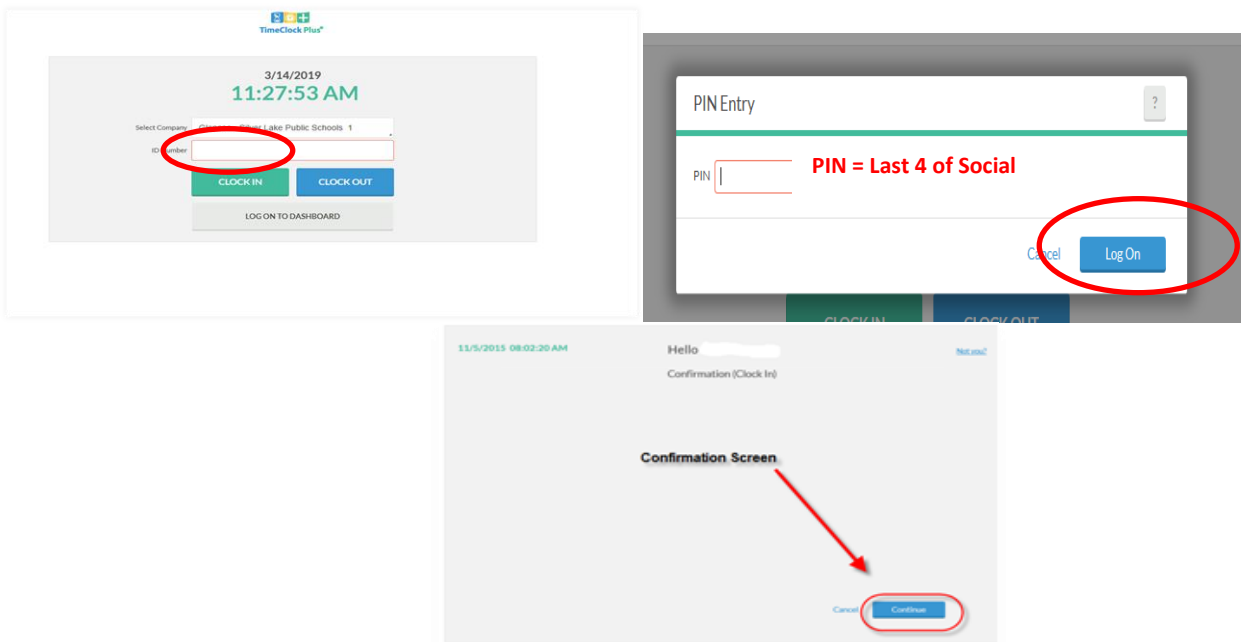
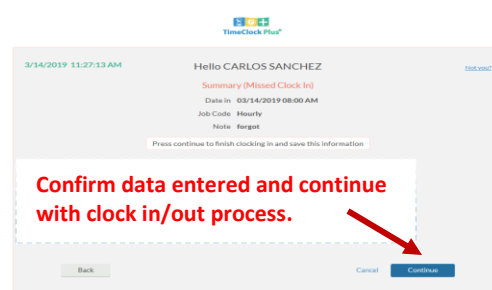
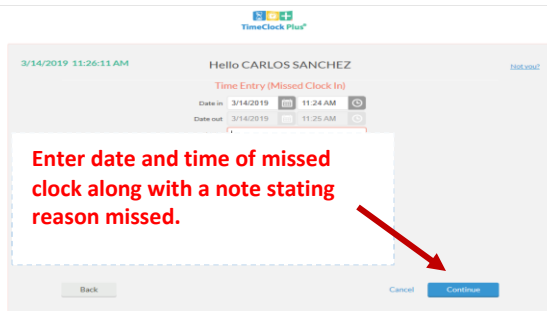
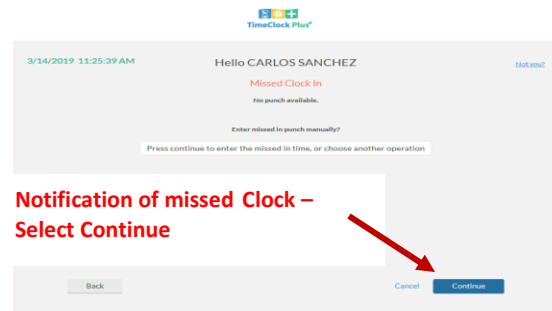


TimeClock Plus – Time Management system used to record hourly staff hours worked. System is only accessible on GSL computers. Staff are allowed to clock IN 5 minutes prior to scheduled start time and up to 5 minutes after scheduled end time. **A 30 minutes lunch deduction will automatically occur on 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.

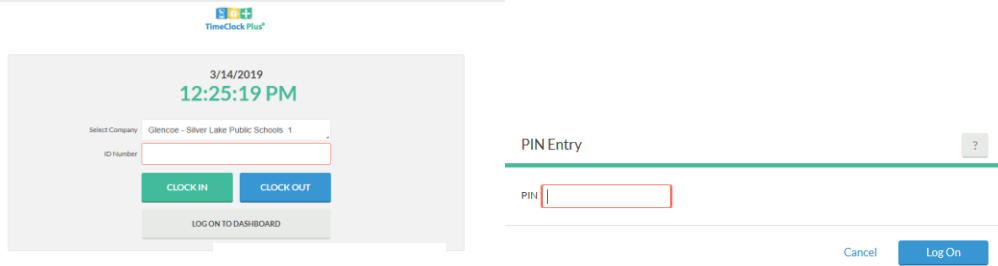
- Basic Clock IN/OUT**
- 1. Enter your Employee # and select appropriate Clock IN/OUT icon**
 - 2. Enter your PIN # (last 4 of social) and select Log On**
 - 3. Confirmation screen will appear to confirm the successful clock in/out**



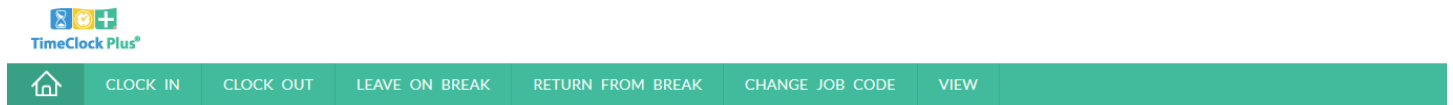
NOTIFICATION OF MISSED CLOCK IN/OUT – THE SYSTEM WILL PROMPT YOU TO REPORT MISSED CLOCK. NOTE FIELD MUST BE COMPLETED.



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

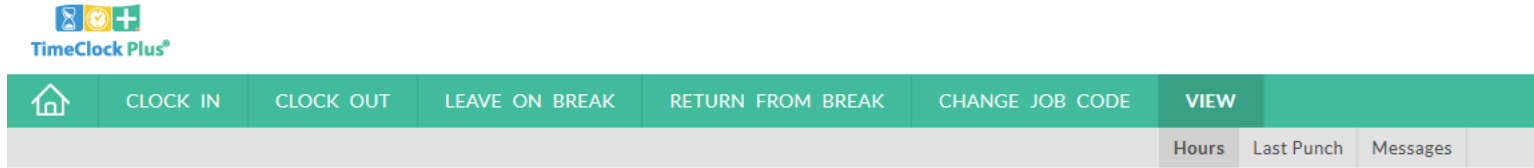


Options are : **HOME** Icon (this will exit you out of any other options selected)
Clock In - Clock Out - Change Job Code - View
 (BREAK options are not used as 30 minute lunch breaks are deducted for ALL hourly staff working 4+ hours)



Choose the **VIEW** option to View Hours, View Last Punch or View Messages.

- Break Length = Lunch Deduction taken. If 30U is not listed, no lunch deduct occurred.
- Time IN & Time Out list the time of your clocked IN/OUT
- Hours = Hours worked for that shift segment
- Week Total = Total hours worked for the week.
- Job Code = Paycode type to be paid (most staff have only 1 job code)



VIEW HOURS

Navigate Period
 < | >
 Prev Next
 03/10 - 03/16

			Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input type="checkbox"/>	<input type="checkbox"/>	30u	3/11/2019 08:00 AM	3/11/2019 04:00 PM	7.50	7.50		22 - Hourly
	<input type="checkbox"/>	<input type="checkbox"/>		3/14/2019 08:00 AM	3/14/2019 11:27 AM	3.45	3.45		22 - Hourly
	<input type="checkbox"/>	<input type="checkbox"/>		3/14/2019 12:33 PM	3/14/2019 12:33 PM	0.00	0.00		22 - Hourly
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3/14/2019 12:34 PM	<< Clocked In >>	0.00	0.00	10.95	22 - Hourly

Absences will be imported DAILY from AESOP/Frontline and added to your timesheet. Original absence hours may be edited to prevent under payment/over payment of time off hours.

**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 @ ext 2497.**