

TIMECLOCK V.7 FAQs

Q: Will there be changes in how I clock in/out of the actual time clock?

A: No, clocking in/out of the actual time clock is the SAME.

Q: On the computer version, will employees, editors and supervisors have different log ins and passwords?

A: No, log ins and passwords are the same as in the old version:

Employees—badge number then PIN is last 4 digits of SSN

Editors & Supervisors—first initial, last name (not case sensitive), then PIN is last 6 digits of SSN.

Q: Can I still see an employee's position code (like position 210 is an IA with a 30 minute lunch break)?

A: Yes, the position codes and descriptions are still on each employee's time segment. Go to Hours—Individual--select employee. Time segments for the current period will show up and one of the column descriptions is "Position".

Q: I have an employee who works through lunch, and I need to take off the lunch break. Can I do this in the new version?

A: Yes, it's fairly similar to the way it is done currently. Right click on the time segment that you need to edit and select "Edit". Click on the "extra" button on the bottom left. Check the box that says "disable automatic deductions for this segment".

Q: Who do we go to if we have questions (or don't know the answer to an employee's question)?

A: There are several "help" options available to you:

1. Help Desk (ext. 77460)—for very basic questions like Timeclock web address, what to use for log in/PIN or technical issues like the website is down.
2. Click on ? icon in the top right of every screen. The help is specific to the current screen (for example, Group Hours ? icon will have answers pertaining to how to add/delete hours).
3. Call or email one of the three Payroll team members:
 - a. Stacy Hillock, ext. 77220 or shillock@msdwt.k12.in.us
 - b. Chrissy Didat, ext. 77203 or cdidat@msdwt.k12.in.us
 - c. Andrea Francis, ext. 77184 or afrancis@msdwt.k12.in.us