



Time & Attendance Staff Quick Reference Guide

1. SYSTEM ACCESS & LOGIN

1. Log into **Time & Attendance** using your district laptop.
2. Complete the mandatory authentication process via **OKTA**.
3. Upon successful login, navigate to **Employee actions** from the top menu.

2. DAILY ATTENDANCE TRACKING BY EMPLOYEE STATUS

Employee Category	Navigation Path	Required Action & Operating Rules
Full-time Exempt (Pay Type 100)	Employee actions → My dashboard	Select Attendance check in once daily to log attendance. No clock-out needed. <i>Warning: Selecting wrong option causes timecard double entry & violation.</i>
Full-time Non-exempt (Pay Type 105)	Employee actions → My dashboard	Select Clock in at start of workday. Select Clock out at end of workday.
Part-time Staff (Pay Type 115)	Employee actions → My dashboard	Select Clock in at start of workday. Select Clock out at end of workday.

3. EXTRA ACTIVITY & OVERTIME LOGGING

- **Extra Activity Shift** : All employees working an Xtra Activity assignment **MUST** clock in and out for that assignment
- Go to **Edit time**
- Select Pay Type **160** or **161**
- Choose Extra Activity position (denoted by 'X')
- Select **Clock In/Save & Exit**.
- Remember to clock out at the end of your shift

*****Overtime is automatically calculated. A fully completed Overtime Request form is still required for all overtime work.*****

4. TIME-OFF REQUEST PROCEDURE

1. Select **Time-off request** from the left-hand menu.
2. Click **+ Actions** to create a new Time-Off Request.
3. Select **Benefit Type** from drop-down (e.g., Sick, Vacation, Personal leave).
4. Enter exact **Start Date** and **End Date**.
5. Enter **Benefit Time** in hours and minutes (number of hours and minutes **PER DAY** you want the system to deduct).
6. Click **Save**.

*** 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.**

5. END OF PAY PERIOD TIME APPROVAL

Verification: Review all daily entries for every day worked. Ensure ALL time is accounted for with zero active violations.

Approval Steps:

1. Navigate to **Time approval**.
2. Review all time entries for the pay period.
3. Enter your **Initials** in the box and click **Approve & Submit**.

• **Error Resolution:** Any errors, corrections, or unpunched time must be addressed with your **bookkeeper/timekeeper** prior to submission.