

# Time Capture System

Step 1: Click the link below to access the Time Capture Application

<https://appweb.fwisd.org/TimeCapture/>

Step 2: Log in on any device connected to the FWISD network. **Note:** The system can be accessed from a device connected to the District's wifi, **FWISD-GUEST**.

User name: **Same as email username**

Password: **Same as email password**



Please log in

Remember me?

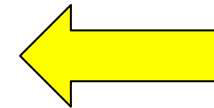
Step 3: Click the Clock In button.

View on computer and Mobile Device



## Clock In

**Location**



After clocking in the screen will display last Clock In/Out entry.

# Clock In/Out

## Last Clock In/Out

**Location:**

508 - Payroll

**Clock In/Out:**

12/15/2021 10:54:15 AM – N/A (00:01:19)

 Clock Out

 Clock In

Step 4: Log out



The footer navigation bar consists of a teal top section and a tan bottom section. On the left, the Fort Worth Independent School District logo is displayed. On the right, a user profile dropdown menu shows 'Doe, Jane' with a downward arrow. Below the teal section, the navigation bar contains three items: 'Clock In/Out' with a clock icon, 'Entries' with a list icon, and 'Log Out' with a door icon.

Fort Worth  
INDEPENDENT SCHOOL DISTRICT

 Doe, Jane

 Clock In/Out

 Entries

 Log Out

Step 5: To clock out, repeat log in steps. Once in, click the Clock Out button.

Fort Worth  
INDEPENDENT SCHOOL DISTRICT

Doe, Jane

Clock In/Out Entries

## Clock In/Out

**Last Clock In/Out**

**Location:** 508 - Payroll

**Clock In/Out:** 12/15/2021 10:54:15 AM - N/A (00:08:05)

**Clock Out**

**Clock In**

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Display will return to the clock in screen.

To review your times, use the Entries button.



Clock in times will display.

## Entries

Location	Clock In	Clock Out	Duration
508 - Payroll	12/15/2021 10:54:15 AM	12/15/2021 11:04:05 AM	0.16
508 - Payroll	12/15/2021 10:30:13 AM	12/15/2021 10:48:28 AM	0.30

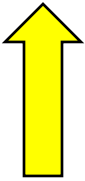
To create a hard copy of punches, use the Export button.

## Entries

Location	Clock In	Clock Out	Duration
508 - Payroll	12/15/2021 10:54:15 AM	12/15/2021 11:04:05 AM	0.16
508 - Payroll	12/15/2021 10:30:13 AM	12/15/2021 10:48:28 AM	0.30

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↓ Export



Select the week from the drop down and click export.

A screenshot of a dialog box titled 'Export Entries' with a close button (X) in the top right corner. The dialog asks 'What week do you want to print?' and features a dropdown menu with the selected option 'Week 3 (12/11/2021 - 12/18/2021)'. At the bottom, there are two buttons: 'Close' and 'Export' (with a download icon). The background shows a blurred view of the 'Entries' table with the first two rows visible.

Export Entries

What week do you want to print?

Week 3 (12/11/2021 - 12/18/2021)

Close Export

12/15/2021 10:54:15 AM 12/15/2021 11:04:05 AM

Weekly Time Report will be generated for you to print, sign and deliver to your timekeeper.

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## Weekly Time Report

### Fort Worth Independent School District

Doe, Jane

Employee's Name

508 - Payroll

Campus or Department

123456

Employee ID Number

(3) 12/11/2021 – 12/18/2021

Week Beginning and Ending

Date	In	Out	Duration
Wednesday, December 15, 2021	10:30:13 AM	10:48:28 AM	0.30
Wednesday, December 15, 2021	10:54:15 AM	11:04:05 AM	0.16

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Step 6: Log out.