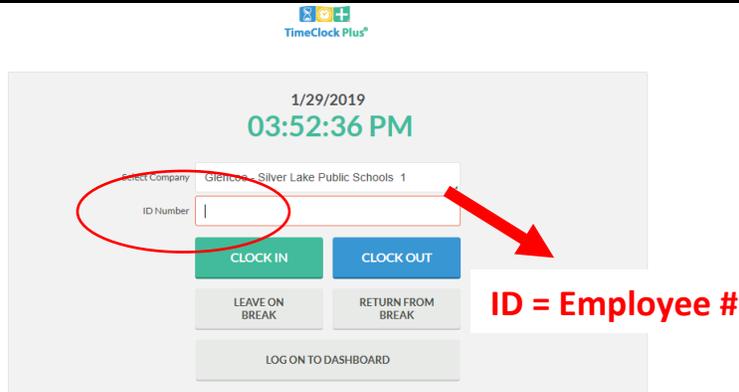


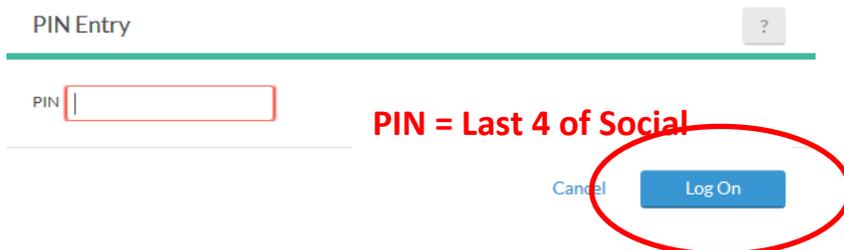
TimeClock Plus – Time Management system used to record hourly staff hours worked. System is only accessible on GSL computers. Staff are allowed to clock IN 5 minutes prior to scheduled start time and up to 5 minutes after scheduled end time. **A 30 minutes lunch deduction will automatically occur on shifts that are longer than 4 hours.** If you did not take lunch, or need your timesheet edited, please contact the Payroll Coordinator. Absences will be imported daily from AESOP/Frontline to TimeClock Plus to reflect paid time off. Absence may be adjusted prior to payroll submission if payroll is rejected due to absence not being accepted due to no time off available. Entry will then be changed to Without Pay.

Basic Clock in/out

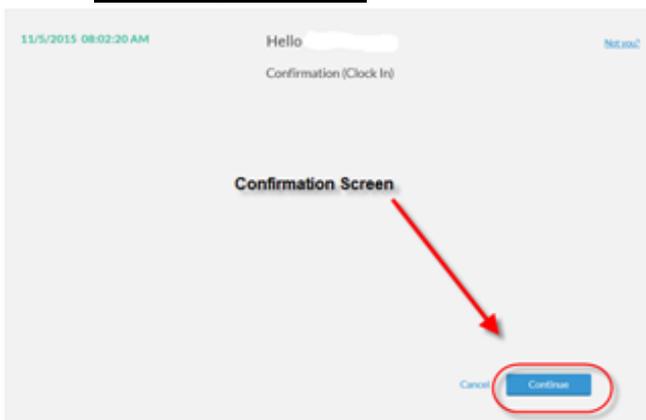
- Enter your Employee # and select appropriate Clock IN or Out icon



- Enter your PIN # and select Log On



- Confirm your Clock request by selecting Continue. You are then either clocked in or out for your shift.



VIEW TIMESHEET HOURS: Enter ID # and Select Log On To Dashboard and then enter PIN

1/29/2019
03:52:36 PM

Select Company: Glencoe - SIMONS Public Schools 1

ID Number:

CLOCK IN | CLOCK OUT

LEAVE ON BREAK | RETURN FROM BREAK

LOG ON TO DASHBOARD

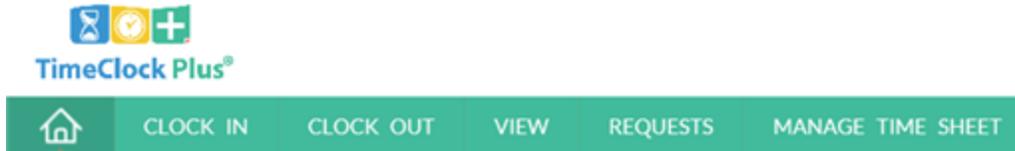
PIN Entry ?

PIN

Cancel **Log On**

You will have several options on this screen to choose from:

HOME button, Clock In, Clock Out, View, Requests and Manage Time Sheets.



Choose the VIEW option, at which point you can View Hours, View Last Punch or View Messages.

TimeClock Plus®

HOME | CLOCK IN | CLOCK OUT | VIEW | REQUESTS | MANAGE TIME SHEET

View Hours | View Last Punch | View Messages

Rhonda Anderson
Clocked In at 07:44 AM
11/10/2015 08:23:23 AM [Log Off](#)

VIEW HOURS (11/09 TO 11/15) ?

Navigate period: [<](#) [>](#) [Download](#)

	Notes	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code
●		30u	11/9/2015 07:41 AM		11/9/2015 04:13 PM		8:02	8:02		105 - Fiscal Contract
●			11/10/2015 07:44 AM		<< Clocked In >>		0:39	0:39		105 - Fiscal Contract
●			11/11/2015 02:00 PM		11/11/2015 04:00 PM		2:00	2:00		535 - Vacation
●			11/12/2015 08:00 AM		11/12/2015 12:00 PM		4:00	4:00		535 - Vacation
●			11/12/2015 12:00 PM		11/12/2015 04:00 PM		4:00	4:00		535 - Vacation
●		30u	11/13/2015 08:00 AM		11/13/2015 04:30 PM		8:00	8:00	26:41	535 - Vacation

Break: Regular OT1 OT2 Leave Total
26:41 0:00 0:00 18:00 26:41

**Your Supervisor will approve your timesheet each pay period for processing.
The NOTES field will be used to communicate any edits made to your timesheet.
Have questions? Please contact the Payroll Coordinator.**