



Wayne County School District

810 Chickasawhay St
Waynesboro, MS 39367
Ph: 601.735.4871 Fax: 601.735.4872

<https://www.wcsdms.com>

Tommy Branch
Lynn Revette

Superintendent of Education
Assistant Superintendent

Anetia Beal-Norsworthy – District 1
Wilma Taylor – District 2
George Alsworth – District 3
Al Smith – District 4
Dorcus Reynolds – District 5
Marcus Evans – Board Attorney

Clocking In/Out using Employee ID

Please follow this process for clocking in/out without your badge:

Clocking In:

1. On the Time Clock, Press **F1** until **Check In** is highlighted.
2. Enter Employee ID number. (**You can find your Employee ID in parenthesis beside your name in your ActiveResources account.**)
3. Press **Ok** on the Time Clock.
4. Make sure **Password** is highlighted
5. Press **OK** on the Time Clock
6. Enter Employee Id number again.
7. Press **OK** on the Time Clock
8. Time clock verifies and says **“Thank You”**.

Clocking Out:

1. On the Time Clock, Press **F5** until **Check Out** is highlighted.
2. Enter Employee ID number. (**You can find your Employee ID in parenthesis beside your name in your ActiveResources account.**)
3. Press **Ok** on the Time Clock.
4. Make sure **Password** is highlighted
5. Press **OK** on the Time Clock
6. Enter Employee Id number again.
7. Press **OK** on the Time Clock
8. Time clock verifies and says **“Thank You”**.

Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the school district:

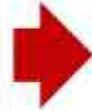
Mrs. Lynn Revette, Assistant Superintendent of Education, 810 Chickasawhay Street, Waynesboro, MS 39367 (601) 735-4871
Phone: 800-368-1019 Toll Free 800-537-7697 Email: OCRMail@hhs.gov

CLOCKING IN/OUT INSTRUCTIONS USING EMPLOYEE ID

Clocking IN



Press **F1** until **Check In** is highlighted.



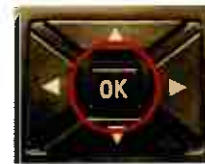
Enter employee ID number.



Press **OK**.



Make sure **Password** is highlighted.



Press **OK**.



Enter employee ID number again.



Press **OK**.



Time clock verifies finger and then sounds **"THANK YOU"**.

CLOCKING IN/OUT INSTRUCTIONS USING EMPLOYEE ID

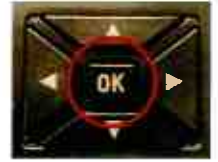
Clocking OUT



Press F5 until **Check Out** is highlighted.



Enter employee ID number.



Press OK.



Make sure **Password** is highlighted.



Press OK.



Enter employee ID number again.



Press OK.



Time clock verifies finger and then sounds **"THANK YOU"**.