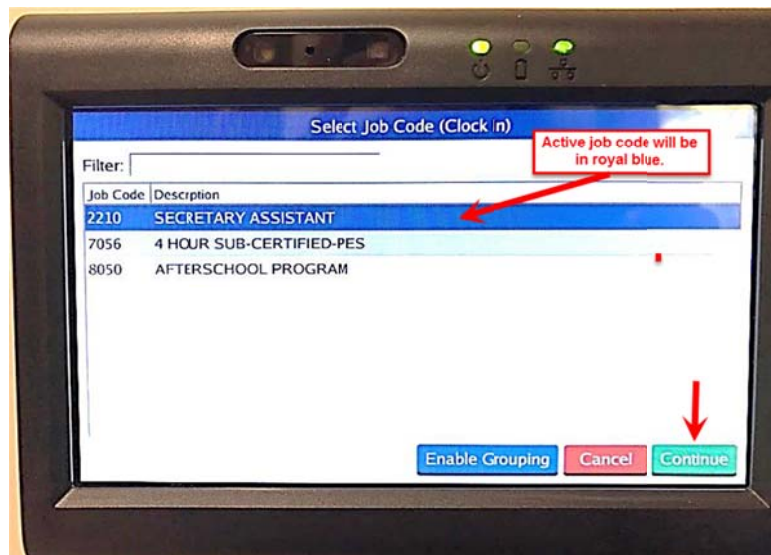


CLOCK IN

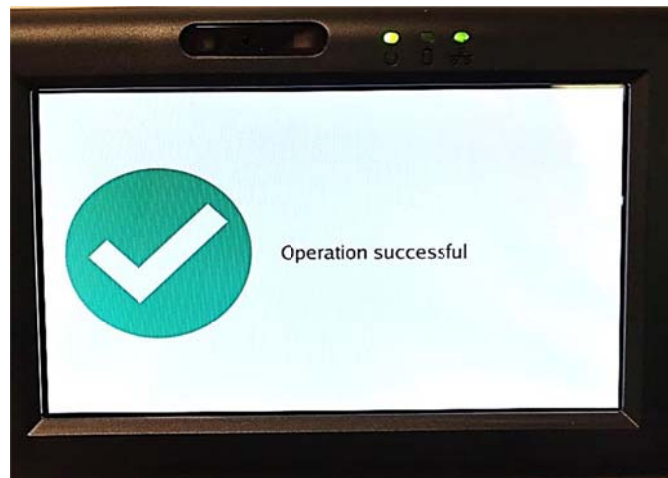
Log in on the Wall Clock as instructed above. From the Select Operations screen, select the “Clock In” option.



The “Select Job Code (Clock In)” screen will appear. This screen will list your active job code(s). If you have multiple job codes, be sure to select the correct one. The active job code will appear in royal blue. Select “Continue.”

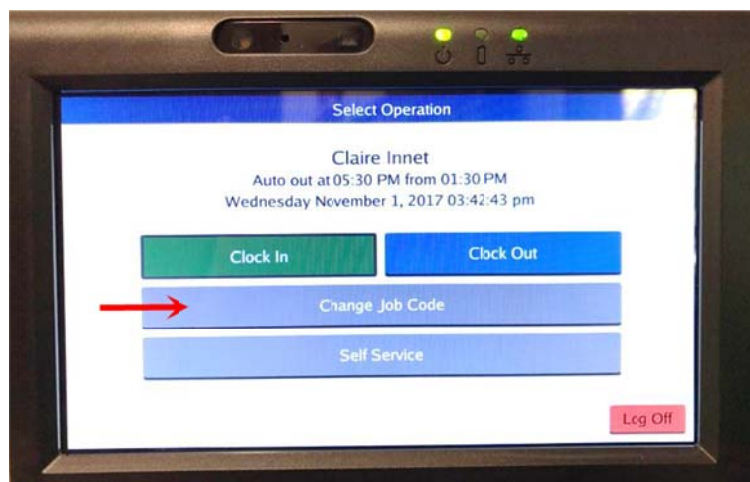


If there are no issues, you will receive the “Operation successful” message. You are now clocked in. If you have missed any previous punches, click “Continue” until you receive the “Operation successful” message. If you have missed punches, be sure to complete a Time Clock Edit/Missed Punch form and submit it to your supervisor for approval as soon as possible.

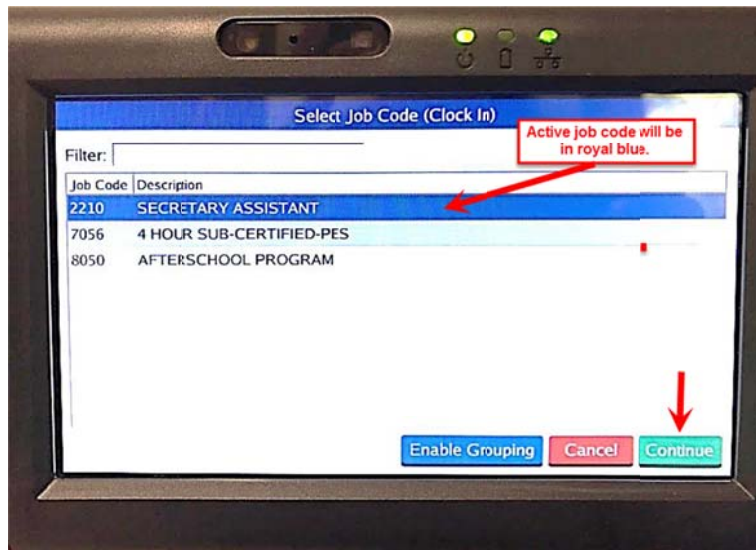


CHANGE JOB CODE

If you work multiple jobs in a single day and are going from one job to another, you will need log-in on the wall clock and select “Change Job Code”.



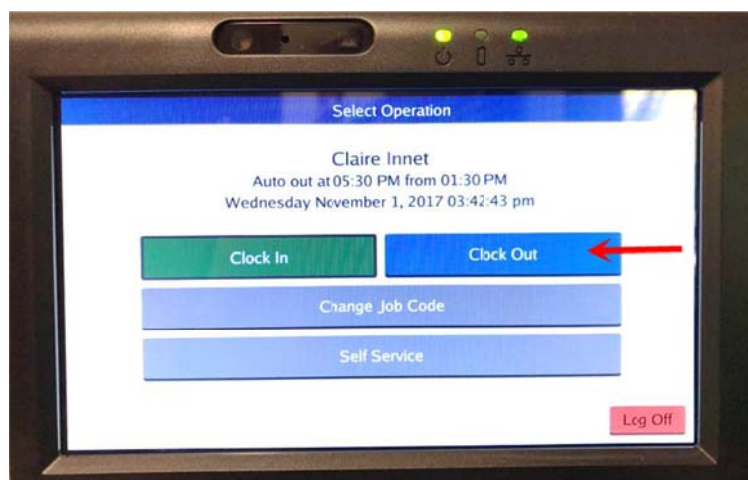
The “Select Job Code (Clock In)” screen will appear. Select the job code that you will be working from this point forward. Select the correct job code and then select “Continue”. This process will clock you out under the previous job code and clock you in under the selected job code.



Be sure you receive the “Operation successful” message (see example several screens above), before walking away from the clock.

CLOCK OUT

When leaving the office during the day for non-work related reasons or at the end of the day, you must clock out. Log on to the Wall Clock and select “Clock Out”. Remember to clock back in if you return before the end of the day.

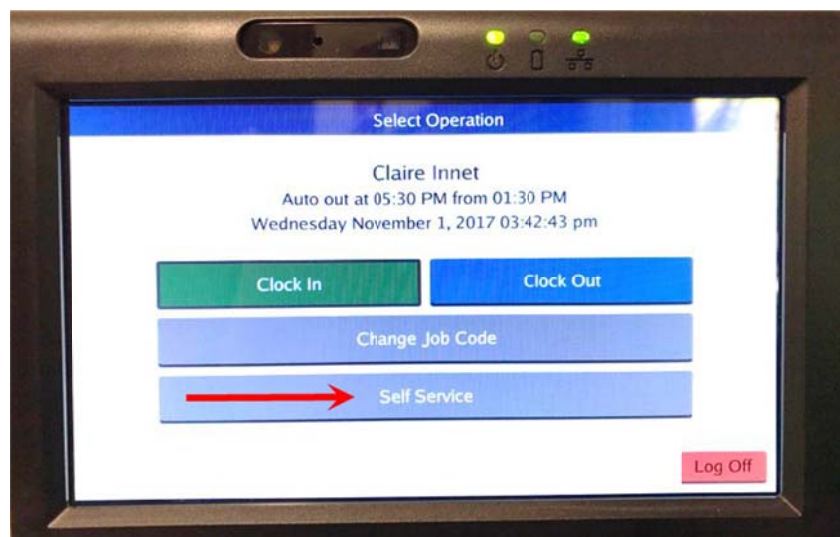


When you have finished your clock operations, be sure to log off by selecting the red Log Off if you were not automatically logged off.

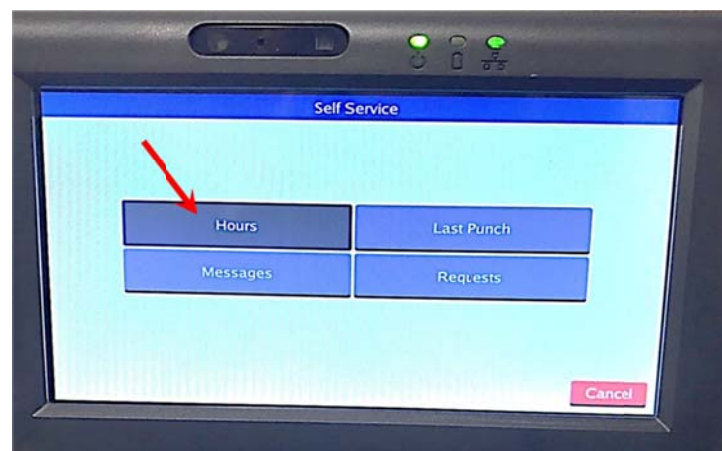
Approving Time Worked on the Wall Clock

We recommend approving time on the Web Clock (employee web based portal). But you can approve your time using the Wall Clock. There is a separate guide for approving time on the Web Clock, “How to Approve Time Using the Web Clock”. We recommend you approve your time worked daily, but it must be done at least weekly.

Log on to the Wall Clock as instructed at the beginning of this guide. From the “Select Operation” screen, select “Self Service”.

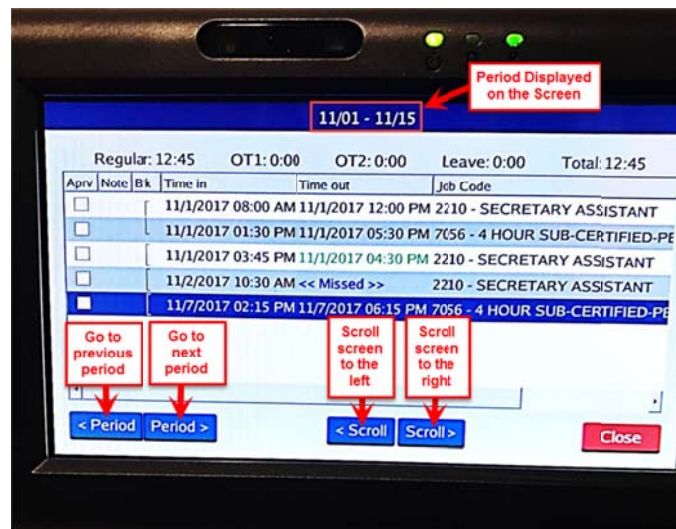


The “Self Service” screen will display. Select “Hours”.

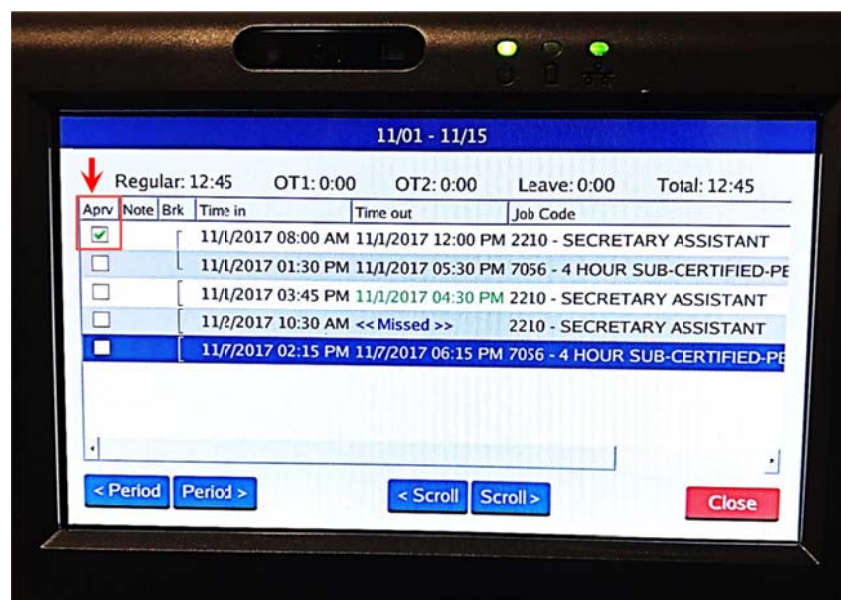


A screen displaying your time will appear. The dates at the top of the screen are the dates of the period being displayed. If the period displayed does not include the days you need to approve, find the correct Period by using the “< Period” to go to previous periods or “Period>” to move to the following period. You may see more information by scrolling the screen to the right by using the “Scroll>” button and back to the left by using the “Scroll<” button.

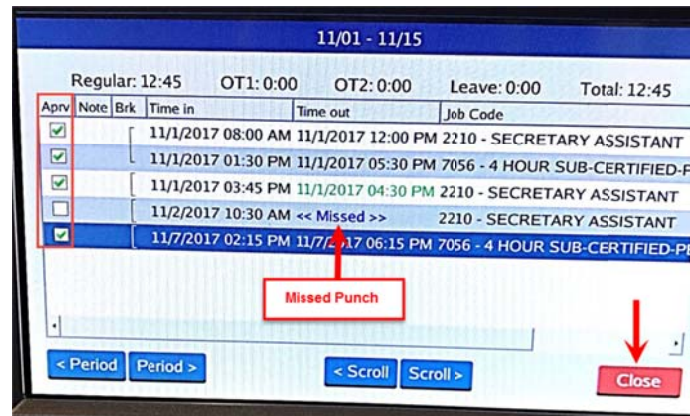
The “Time In” and the “Time Out” displayed on this screen, is the rounded time based on the 15 minute rule. The rounded time is used to calculate your total hours for purposes of calculating payroll. The 15 minute rounds up for 7 minutes prior to and after the actual time.



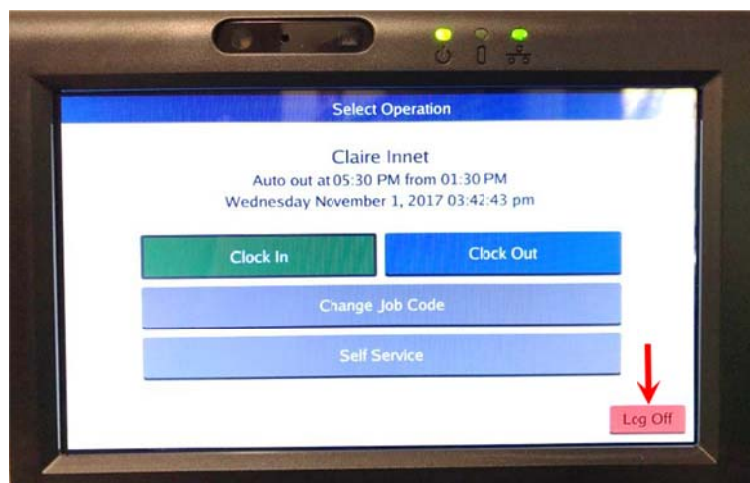
Once you are on the correct period, review your time and if correct, select the box all the way to the left in the “Aprv” column.



The Wall Clock requires you to approve each day individually. Make sure to see green checks in all of your boxes. If you have a missed punch or see any other error in your time, complete the Time Clock Edit/Missed Punch Form and give it to your supervisor for approval ASAP. This will be forwarded to the timekeeper at your location for entry. Once the missed punch or other edit has been entered, please log in and approve that time segment. Select "Close" when you have approved all possible time.



The Select Operations screen will appear. Select "Log Off". If you do not select "Log Off" before leaving the clock, you will remain logged in and someone else could view your information.



REQUESTING LEAVE

Below are instructions for using the Wall Clock to request leave. Only employees that use the Wall Clock to clock in and out may use the Wall Clock to request leave. However, all employees may use the Web Clock to request leave. We recommend using the Web Clock whenever possible to request leave. Instructions for using the Web Clock are in a separate document, “How to Request Leave Using the Web Clock”.

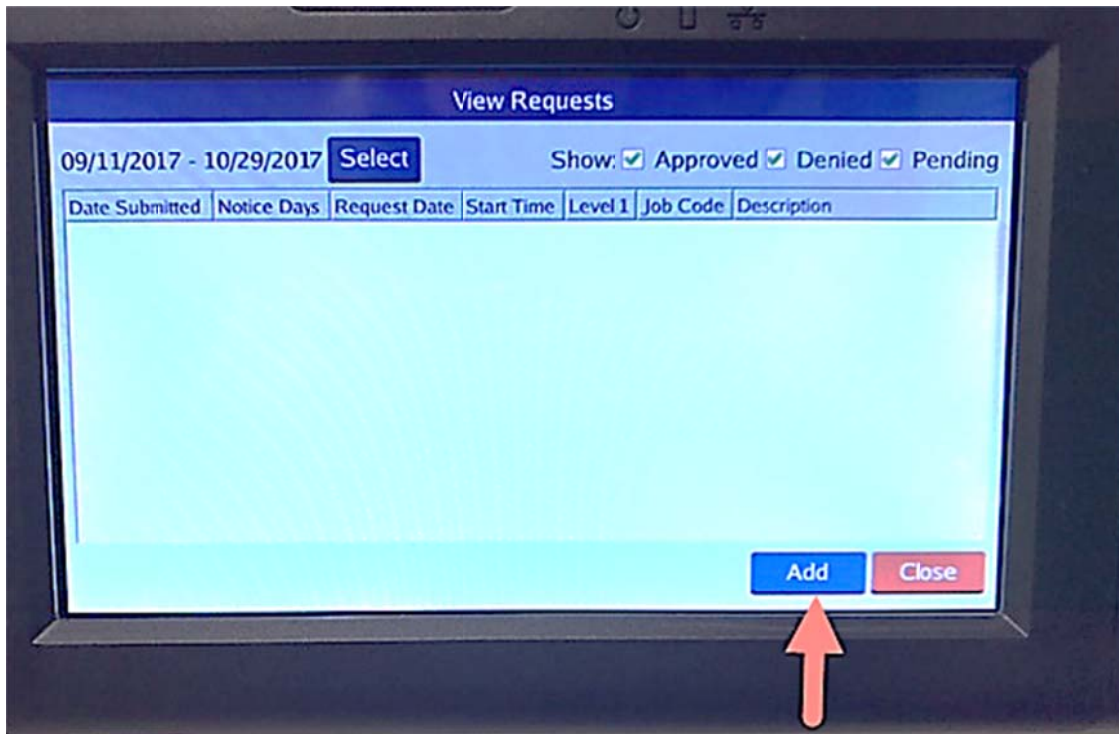
Log in as you would if you are clocking in/out. Go to “Self Service”.



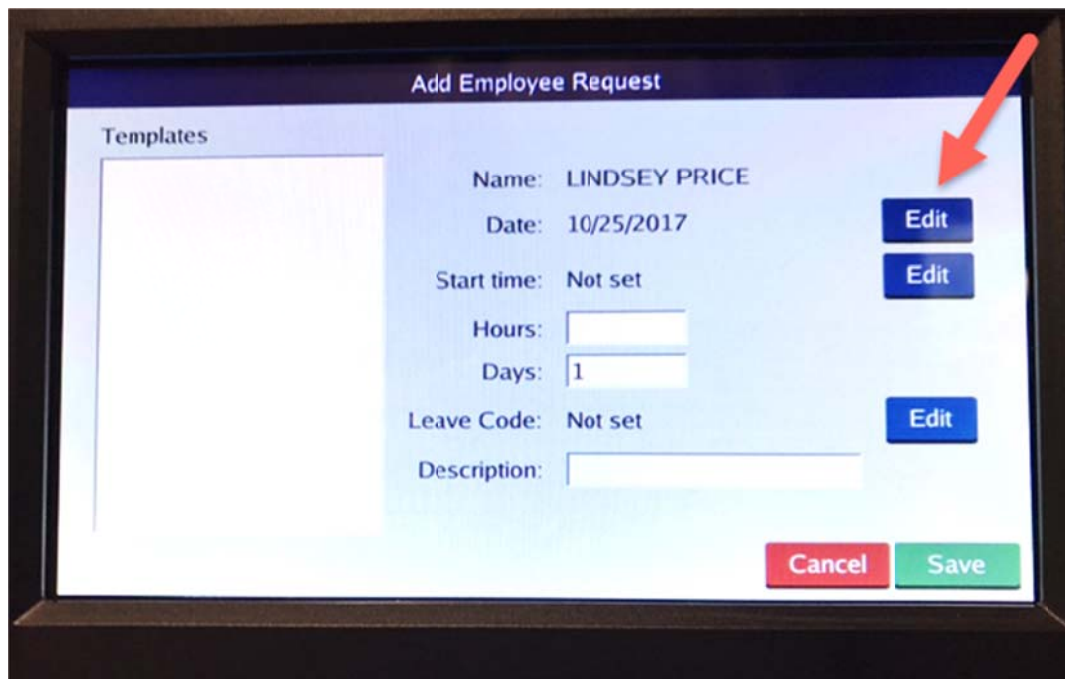
Select “Requests”.



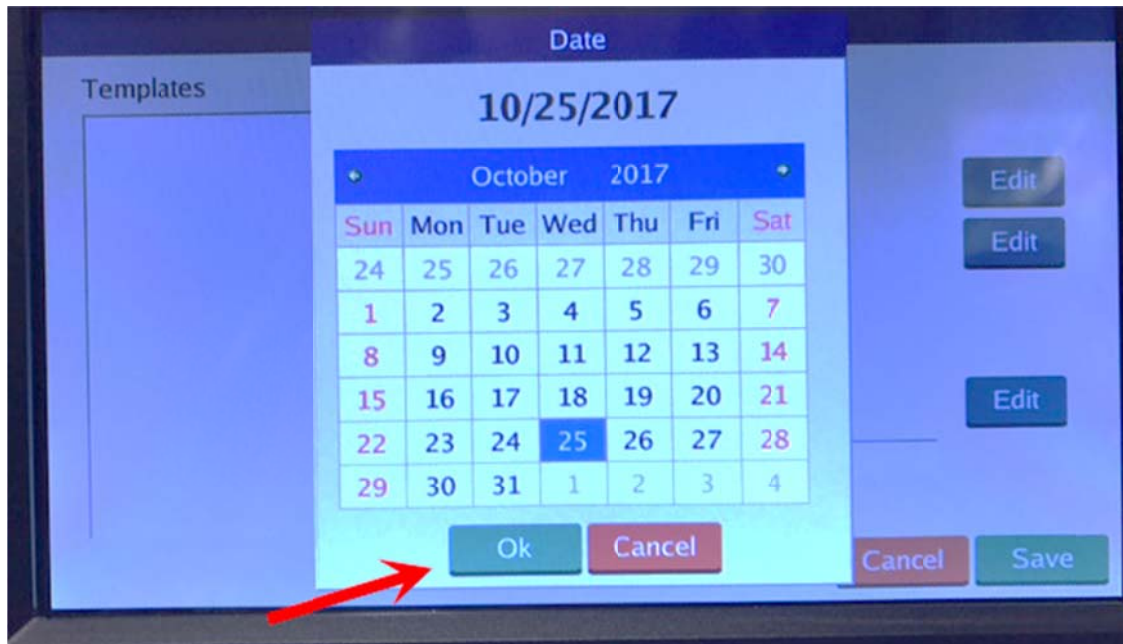
Select "Add".



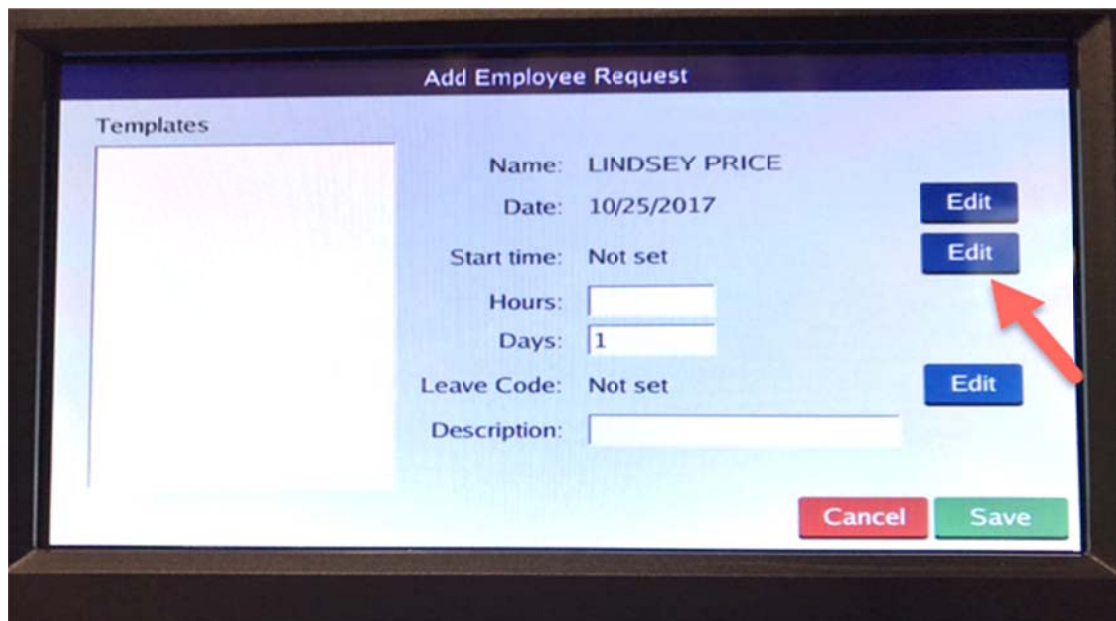
The screen below will appear. If the date you want to request leave for is different from the current date shown, select "Edit" to the right of the date.



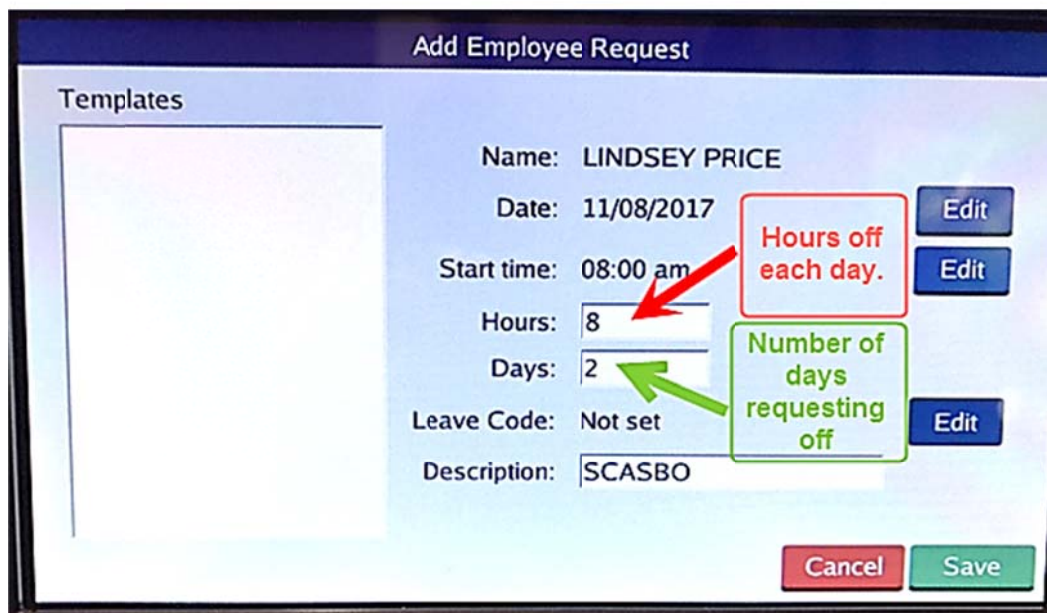
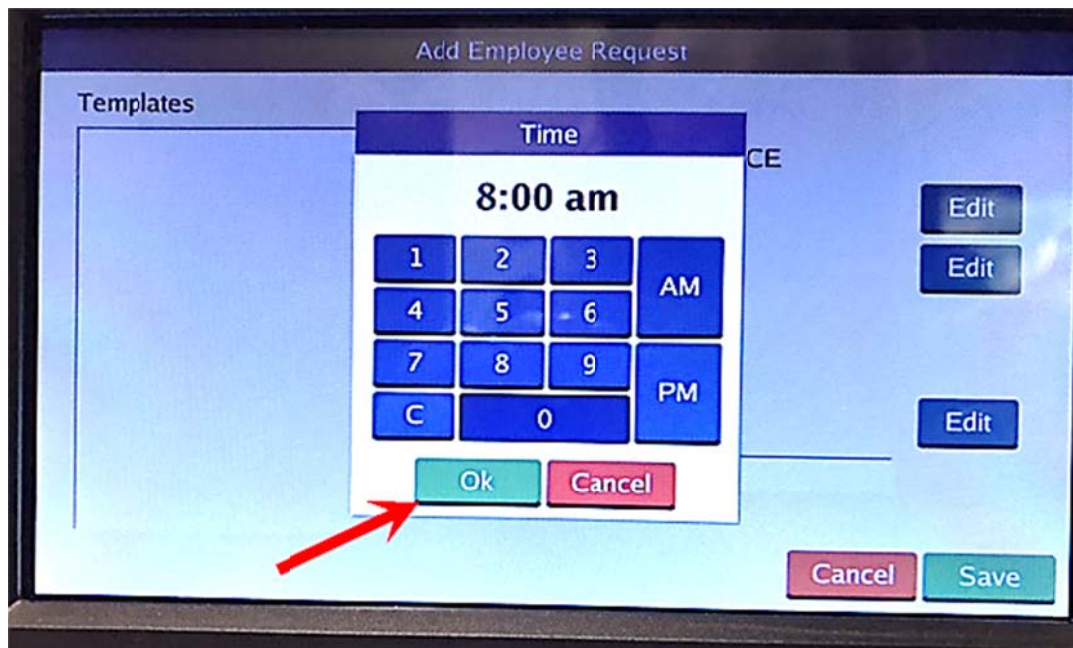
Select the desired date from the calendar and OK.



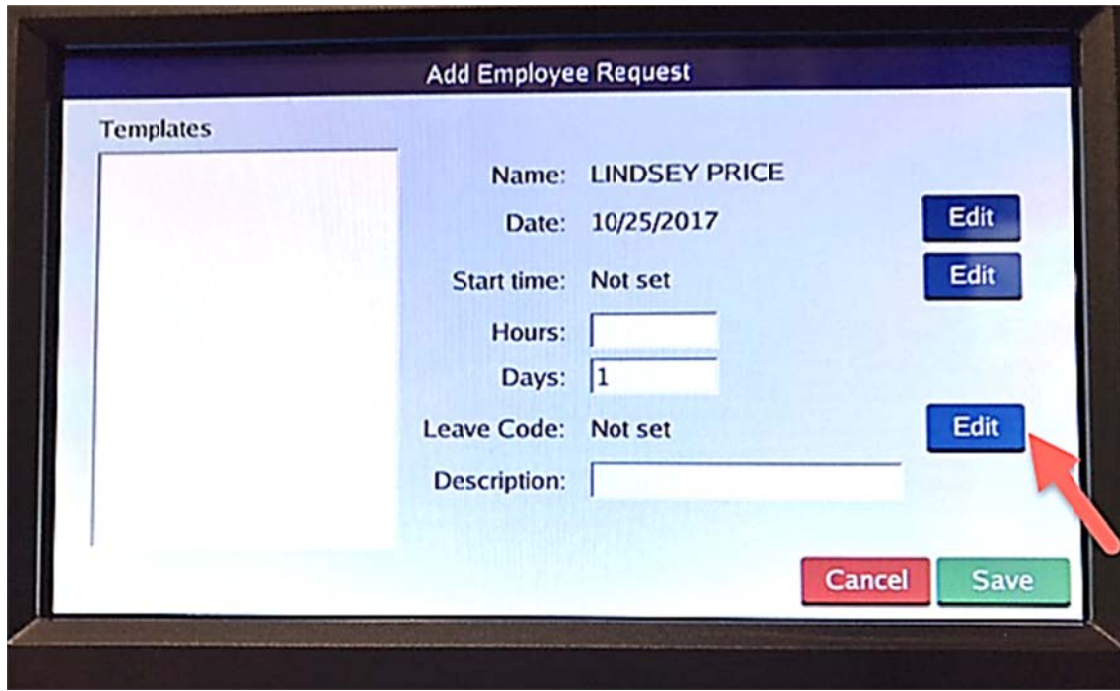
This will return you to the "Add Employee Request" screen. Select "Edit" to the right of Start Time.



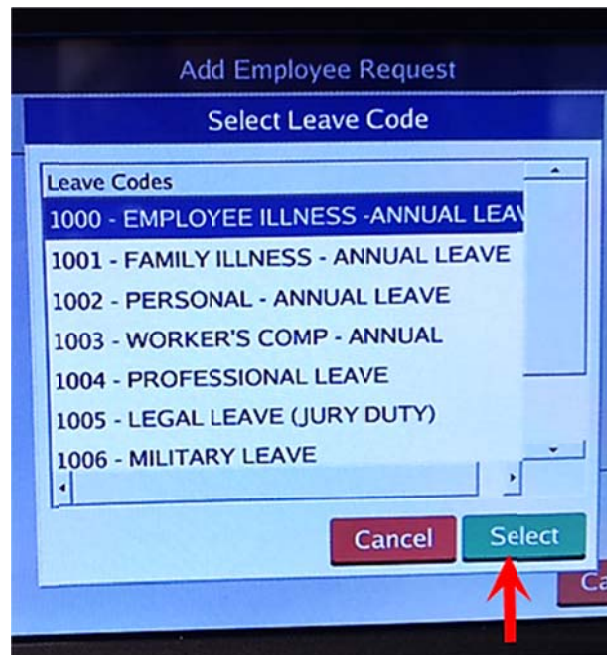
Select the time you want your leave to begin. Enter the total number of hours you are requesting for each day and the number of days in a row that you are requesting off. If you are requesting entire days, you will enter the number of hours you are contracted to work each day. The system can handle days off that cross-over a weekend. However, if there is a district holiday in the middle of your request. You will need to do two requests. Submit one request for time up to the holiday and another request for time after the holiday.



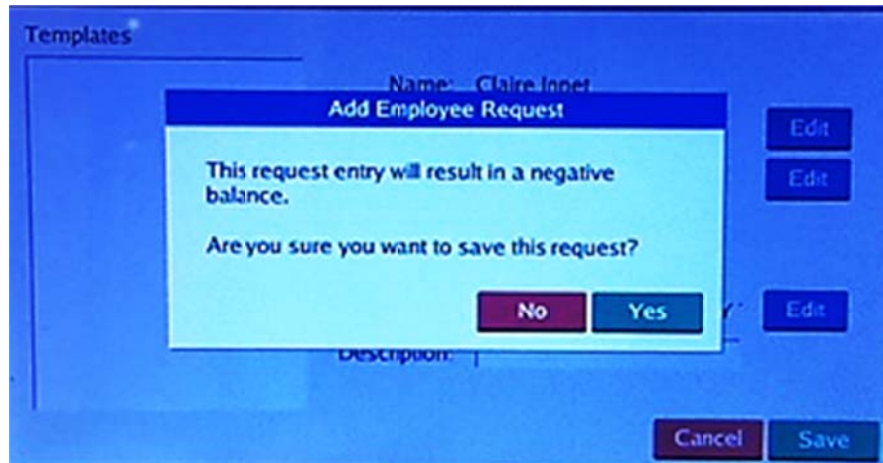
Next you will need to select a Leave Code by selecting “Edit”.



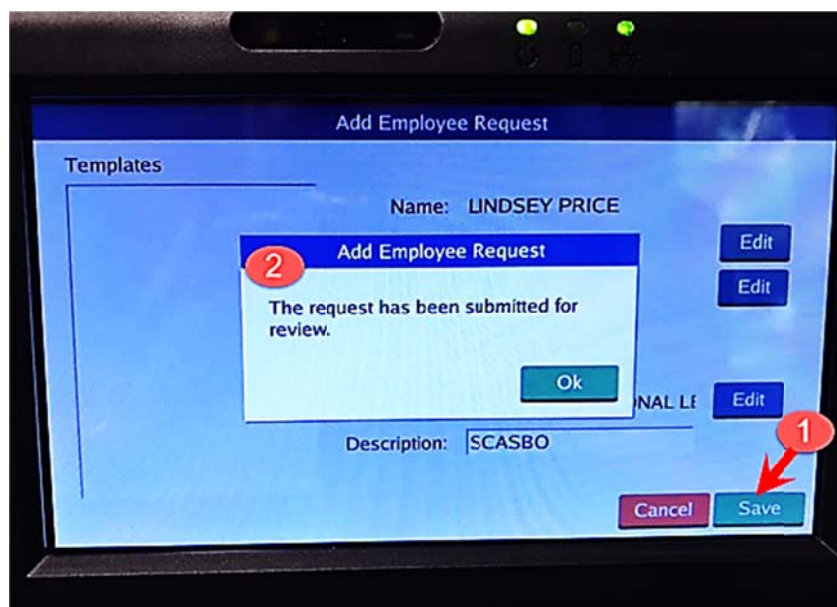
A list of leave codes will appear. Choose the correct one and then “Select”. The type of annual leave can be very important due to certain restrictions on personal leave and tracking of hours under the Family Medical Leave Act, etc.



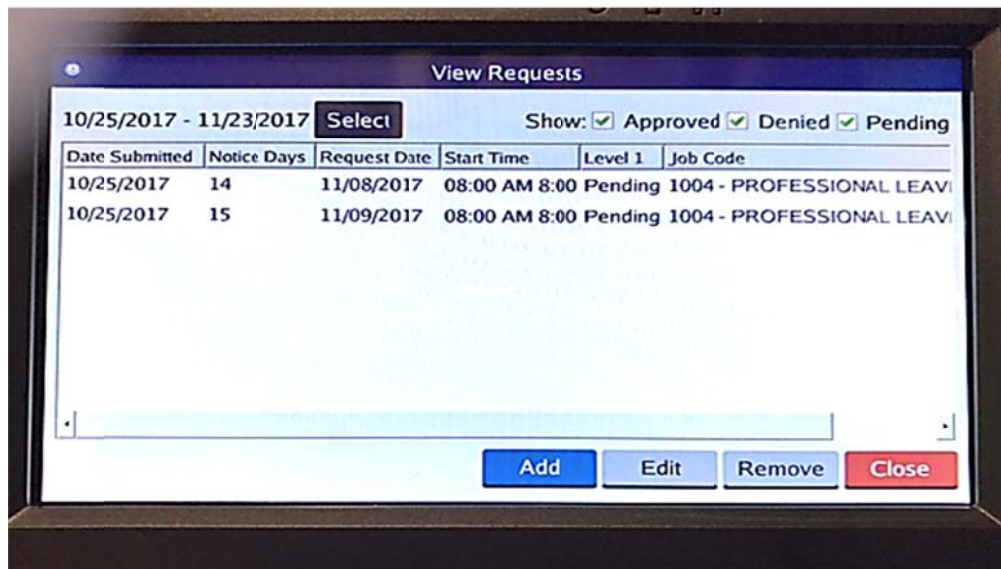
The “Add Employee Request” screen will appear. Enter reason or other note in the Description box. Select “Save”. If your leave request results in a negative balance for that leave type, you will receive a warning like the one shown below. Please note if you select OK, and the leave type is Annual Leave and there is not a sufficient balance when the leave is posted for payroll in BusinessPLUS, **your pay will be docked.**



After selecting “Save”, you will get a confirmation that your request has been submitted for review. An email will be sent notifying your supervisor/principal they have a request pending for review.



You should then be able to see your pending requests in the View Requests screen.



You may edit or remove (delete) a leave request up until the request has been approved. If the request needs to be deleted or other change is needed to the request after it has been approved, submit a "Leave Request Change Form" to your supervisor/principal.