

# TIMECLOCK INSTRUCTIONS FOR:

## District Employee

To log in, go to: <https://timeclock.msdt.k12.in.us/app/webclock/#/EmployeeLogOn>

**Login** using your district badge number and PIN which is the last 4 digits of your SSN.

The image shows the TimeClock Plus login interface. At the top, it displays the date 3/27/2017 and the time 8:58:56 AM. Below this, there are two input fields: 'Select Company' with 'MSD Washington Township 1' selected, and 'Badge/ID Number' which is empty. A red arrow points to the 'Badge/ID Number' field. Below these fields is a 'LOG ON TO DASHBOARD' button. To the right, there is a 'PIN Entry' section with a 'PIN' input field and a red arrow pointing to it. Below the PIN field are 'Cancel' and 'Log On' buttons.

**DASHBOARD:** After you log in, TimeClock opens to the screen shown below. This is your dashboard, or homepage. It has a green bar at the top with menu items.

The screenshot shows the TimeClock Plus dashboard. At the top, there is a green navigation bar with a home icon, a house icon, and menu items: 'CLOCK IN', 'CLOCK OUT', 'CHANGE POSITION', 'VIEW', and 'REQUESTS'. Red arrows with numbers 1, 2, and 3 point to 'CLOCK IN', 'CHANGE POSITION', and 'REQUESTS' respectively. Below the navigation bar, the main content area is titled 'MY DASHBOARD'. It contains three main sections: 'MY HOURS (85:00)' with a '12' badge, 'LEAVE REQUESTS' with a '5' badge, and 'MY MESSAGES' with a '1' badge. A red arrow with number 4 points to the 'MY MESSAGES' section. A red arrow with number 5 points to the 'LEAVE REQUESTS' section. The 'MY HOURS' section contains a table with columns for Time, Position, and Total. The 'LEAVE REQUESTS' section contains a table with columns for Date, Time, Leave code, and Approval. The 'MY MESSAGES' section contains a table with columns for Read, Sent By, Message, and View.

Time	Position	Total
03/13 9:00A- 5:30P	205 - Clerical	8:00
03/14 9:00A- 5:30P	205 - Clerical	8:00
03/14 9:00A- 5:30P	5 - BEREAVE	8:00
03/13 9:00A- 5:30P	205 - Clerical	8:30
03/16 9:00A- 5:30P	205 - Clerical	8:30
03/17 9:00A- 5:30P	205 - Clerical	8:30
03/18 9:00A- 12:00P	205 - Clerical	3:00
03/20 8:00A- 10:30A	205 - Clerical	2:30
03/20 11:00A- 5:00P	205 - Clerical	6:00
03/21 8:00A- 4:00P	11 - COMP	8:00
03/22 8:00A- 4:00P	11 - COMP	8:00
03/23 8:00A- 4:00P	11 - COMP	8:00

Date	Time	Leave code	Approval
03/14/2017 9:00 AM	8:00	5 - BEREAVE	Approved
03/22/2017 8:00 AM	8:00	11 - COMP	Approved
03/22/2017 8:00 AM	8:00	11 - COMP	Approved
04/04/2017 8:00 AM	8:00	5 - BEREAVE	Pending

Read	Sent By	Message	View
<input type="checkbox"/>	DMILLER	Testing message	

- 1. CLOCK IN/OUT:** Click on the link in the green menu bar (1). Click CONTINUE and OK as needed. You will be shown any message(s) that are not marked as read during this process. You can click the 'read' checkbox to remove the messages. The Clock In/Out screen will display the current timestamp and ask for a confirmation. Click continue and OK. You will return to the main dashboard.
- 2. SWITCHING JOBS (POSITIONS):** Log into Webclock (see above), and then select "Change Position". Hit the "Continue" button. Select the new job/position code you want (if you need clarification, ask your supervisor), then hit the "Continue" button, then press "OK".

3. **VIEW:** Click on the link in the green menu bar (2). Here you can view a more detailed list of current and past hours and accruals (leave balances). Accruals are displayed in hours as of the last pay date.
4. **REQUEST:** Click on the link in the green menu bar (3). Here you can view and make leave requests.

To add new request:

- a. Click "Add" button.
- b. Fill in information on the right side. NOTE: Do **NOT** use the clock (in grey) by the start time!! This feature fills the time in BACKWARDS. Manually type start time.
- c. Enter number of hours requesting (don't include lunch breaks) or use the drop down on the left side and select.
- d. Days: Number of work days you are requesting (do not include weekends).
- e. Put in leave code and brief explanation, hit "Save" when completed.

Add Employee Request ?

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<div style="border: 1px solid #ccc; padding: 5px;"> <p>Templates</p> <p>&lt;&lt; NONE &gt;&gt;</p> <p>1 Hour</p> <p>1.25 Hours</p> <p>1.50 Hours</p> <p>1.75 Hours</p> <p>2 Hours</p> </div>	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Employee</td> <td></td> </tr> <tr> <td>Date requested</td> <td>3/27/2017 </td> </tr> <tr> <td>Start time</td> <td>8:00 AM </td> </tr> <tr> <td>Hours</td> <td>8:00</td> </tr> <tr> <td>Days</td> <td>10 </td> </tr> <tr> <td>Leave code</td> <td>8 - VACATION </td> </tr> <tr> <td>Description</td> <td>Fishing Tournament</td> </tr> </table>	Employee		Date requested	3/27/2017	Start time	8:00 AM	Hours	8:00	Days	10	Leave code	8 - VACATION	Description	Fishing Tournament
Employee															
Date requested	3/27/2017														
Start time	8:00 AM														
Hours	8:00														
Days	10														
Leave code	8 - VACATION														
Description	Fishing Tournament														

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Accruals
Cancel
Save

5. **MY MESSAGES:** Click on the words "My Messages" in the far-right box (4). Any messages sent from your Manager or CEC Staff will display here. These are the same messages displayed during clocking in/out. You can also check 'read' to show that you read the message from the dashboard.
6. **JUMP TO LINKS:** Click on the blue text at the bottom right corner in the boxes on your dashboard (5). This allows you to go directly to a more detailed list which includes historical data.