

Clock-In and Clock-Out KIOSK Instruction

Hourly Pay

We are now using an electronic Time & Attendance system to record the hours you work. This system will generate your electronic timesheet and this is the information you will be paid from.

It is imperative that you clock in and out daily. It is your responsibility to report to your supervisor if you forget to do so, or if there is a problem with the KIOSK that caused you to not be able to do so.

You should NOT clock in or out more than 7 minutes before or after your scheduled hours unless you have been asked to work a different schedule or an emergency requires you to stay after your shift.

The procedure is as follows:

CLOCK IN:

- Scan your badge
- If you have only one job listed in the system, you will click Sign In
- If you have more than one job listed in the system, you will need to select the job in the box at the top right titled Job/Location and then click Sign In
- After a successful sign-in click dismiss

CLOCK OUT:

- Scan your badge
- Screen will tell you if your action was successful
- After a successful sign-out click dismiss

Timesheets are submitted automatically and will be approved biweekly based on our pay periods

Important Items to Know:

- Your scheduled lunch break is automatically deducted
- Absences reported in Absence Management automatically transfers to your electronic timesheet
 - Therefore you MUST submit all leave requests through Absence Management
- If you leave midday and return you must clock out and clock back in
 - Your time away should match what you submitted in Absence Management
- There is a downloadable app “Frontline:,” Directions can be found on our website under Staff