

WALLINGFORD SWARTHMORE
SCHOOL DISTRICT

200 SOUTH PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086-6334

TIMECLOCK PLUS OVERVIEW

1. Shared holder: [Employee Training Materials](#)
2. Options to record time. Any device can be used at any time.
 - a. **Website:** [Log On - TimeClock Plus](#)
 - b. **Mobile Device:** WSSD's customer ID is 126071
 - i. Apple store: [TimeClock Plus Clock App - App Store](#)
 - ii. Play store: [TimeClock Plus Clock - Apps on Google Play](#)
 - c. **iPads** – located in the main office of each school and common areas in the maintenance shop and transportation depot
 - d. **Wall-mounted clocks:** Contact HR or Ms. Mosley to register
 - i. NPE - Teacher Lounge 107
 - ii. SRS - Teacher Lounge
 - iii. WES - Teacher Lounge 109 and outside Café
 - iv. SHMS - C335
 - v. SHMS – Near C126 (door near lower parking lot)
 - vi. SHMS – Near loading dock entry door
 - vii. SHHS - Teacher IPC 102
 - viii. Operations - Maintenance Shop
 - ix. Transportation - Driver's Lounge

3. Your employee ID number is needed to access TCP
4. Be sure to wait for the confirmation screen and select “okay” after any punch.
5. You must clock in and out for lunch. Select “leave on break” when leaving and “return from break” when returning. By law, you are entitled to a 30-minute duty free lunch.
6. The system is geofenced. You must be inside your assigned location(s) to clock in and out. Employees who work at multiple locations have customized geofencing.
7. If using the mobile app, your location services must be turned on. The app only verifies your location when attempting to clock in or out.
8. Schedules and location assignments are provided by your supervisor. If there are any changes, your supervisor will notify Human Resources or the Business Office.
9. Hourly employees are paid for hours worked.
10. Overtime must be pre-approved.
11. Time off can be requested in full day, half day or quarter day intervals.

12. Employees may only request time off for leave with accrual banks (vacation, sick, emergency or personal if applicable)
13. Other specific leave (jury duty, bereavement, professional development, district rep) must be inputted by your supervisor. Submit requests and email any required documentation to your supervisor and administrative assistant.
14. For in-service days, employees are expected to work their normal schedule and take their allotted 30-minute lunch.
15. Currently, the district is providing a 15-minute grace period for arrival. Effective January 1st, 2027, this will be reduced to the 7-minute federal rounding rule.
16. In any instance, the district issued closure (snow day, two-hour delay, loss of power, nature disaster, etc.), the district can mass add time sheets for all hourly employees. No action is required on behalf of the district employee.