

TIMECLOCK INSTRUCTIONS - PRINCIPAL

Logging in and changing your password:

Username: LAST NAME WITH FIRST INITIAL: i.e. EULEYS (UPPER CASE)

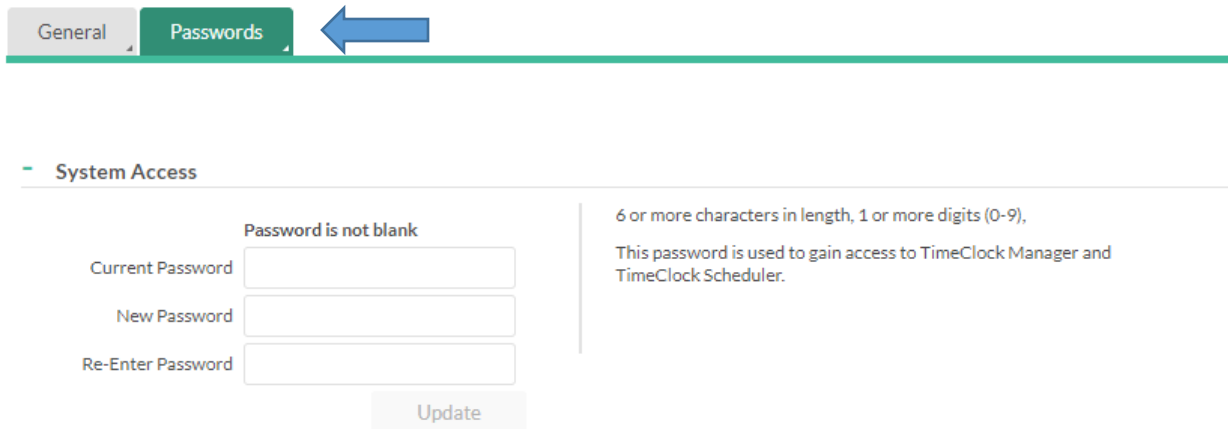
Password: Assigned by Payroll Dept.

After initial log on – we recommend you change your password.

To change password:

On the right hand of the screen click on the box showing your name and then select “My Options”. The “User Options” window will open up and then select the “Passwords” tab.

USER OPTIONS



The screenshot shows the 'USER OPTIONS' interface. At the top, there are two tabs: 'General' and 'Passwords'. The 'Passwords' tab is highlighted in green, and a blue arrow points to it from the right. Below the tabs, there is a section titled 'System Access'. On the left, there are three input fields: 'Current Password', 'New Password', and 'Re-Enter Password'. Above the 'Current Password' field, it says 'Password is not blank'. To the right of the input fields, there is a vertical line and text that reads: '6 or more characters in length, 1 or more digits (0-9), This password is used to gain access to TimeClock Manager and TimeClock Scheduler.' Below the input fields, there is an 'Update' button.

APPROVAL OF EMPLOYEE TIME

HOURS > GROUP HOURS

- You can adjust how you view the data by clicking on “Sort by ID” where you can change the option to sort by Last Name, ID Number, etc.
- Enter the start and end date (two-week period beginning Saturday through Friday) by using the calendar icons (Paydate calendar attached).
- Click update
- Review the employee hours to verify they are complete
- If no problems are noted, you can approve all lines for each employee by clicking on the “Mv” in the header column. This will automatically populate the check mark in the approval box for each employee.
- NOTE: A red check must appear next to each line item to pay in order to pay the hours

GROUP HOURS ☆

Sort by: ID ↑ 8/12/2017 to 8/18/2017 Manual Update

Employee Filter Job Code Filter Exception Filter Show absences

+ Add Manage Exceptions Resolve Period

Showing 21 records of 21 Selected 0 records

				Notes	Edited	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total
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NOTE: Shift hours in Timeclock reflect true hours and minutes (7.5 hour day on a timesheet will now equal 7.3 hours in Timeclock (7 hours and 30 minutes). See conversion chart attached.

If you need to adjust hours:

- Right click on the entry that needs editing then click on Edit

Edit Segment ?

Segment Length: 1:23

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 8/15/2017 | 01:52 PM

Time out: 8/15/2017 | 03:15 PM

Break type: << NONE >>

Job Code: 1000 - FT Secretary-S260

Note: [Empty text box]

Extra Cancel Save

If you adjusted hours for any employee, you will need to return to the manager approval screen as noted above to continue to approve all line items for employees.

Payroll approvals are due by **NOON** on Monday of payroll week

If you have any questions, please contact:

Deborah Markoski	dmarkoski@southingtonschools.org	860-628-3200 ext. 326
Sharon Papallo	spapallo@southingtonschools.org	860-628-3200 ext. 220
Susan Euley	seuley@southingtonschools.org	860-628-3200 ext. 236