

# Clocking In and Out on the Time Clock

## Two options for logging into Time Clock:

1. Manual entry of Employee Number
  - i. Select Use Code
  - ii. Type in "0" then the 5-digit employee number
2. Scan barcode on Employee Badge



Version STAI 2024.06.28

TimeClock\_ESC1

Wednesday, May 21, 2025

9:23:51 AM

Use Code



Settings

After logging in by either of the two options, you are brought to the Clock In/Out screen. At the top of the screen, it will state your current status and then also have your time reported for both the day and the week on the right-hand side. You will select the **In** button to clock in. After selecting in, you will receive a pop-up box that states "Your Status is In" and then auto logs you out of the Time Clock.

Wednesday, May 21, 2025

8:48:38 AM

Status: Out

TEST RECORD zzzz

Out

Today Weekly

Work

Break

Lunch

In

Exit

History

Submit Time

The District will be requiring that you clock in and out for your Lunch. Therefore, you will login via either of the two methods. You will then see **Status: In** at the top of the screen. You will then select the Lunch button to clock out for your unpaid lunch. Once you select the lunch button, it will then auto clock you out again of the Time Clock.

Wednesday, May 21, 2025

8:50:27 AM

Status: In

TEST RECORD zzzz

In 8:49 AM

Time Tracking : Educ Office Prof

Today

Weekly

Work 0h 1m

Break

Lunch

Out

Lunch

Out Submit Time

Exit

History

Submit Time

When you return from your lunch, you will log in again. You will then see **Status: Lunch** at the top of the screen. You will then select the **In** button to clock back in from your unpaid lunch.

Wednesday, May 21, 2025

9:00:09 AM

Status: Lunch

TEST RECORD zzzz

Lunch 8:59 AM

Time Tracking : Educ Office Prof

Today

Weekly

Work 0h 10m

Break

Lunch 0h 1m

Out

In

Out Submit Time

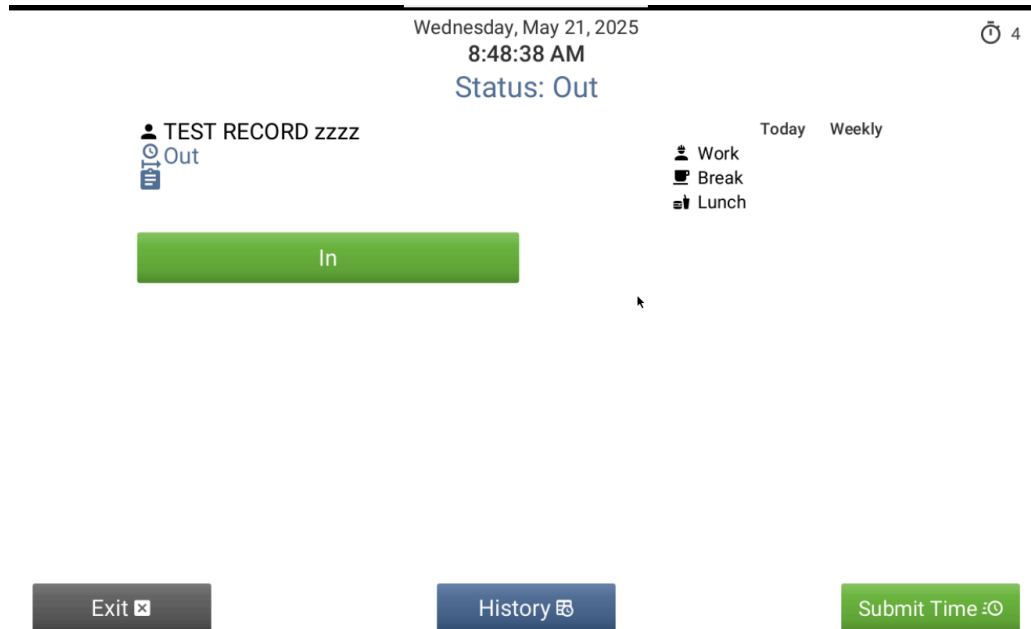
Exit

History

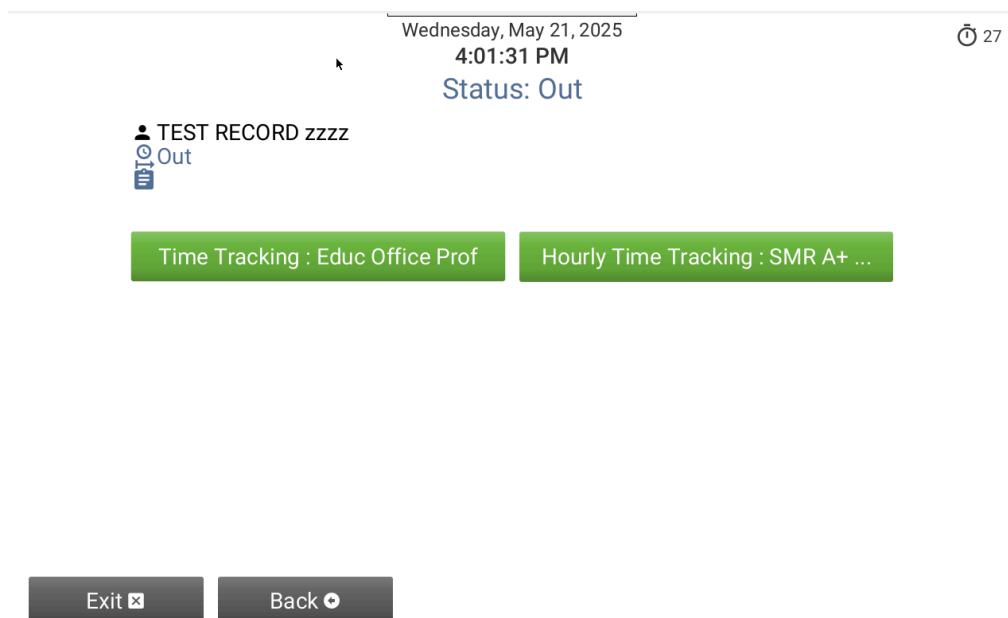
Submit Time

# Clocking In and Out with Multiple Jobs on Time Clock

After logging in by either of the two options, you are brought to the Clock In/Out screen. At the top of the screen, it will state your current status and then also have your time reported for both the day and the week on the right-hand side. You will select the **In** button to clock in.



When you have multiple jobs that are Time Tracking, you will then receive another screen where you will need to select the job you are clocking into. You will notice in the screenshot below that one says Educ Office Prof while the other is for SMR A+.



Once you are clocked in and you go to the Clock In/Out screen, you will then have an additional button available to you that will state **Change Job**. If you go from being clocked in at one job right to the next, you can then select Change Job, and the screen with your eligible Time Tracking jobs will show again.

Wednesday, May 21, 2025

4:02:05 PM

Status: In

TEST RECORD zzzz

In 4:01 PM

Time Tracking : Educ Office Prof

Today

Weekly

Work 1h 33m 1h 33m

Break

Lunch 0h 1m

Out

Change Job

Lunch

Out Submit Time

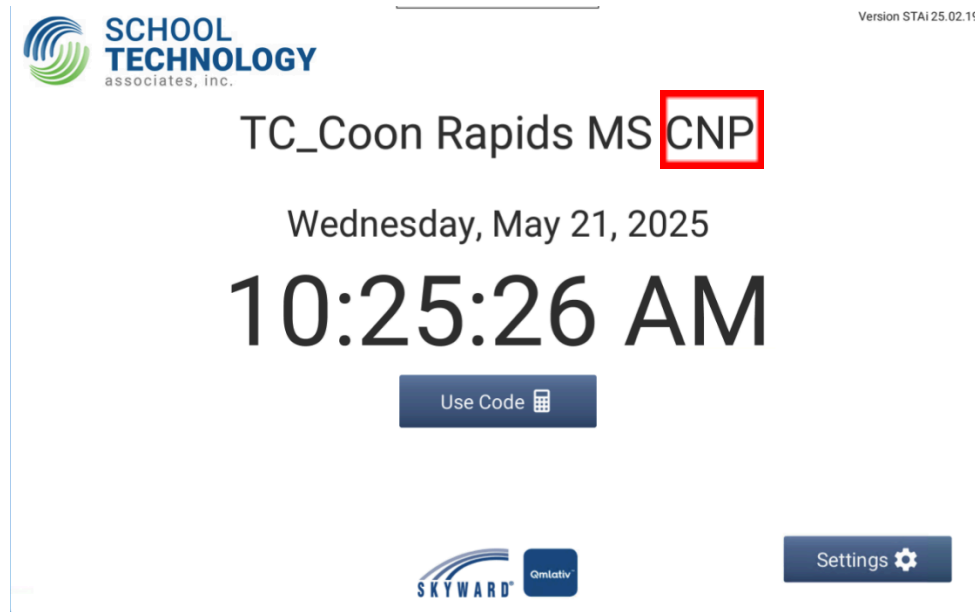
Exit

History

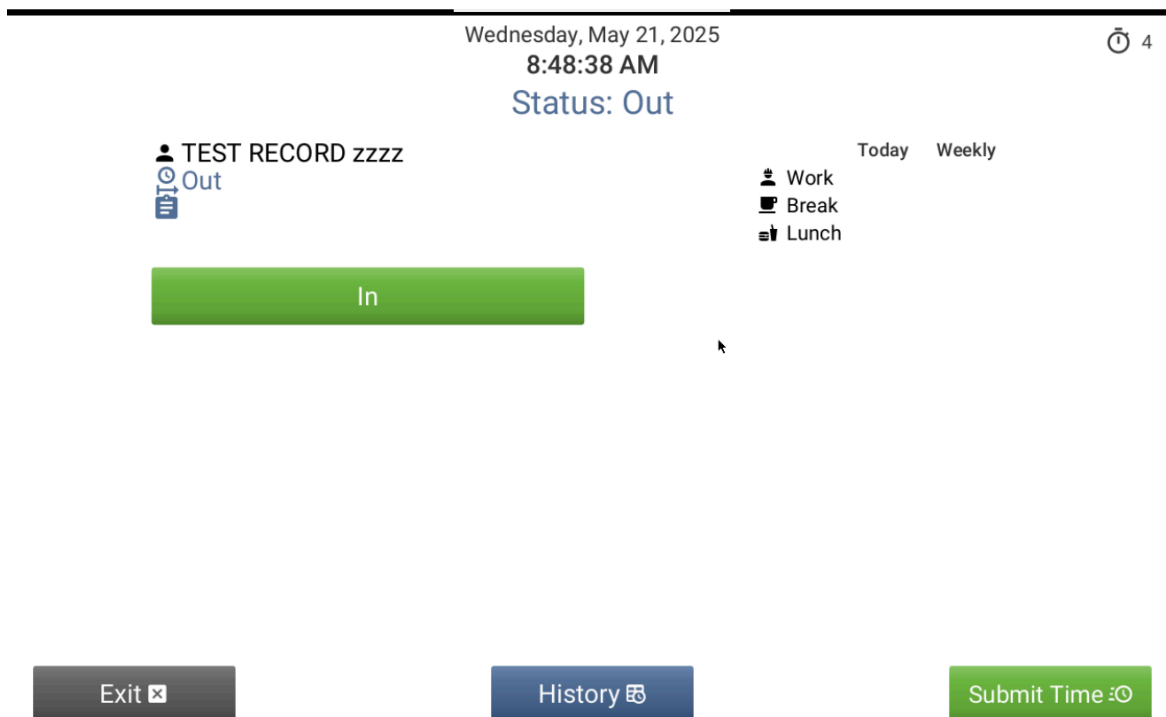
Submit Time

# Editing Time Tracking on Time Clock

IMPORTANT NOTE: Editing via Time Clock is not available on Time Clocks that are labeled CNP at the end of the Time Clock Screen.



After logging into the Time Clock, you will notice at the bottom of the screen there is a button that states History. You can select this button to review your time that has been reported.



This will show you the current week and also the previous week. It summarizes it per day by the amount of time reported as **In** and as **Lunch**. Therefore, to review what you will be paid, you should just review the top row for each date. If you need to review time before those weeks, you will need to use the arrow button in the top left corner to move historically back another week.

Wednesday, May 21, 2025  
 9:02:40 AM

24

<

05/21/2025

>

**May 11 - May 24, 2025**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
	5/11	5/12	5/13	5/14	5/15	5/16	5/17	5/11 - 5/17
In			12h 2m					12h 2m
Out of Office								
Break								
Lunch			12h 2m					12h 2m
	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/18 - 5/24
In				0h 10m				0h 10m
Out of Office								
Break								
Lunch				0h 1m				0h 1m
				0h 10m				0h 10m

Exit

Back

View Day

If a specific date needs to have its time edited, you will need to select the date and then select the View Day in the bottom left-hand corner. This then brings up a screen with all the clock-ins and outs for the date. You have three options for your time.

Wednesday, May 21, 2025  
 9:03:09 AM

25

**May 13, 2025**

**Transactions**

Status	Job	Start	End	Duration
In	Time Tracking	11:57 AM	11:59 PM	12h 2m

Add

Edit

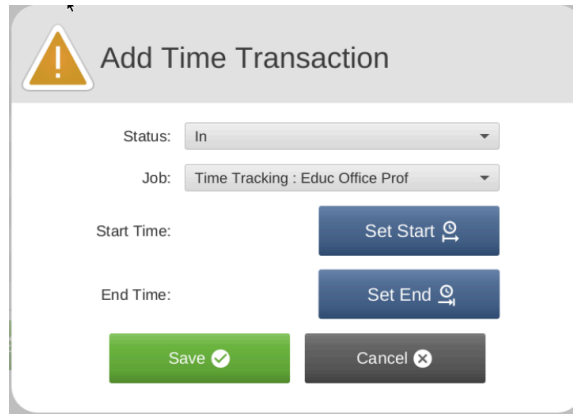
Delete

Total: 12h 2m

Exit

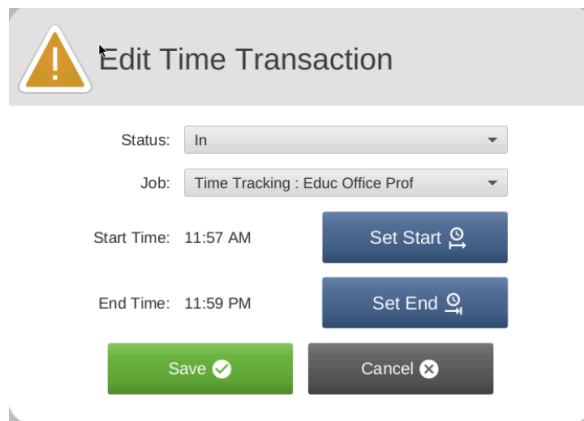
Back

1. You can add time – an example of this is if you forgot to both clock in and out for lunch



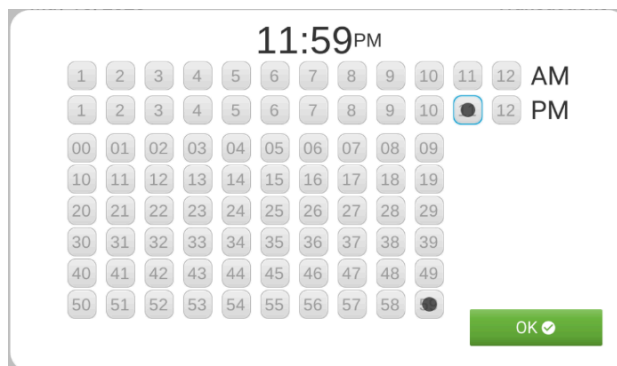
The 'Add Time Transaction' screen features a yellow warning icon in the top left corner. It contains two dropdown menus: 'Status' set to 'In' and 'Job' set to 'Time Tracking : Educ Office Prof'. Below these are two input fields: 'Start Time' and 'End Time', each followed by a blue button labeled 'Set Start' and 'Set End' respectively, which include clock icons. At the bottom are two buttons: a green 'Save' button with a checkmark and a grey 'Cancel' button with an 'X'.

2. You can select a line and edit a transaction – you can adjust the clock in or our time



The 'Edit Time Transaction' screen is similar to the 'Add' screen but includes pre-filled time values. The 'Status' dropdown is 'In' and the 'Job' dropdown is 'Time Tracking : Educ Office Prof'. The 'Start Time' field is populated with '11:57 AM' and the 'End Time' field with '11:59 PM'. Each field has a corresponding blue 'Set Start' or 'Set End' button with a clock icon. The bottom buttons are a green 'Save' button with a checkmark and a grey 'Cancel' button with an 'X'.

If you go to change your time, it will bring up the below screen – top is the hour that is being selected, ensure you select AM or PM as intended, and then the bottom segment is the minute adjustments.



The time selection keypad displays '11:59PM' at the top. It features two rows of buttons for the hour: the first row has buttons 1 through 12 followed by 'AM', and the second row has buttons 1 through 12 followed by 'PM'. The '12 PM' button is currently selected, indicated by a blue circle. Below these are five rows of buttons for minutes, labeled from 00 to 59 in increments of 1. A green 'OK' button with a checkmark is located at the bottom right.

3. Delete an entire entry for a day – both clock in and out

After everything has been edited, you will want to select save on the respective date. If edits need to be completed for multiple dates, you will need to select back and select a new date to make edits. You will want to ensure your supervisor is aware of why manual editing of your time was needed.

# Submitting Timesheet Week on Time Clock

After clocking out for the final time for the work week (Sunday - Saturday), you will be required to submit your timesheet week for approval.

**IMPORTANT NOTE:** You must enter Time Off in Skyward for the week before submitting. If you submit your Time Tracking Timesheet the week prior to Time Off, you will not be paid for your Time Off transaction. If you have submitted a Time Off Transaction and it has not been approved, you will have to wait for your Time Off transaction to be approved prior to being able to submit your timesheet for the respective week.

If you are not clocked in, you will have the Submit Time in the Bottom Right corner.

Wednesday, May 21, 2025 9:01:22 AM  
Status: Out

TEST RECORD zzzz  
Out

	Today	Weekly
Work	0h 10m	0h 10m
Break		
Lunch	0h 1m	

In

Exit History Submit Time

If you are clocked in, you have the option to do **Out Submit Time**, which would clock you out and then bring you to the submission screen. Otherwise, if you are looking to submit for a different week, you can also select **Submit Time** to submit for the prior week.

Wednesday, May 21, 2025 9:05:38 AM  
Status: In

TEST RECORD zzzz  
In 9:05 AM  
Time Tracking : Educ Office Prof

	Today	Weekly
Work	0h 10m	0h 10m
Break		
Lunch	0h 1m	

Out Lunch

Out Submit Time


Exit History Submit Time



Once you have selected the Submit button, you will be brought to the Timesheets Submissions screen. This will list all unsubmitted timesheets. It defaults to select the latest date timesheet on the screen, which may be in the future. If you have either approved Time Off transactions or Holiday pay coming up in the coming weeks, it will automatically create a timesheet week for you, and then this will be the one defaulted.

For example, in the below screenshot, Monday, May 26<sup>th</sup> is a Holiday for the District; therefore, our Test Employee will receive 8 hours of Holiday pay. However, the employee will need to clock in and out Tuesday-Friday; therefore, you need to ensure that when you are submitting the proper week's time, you will need to review the dates being submitted as well as the amount of time that is being submitted for payment. After you have reviewed the week, you are ready to submit to ensure that the respective week is highlighted in blue, and then select the Submit button in the bottom right-hand corner.

Wednesday, May 21, 2025  
 9:01:46 AM

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**Timesheets**
Select a timesheet.

Status	Start	End	Time
Unsubmitted	5/25/2025	5/31/2025	8h 0m
Unsubmitted	5/18/2025	5/24/2025	0h 10m
Unsubmitted	5/11/2025	5/17/2025	12h 2m
Unsubmitted	5/4/2025	5/10/2025	14h 31m
Unsubmitted	4/27/2025	5/3/2025	13h 33m
Unsubmitted	4/20/2025	4/26/2025	0h 0m
Unsubmitted	4/13/2025	4/19/2025	15h 32m

View 🔍

Submit 😊

Exit ✕

Back ⬅