

Computer Clock In and Out for TimeClock Plus

These directions will help staff member navigate the Clocking in and Out process for Timeclock Plus. The examples shown below are for clocking in and out on a computer. For more information, go to <https://www.k12northstar.org/Page/5818>.

Employee Responsibilities

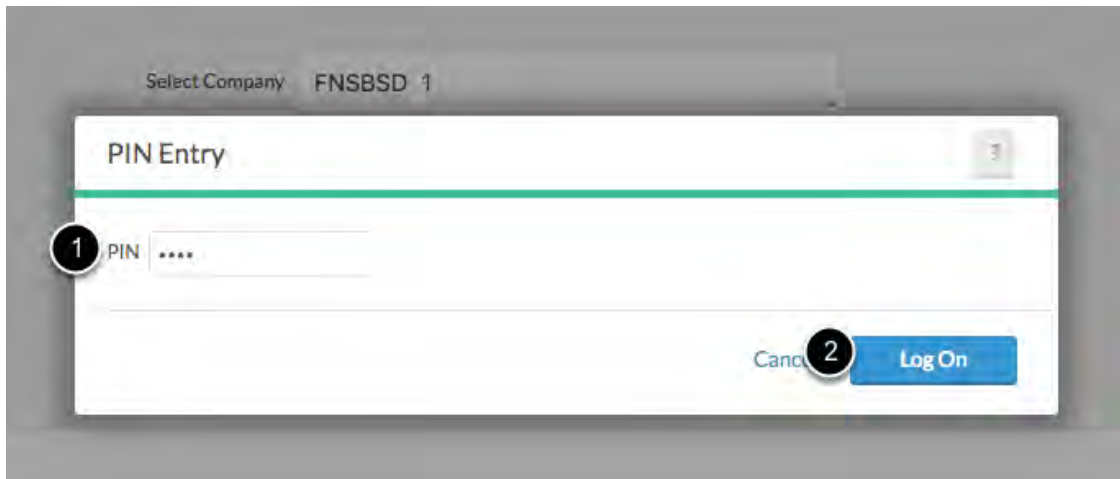
1. **Clock in and out each day on time. Do not clock in or out more than 8 minutes BEFORE or AFTER scheduled start and end times unless approved by your supervisor.**
2. **Clock in and out each day for lunch.**
3. **Work only hours allotted per contract. Any variance (+ / -) must be approved by your supervisor. Employees MUST add a note to explain any variance.**
4. **Request leave in either AESOP or TimeClock Plus as determined by your supervisor.**
5. **Review and approve your time in TCP at the end of each week or as determined by your supervisor.**

Clocking In

The screenshot displays the TimeClock Plus web interface. At the top, the URL <https://timeclock.k12northstar.org> is shown in a blue bar. Below the URL, the date and time are displayed as 11/29/2017 02:03:24 PM. The interface includes a 'Select Company' dropdown menu with 'FNSBSD 1' selected. Below this is a 'Badge/ID Number' input field containing '999999'. A red arrow points from a circled '2' to the 'CLOCK IN' button. Below the input fields are two buttons: 'CLOCK IN' (green) and 'CLOCK OUT' (blue). At the bottom, there is a 'LOG ON TO DASHBOARD' button.

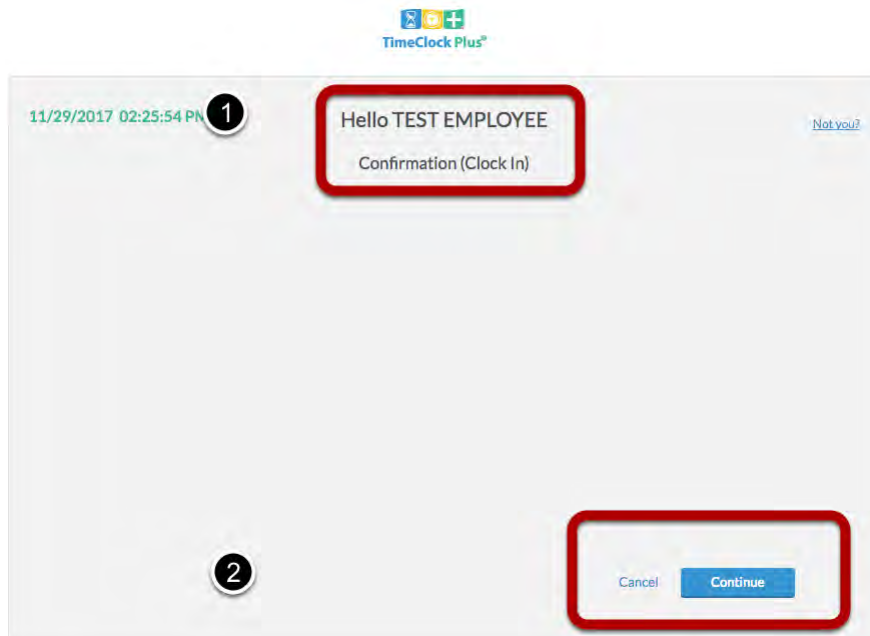
1. The Badge/ID Number is your fnumber without the F.
2. Select *Clock In*.

Pin Entry



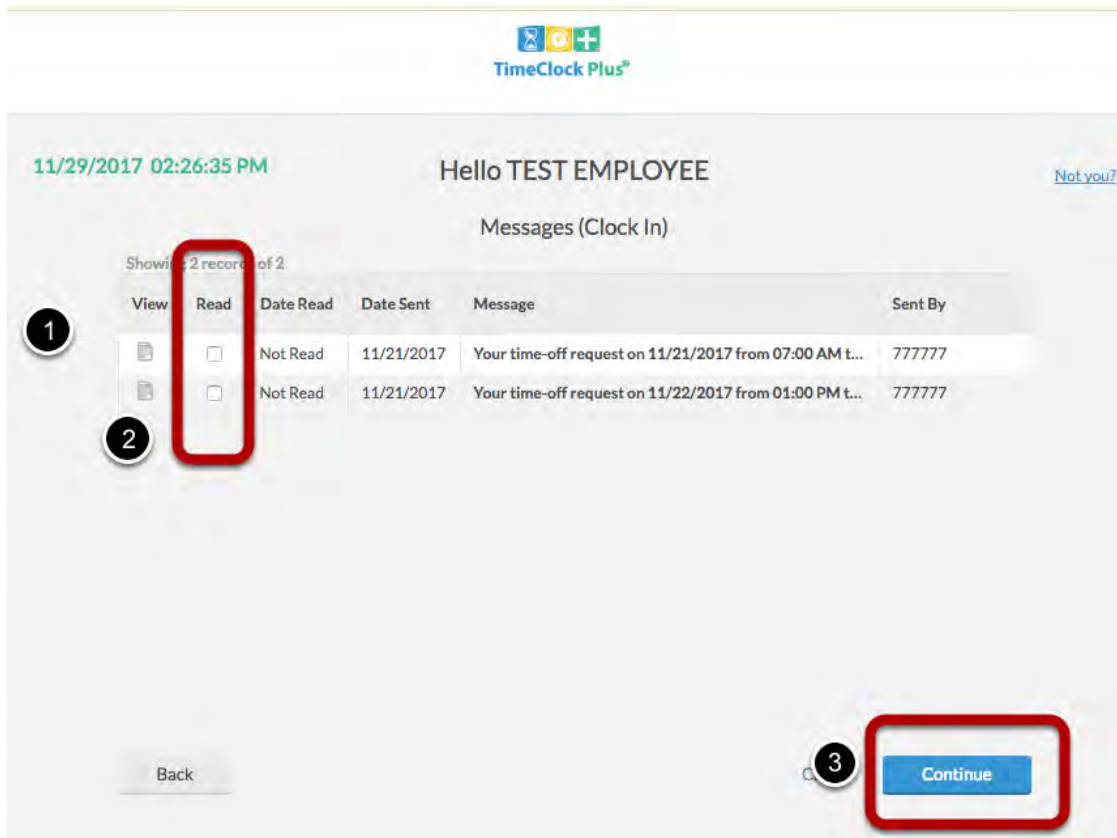
1. Your Pin number is the last four digits of your social security number.
2. Select *Log On*

Confirm Your Name



1. Confirm your name and that you are clocking in
2. Select *Continue*

Reading Messages



1. View any messages that appear.
2. You must click the box in the Read column. This confirms that you have read the note. The note above shows that time off has been approved. You cannot proceed to the next screen until you click the *Read* boxes.
3. Select *Continue*.

Select the Correct Job Code



11/29/2017 02:27:14 PM Hello TEST EMPLOYEE [Not you?](#)

Select Job Code (Clock In)

Search

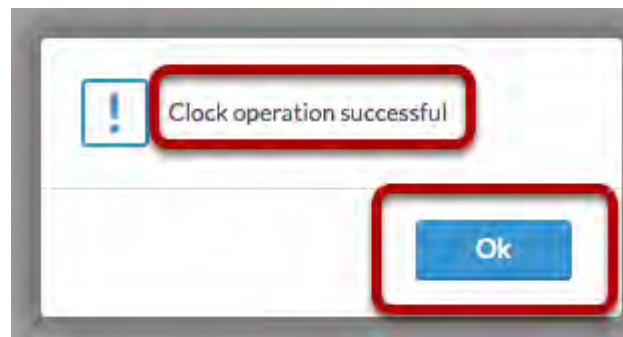
Showing 28 records of 28

ID ↑	Description	Group
3544	ESSA-TECH-COMPUTER	FSD
3564	ESSA-TECH-INFO-SYSTEMS-II	FSD
5468	NB-ELL TUTOR	FSD
5460610	SP1-NB-ADMIN-SECRETARY	SP1
5460615	PLD-NB-ADMIN-SECRETARY	PLD
5460620	SPD-NB-ADMIN-SECRETARY	SPD
5460625	CPR-NB-ADMIN-SECRETARY	CPR
5460630	HRD-NB-ADMIN-SECRETARY	HRD

Back 2 Cancel Continue

1. Select the correct job code. You may not see this screen if you only have one job code associated with your position with the district.
2. Select *Continue*

Clock Operation Successful



If you do not see this screen and then select *OK*, then you have NOT successfully clocked in. Many staff have experienced a missed punch because they either didn't reach this screen or neglected to click *OK*.

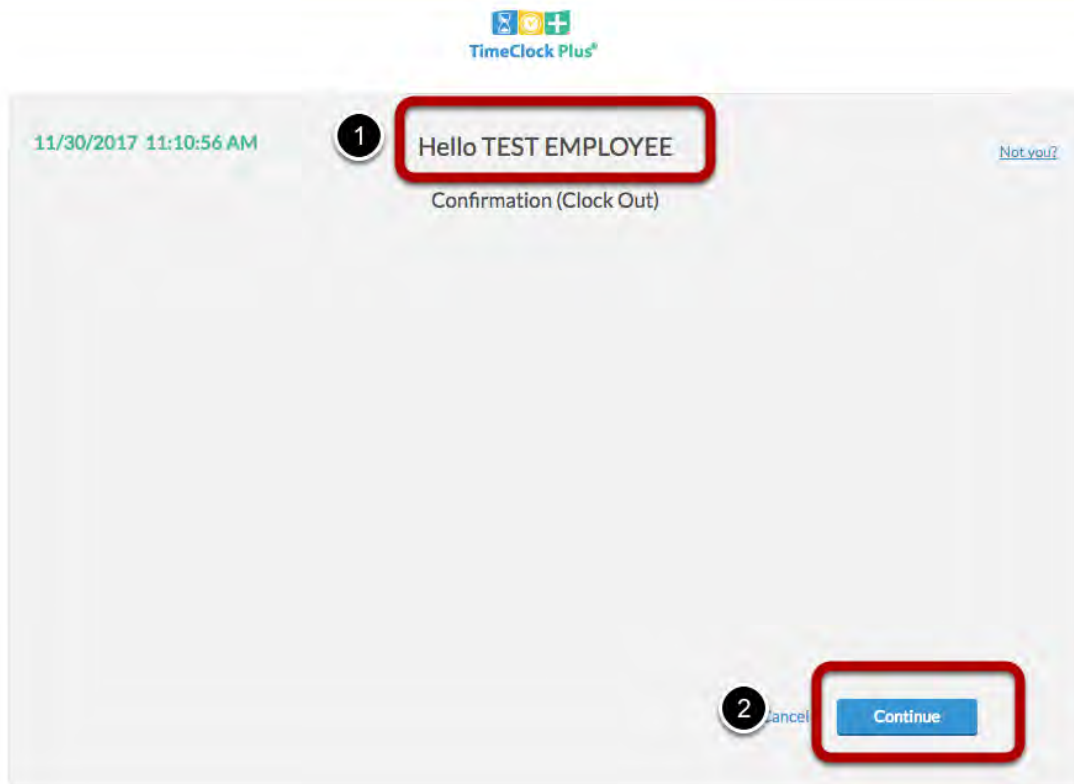
Clocking Out

The screenshot shows the TimeClock Plus interface. At the top, the date is 11/30/2017 and the time is 11:09:46 AM. Below the time, there are two input fields: 'Select Company' with 'FNSBSD 1' and 'Badge/ID Number' with '999999'. A circled '1' is next to the 'Badge/ID Number' field. Below the input fields are three buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), and 'LOG ON TO DASHBOARD' (grey). A red arrow points to the 'CLOCK OUT' button, which is also marked with a circled '2'.

1. Enter your number without the F.
2. Select *Clock Out*.

The screenshot shows the TimeClock Plus interface with a 'PIN Entry' dialog box open. The date is 11/30/2017 and the time is 11:10:25 AM. The dialog box has a title bar 'PIN Entry' with a question mark icon. Below the title bar is a 'PIN' input field with four dots. A circled '1' is next to the input field. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Log On'. The 'Log On' button is highlighted with a circled '2'.

1. Enter your pin number which is the last four digits of your SSN.
2. Select *Log On*



1. Verify that this is you
2. Select *Continue*



1. Make sure that you see the *Clock operation successful*
2. Select *Ok*

You are now clocked out.