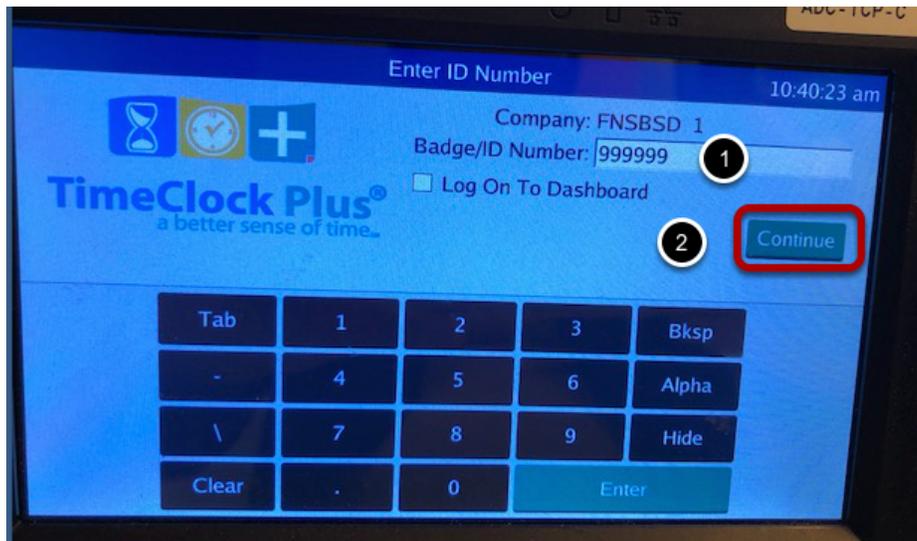


Clocking In and Out Using the Kiosk

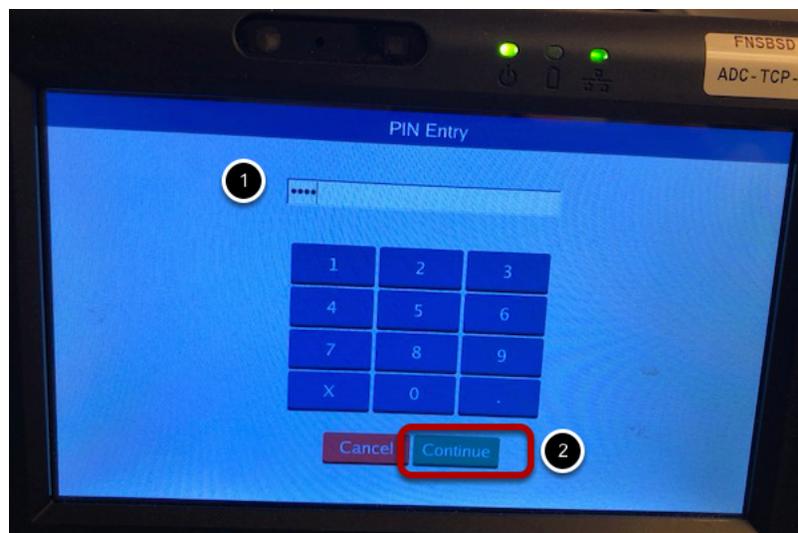
These directions will help staff member navigate the Clocking In/Out process for Timeclock Plus. The examples shown below are for clocking in and out on a kiosk. For more information, go to <https://www.k12northstar.org/Page/5818>.

Enter Your ID Number



1. Enter your Badge/ID number which is your fnumber without the f.
2. Select *Continue*.

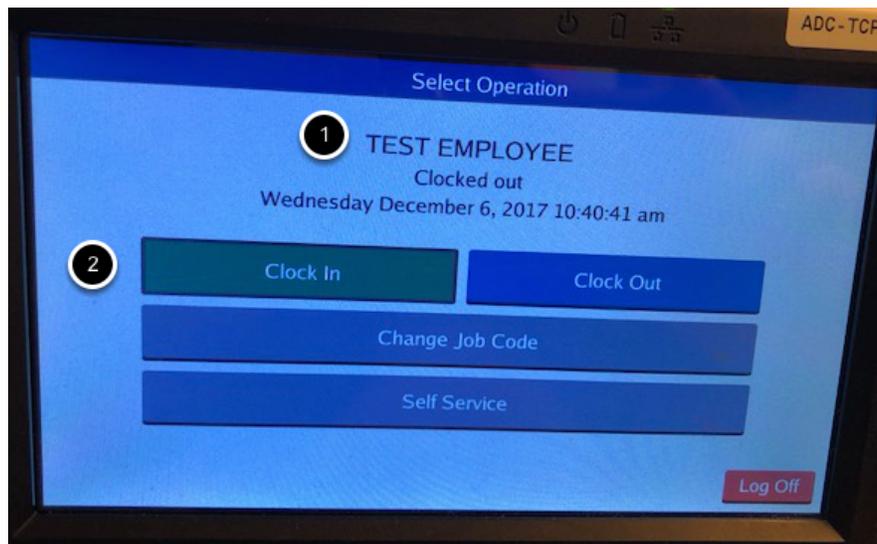
Enter your Pin Number



1. Enter your PIN number
2. Then select *Continue*.
3. **Common Error:** Some employees accidentally hit *Cancel* and assume that they are clocked

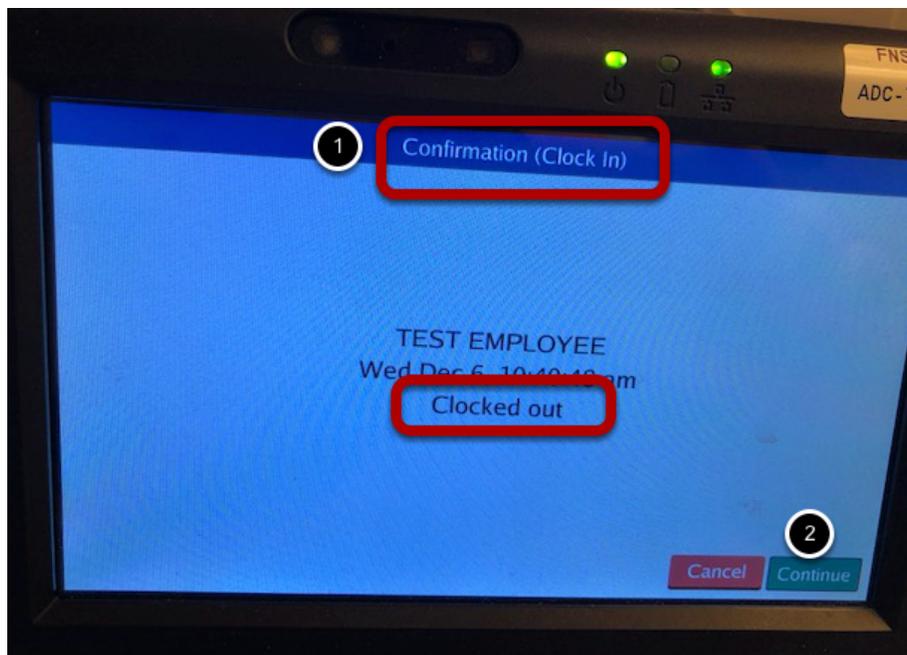
in/out. They are confused when they have a Missed Punch message on their next clock in/out.

Verify your Name and Select Clock in or Clock out



1. Verify your name.
2. Select either *Clock In* or *Clock Out*.

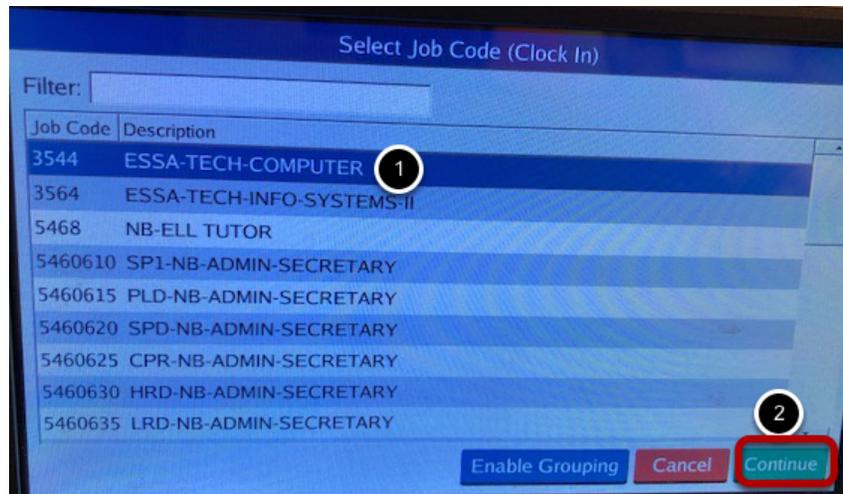
Verification



This screen verifies who you are. You must click *Continue*.

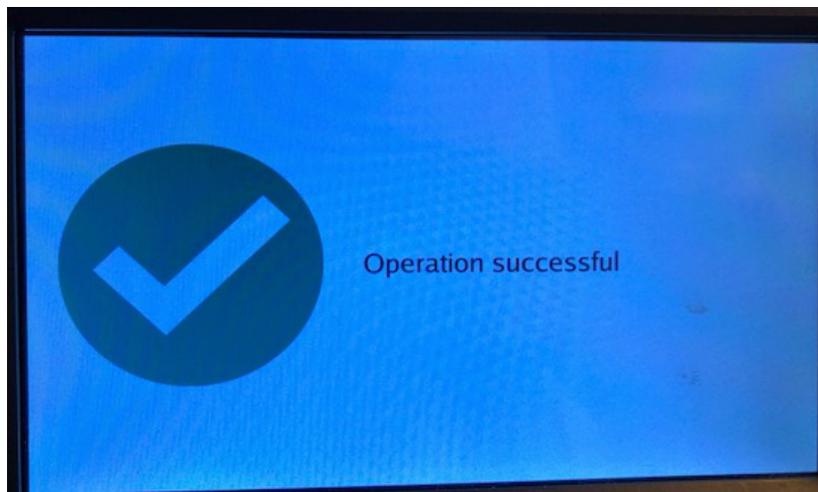
Common Error: Employees are confused because the middle of the screen says you are clocked out. This is correct as in this example the employee is clocking in, but their current status is that they are clocked out.

Select Your Job Code



If this screen comes up, select the job code for your job. Then select *Continue*.

Success



This screen lets the employee know that their clock in or out was successful.

Common problems:

1. Employee selects *Cancel* rather than *Continue*.
2. Employee takes too much time. After 15 seconds, the kiosk times out. Employee will see the Enter ID screen.

Managers and Timekeepers can view the reason for the missed clock in or out in the Audit Log.