

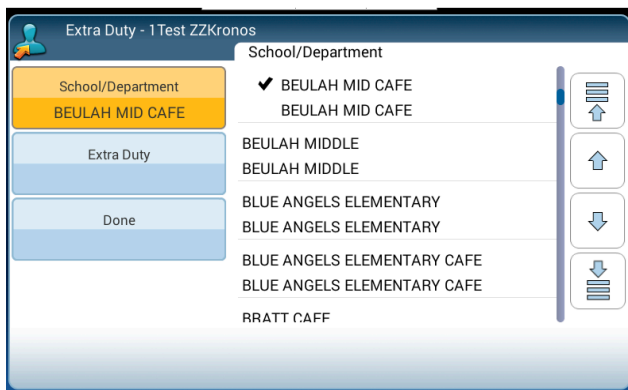
How to Enter Extra Duty at Each Time Clock



Go to the timeclock.

Press the "Extra Duty" button.

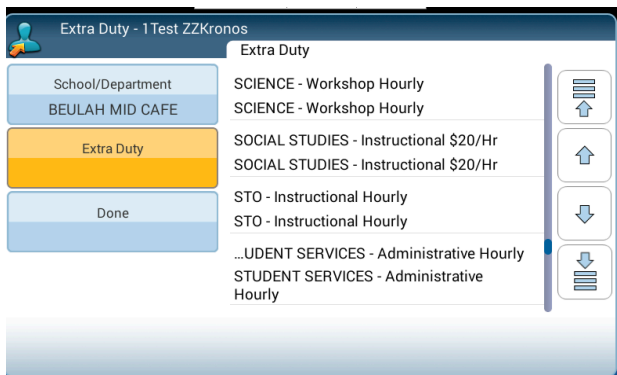
Swipe your badge.



After swiping, you will see this screen.

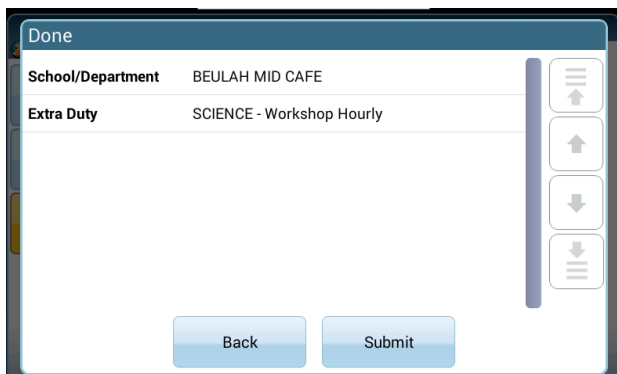
Use the arrows to find the location you were instructed to select. If you weren't told which one, then use your regular working location.

Tap on the location to select it.



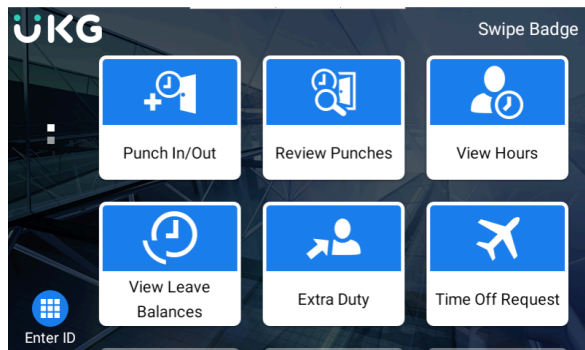
Use the arrows to find the Extra Duty you were told to select.

***You MUST choose the correct Extra Duty – doing so helps you to be paid for your time.**



On this screen, press "Submit".

How to Enter Extra Duty at Each Time Clock



Go to the timeclock.

Press the "Extra Duty" button.

Swipe your badge.

The screenshot shows the "Extra Duty" form. At the top is the title "Extra Duty". Below it are two dropdown menus. The first is labeled "School/Department" and has a placeholder "Select School/Department". The second is labeled "Extra Duty" and has a placeholder "Select Extra Duty". At the bottom is a grey "Submit" button.

After swiping, you will see this screen.

Click on the School/Department section to find the location you were instructed to select. If you weren't told which one, then use your regular working location.

The screenshot shows the "School/Department" selection screen. At the top is the title "School/Department" and a count "282 Items". Below is a list of four items, each with a radio button and text: "MCARTHUR CAFE", "MCARTHUR ELEMENTARY" (which is selected with a blue dot), "MCDANIEL ADMINISTRATIVE BLDG", and "MEDIA SERVICES". At the bottom is a blue "Select" button with a magnifying glass icon on the right and a back arrow icon on the left.

Tap on the location and press Select.

How to Enter Extra Duty at Each Time Clock

Extra Duty 102 Items

☐ WORKFORCE - Instructional \$20/Hr

☒ WORKFORCE - Instructional Hourly

☐ WORKFORCE - Professional Hourly

☐ WORKFORCE - Workshop \$20/Hr

← Select →

Click on the Extra Duty section to find the Extra Duty you were told to select.

***You MUST choose the correct Extra Duty – doing so helps you to be paid for your time.**

Press Select.

Extra Duty

School/Department MCARTHUR ELEMENTARY ▼

Extra Duty WORKFORCE - Instructional Hourly ▼

Submit

On this screen, press "Submit".

When your Extra Duty is done, you only need to click the "Clock Out" button