

WELCOME TO Independent School District # 2534 TIMECLOCK PLUS Clock Procedures

This is a PIN clock requiring you clock in and out of each shift.

- Go to the clock, press the **CLOCK IN** button to record the start of your shift.
- The time clock screen will prompt you to enter your employee number and PIN
Note: Your ID Number and Pin Number should not be shared with anyone. It is against policy to clock in or out for another employee.
 - ID Number is your payroll ID
 - PIN Number is the last four-digits of your social security number
- Go to the clock, press the **CLOCK OUT** button to record the end of your shift.



START BREAK Allows employee to logout for lunch.

JOB CODE Allows employee to change job codes (needed if you work in multiple positions for the district). Use the arrow keys on F1 and F2 to scroll through available job codes.

VIEW Allows employee to view hours for the pay period or the shift. Use the arrow keys on F3 and F4 to scroll through times punched for each work day.