EMPLOYEE TIME CLOCK

STEP-BY-STEP, CLOCK IN/CLOCK OUT EXAMPLES FOR HOURLY EMPLOYEES

Scenario: Hourly employee with no bus duties
1. To start the work day
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
2. If have an <u>unencumbered</u> lunch (if required to clock out for lunch): log in/punch/log out at the start and at the end of the lunch break. [If not required to clock out for lunch, skip step 2.]
3. To end the work day
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
   Note: Dual responsibility hourly employees who <u>do not</u> have bus duties (example: a half time secretary/half time attendance aide) <u>do not</u> clock in or out to switch roles.

Scenario: Bus driver only
1. Swipe card at kiosk to start bus driving duties
2. Drive bus
3. Swipe card at kiosk to end bus driving duties
   Note: This process would be repeated for the a.m. and the p.m. bus routes.

Scenario: Employee is hourly for part of the day, salary (non-hourly) for the part of the day (Example: an employee who is a half time guidance counselor/half time guidance clerk)
1. To start <u>hourly</u> duties
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
2. To end <u>hourly</u> duties
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
   Note: The half-time hourly role in this scenario would likely be 3.75 hours per day. The employee will clock in at the start of that 3.75 hour window and clock out at the end of the 3.75 hour window.

Scenario: Dual responsibility employee WITH bus duties who works at school prior to a.m. bus duties

1. To start the work day
    a. Log in to Employee Time Clock
    b. Punch
    c. Log out
2. When it is time to depart for bus duties
    a. Log in to Employee Time Clock
    b. Click transfer
    c. Select "bus driver" as the role the employee is transferring to
    d. Log out
3. Drive bus
4. Upon returning to school at conclusion of a.m. bus duties
    a. Log in to Employee Time Clock
    b. Click transfer
    c. Select role that employee is transferring to (Ex. select "custodian" if leaving bus driver duties to start custodian duties)
    d. Log out
5. If have an unencumbered lunch (if required to clock out for lunch): log in/punch/log out at the start and at the end of the lunch break. [If not required to clock out for lunch, skip step 5.]
6. Departure for bus duties
    a. Log in to Employee Time Clock
    b. Click transfer
    c. Select "bus driver" as the role the employee is transferring to
    d. Log out
7. Drive bus
8. Swipe card at kiosk to end the work day

Scenario: Dual responsibility employee WITH bus duties who works at school after p.m. bus duties

1. Swipe card at kiosk to start bus driving duties
2. Drive bus
3. Upon arriving to school at conclusion of a.m. bus duties
    a. Log in to Employee Time Clock
    b. Click transfer
    c. Select role that employee is transferring to (Ex. select "aide" since leaving bus driver duties and starting aide duties)
    d. Log out
4. If have an unencumbered lunch (if required to clock out for lunch): log in/punch/log out at the start and at the end of the lunch break. [If not required to clock out for lunch, skip step 4.]
5. Departure for bus duties
    a. Log in to Employee Time Clock
    b. Click transfer

     c. Select "bus driver" as the role the employee is transferring to

     d. Log out

6. Drive bus

7. Upon returning to school at conclusion of p.m. bus duties
   a. Log in to Employee Time Clock
   b. Click transfer
   c. Select role that employee is transferring to (Ex. select "custodian" since leaving bus driver duties and re-starting custodian duties)
   d. Log out

8. To end the work day
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out

Scenario: Dual responsibility employee WITH bus duties who works at school before a.m. bus duties and after p.m. bus duties

1. To start the work day
   d. Log in to Employee Time Clock
   e. Punch
   f. Log out

2. When it is time to depart for bus duties
   g. Log in to Employee Time Clock
   h. Click transfer
   i. Select "bus driver" as the role the employee is transferring to
   j. Log out

3. Drive bus

4. Upon returning to school at conclusion of a.m. bus duties
   a. Log in to Employee Time Clock
   b. Click transfer
   c. Select role that employee is transferring to (Ex. select "custodian" since leaving bus driver duties and starting custodian duties)
   d. Log out

5. If have an <u>unencumbered</u> lunch (in other words, if required to clock out for lunch): log in/punch/log out at the start and at the end of the lunch break. [If not required to clock out for lunch, skip step 5.]

6. Departure for bus duties
   a. Log in to Employee Time Clock
   b. Click transfer
   c. Select "bus driver" as the role the employee is transferring to
   d. Log out

7. Drive bus

8. Upon returning to school at conclusion of p.m. bus duties
   a. Log in to Employee Time Clock
   b. Click transfer

      c. Select role that employee is transferring to (Ex. select "custodian" since leaving bus driver duties and starting custodian duties)

      d. Log out

9. To end the work day

      a. Log in to Employee Time Clock

      b. Punch

      c. Log out