CLOCKING IN/OUT:
At The Timeclock

Guides/Tutorials:
MSDWT Website→District Division→Business Services→Additional Resources→Timeclock Plus

Step One:

Push the green "clock in" button.

Step 2

Swipe your ID Badge

(Place your badge near the clock, works like a building access reader)

NOTE: If you do not have your badge, enter your badge number, press "Yes/Enter" then enter your last 4 digits of your SSN. Press "Yes/Enter" again.

Step Three

You will hear a beep. Once you hear the beep, make sure a green checkmark appears. Once this appears you are finished clocking in.

 IMPORTANT: **If clock has a message that asks "forgot to punch in?", select "yes".** This will allow the system to record your current punch. Please let your administrative assistant and/or supervisor know if you received this message so your time can be checked and/or edited.

Clocking Out

1. Push the Red "Clock Out" Button.

2. Swipe your ID badge.

3. You will hear a beep. Once you hear the beep, make sure a green checkmark appears. Once this appears you have successfully clocked out.

Clocking Out Continued

IMPORTANT: If clock has a message that asks "forgot to punch in/out?", select "yes". This will allow the system to record your current punch. Please let your administrative assistant or supervisor know if you received this message so your time can be checked and/or edited.

You will need to use the Webclock/Computer to **Request Leave Time**.

For Employees working multiple positions
How to switch from one job/position code to another

- On the timeclock, select job code button.

- Swipe your badge.

- Use up/down arrow buttons to choose new job/position.

- Then press Yes/Enter button.