



Substitute Staff Time & Attendance Quick Reference Guide

1. SYSTEM ACCESS & LOGIN CREDENTIALS

- **Platform URL:** Access Time & Attendance via the official website at:
<https://dekalbctsdgaimpl2.aws.executime.com/ExecuTime/Logout.action>
- **Authentication:** Log in using your district-issued username & password. You will be redirected to OKTA.
- **Time Clock:** Log in using your Munis ID.

2. STEP-BY-STEP CLOCKING PROCEDURES BY SUBSTITUTE ROLE

CRITICAL PAYROLL REQUIREMENT — WORK LOCATION SELECTION:

School-level substitutes **MUST** select the specific Work Location / Shift (School Number & School Name) when clocking in. **If you fail to select your work location, your hours will NOT be visible to the principal for payroll approval, resulting in unapproved time and delayed compensation.**

Substitute Category	Clocking In & Clocking Out
School-Level Substitutes (Floating across schools)	1. Select 'Edit Time' option. 2. Select required assigned location from the drop-down menus: • Pay Code: 151 (SUBSTITUTE HOURLY) • Shift / Work Location: School Number & School Name (e.g., 1080 ALLGOOD ES) • Position: S-Position Number 3. Click 'Clock in' (link) or 'Save & Exit' (time clock). 4. At shift end, log in and click 'Clock out' on employee dashboard. * If the URL is being used, only the <i>shift/work location</i> must be selected. ** If the time clock is being used, all three options (<i>pay code, shift/work location, position</i>) must be selected.
Department / District-Level Substitutes (Long-Term & Admin Subs)	1. Log in to Time & Attendance at the start of your shift. 2. Click 'Clock in' directly from the employee dashboard. 3. At shift end, log in and select 'Clock out'.

***Auto-Deduct: A 30-minute lunch period is automatically deducted for employees required to clock in and out daily when they clock out at the end of their workday, if their total hours worked are six (6) hours or more.**

3. SAMPLE TIMECARD

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Work Location	Position	Schedule	GeoData	Comment
↔	1	Mon	09/28/2026	07:00	15:30	151 (SUBSTITUTE HOURLY)	8.50	0.50	8.00	8.00	8.00	1200 AVONDALE E (AVONDALE ELEMENTARY)	S101 (RETIRED TEACHER SUB)		📍	
↔	1	Tue	09/29/2026	07:00	15:30	151 (SUBSTITUTE HOURLY)	8.50	0.50	8.00	16.00	16.00	1130 ASH PARK E (ASHFORD PARK ELEMENTARY)	S101 (RETIRED TEACHER SUB)		📍	
↔	1	Wed	09/30/2026	07:00	15:30	151 (SUBSTITUTE HOURLY)	8.50	0.50	8.00	24.00	24.00	1400 JOHN R (JOHN ROBERT LEWIS ELEMENTARY)	S101 (RETIRED TEACHER SUB)		📍	
↔	1	Thu	10/01/2026	07:00	15:30	151 (SUBSTITUTE HOURLY)	8.50	0.50	8.00	32.00	32.00	4000 SNAP ES (SNAPPINGER ELEMENTARY)	S101 (RETIRED TEACHER SUB)		📍	
↔	1	Fri	10/02/2026	07:00	15:30	151 (SUBSTITUTE HOURLY)	8.50	0.50	8.00	40.00	40.00	5840 M.M. B MS (M.M. BETHUNE MIDDLE)	S101 (RETIRED TEACHER SUB)		📍	

4. PAY PERIOD TIMECARD REVIEW & APPROVAL PROCESS

At the conclusion of each pay period, all employees must review and submit their timecards for processing:

1. Select **'Time Approval'**
2. Review all logged entries under Current Period (and Previous Period if applicable) to ensure **ALL** time for the pay period has been accounted for **AND** a location has been selected for each day worked.
3. When ready to approve, enter your initials in the box and click **'Approve & Submit'**
4. You will receive a confirmation once the time has been submitted successfully.