



Time Clock Basics for TUSD Employees

Welcome to TUSD's electronic timekeeping system!

All hourly employees are required to clock in and clock out using the new TimeClock Plus™ system to document time worked.



Use Time Clocks or Network Computers

Questions? Contact the Time and Attendance Office.

Email: clockadmin@tusd1.org

Phone: (520) 225-6555

Hours: 9 AM - 5 PM, M - F.

- **Hourly employees** clock in and out using a time clock at their work sites or via the **WebClock** web application that can be accessed from any computer connected to the district network. They also use the system to approve their recorded time at the end of each pay period and to submit requests for leave time.
- **Exempt employees** use the timekeeping system to request leave time and to approve their time record at the end of each pay period.
- **All certified exempt staff** continue to use the sub system to report leave.

Further information is available online at [Time Clock Resources and Training](#).

Falsification/Tampering

Please be aware that the actions listed below are prohibited and will be considered severe infractions. Employees found in violation may be subject to immediate disciplinary action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in or out for another employee ("buddy punching").
- Clocking in or out remotely using Remote Admin.
- Interfering with another employee's use of the time clock system.
- Unauthorized viewing of another employee's time in the time clock system.

This guide shows you how to perform the following:

- [Clock In/Out](#) (p. 2)
- [View Punches/Hours Worked](#) (p. 4)
- [Request Leave time](#) (p. 7)
- [Correct Missed Punch](#) (p. 9)
- [Approve Hours Recorded](#) (p. 14)
- [Common Errors to Avoid](#) (p. 15)
- [Make Corrections](#) (p. 16)
- [Time Clock FAQ](#) (p. 17)



Time Clock v. WebClock: The screens you see on the time clock may differ somewhat from the WebClock screens provided in this manual. But both interfaces function similarly.

How to Clock In/Out

Typically, you will (1) clock in at the start of your work day, (2) clock out for lunch, (3) clock back in when you return from lunch, and (4) clock out at the end of your work day.

The screenshot shows the TimeClock login screen. At the top, it displays the date '10/20/2015' and the time '08:30:06 AM'. Below this, there is a 'Select Company' dropdown menu set to 'Tucson Unified School District 1'. A 'Badge Number' input field is present, with a red box and arrow pointing to it labeled 'Enter Your 6-Digit Employee ID'. Below the input field are two buttons: 'CLOCK IN' (green) and 'CLOCK OUT' (blue), with a red box and arrow pointing to them labeled 'Click Desired Action'. At the bottom is a 'LOG ON TO DASHBOARD' button.


1. To clock in at a time clock, log in by swiping your badge through the card reader on the clock or typing your 6-digit employee ID using the touch screen. Alternatively from a computer on the district network, navigate to the **WebClock** log on web page and type your 6-digit employee ID.

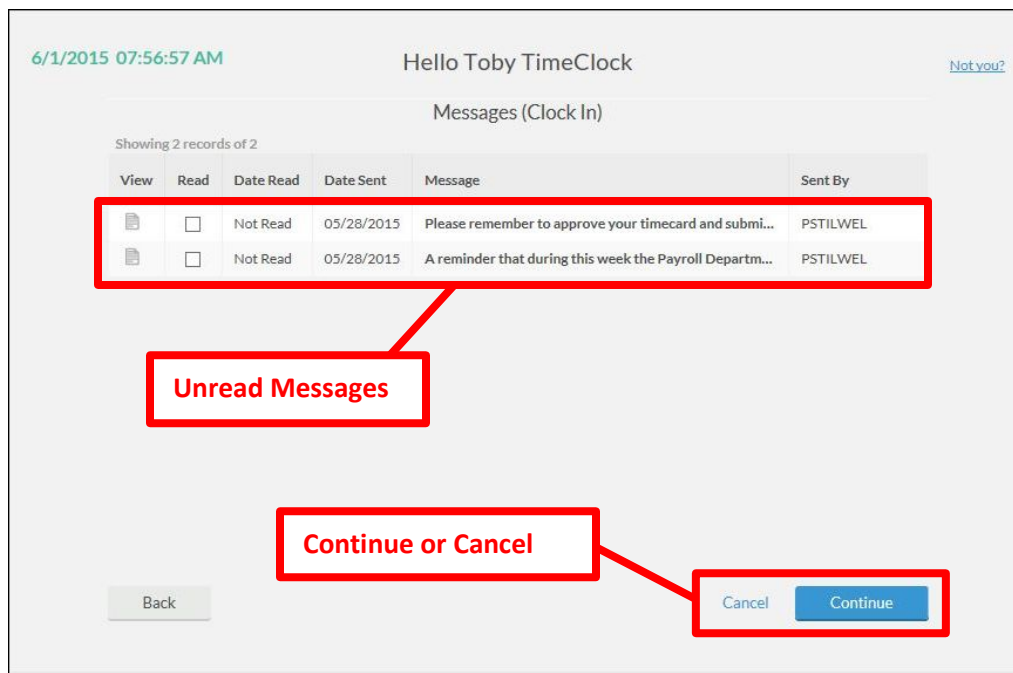
WebClock: <http://timeclocks/app/webclock/#/EmployeeLogOn>

2. Click **Clock In**.
3. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel** or **Continue**. If the name and time are correct, click **Continue**.

Note: If you missed a punch prior to this transaction, you will be prompted to correct the punch during this clock transaction (see [How to Correct a Missed Punch](#) on p. 9).

The screenshot shows the Confirmation screen. At the top left, it displays the time '6/1/2015 07:56:50 AM'. To the right, it says 'Hello Toby TimeClock'. Below this, it says 'Confirmation (Clock In)'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. A red box and arrow point to these buttons with the label 'Continue or Cancel'. Another red box and arrow point to the top left area with the label 'Time and Name Confirmation'.



4. If you have any unread messages, they will appear in the next screen. You can click the **View**  icon to open a message and click **Cancel** to close it. Select the **Read** check box to send a confirmation to the sender that you have read the message. A **Submit Query** button will appear. Click this button to complete the action. The message will be removed from the list.



6/1/2015 07:56:57 AM Hello Toby TimeClock [Not you?](#)

Messages (Clock In)

Showing 2 records of 2

View	Read	Date Read	Date Sent	Message	Sent By
	<input type="checkbox"/>	Not Read	05/28/2015	Please remember to approve your timecard and submi...	PSTILWEL
	<input type="checkbox"/>	Not Read	05/28/2015	A reminder that during this week the Payroll Departm...	PSTILWEL

Unread Messages

Continue or Cancel

Back Cancel Continue



Time Clock v. WebClock: In the time clock, your messages come up individually as you are logging on and you have the option to read them and send a “received” notification to the sender.

5. Click **Continue** to proceed.

6. If you have more than one job code, select the job code that you're scheduled to work from the list and click **Continue**.

6/1/2015 07:57:11 AM Hello Toby TimeClock [Not you?](#)

Select Job Code (Clock In)

Showing 2 records of 2

ID↑	Description	Group
100105012	Accountant Staff	Food Service 5012
100505002	Administrative Assistant	Superintendent 5002

Back

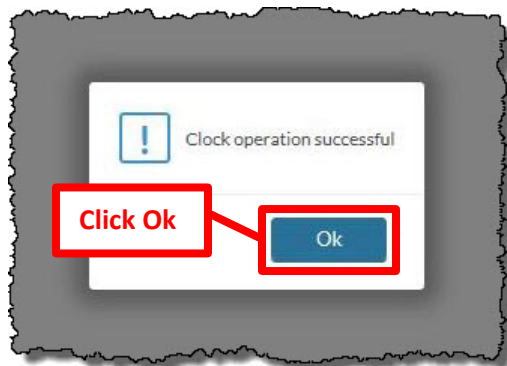
Cancel Continue

Select Job

Continue or Cancel

Multiple Jobs: You must clock in and out separately for each job code as you work a shift for that job.

7. Click **Ok** on the Clock operation successful dialog box.



Time Clock v. Webclock: If you are clocking in or out with a time clock, you will not see this confirmation. You will be returned to the **Clock In/Out** screen. Just click the **Logout** button to end your session. Even if you don't click the **Logout** button, the system will time you out within a matter of seconds.

8. You're clocked in!
9. To clock out, repeat the above steps but click **Clock Out** button.

Lunch Break: Use the **Clock In/Clock Out** buttons to clock out and in for lunch break.

How to View Punches/Hours Worked

- Log in to a time clock or the web application (see [How to Clock In/Out, Step 1](#), on p. 2).
 - Time clock:** Click **Self Service>View Hours**.
 - WebClock:** Click **Log On to Dashboard**.
- On the navigation bar, click **View>View Hours**. The punches for the current week appear in the grid. When you are done, click **Log Off** in the upper right corner.

Time In	Time Out	Hours	Shift Total	Week Total	Job Code
5/25/2015 09:00 AM	5/25/2015 05:00 PM	8:00	8:00		100105012 - Accountant Staff
5/26/2015 09:00 AM	5/26/2015 12:30 PM	3:30	3:30		100105012 - Accountant Staff
5/26/2015 01:00 PM	5/26/2015 05:00 PM	4:00	4:00		100105012 - Accountant Staff
5/27/2015 08:00 AM	5/27/2015 01:00 PM	5:00	5:00		100105012 - Accountant Staff
5/27/2015 02:00 PM	5/27/2015 06:00 PM	4:00	4:00		100105012 - Accountant Staff
5/28/2015 08:00 AM	5/28/2015 12:00 PM	4:00	4:00		100105012 - Accountant Staff
5/28/2015 01:00 PM	5/28/2015 05:00 PM	4:00	4:00		100105012 - Accountant Staff
5/29/2015 08:30 AM	5/29/2015 01:00 PM	4:30	4:30		100105012 - Accountant Staff
5/29/2015 02:00 PM	5/29/2015 05:00 PM	3:00	3:00	40:00	100105012 - Accountant Staff

- Under the **View** menu in the **WebClock**, you have the options to **View Last Punch**, **View Accruals**, and **View Messages**.

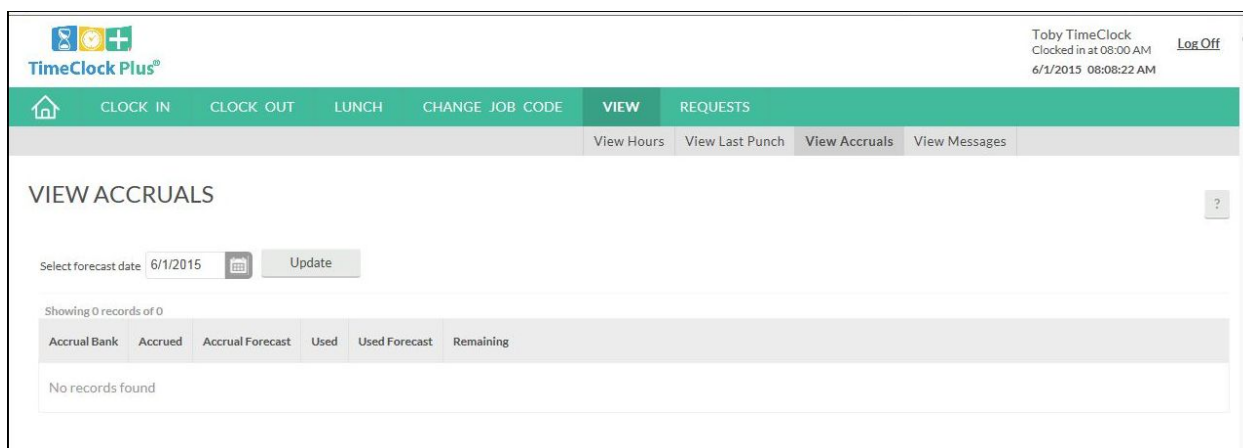
View Last Punch

Toby TimeClock
Clocked in at: 6/1/2015 08:00 AM
Job Code: 100105012 - Accountant Staff



Time Clock v. WebClock: The time clock Self Service screen has a separate **Last Punch** button to view your last punch.

View Accruals



TimeClock Plus®

Toby TimeClock
Clock in at 08:00 AM
6/1/2015 08:08:22 AM [Log Off](#)

CLOCK IN CLOCK OUT LUNCH CHANGE JOB CODE **VIEW** REQUESTS

View Hours View Last Punch **View Accruals** View Messages

VIEW ACCRUALS

Select forecast date: 6/1/2015

Showing 0 records of 0

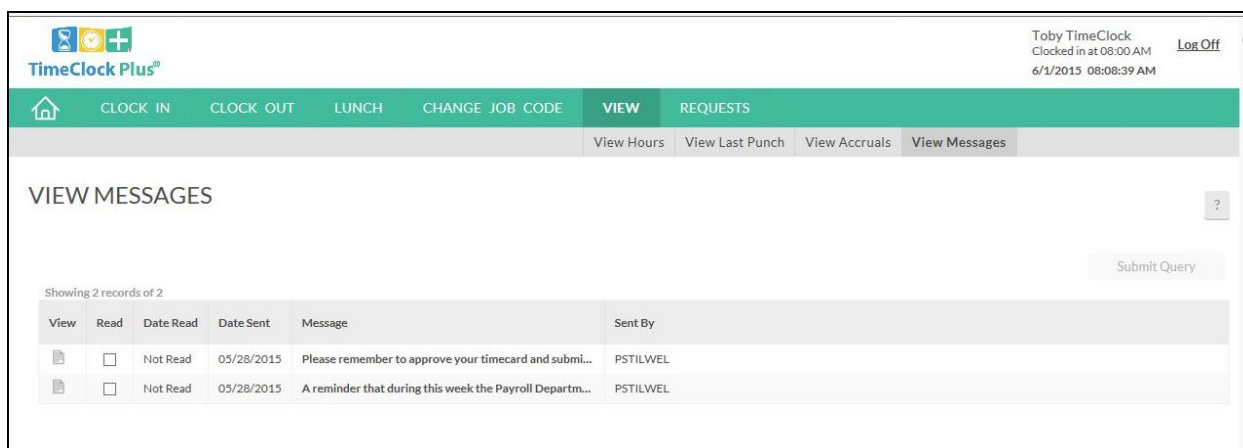
Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
No records found					

Use the **Select forecast date** option to view accruals including any pending time requests and projected future accruals.



Time Clock v. WebClock: The time clock Self Service screen has a separate **View Accruals** button to view your accruals.

View Messages



TimeClock Plus®

Toby TimeClock
Clock in at 08:00 AM
6/1/2015 08:08:39 AM [Log Off](#)

CLOCK IN CLOCK OUT LUNCH CHANGE JOB CODE **VIEW** REQUESTS

View Hours View Last Punch View Accruals **View Messages**

VIEW MESSAGES

Showing 2 records of 2

View	Read	Date Read	Date Sent	Message	Sent By
	<input type="checkbox"/>	Not Read	05/28/2015	Please remember to approve your timecard and submi...	PSTILWEL
	<input type="checkbox"/>	Not Read	05/28/2015	A reminder that during this week the Payroll Departm...	PSTILWEL

If you have any unread messages, they will appear in this screen. You can click the **View** icon to open a message and click **Cancel** to close it. Select the **Read** check box to send a confirmation to the sender that you have read the message. A **Submit Query** button will appear. Click this button to complete the action. The message will be removed from the list.



Time Clock v. WebClock: The time clock Self Service screen has a separate **Messages** button to view your unread messages.

How to Request Leave Time

1. Log in to a time clock or the web application (see [How to Clock In/Out, Step 1](#), on p. 2).
 - a. Time Clock: Click Self Service>Requests.
 - b. WebClock: Click Log On to Dashboard.
2. On the navigation bar, click Request. The Calendar view opens.

3. Click the desired date.



Time Clock v. WebClock: In the time clock Requests screen, click Add instead of selecting from a calendar.

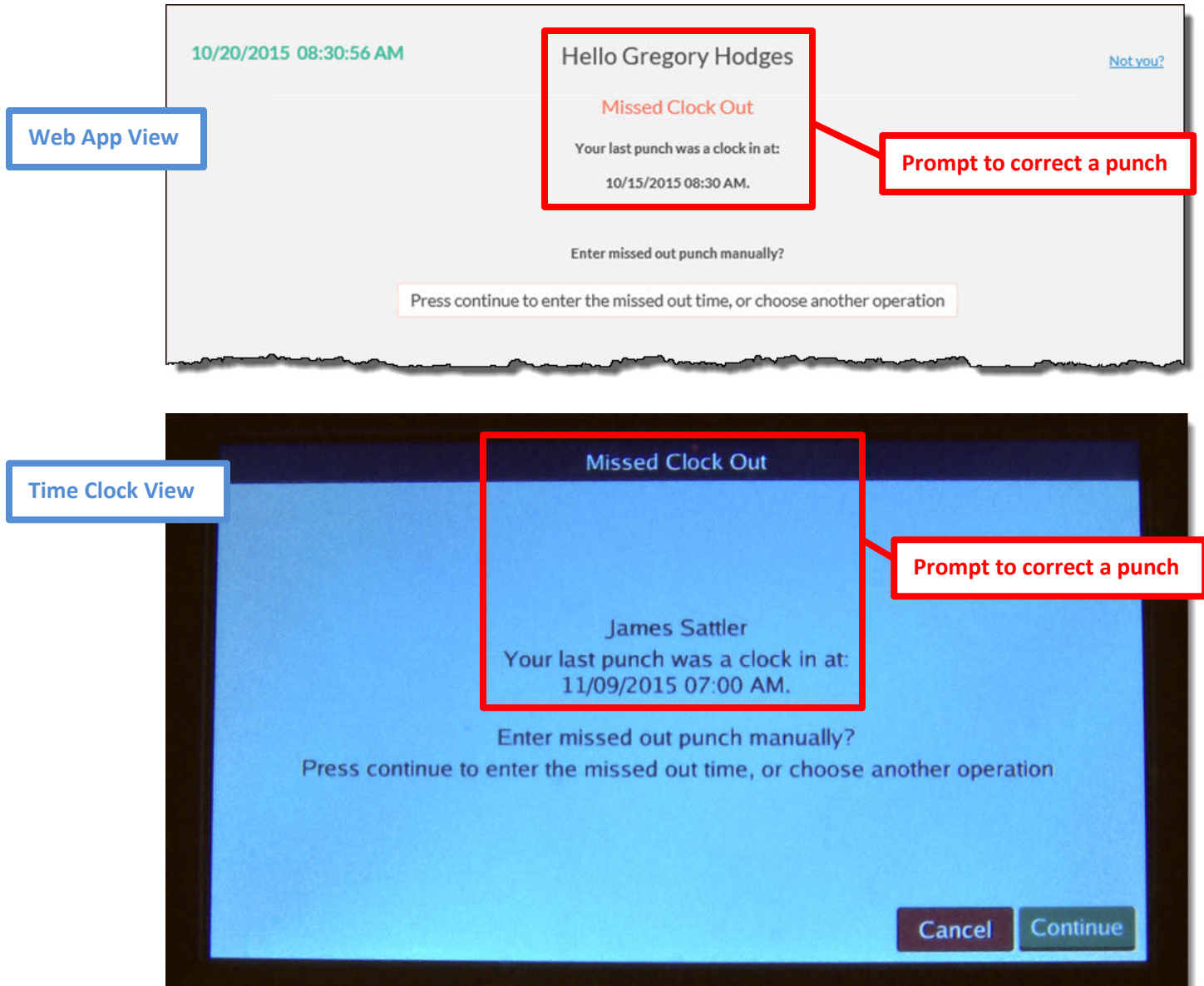
4. In the Add Employee Request dialog box, enter the leave time details. You can select multiple consecutive days in the Days field. Select the Leave code from the drop-down. In the Description field, enter a short description to help identify this request.
5. Click Save to submit your request.

6. The selected date will reflect the status of **Pending** until your Office Manager/Staff Support Manager approves or denies the request.



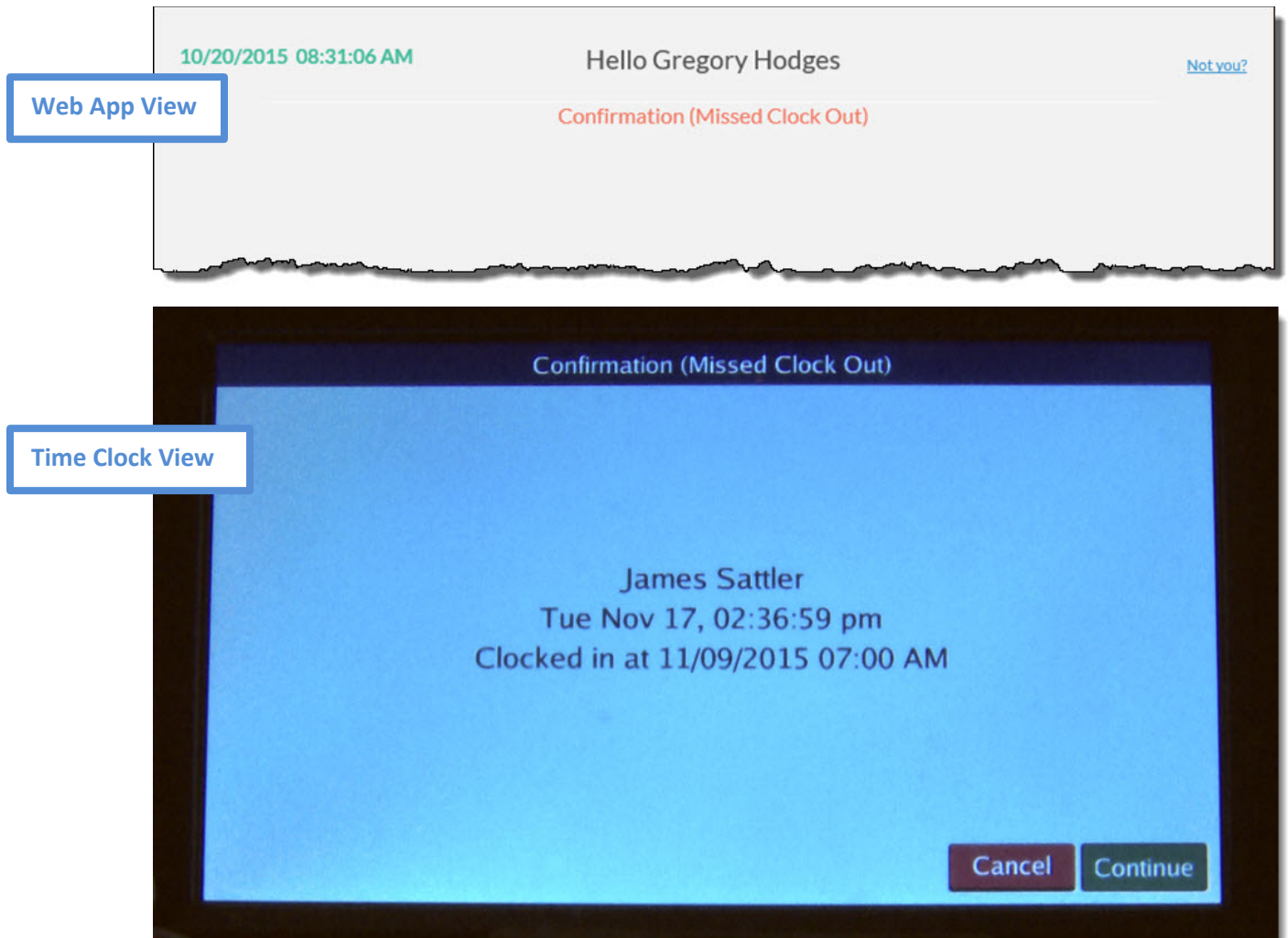
Sick Leave: You can submit a request to use Sick Leave through the time clock or web app after the fact during the week your absence occurred. However, if your absence occurs at the end of a pay period and you return at the beginning of the next pay period, your editor or manager will have to enter the Sick Leave. If that's the case, submit a Time Edit form for the Sick Leave to your editor or manager as soon as possible.

How to Correct a Missed Punch



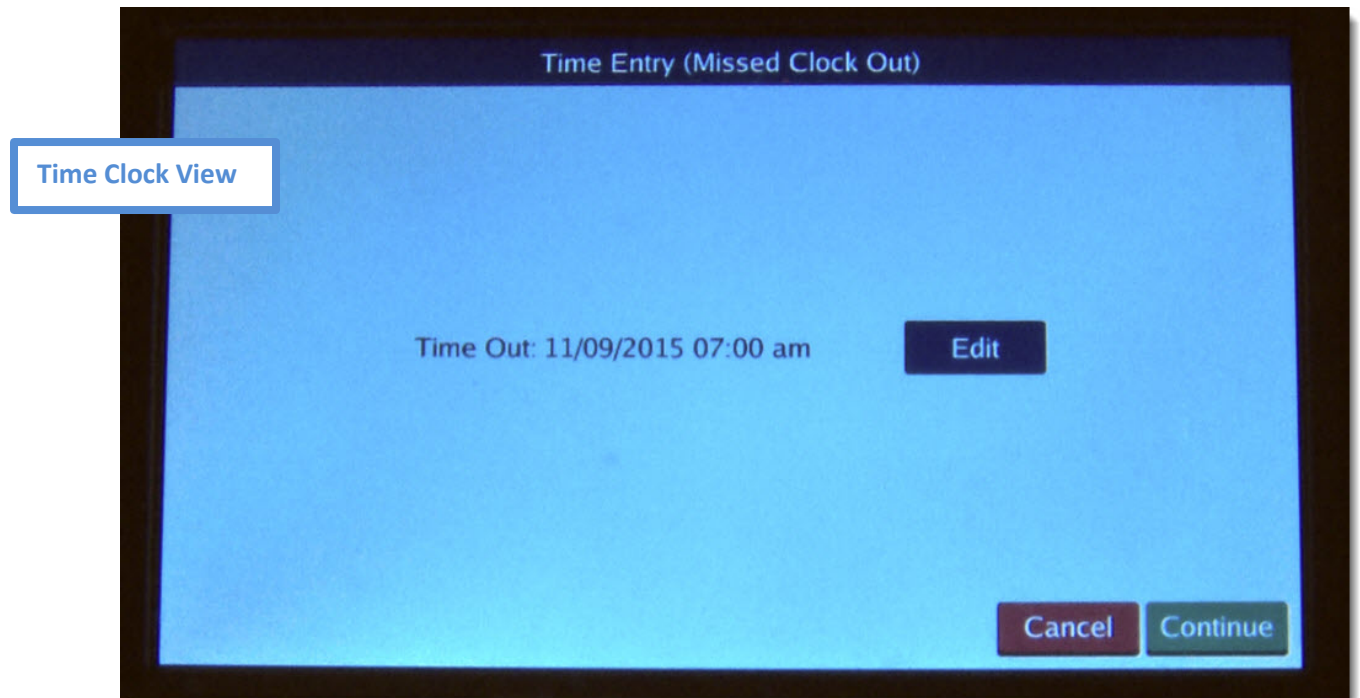
1. If you missed a punch, you will be prompted to make a correction the next time you clock in or out.
2. Click **Continue** to proceed.

3. A message appears confirming the missed punch.



4. Click **Continue** to proceed.
5. Any messages appear. After you have read your messages, click **Continue** to proceed.

6. Time Clock Only: The **Edit** button appears. Click **Edit** to proceed.



IMPORTANT: If you do not edit the date/time and click Continue, the system will record 0 (zero) hours for that date.

7. In the screen that follows, edit the date and the time for the missed punch and click **Continue** in the web app to proceed. In the time clock, click **OK** and then click **Continue** to proceed.

Web App View

10/20/2015 08:31:30 AM Hello Gregory Hodges [Not you?](#)

Time Entry (Missed Clock Out)

Date in 10/15/2015 08:30 AM

Date out 10/15/2015 08:30 AM

Edit Date/Time

Time Clock View

Date/Time Entry

11/9/2015 7:00 am

November 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

1	2	3	AM
4	5	6	
7	8	9	
C	0		PM

Ok Cancel

Edit Date/Time

8. The next screen will confirm your correction. Click **Continue** to save the correction and to complete your clock action.

10/20/2015 08:31:58 AM

Hello Gregory Hodges [Not you?](#)

Web App View

Summary (Missed Clock Out)

Date in 10/15/2015 08:30 AM

Date out 10/15/2015 08:30 AM

Job Code Appliance Tech Cust-FM

Press continue to finish clocking out and save this information

Time Clock View

Summary (Missed Clock Out)

James Sattler

Date In: 11/09/2015 07:00 AM

Date Out: 11/09/2015 04:00 PM

Press continue to finish clocking out and save this information

Cancel Continue

9. A confirmation dialog box appears in the web app. Click **OK**.

! Clock operation successful

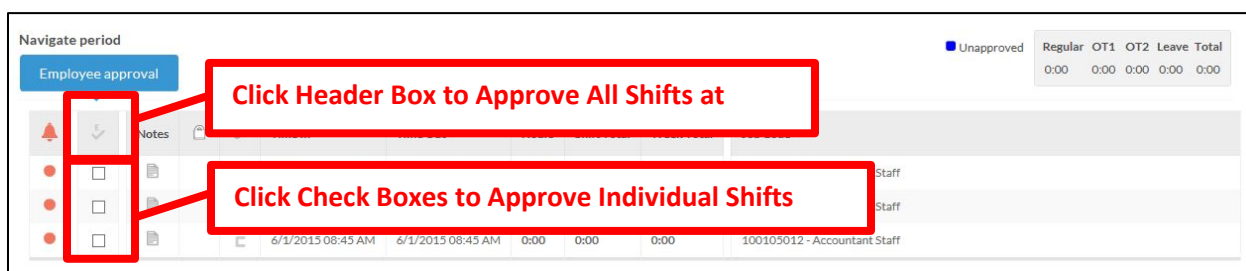
Ok

IMPORTANT: If you make a mistake trying to correct a punch, you will need to submit a Time Edit form with the correction to your editor or manager.

How to Approve Your Time Record

Approve your time record weekly or even daily. Employees are responsible for making sure their time record is correct.

1. Log in to a time clock or the web application (see [How to Clock In/Out, Step 1](#), on p. 2).
 - a. **Time Clock:** Click Self Service>View Hours.
 - b. **WebClock:** Click Log On to Dashboard.
2. On the navigation bar, click **View>View Hours** (see [How to View Punches and Hours Worked](#) on p. 4). The punches for the current week appear in the grid.
3. To approve all shifts, click the Employee Approval header box (web application only). To approve individual shifts, click the desired check boxes on the left. A confirmation message will appear briefly below the navigation bar.



4. When you are done, click **Log Off** in the upper right corner.

Common Errors to Avoid

Below are a few common errors that you should be aware of and try to avoid.

Total Hours Worked + Leave Hours Should Not Be More Than 8 Hours

<input type="checkbox"/>				11/24/2015 08:15 AM	11/24/2015 03:15 PM	7:00	7:00		
<input type="checkbox"/>		Y		11/24/2015 03:15 PM	<< Time sheet >>	2:00	2:00		

If you are using leave time for part of a day, your leave time plus your hours worked that day should not be greater than 8 hours.

Hours Worked Conflict with Leave Time Segment

M	E	O	Notes	Edited		Time In	Time Out	Hours	Shift Total	Week To
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/9/2015 06:00 AM	11/9/2015 02:00 PM	8:00	8:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		11/10/2015 06:00 AM	<< Time sheet >>	2:30	2:30	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/10/2015 06:00 AM	11/10/2015 11:30 AM	5:30	5:30	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		11/11/2015 08:00 AM	<< Time sheet >>	8:00	8:00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/12/2015 06:00 AM	11/12/2015 02:00 PM	8:00	8:00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/13/2015 06:00 AM	11/13/2015 02:00 PM	8:00	8:00	40:00

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/23/2015 06:15 AM	11/23/2015 10:15 AM	4:00	4:00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		11/23/2015 07:00 AM	<< Time sheet >>	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/24/2015 06:15 AM	11/24/2015 02:15 PM	8:00	8:00	

If you are using leave time for part of a day, make sure that the start or end time for your leave hours worked doesn't conflict with the clock times for your hours worked that day.

Do Not Approve Missed Punch Entries

M	E	O	Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/9/2015 06:00 AM	11/9/2015 02:00 PM	8:00	8:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/10/2015 06:00 AM	11/10/2015 02:15 PM	8:15	8:15	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		11/11/2015 08:00 AM	<< Time sheet >>	8:00	8:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				11/12/2015 06:00 AM	11/12/2015 02:00 PM	8:00	8:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<< Missed >>	11/13/2015 02:00 PM	0:00	0:00	32:15

If you have a Missed Punch entry, **DO NOT APPROVE IT**. Let your manager know about the missed punch and have him or her make the correction.

How to Make Corrections

Since nobody's perfect, we know there will be occasions when you mispunch or forget to clock in or out. If that happens, you can make a correction as follows:

Missed Punch

If you miss a punch, you will be prompted to make a correction the next time you clock in or out (see [How to Correct a Missed Punch](#) on p. 9).

Other Corrections

For any other corrections, complete a Time Edit form with the correction and submit it to your editor or manager who will make the correction. This form is available online.

Time Edit Form:

<http://www.tusd1.org/tusdforms/documents/HR1000TimeClockAdjustmentForm.pdf>

Time Clock FAQ

Q: What happens when someone, such as a custodian, works 8 hours 5 minutes on the 2nd Friday of the pay period?

A: Overtime is calculated weekly. Any time worked over 40 hours in a week will be paid as overtime unless the employee submits a request for the overtime to be converted to Comp Time. Comp Time requests must be in increments of 15 minutes (minimum 2 hours), must be approved by a supervisor, and must be submitted to the Payroll office by the pay period deadline. Once overtime has been paid, it cannot be converted to Comp Time.

Q: Who should use TimeClock Plus for time off requests?

A: All classified staff, including those who are exempt, should enter their leave requests into Time Clocks Plus. Certified staff that doesn't need a sub will also enter their leave requests into Time Clocks Plus. See Quick Reference Guide: <http://www.tusd1.org/contents/distinfo/timeclock/Documents/TimeClockQuickReference.pdf>

Q: What should a time edit form be used for?

A: A Time edit form should be used for missed punches not corrected by the employee, shift differential, out of class pay, overtime conversion to comp time, and unscheduled sick time off after the closing of a pay period. Any historical time edits will now be submitted electronically through iVisions as an ePar.

Time Edit Form:

<http://www.tusd1.org/tusdforms/documents/HR1000TimeClockAdjustmentForm.pdf>

Q: Employees know the variance clock in/clock out so that they're getting "extra time". Can a manager edit the time worked down (i.e. 41 to 40 hrs.)?

A: No, the Fair Labor Standards Act (FLSA) prohibits a manager from changing an employee's time record to remove hours worked even if the employee consents to the change. Consistent lates, leave early and longer breaks could, however, be handled by the supervisor as a "failure to adhere to approved work schedule" issue with the employee.

Q: Who should use SubFinder for time off requests?

A: Teachers, including ESI teachers

Q: Are certified subs using the time clock?

A: Yes, Certified Subs should clock in when they arrive on campus and clock out when they leave the campus for the day. If they cannot clock in, they must complete a Time Edit form.

Q: Do classroom teachers have to report their absence in SubFinder even if they don't need a sub?

A: Yes, all classroom teachers MUST report their absence to SubFinder.

Q: If a classroom teacher has to leave for an emergency and we cannot get a sub, does the classroom teacher still have to report the absence in SubFinder?

A: Yes, all classroom teachers MUST report any absence to SubFinder for a full day or any portion of a day.

Q: What if my job doesn't show up in the TimeClock Plus system?

A: Record your time on a Time Edit form until you see the job in the timekeeping system and submit the form to your Manager or Editor.

Q: Do all ESI employees, like Teachers, Coordinator's at District level, have to punch in and out daily?

A: No, only ESI employees who are paid hourly or ESI Subs are required to use the time clock.

Q: Loss of Planning - When do employees have to swipe for loss of planning?

A: A Teacher may clock in at any time during the day in which they are eligible for Loss of Planning. They are not required to clock out.

Q: How do I know when it's the end of a Pay Period?

A: The new Pay Period always follows a Friday Payday.

Q: How do I know my job code #'s?

A: You can see both the job code and a short description of the job when you clock in. The last four digits of the job code include the site number so if the you have the same job at two sites, you can see which site each one is.