

## How to Enter Time into Time Clock Entry

(Substitutes, including long-term, do not use Time Clock Entry)

- Log into the District Payroll Portal
- Choose the Financial Tab
- Click Time Clock Entry

- Add New Record

Financial	Student
Time Clock Entry	

+ Add new record		Refresh	
Code / Location	Time	Total	Comment
No records to display.			
Not Yet Appr Hrs:		0.000	
Appr Hrs:		0.000	

- Use drop down arrow to select Code (i.e., AIDE regular earnings, CLER regular earnings, Maint. earnings, tutoring, AM Supervision, IEP Meeting, etc.)
  - If you do not have the correct dropdown, please call the payroll office (Ext. 3117 or 3118) to have it added. DO NOT choose a random dropdown as it may pay at a different rate.
- Use drop down arrow to select Location
  - The first time you log on, it typically defaults to the Intermediate so be sure to change the building, if appropriate
- Enter Start Time and End Time (if not preset)
  - Any extra time you need to work (over and above the regular time scheduled), must be pre-approved by the principal (unless it is an emergency)
- Add a comment, if applicable (i.e., initials of student for IEP Meeting, Safety Care Meeting, had to stay with student until picked up, vacation, sick, etc.)

Financial	Student		
Time Clock Entry			
+ Add new record		Refresh	
Code / Location	Time	Total	Comment
Code: Tutoring	Start: 8/12/2021 12:00 AM		<input type="text"/> <a href="#">Insert</a> <a href="#">Cancel</a>
Location: Butler Area IHS	End: 8/12/2021 12:00 AM		
No records to display.			
Not Yet Appr Hrs:		0.000	
Appr Hrs:		0.000	

- Click "Insert" (there is no save button)
  - If you log out without clicking Insert, your time will not be in the system for payment
  - Always double-check your work. There are 10 days in a regular pay period. Always count the number of days you recorded to be sure you will be paid for every day and thing that you are entitled to.