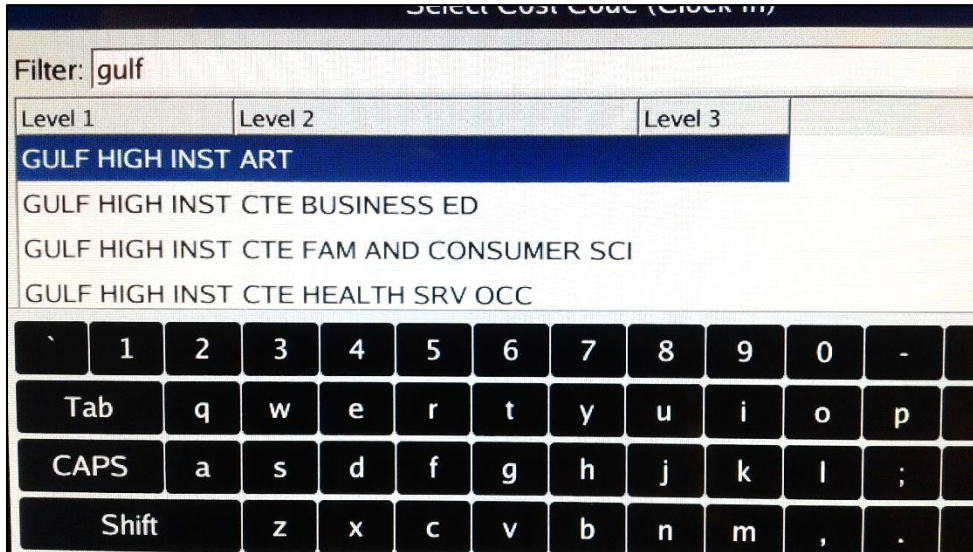


Using the Time Clock

Clock In or Clock Out for work day

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Press **CLOCK IN** or **CLOCK OUT**
 - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
4. A list of all available schools appears – press in the **Filter** section to begin inputting the school name



Select Cost Code (Clock In)

Filter:

Level 1	Level 2	Level 3
GULF HIGH INST ART		
GULF HIGH INST CTE BUSINESS ED		
GULF HIGH INST CTE FAM AND CONSUMER SCI		
GULF HIGH INST CTE HEALTH SRV OCC		

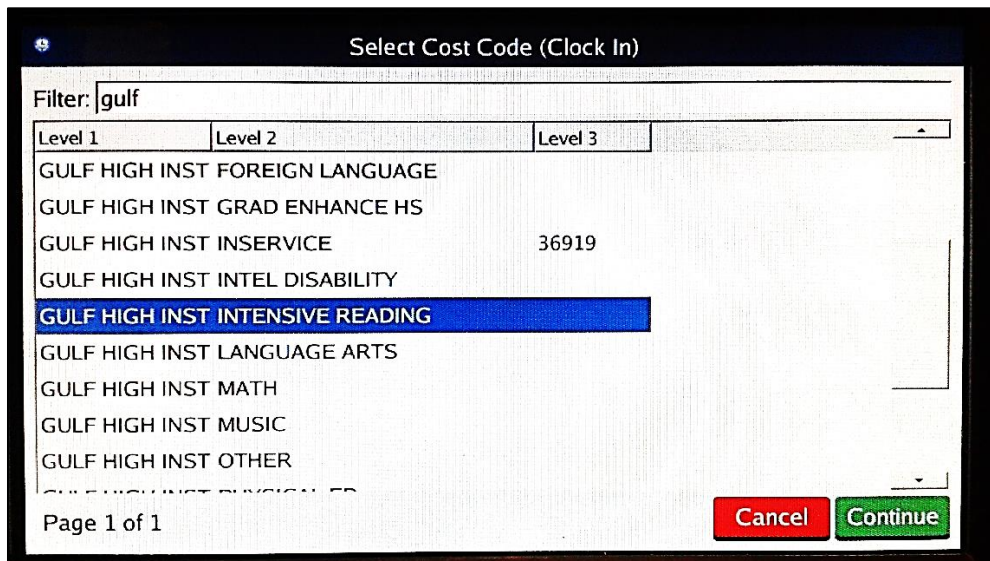
1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p

CAPS a s d f g h j k l ;

Shift z x c v b n m , .

- a. Input part of the school name to narrow down the search field (e.g. 'gulf tr' for Gulf Trace Elementary, 'pasco m' for Pasco Middle, etc.



Select Cost Code (Clock In)

Filter:

Level 1	Level 2	Level 3
GULF HIGH INST FOREIGN LANGUAGE		
GULF HIGH INST GRAD ENHANCE HS		
GULF HIGH INST INSERVICE		36919
GULF HIGH INST INTEL DISABILITY		
GULF HIGH INST INTENSIVE READING		
GULF HIGH INST LANGUAGE ARTS		
GULF HIGH INST MATH		
GULF HIGH INST MUSIC		
GULF HIGH INST OTHER		
GULF HIGH INST PHYSICAL ED		

Page 1 of 1

Cancel Continue

- b. Select the school and position that matches the assigned job – e.g. GULF HIGH INST INTENSIVE READING
 - i. Use the scroll bar on the right to search for more results if the desired position is not visible
 - c. Press **Continue**
5. The confirmation message **Clock operation successful** appears