



TimeClock Plus

Employee User Guide

Version 5

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I. Introduction

Welcome to **TimeClock Plus**®! This guide is designed to help you navigate the online electronic time sheet.

The Fair Labor Standards Act (FLSA) requires all non-exempt employees to record all hours worked.

All designated Education Support Professional (ESP) are required to submit accurate and complete time/leave records reflecting all contracted hours in TimeClock Plus (TCP). Approvers are required to review the employee's time/leave entered for accuracy to the best of his/her knowledge. Approvals must be submitted by required deadlines. Falsification of time approval may result in disciplinary action up to and including termination of employment upon Board Approval.

TimeClock Plus will also be utilized for leave requests in place of SmartFind Express (SFE), for specified employees. There is, however, a group of employees who will still need to enter leave requests into SmartFind Express for the purpose of obtaining a substitute.

How do I know which group I am in?

Employees who require a substitute will report absences to SFE. The absences reported will carry over to your time sheet in TimeClock Plus once they are approved in PeopleSoft by the school/site leave approver. SmartFind Express users will only enter time worked in TimeClock Plus. For a list of Job Codes that will use SmartFind Express for absence reporting, see IX. Appendix.

SmartFind Express users:

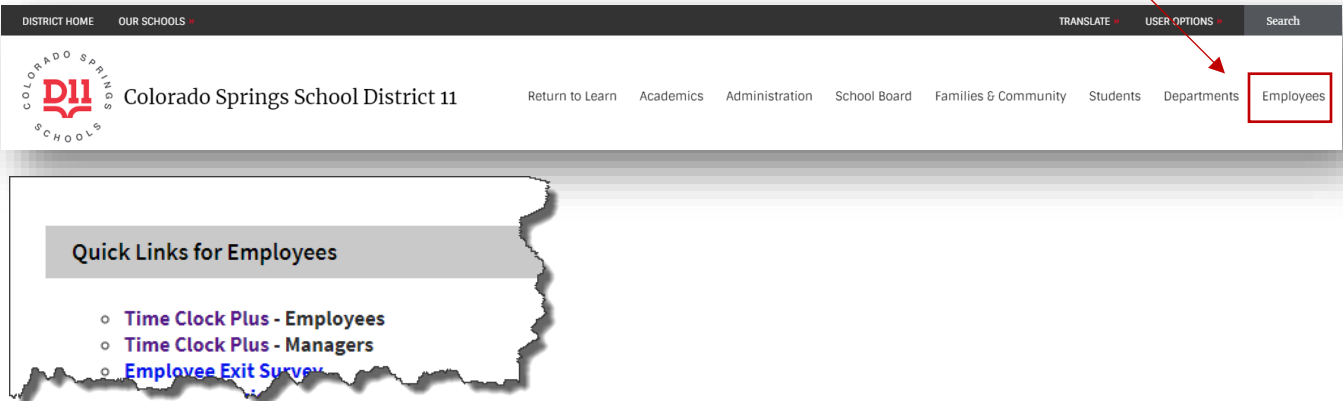
If absences are not reported in SFE there will not be an absence to carry over to TimeClock Plus. You will not be able to enter absences into TimeClock Plus. An **Absence and Substitute Form** must be completed and submitted to your supervisor for signature and forwarded to Human Resources for data entry.

For questions/issues with using **TimeClock Plus** please contact Human Resources at 520-2169

II. Signing In

Where to sign in

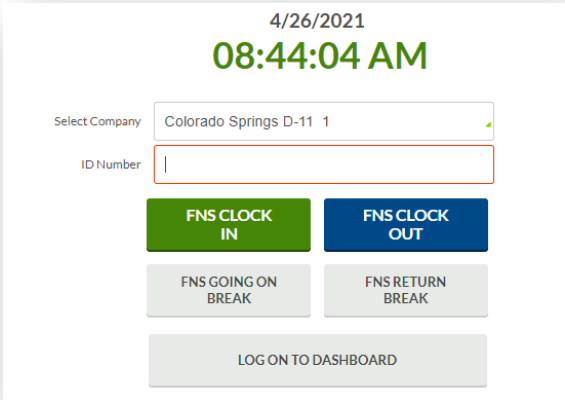
The TimeClock Plus system is located on the D11 website <http://www.d11.org/> under the **Employees Tab** by clicking on the **Time Clock Plus - Employees** link.



You can save this link to your desktop as a shortcut for easy access by right clicking anywhere on the main login page and selecting “Create shortcut” or “Add to favorites...”

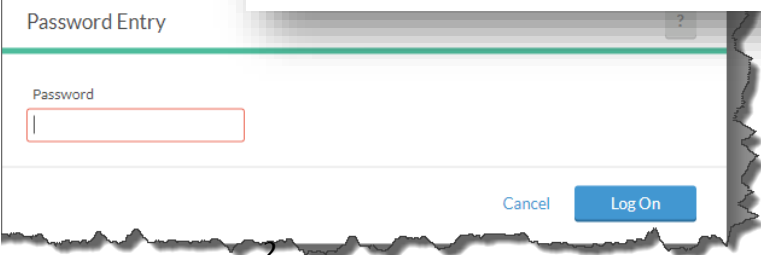
Signing In

1. Enter your **Employee ID** in the **ID Number** box and click **Log on to Dashboard**.



2. Enter your **D11 Network Password**

NOTE: clock in and clock out is for Food Service Employees only.



If you do not know, or have forgotten your network password, contact the IT Help Desk at 520-2211. (The TCP link to reset password does not work because it is your network password.)

III. Navigating TimeClock Plus

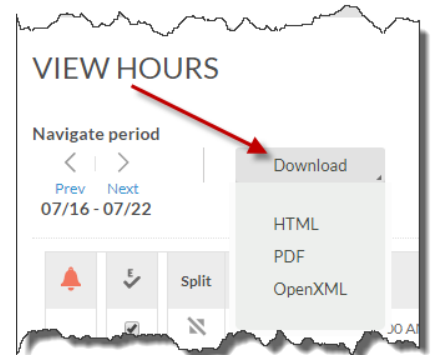
Log into TimeClock Plus – The main page will look like this. There are three tabs available on the left side of the screen. View, Requests, and Manage Time Sheet.



View

Hours – This allows employees to see all hours (time worked and leave requests or absences from SFE) in a list view for a given week.

- Employees can download a time sheet to Excel, PDF, or HTML by clicking **Download**.
- You can **approve** your time sheet here by clicking the check boxes.



VIEW HOURS

Approve your time here

Navigate Period
< | >
Prev Next
06/10 - 06/16

Download

				Split	Notes		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	X	<input checked="" type="checkbox"/>	X				6/11/2018 08:00 AM	<< Time sheet >>	8.00	8.00	8.00		506125000 - Office Admin Assistant
	X	<input checked="" type="checkbox"/>	X				6/12/2018 08:00 AM	<< Time sheet >>	8.00	8.00	8.00		506125000 - Office Admin Assistant
	X	<input checked="" type="checkbox"/>	X				6/13/2018 08:00 AM	<< Time sheet >>	8.00	8.00	8.00		506125000 - Office Admin Assistant
	X	<input checked="" type="checkbox"/>	X				6/14/2018 08:00 AM	<< Time sheet >>	8.00	8.00	8.00		506125000 - Office Admin Assistant
	X	<input checked="" type="checkbox"/>	X				6/15/2018 08:00 AM	<< Time sheet >>	8.00	8.00	8.00	40.00	506125000 - Office Admin Assistant

Accruals – This is where employees see each leave balance. This is up to date if all leave has been entered.

NOTE:

1. SFE users will still utilize PeopleSoft to see their leave balances.
2. Accruals in PeopleSoft self-service are now 1 month behind, except for SFE users.
3. "Comp Time" balances are no longer in effect beginning 7/1/19, the balance will show as 0.00.

ACCRUALS

Showing 3 records of 3

Accrual Bank ↑	Remaining
Comp Time	0.0000
Sick Leave	290.3300
Vacation	90.6700

Messages – This will display your time off requests that have been approved.

Requests

This is where TCP employees will request time off or view requests to see if they have been approved.

Manage Time Sheet

This is where employees enter and approve all time worked and make changes if needed

IV. Entering Time

Regular Time

Rules:

- All time worked must be entered into TimeClock Plus, and **approved** by the employee, by Friday of the week worked. If you work any extra duties on the weekend, then time worked must be entered on the following Monday.
- Time worked can be entered up to **7 days** retroactively.

MANAGE TIME SHEET

04/25/2021 - 05/01/2021

Reject Accept

4/25/2021

Display weekends

Regular 0:00 OT1 0:00 OT2 0:00 Comp Time 0:00 Leave 0:00 Total 0:00

04/25 - 05/01

Mon 04/26 0:00 Tue 04/27 0:00 Wed 04/28 0:00 Thu 04/29 0:00 Fri 04/30 0:00

Add Add Add Add Add

Enter Time

View weekly totals

How to:

1. Go to **Manage Time Sheet**
2. Click the arrows under **Navigate Period** to go to the week in which you need to enter time worked.
3. Click the **ADD** button for the day in which you need to enter time worked. Your default contract job and daily hours will automatically populate.
4. The default start time is 8:00 AM. If your shift starts at a different time, you need to change the **Start Time**.
5. You may change the number of hours here or click **EDIT** to change the job code if you did not work your primary job.
6. Once time worked has been entered for the day, click **Approve**
7. Click **Accept** to save all changes.

Be careful how you enter your hours:

Enter your hours like on a microwave
4.5 hours = **4:30** 4 hours and 30 minutes.

If you enter 4.5 TCP will automatically change it to 4:30

Edit Segment

Segment Length: 8:00

Time in 4/26/2021 08:00 AM

Hours 8:00

Job Code 506125000 - Office Admin A

Cost Code << NONE >> Select

Note

Cancel Save

Overtime (40+ hours worked in one workweek):

Rules:

- TimeClock Plus automatically calculates overtime when entering hours worked that exceed 40 hours in one work week (Sunday – Saturday).
- Only “hours worked” will count towards overtime. Hours worked are defined in Article 4.4.1 of the ESP Handbook:

Pursuant to the ESP Handbook Article 4.4.1.

- Paid holiday hours and paid District closure hours **will be** considered hours worked for purposes of overtime calculation.
- Unpaid holiday hours, unpaid District closure hours, vacation and sick time hours **will not be** considered hours worked.

- Before working extra hours or overtime hours, prior approval should be acquired from your supervisor according to Article 4.4.2 of the ESP Handbook:

Pursuant to the ESP Handbook Article 4.4.2.

- Prior to working any overtime or additional hours, an employee must have prior approval from the Supervising Administrator, with the exception of unintended extenuating circumstances, emergency situations and/or circumstances of unplanned events. Any questions or concerns regarding approval are to be addressed first with the Supervising Administrator.

- When working extra hours or overtime, employees should add a note to their time by clicking **EDIT** on the relevant segment. The note should indicate to the supervisor the need/activity that caused the additional time, especially if you were unable to obtain prior approval.

How to:

TCP will automatically pay you for the hours that are over 40 at the rate of one- and one-half times (1.5) your regular hourly rate of pay. Please check totals in **OT1**.

06/04/2017 - 06/10/2017 Navigate Period Display weekends

Reject Accept < | > Prev Next

Regular	OT1	OT2	Leave	Total
40.00	3.00	0.00	0.00	43.00

Double check weekly hours and overtime hours here. →

06/04 - 06/10 Auto Fill Approve Week

Enter total # of hours worked in one segment. →

Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09
8.00	9.00	9.00	9.00	8.00
<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve
Edit Clear Copy 08:00 AM ⌚ 8:00 506125000 - Office Admin Assistant	Edit Clear Copy 08:00 AM ⌚ 9:00 506125000 - Office Admin Assistant	Edit Clear Copy 08:00 AM ⌚ 9:00 506125000 - Office Admin Assistant	Edit Clear Copy 08:00 AM ⌚ 9:00 506125000 - Office Admin Assistant	Edit Clear Copy 08:00 AM ⌚ 8:00 506125000 - Office Admin Assistant
Add	Add	Add	Add	Add

Flexing Time

Rules:

Flex time cannot be carried across multiple weeks. Flex time is only eligible within the 7-day workweek (Sunday – Saturday).

Pursuant to the ESP Handbook Article 4.4.5

Flex time is a variable schedule and must be approved by the employee's immediate supervisor prior to "flexing" their schedule.

- For example, an employee's normal schedule is 8:00 a.m. to 5:00 p.m. With supervisor approval, the employee can come in early at 7:30 a.m. and then flex their time and leave at 4:30 p.m. that same day.
- Or an employee's normal schedule is 7:00 a.m. to 3:00 p.m. With supervisor approval, the employee works until 5:00 p.m. The employee can then use that flex time on a separate day within the same designated workweek to work from 7:00 a.m. to 1:00 p.m.

How to:

1. You flex your schedule by working your full contract hours in a day but shifting the start and end time. If this is the case, you can still enter your regularly scheduled hours worked for each day.
2. You can also flex your schedule by working longer than your regular contract hours on one day and then on another day, within the same week, work a shorter day. The total number of hours in the week will still add up to your regular weekly contract hours.

Example of a week using Flex Time.

This is an example of extending one day and shortening the next day. This employee normally works 5 days a week for 8 hours each day.

The screenshot shows a time tracking interface for the week of 06/04 - 06/10. At the top, there are buttons for 'Auto Fill' and 'Approve Week'. A summary bar indicates 'Weekly hours equal normal total' with a red arrow pointing to a 'Regular 40.00' box, alongside 'OT1 0.00', 'OT2 0.00', 'Leave 0.00', and 'Total 40.00'. The main area displays five days: Mon 06/05, Tue 06/06, Wed 06/07, Thu 06/08, and Fri 06/09. Each day has a time slot (08:00 AM to 9:00, 7:00, or 8:00) and an 'Approve' checkbox. Red arrows point to the '9:00' and '7:00' time slots, with labels 'More than normal daily hours' and 'Less than normal daily hours' respectively. Below each day is the employee name '506125000 - Office Admin Assistant' and an 'Add' button.

Day	Start Time	End Time	Hours	Approve
Mon 06/05	08:00 AM	9:00	9.00	<input type="checkbox"/>
Tue 06/06	08:00 AM	7:00	7.00	<input type="checkbox"/>
Wed 06/07	08:00 AM	8:00	8.00	<input type="checkbox"/>
Thu 06/08	08:00 AM	8:00	8.00	<input type="checkbox"/>
Fri 06/09	08:00 AM	8:00	8.00	<input type="checkbox"/>

Additional/Extra Hours Worked (Less than 40 hours a week)

Rules:

Extra time worked are additional hours over your regular contract job, more than your regular weekly contracted hours, but less than 40 hours a week. Extra time is paid at the same rate as your normal hours (straight time).

How to:

Enter the exact number of hours you worked for the week in one segment for each day. The weekly total should be less than or equal to 40 hours, but more than your normal contract hours. If you work over 40 hours, see section on Overtime.

05/14 - 05/20		Auto Fill		Approved		Regular 35.00		OT1 0.00		OT2 0.00		Leave 0.00		Total 35.00	
Mon 05/15	6.50	Tue 05/16	6.50	Wed 05/17	6.75	Thu 05/18	6.50	Fri 05/19	8.75						
<input checked="" type="checkbox"/> Approve		<input checked="" type="checkbox"/> Approve		<input checked="" type="checkbox"/> Approve		<input checked="" type="checkbox"/> Approve		<input checked="" type="checkbox"/> Approve							
Edit Copy		Edit Copy		Edit Copy		Edit Copy		Edit Copy							
08:00 AM 6:30		08:00 AM 6:30		08:00 AM 6.45		08:00 AM 6:30		08:00 AM 8:45							
506129000 - School Admin Assistant		506129000 - School Admin Assistant		506129000 - School Admin Assistant		506129000 - School Admin Assistant		506129000 - School Admin Assistant							
<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>							

Normal 6.5 hours/day. Worked more than 6.5.

Normal Weekly hours 32.5 Worked 35 and will be paid straight time for 35 hours.

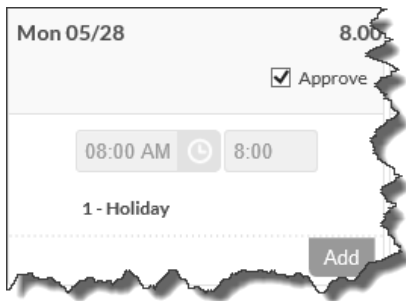
Snow Days/Closure

In the event of a District closure due to a snow day or emergency, an entry will be automatically loaded onto your time sheet by Human Resources. Snow day/Closures are not to be entered by the employee. The snow day will be loaded on the electronic time sheet after the snow day/closure occurs, please allow time for this manual process.

When designated “essential personnel” are required to report to work on a snow day/closure, per BOE Policy EBCE-R, enter a segment of time worked, in addition to the automatic snow day/closure entry. This will ensure the employee is paid for time worked in addition to the regular snow day/closure.

<input type="checkbox"/> Approve
09:00 AM 8:00
4 - Snow Day
<input type="button" value="Add"/>

Holidays



Mon 05/28 8:00

Approve

08:00 AM 8:00

1 - Holiday

Add

When a paid holiday occurs year-round, for 260 contract day employees, the Holiday segment will automatically populate to the time sheet the day after the holiday occurs. Holidays are not to be entered by the employee but do need to be approved.

Less than 260-day employees do not receive holiday pay and therefore should leave that day empty on their time sheet.

V. Entering Extra Duties

If you have performed extra duties, in addition to your daily contract job, then you must report those duties in separate time segments. Extra duty hours worked will count towards extra pay and overtime.

Crossing Guard

Rules:

- District ESP employees who perform Crossing Guard duties are paid the regular Crossing Guard hourly rate in addition to their regular pay when performed during their regular position schedule.
- When performing Crossing Guard duties after your regular contract job shift, the employee is only paid for Crossing Guard time.
- Employees must have completed the required training and certification through Risk Management to be eligible to report this code.

How to:

1. Select whether you were a Crossing Guard during normal schedule or outside of normal schedule.
2. **Add** another segment of time. Click the link to update the **Job Code** to choose Crossing Guard (On or Off Duty).
3. Must select the **Cost Code** (school location) in which Crossing Guard duty was performed.
4. Change the **Time In** to reflect the time you began working Crossing Guard duty.
5. Change the number of **Hours** to reflect the time worked as a Crossing Guard.

Crossing Guard on Duty – Duty performed at the same time as regular schedule.

Crossing Guard Off Duty – Duty performed either before or after regular schedule. This puts the employee into either extra time or overtime if they have worked the rest of their weekly contract hours.

Employee worked **full** contract hours.

Employee was a crossing guard for 1 hour **during** regular schedule

Employee was a crossing guard for 1 hour **after** regular schedule

Edit Copy Notes
07:00 AM [clock icon] 8:00
608102000 - Assistant Building Manager

Edit Copy Notes
07:00 AM [clock icon] 1:00
31804 - Crossing Guard On Duty
0134 TAYLOR

Edit Copy Notes
04:00 PM [clock icon] 1:00
31803 - Crossing Guard Off Duty
0134 TAYLOR

NOTE: After entering your time worked, you must check Approve and then click **Accept** to save your entry.

Game Worker/Coach/Intramurals

Rules:

- Perform the job duty as requested by the Athletic Supervisor.
- Cannot exceed the maximum number of hours as a coach allotted by Athletics Department for that job assignment.

How to:

1. Select whether the employee was a Game Worker or a Coach during their regular position schedule (on duty) or outside of their regular schedule (off duty).
2. Select **Cost Code** (e.g., location) related to the duty performed.
3. Change the **Time In** to reflect the time you began working as a Game Worker or Coach.
4. Change the number of **Hours** to reflect the time worked as a Game Worker or Coach.

Edit Segment [?]

Segment Length: 8:00

Time in 4/26/2021 [calendar icon] 08:00 AM [clock icon]

Hours 8:00

Job Code 71324 - Game Worker On Di

Cost Code GW HIGH SCHOOL [Select]

Note

Cancel Save

Change **Time In**

Select number of **Hours**

Select **Game Worker On Duty or Off Duty**

Choose High School or Middle School

Save

Game Worker On Duty or Coach On Duty – Duty performed during normal schedule

Game Worker Off Duty or **Coach Off Duty** – Duty performed either before or after normal schedule. This usually puts the employee into either extra time or overtime (40+ hours) if they have worked the rest of their weekly contract hours.

Example: Game Worker after normal contract jobs (Off Duty)

The screenshot shows a time entry interface with three rows. Each row has 'Edit', 'Clear', and 'Copy' links above a time range input field. The first row is for '415101000 - Teacher Assistant' with a time range of '08:00 AM' to '4:00'. The second row is for '415104000 - Educational Assistant - Reg Ed' with a time range of '12:00 PM' to '3:00'. The third row is for '71323 - Game Worker Off Duty' with a time range of '03:00 PM' to '1:00'. Below the third row, it says 'GW HIGH SCHOOL'. An 'Add' button is at the bottom right.

NOTE: After entering your time worked, you must check Approve and then click **Accept** to save your entry.

Class Coverage

Rules:

Pursuant to the ESP Handbook Article 4.3.3

Should it be necessary for an employee to provide coverage when a certified substitute is not available, compensation will be their hourly rate of pay, and in addition the employee will receive the hourly rate found in the Level N01 minimum salary rate, divided by the number of employees covering the absence. An ESP should always be supervised by a licensed employee who is within the vicinity. If an ESP employee has a teacher’s license, compensation will be their hourly rate of pay, and in addition will receive the current licensed substitute hourly rate of pay.

Employees must have a current, unexpired CDE teacher license or substitute authorization on file with Human Resources to be able to select “Class Coverage License.”

How to:

1. Click **ADD** to enter your regular contract job hours.
2. Then **ADD** another segment of extra time worked during your regular contract job (the same concurrent time will be recorded for both jobs).
3. Click **EDIT** to adjust the **Time In** and number of **Hours** worked.

- Choose **Class Coverage No License** job code. **IF** you have a current teacher CDE teacher license or substitute authorization, then you should report **Class Coverage License**.

Edit Segment ?

Segment Length: 2:00

Time in: 5/11/2021 08:00 AM

Hours: 2:00

Job Code: 3031 - Class Coverage No License

Cost Code: 3031 - Class Coverage No License

Note: 31803 - Crossing Guard Off Duty
31804 - Crossing Guard On Duty
70201 - Grants - Boys Enrichment

Cancel Save

Edit Clear Copy Notes

08:00 AM 8:00

403101000 - Educational Assistant

Edit Clear Copy Notes

08:00 AM 2:00

3031 - Class Coverage No License
0106 CARVER

NOTE: After entering your time worked, you must check Approve and then click Accept to save your entry.

Other Extra Duty Job Codes Available

Common job codes that may be used by ESP staff:

- Health Technician
- Lunchroom Aide
- Office of the Principal
- Rentals
- Tutor
- Webmaster
- Title – Miscellaneous
- Grants – Miscellaneous

Common custodial job codes (approved/paid for by Facilities):

- Custodial - Snow removal
- Custodial - Emergency
- Custodial - Vandalism
- Custodial - Other Support

Contact your supervisor, school secretary or Human Resources for further questions regarding these additional duties.

VI. Requesting Leave

Rules:

- Requests for time off in TimeClock Plus are for ESP employees who are NOT substitute eligible and who do not enter leave in **SmartFind Express**.
- Only enter a request if you have the leave time available in your accrual balance.
- If you enter a request and do not have the leave time available, your paycheck will be docked.
- Sick Leave, Personal Leave, and Vacation Leave **must** be entered in ½-hour (0.5) or one (1.0) hour increments. HR will adjust time if leave is not reported in ½ increments.
- Leave requests can be made up to 60 days in advance and you may only go back 7 days.
- Balances in PeopleSoft self-service are behind up to 30 days for TCP only leave users.

Types of Leave:

Note: SmartFind Express (SFE) users will enter their absences into SFE, and they will automatically carryover to TimeClock Plus, only after the leave is approved in PeopleSoft.

If you have entered an absence in SFE and do not see it in TimeClock Plus, after the absence has occurred, please contact your school/site leave approver. An **Absence and Substitute Form** must be completed and submitted to your supervisor for signature and forwarded to Human Resources for data entry.

Sick leave – Used for medical purposes, personal illness, accident, or for sickness or death of a member of the family as covered elsewhere in the ESP Handbook in (.50) or ½ hour increments.

Vacation Leave – 12-month employees only and used in (.50) or ½ hour increments; prior approval by supervisor is required.

Personal leave – Maximum of 11 days allowed per school year. Deducts from sick leave balance and may be used in (.50) or ½ hour increments.

Bereavement – See ESP Handbook Article 13.2.

Jury – See ESP Handbook Article 14.5.

Military – Contact Human Resources.

Worker's Compensation – Must be approved through Risk Management.

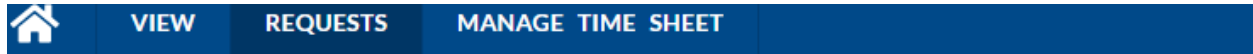
Leave without Pay – Only used if all other leave balances have been exhausted per ESP Handbook Article 14.2.

Entering a Leave Request

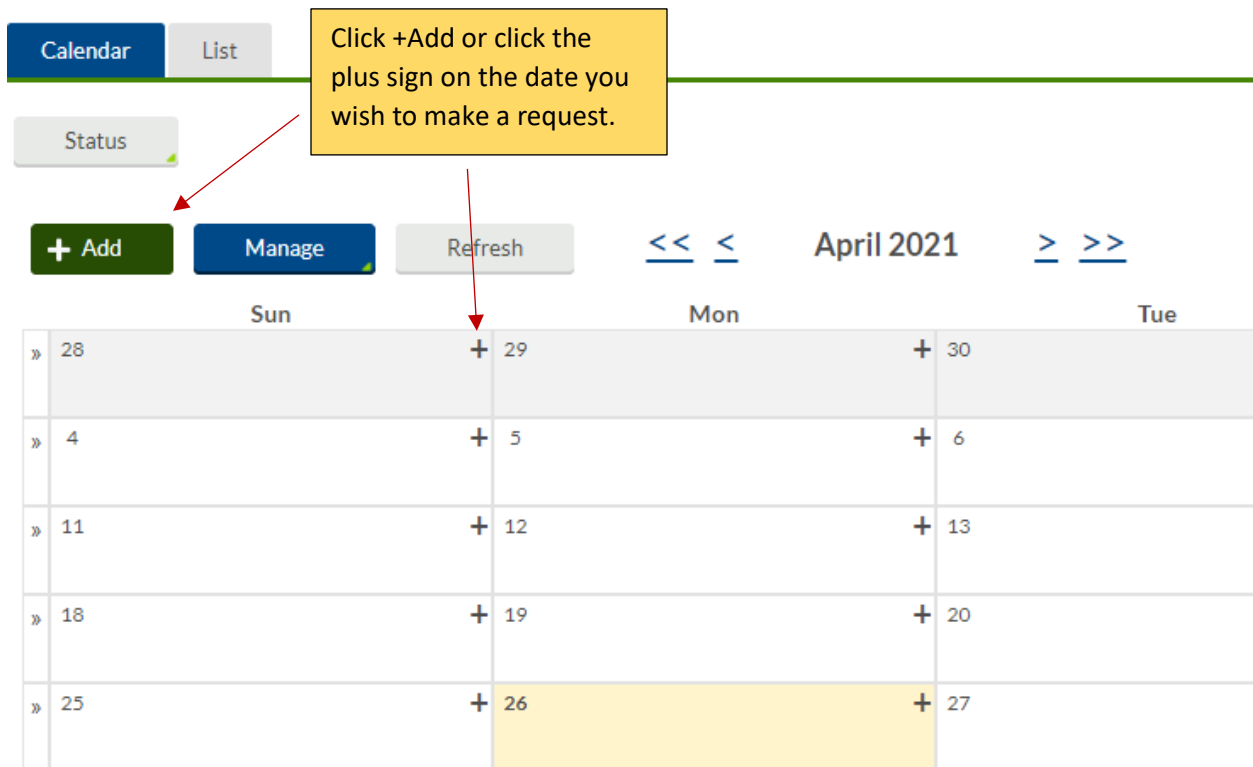
Note: Be sure you check your leave balances before entering a request

How to:

1. Go to **Requests** and click **ADD** or select the plus sign (+) on the appropriate date.



VIEW REQUESTS



Click +Add or click the plus sign on the date you wish to make a request.

Calendar | List

Status

+ Add | Manage | Refresh | << < | April 2021 | > >>

Sun		Mon		Tue	
» 28	+	29	+	30	
» 4	+	5	+	6	
» 11	+	12	+	13	
» 18	+	19	+	20	
» 25	+	26	+	27	

2. Your full daily hours will automatically populate.
3. Adjust the **Start Time, Number of Hours** and **Leave Code** as appropriate and click **SAVE**.
4. If you take a partial day of leave, you must enter the number of leave hours on the request calendar AND enter the number of work hours in your time sheet. Do not enter 0.00 hours for leave on your time sheet if you take a full day's leave.

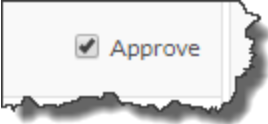
Note: For absences more than 10 consecutive days (other than approved vacation leave, employee must contact Human Resources to request a leave of absence.

Entering a multiple Leave Requests on one day:

1. Enter the first leave request per instructions above.
2. Click the plus sign on the same date.
3. Your full daily hours will populate, even though you already have another request for that day.
4. You must adjust the **Start Time**. You cannot have two (2) leave requests on the same day with the same **Start Time**.
5. Change the **Hours**
6. Select the appropriate **Leave Code**
7. Click **SAVE**

What happens after I enter a Leave Request?

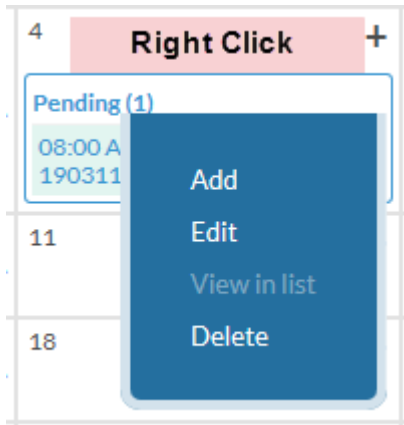
The request will show up on your calendar as **Pending**. After your supervisor approves the request, it will say **Approved** and it will be added to your time sheet. Once the request is added to your time sheet you must approve the day requested.



What if I choose the wrong leave code?

If the request is still **Pending**, either double click on the pending request and change the code or right click on the pending leave request and choose **Edit or Delete** to remove.

If the request has already been approved, your supervisor must delete the request and you can resubmit it using the correct code.



What if I need to cancel my leave request?

If the request is still **Pending**, right click on the pending request and choose **Delete**.

What happens if my supervisor approves my request and then my plans change?

Your supervisor or approver must delete the leave request/absence.

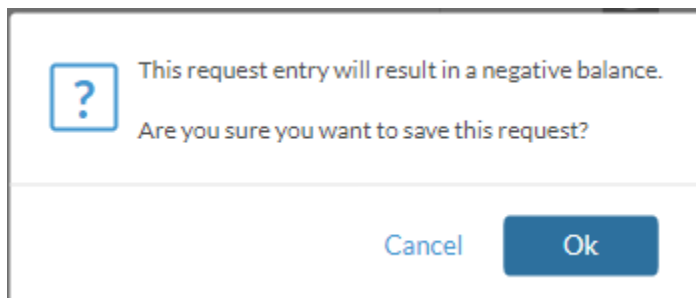
What happens if my supervisor denies my request initially and then later approves it?

You must re-submit your request and then your supervisor must approve it.

NOTE: The denied request will still show in your requests.

What happens if I do not have leave available?

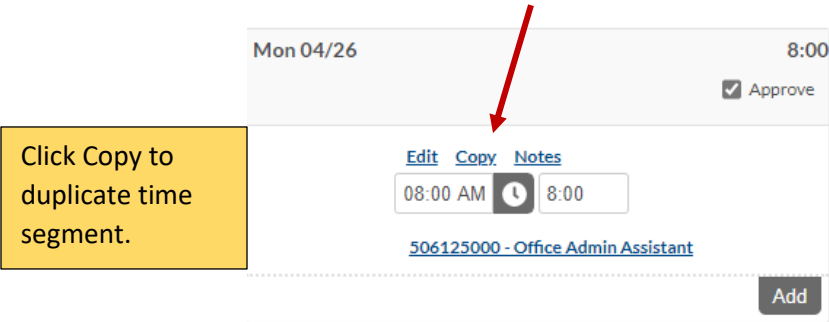
If you enter a request and receive the negative leave warning, you must choose another leave code for the absence. If you have enough leave for a partial day, then you can enter 2 requests with separate leave codes. If you do not have any leave available, you may choose **Leave without Pay** with your supervisor's approval, pursuant to the ESP Handbook Article 14.2.



VII. Tips and Tricks

Shortcuts

- 1. Click **Copy** to duplicate an absence onto future dates.

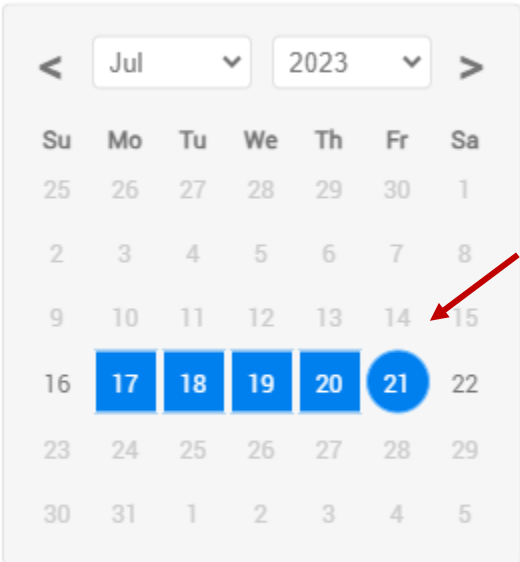


- 2. Select the dates you wish to duplicate (they will turn blue) and click **Paste**. This will copy Monday's absence onto Tuesday through Friday.

Copy Segment



Feedback



Cancel

Paste

Editing Time

- You can edit the **Hours** on the main screen. If you need to edit the **Job Code** or **Time In**, then you must click **EDIT**.
- If you have already approved the segments and need to make a change, you must unapprove the segments, by unchecking approve.

Tue 04/27 8:00

Approve

[Edit](#) [Clear](#) [Copy](#) [Notes](#)

08:00 AM 8:00

[506125000 - Office Admin Assistant](#)

Add

NOTE: After editing a segment you must check

Approve

and then click

Accept

to save your changes.

Edit Segment ?

Segment Length: 8:00

Time in

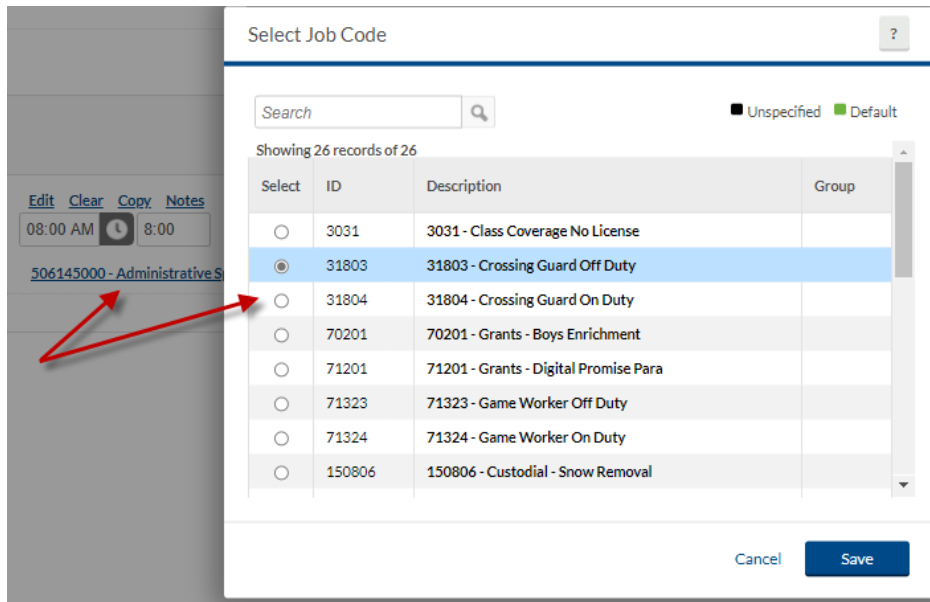
Hours

Job Code

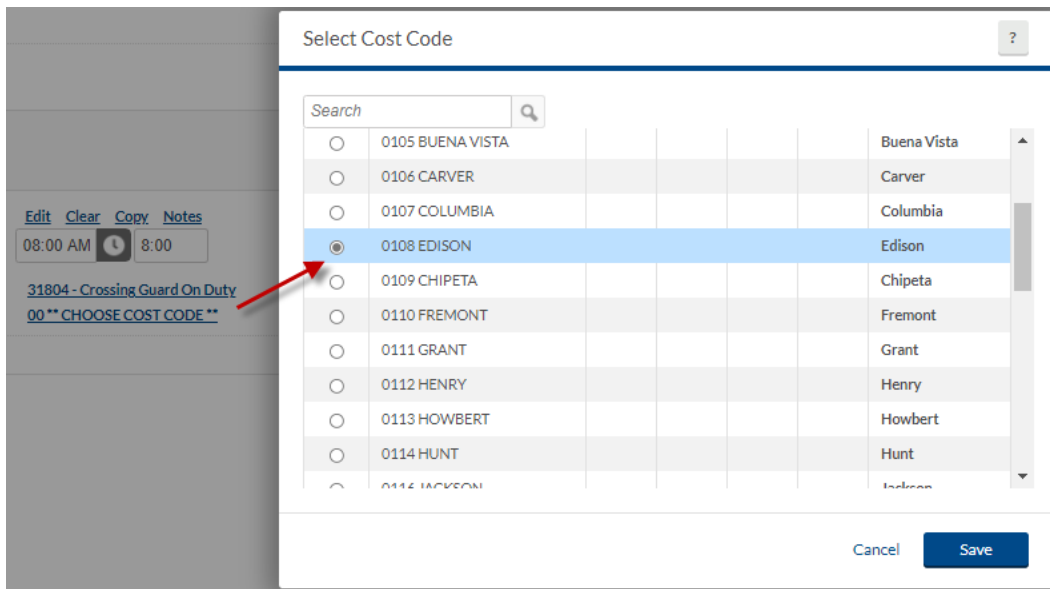
Cost Code

Note

- You can also **Edit/Change** the Job Code by clicking directly on the Job Code Link to open the Select Job Code window and select the correct job code.



- If the Job Code requires a Cost Code, you **MUST** select the second location link to update the cost code to the correct location where the work was performed.



Deleting Time

1. If you need to delete a segment, it must be **Unapproved**.
2. Click **CLEAR**

Mon 07/24 9.00

Approve

[Edit](#) [Clear](#) [Copy](#)

08:00 AM 9:00

506125000 - Office Admin Assistant

Add

Notes

- You can leave your supervisor a note about your time segment. They will be able to view the note when approving your time.
- After you have entered the time segment on your time sheet, go to **View > Hours**.
- Click on the note pad next to the appropriate time segment.

VIEW HOURS

Navigate Period
 < | >
 Prev Next
 05/27 - 06/02

Download

	M	F	S	Split	Notes	Time In	Time Out
	✓	✓	✓	⌘		5/28/2018 08:00 AM	<< Time sheet >>
●	X	✓	X	⌘		5/29/2018 08:00 AM	<< Time sheet >>
●	X	✓	X	⌘		5/30/2018 08:00 AM	<< Time sheet >>
●	X	✓	X	⌘		5/31/2018 08:00 AM	<< Time sheet >>

- Click .
- Enter your note and click **Save**.

Add Work Segment Note ?

Note

Cancel

VIII. Approving Time

Once all time worked and leave requests have been entered into your time sheet, you **must approve** it.

You can click **Approve Week** or you can check the boxes on each day.

You must click **Accept** after you approve your time to save it, this is required every time a change/edit is made.

05/21 - 05/27 Auto Fill Approve Week Approve time

Mon 05/22	Tue 05/23	Wed 05/24	Thu 05/25
8.00 <input type="checkbox"/> Approve	8.00 <input type="checkbox"/> Approve	8.00 <input type="checkbox"/> Approve	8.00 <input type="checkbox"/> Approve
08:00 AM 04:00 PM 220103 - Vacation Leave	08:00 AM 8:00 506125000 - Office Admin Assistant	08:00 AM 8:00 506125000 - Office Admin Assistant	08:00 AM 8:00 506125000 - Office Admin Assistant
Add	Add	Add	Add

NOTE: If you do not approve your time, your time sheet will not be uploaded for payroll, and you will not receive a paycheck.

IX. Appendix

Job Codes that Use SmartFind Express for Absence Reporting:

Family Center Team Leader
Master Group Leader
Educational Assistant - Early Childhood
Educational Assistant – ELL
Educational Assistant - Reg Ed
Educational Assistant – SPED
Educational Assistant - Title 1
Title 1 ELL Educational Assistant
Hall Monitor
Study Hall Supervisor
Class Size Aide
Teacher Assistant
Title 1 Teaching Assistant