



ETC – Employee Time Clock

Hourly Employees without Bus Responsibilities


September 18, 2017



Employee Time Clock(ETC) Training2

Effective Monday, October 2, 2017, all hourly employees will use the Employee Time Clock system to record their time.

Note: Employees should continue to use paper timesheets as a backup while they become accustomed to the new system.




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Employee Time Clock uses the same concepts that are used to record time on a paper timesheet.

Employees will:

- clock in to start the work day
- clock out/in for lunch break, if required
- clock out to end the work day




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There are three simple steps for clocking in or out:

1. Log In
2. "Punch" Time
3. Log out



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Log In Procedures




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Employees can use any computer at the school or school district location to log time.

There are two ways to access Employee Time Clock.



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Log In Option 1

- Using **Chrome**, enter the following in the address bar:
<https://aiken.attendanceondemand.com/ess/>
- Enter employee ID number on the first line
- Enter PIN (last four of SSN) on the second line

Welcome, please log in.


Submit



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Log In Option 2

- Using **Chrome**, enter www.acpsd.net in the address bar
- Click the Digital Resources/Portals Icon 
- Scroll down and click **Employee Time Clock**
- Enter employee ID number on the first line
- Enter PIN (last four of SSN) on the second line

Welcome, please log in.


Submit

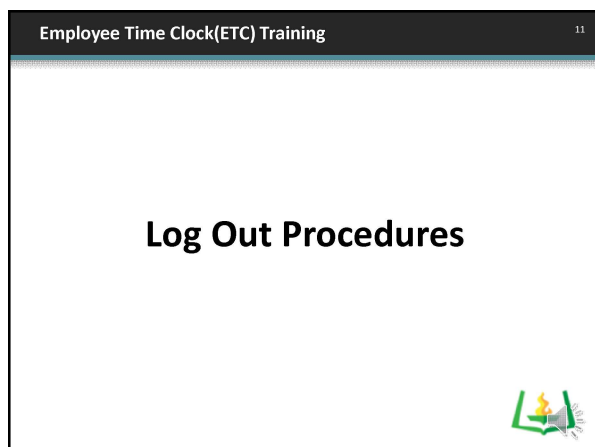


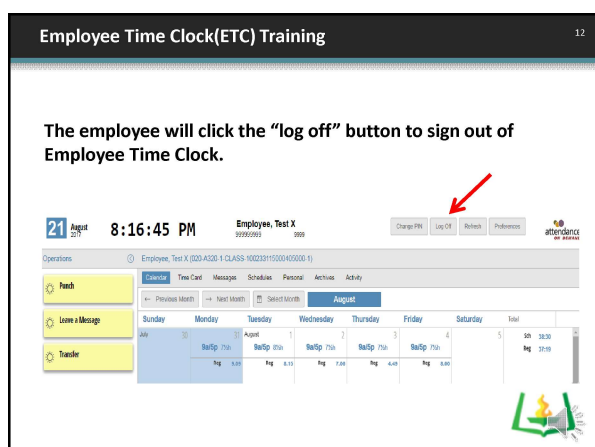
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Punch Procedures








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Examples




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Example 1 – The process for an employee who **DOES NOT** have an unencumbered lunch break is:

Start of the work day: Log-in, punch, log-out

End of the work day: Log-in, punch, log-out



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Example 2 – The process for an employee who **DOES** have an unencumbered lunch break is:

Start of the work day: Log-in, punch, log-out

Start of lunch break: Log-in, punch, log-out

End of lunch break: Log-in, punch, log-out


End of the work day: Log-in, punch, log-out



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Other Information



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An employee can leave a message for the location supervisor if encountering any Employee Time Clock issues or if there is a need to share additional information.

21 August 2017 8:16:45 PM Employee, Test X 99999999 9999

Change PM Log Off Refresh Preferences

attendance for business

Operations Employee, Test X (000 A200 1 CLASS 10003011500040000 1)

Punch

Time Card

Messages

Schedules

Personal

Activities

Activity

Previous Month

Next Month


Select Month

August

Leave a Message

Transfer

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Aug 20 7:50	Aug 21 7:50	Aug 22 7:50	Aug 23 7:50	Aug 24 7:50	Aug 25 7:50	Aug 26 7:50	Aug 27 7:50
Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00



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While the transfer button is displayed for all users, it will only be used by employees with bus driver or bus monitor responsibilities.

21 August 2017 8:16:45 PM Employee, Test X 99999999 9999

Change PM Log Off Refresh Preferences

attendance for business

Operations Employee, Test X (000 A200 1 CLASS 10003011500040000 1)

Punch

Time Card

Messages

Schedules

Personal

Activities

Activity

Previous Month

Next Month


Select Month

August

Leave a Message

Transfer

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Aug 20 7:50	Aug 21 7:50	Aug 22 7:50	Aug 23 7:50	Aug 24 7:50	Aug 25 7:50	Aug 26 7:50	Aug 27 7:50
Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00	Reg 8.00



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An employee can click on “time card” to view activity for the current pay period.

22 September 2017

9:27:46 AM

Employee, Test X 99999999

Change PIN Log Off

Operations

Employee, Test X (043-A173-1-CLASS-33813115000801000-1)

Calendar

Time Card

Messages

Schedules

Personal

Archives

Activity

Pay Period

Current Pay Period

Approve Time Card

Print

Time Card

Period Summary

Daily Summary

Activity

Adjustments

Messages

Time Off Request History

Date

In

Out

In

Out

Adj...

Schedule

Exceptions

09/14/17

09/14/17

Punch

Leave a Message

Transfer

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An employee can click “archives” to view activity for past pay periods.

22 September 2017

10:34:19 AM

Employee, Test X 99999999

Change PIN

Operations

Employee, Test X (043-A173-1-CLASS-33813115000801000-1)

Calendar

Time Card

Messages

Schedules

Personal

Archives

Activity

Pay Period

9/5/2017 to 9/13/2017

Print

Time Card

Period Summary

Daily Summary

Activity

Adjustments

Time Off Request History

Messages

Date

In

Out

In

Out

Adj...

Schedule

Exceptions

09/05/17

09/06/17

09/07/17

09/08/17

09/09/17

09/10/17

Punch

Leave a Message

Transfer

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An employee can click “messages” to view a history of message.

9/14/2017

22 September 2017

10:38:28 AM

Employee, Test X 99999999

Change PIN

Operations

Employee, Test X (043-A173-1-CLASS-33813115000801000-1)

Calendar

Time Card

Messages

Schedules

Personal

Archives

Activity

Refresh

Timecard

Operator

Subject

Comments

Conversation

9/14/2017 10:38am

Employee, Test X

Test

Test

Punch

Leave a Message

Transfer

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Need Help? Have Questions?

Please contact office staff at your location if you need assistance.

