



Time & Attendance Time Clock Quick Reference Guide

1. LOGGING INTO THE TIME CLOCK

Enter your **Munis ID** on the numeric keypad and tap **ENTER**, or place your enrolled finger on the ***Finger Scan** sensor. Upon authentication, the Main Menu screen will display.

** Your fingerprint scan must be set up by your bookkeeper/timekeeper before it can be used.*

2. ATTENDANCE REQUIREMENTS

Exempt Staff (Pay Code 100)

- **Attendance Check In:** Tap the **ATTENDANCE CHECK IN** button located in the center of the Main screen.
- **Note:** Record check-in at the start of your shift to record daily attendance.

Non-Exempt Staff (Pay Code 105) / Part-Time (Pay Code 115)

- **Clock In:** Tap the green **CLOCK IN** button on the Main screen.
- **Clock Out:** Tap the red **CLOCK OUT** button on the Main screen.
- **Confirmation:** A checkmark screen displays confirming 'You Are Now Clocked In/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.**

*****Part-time certified grade K-5 teachers are excluded from lunch period automatic deductions.*****

3. REQUESTING TIME OFF

Step 1: Tap **Request Time Off** on the Main screen.

Step 2 (Optional): Tap **Check Benefits** to verify available leave balances, then tap **Back**.

Step 3: Under **Benefits Pay Code**, tap **Select...** to open the pay code dropdown menu.

Step 4: Select the leave type being used (e.g. Sick, Vacation, Personal, etc.).

Step 5: Tap the **From** and **To** fields to choose start AND end dates from the pop-up calendar.

Step 6: Select the **Amount** (number of hours per day being used)

Step 7: Tap the green **SUBMIT** button to submit your request.

*** You cannot request time off that you do not have available. An error message will be received, and you will have to select a different benefit type OR change the amount of time being requested.**

4. BENEFITS INQUIRY

Checking Leave Balances

1. Tap **Benefits Inquiry** on the Main screen.
2. View current accrual balances for your different benefit types.
3. Tap **BACK** to return to the Main screen.

4. TIMECARD REVIEW & APPROVAL

Reviewing & Approving Timecard

1. Tap **Review & Approve Timecard** on the Main screen.
2. Select **Current Period** or **Previous Period** tab.
3. Verify hours (Regular, Overtime, Benefits, etc.).
4. Tap green **Approve** button, or speak to supervisor if changes are needed.