

## Summit School District RE-1

### Support Staff/Time Clock Employee Information

All support staff/hourly employees are required to use the time clock system to record their time worked. There are 2 ways to do this: Time clock located in the building or Mobile App on your cell phone. Please know that not all employees will have the ability to clock in/out using the Mobile app as this is at the discretion of your supervisor.

Once in these apps, you are able to view and approve your hours, view leave time and request time off. Employees are required to approve their hours each week on the mobile app or via the web clock app. This will help to eliminate potential wages docked in your monthly paycheck due to missed hours or leave time that may not have been requested.

**Mobile Apps** - Download the Mobile App on your smartphone:

[Android Mobile App](#)

[Apple Mobile App](#)

You will be required to enter the **Company ID: 161989**

**Web Clock** - Accessible from the district website:

Staff Quick Links/Staff Resources/Time Clock: [WebClock](#)

The attached links will walk you through how to use these apps:

[Web Clock Functionality](#)

[Mobile App Functionality](#)

If you have any questions about how to use one of these apps, please reach out to your building secretary, supervisor or the Time Clock Administrator/Payroll Coordinator at 970-368-1004.