



CLOCKING IN/OUT FOR TIME TRACKING

Click on “Clock In/Out” in Employee Access (Menu/Time Tracking/Clock In/Out)



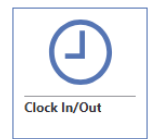
Make sure you are on the current day and click “IN”

The screenshot shows the 'Clock In/Out' interface. At the top, there are 'IN' and 'OUT' buttons. Below them, the 'CURRENT' status is 'Not Working'. The 'TOTALS' section shows the date 'Fri 05/01/2026', 'Scheduled Hours', 'Break', 'Lunch', and 'Weekly 12h 6m'. At the bottom, there is a 'TIME TRANSACTIONS' section with a date selector for '05/01/2026 Friday' and a 'Next Day' button. An 'Edit' button is located at the bottom right, highlighted by a red arrow and a callout box.

If you have multiple assignments you will have to select which one you are clocking in for. You will also see the “SWITCH JOBS’ button if you have more than one Time Tracking assignment.

The 'Select Job' dialog box displays a table of 'ASSIGNMENT PAY TYPES'. The table has columns for 'Pay Type Description', 'Assignment Type Descriptions', 'Building Descriptions', 'Fiscal Year', 'Start Date', and 'End Date'. Two rows are visible: 'Overtime Hours' and 'Pool Hours', both for 'District Admin Asst II' at 'PAYROLL' for the fiscal year '2025-2026' from '07/01/2025' to '06/30/2026'. Below the table, there are 'IN' and 'GONE FOR THE DAY' buttons. The 'SWITCH JOBS' button is highlighted in red.

At the end of your shift, you will log back in and click on “Clock In/Out in Employee Access



Then click on “GONE FOR THE DAY”

The screenshot shows the 'Clock In/Out' interface with the 'IN' and 'GONE FOR THE DAY' buttons. The 'GONE FOR THE DAY' button is highlighted in red.

You should see a Start Time and End Time under Time Transactions now

TIME TRANSACTIONS						
↑ 1	↑ 2					
Start Time	End Time	Duration	Status	Pay Type	Position Type	Comment
09:48 AM	10:04 AM	0:16	I - In	Overtime Hours	Clerical Support 242D 8HR	