**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



• <u>Confirm your Clock request by selecting Continue. You are then either clocked in or</u> out for your shift.



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

	TimeClock Plus*
	1/29/2019 03 52:36 PM
	Select Company Glencoe - Silver Public Schools 1
	LEAVE ON 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.

TimeC	🕑 🕂 lock Plus®				
奋	CLOCK IN	CLOCK OUT	VIEW	REQUESTS	MANAGE TIME SHEET

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

				奋	CLOCK IN	CLOCK C	OUT VIEW	REQUEST	s	MANAGE	е тім	e shei	ET	
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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.