



## **NORTHFIELD PUBLIC SCHOOLS**

## **TIME CLOCK PLUS HANDBOOK**

**VERSION 7.0**

**SEPTEMBER 2016**

**Program Administrator**

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**Payroll Deadlines**

<http://northfieldschools.org/files/2016-17-PAYROLL-CALENDAR.pdf>

**Table of Contents**

[PROXY READER](#) | [WEBCLOCK](#) | [SPLIT SEGMENTS](#) | [ADDING NOTES](#) | [MANAGE TIME SHEET](#)

[CORRECTING ERRORS](#) | [APPROVING SEGMENTS](#) | [MISSED PUNCH](#)

## PROXY READER (WALL CLOCK)



1. Push "Clock In"
2. Wave badge in front of proximity reader (right hand side)
3. Select Job Code if applicable (use up and down arrows (F1 | F2) to see description)
4. Push "Yes Enter"
5. To clock out, push "Clock Out" and wave badge in front of proximity reader

Clock In | Clock Out

Proximity Reader

Change job code

## WEBCLOCK

9/29/2016  
**1:17:46 PM**

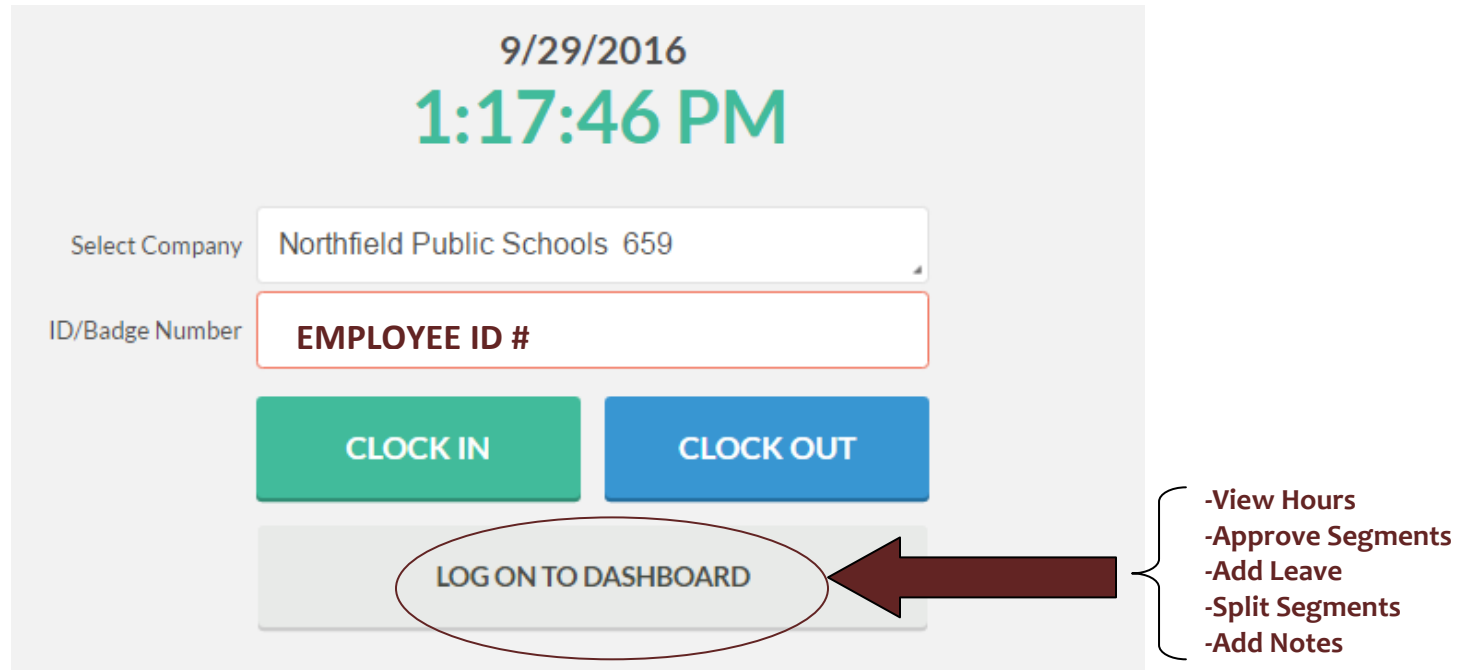
Select Company Northfield Public Schools 659

ID/Badge Number **EMPLOYEE ID #**

**CLOCK IN** **CLOCK OUT**

**LOG ON TO DASHBOARD**

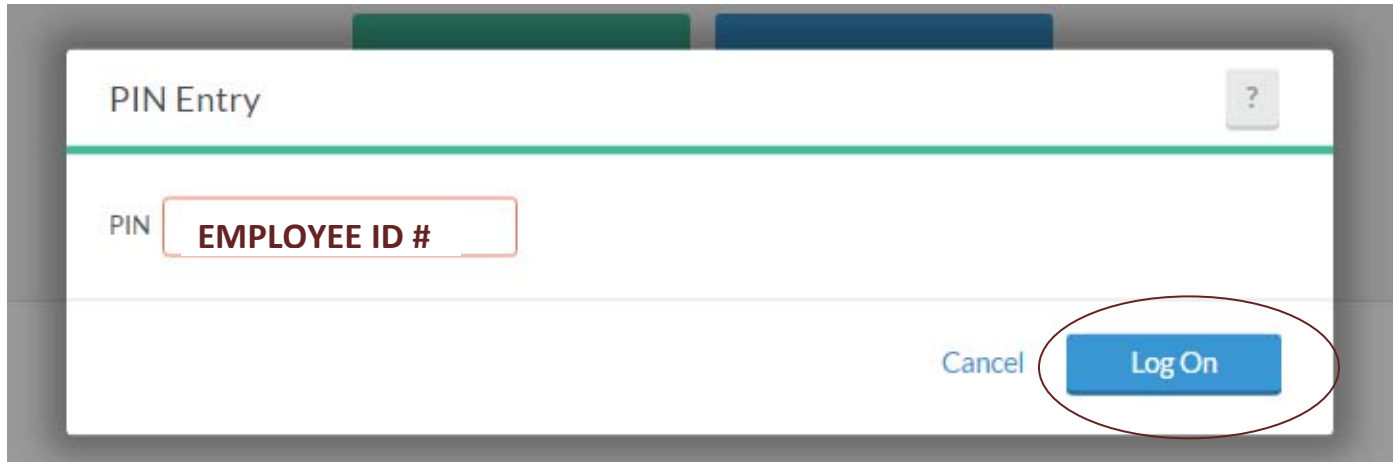
- View Hours
- Approve Segments
- Add Leave
- Split Segments
- Add Notes



PIN Entry

PIN **EMPLOYEE ID #**


Cancel **Log On**



Please note: Staff can access Time Clock from home. It is appropriate to add leave or approve time if needed. It is NOT acceptable to punch in or out from home or another mobile device unless you receive specific authority to do so. The location of your punch is tracked and reviewed periodically. Inappropriate use could result in disciplinary action.

# SPLIT SEGMENTS

9/29/2016 1:47:37 PM

	CLOCK IN	CLOCK OUT	CHANGE JOB CODE	VIEW	MANAGE TIME SHEET		
				View Hours	View Last Punch	View Messages	

		Split	Notes		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
					30u	9/26/2016 7:30 AM	<< Time sheet >>	6:15	6:15	6:15		2070 - SICK LEAVE
					30u	9/27/2016 7:27 AM	9/27/2016 11:05 AM	3:38				190 - SPECIAL EDUCATION
						9/27/2016 11:35 AM	9/27/2016 2:43 PM	3:08	6:46	6:46		190 - SPECIAL EDUCATION

Click gray split button

## Split Segment

?

Please note that splitting segments may result in being paid for a different amount of hours worked. This may also cause your accruals to be calculated differently. Please consult your supervisor with any questions before you split your worked segments.

Split	Delete	Length	Time	Break	Job Code	Note
		01:34	In 11:35 AM Out 1:09 PM	Type Lunch Length 30	Job Code 190 - SPECIAL EDUCATION	Note
		01:04	In 1:39 PM Out 2:43 PM	Type Lunch Length N/A	Job Code 190 - SPECIAL EDUCATION	Note

Click the gray split button to add additional segments. If you are splitting to deduct lunch, you have to enter the number of minutes in the length box. This will automatically change the "in" time for the second segment. If you are splitting to change job codes, leave the length at 0 and enter the "out" time on the first line – this will automatically update the "in" time on the second line. You can change the job code via the drop down and add notes if needed. Click SAVE!

Cancel

Save

## ADDING NOTES

		Split	Notes		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
					30u	9/26/2016 7:30 AM	<< Time sheet >>	6:15	6:15	6:15		2070 - SICK LEAVE
					30v		7/2016 11:05 AM	3:38				190 - SPECIAL EDUCATION

Click gray note button

### View Notes

+ Add

Date Entered	Note
--------------	------

No records found

### Add Work Segment Note

Note Time Clock Plus is AWESOME!

Cancel

Save

## MANAGE TIME SHEET

Use manage time sheet to add leave, holidays or manually add segments if that is authorized for your job code. Staff can now ADD, DELETE and CHANGE manually entered segments themselves. Please note, this DOES NOT mean you can manually add your regularly clocked hours – this only applies to leave codes and job codes that are authorized for manual entry.

\*\*\* You can only enter segments for up to 7 days in the past, please make an effort to do this weekly now \*\*\*

### MANAGE TIME SHEET

09/25/2016 - 10/01/2016

Reject

Accept

Navigate Period



☐ Display weekends

Regular	OT1	OT2	Leave	Total
33:09	0:00	0:00	0:00	33:09

09/25 - 10/01

Auto Fill

Approve Week

Regular	OT1	OT2	Leave	Total
33:09	0:00	0:00	0:00	33:09

<b>Mon 09/26</b> 6:15 <input type="checkbox"/> Approve <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> 7:30 AM ⌚ 6:45 2070 - SICK LEAVE <b>Add</b>	<b>Tue 09/27</b> 6:46 <input type="checkbox"/> Approve 3:38 7:27 AM ⌚ 11:05 AM ⌚ 190 - SPECIAL EDUCATION 3:08 11:35 AM ⌚ 2:43 PM ⌚ 190 - SPECIAL EDUCATION <b>Add</b>	<b>Wed 09/28</b> 5:55 <input type="checkbox"/> Approve 3:12 8:19 AM ⌚ 11:31 AM ⌚ 190 - SPECIAL EDUCATION 2:43 12:01 PM ⌚ 2:44 PM ⌚ 190 - SPECIAL EDUCATION <b>Add</b>	<b>Thu 09/29</b> 6:43 <input type="checkbox"/> Approve 0:08 7:27 AM ⌚ 7:35 AM ⌚ 190 - SPECIAL EDUCATION 6:35 7:35 AM ⌚ << Clocked In >> 190 - SPECIAL EDUCATION <b>Add</b>	<b>Fri 09/30</b> 7:30 <input type="checkbox"/> Approve <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> 7:30 8:00 AM ⌚ 4:00 PM ⌚ 2080 - SICK LEAVE CHILD <b>Add</b>
---	---	---	--	---

Click Add under the appropriate day of the week. If you need Saturday and Sunday, click the box that says “Display Weekends”

Fri 09/30 7:30

☐ Approve

[Edit](#) [Clear](#) [Copy](#) 7:30

8:00 AM 4:00 PM

2080 - SICK LEAVE CHILD

[Edit](#) [Clear](#) [Copy](#) 0:00

4:00 PM 4:00 PM

2015 - JURY DUTY

Add

## Edit Segment

?

Segment Length: 7:00

Time in 9/30/2016 7:45 AM

Time out 9/30/2016 2:45 PM

Break type << NONE >>

Job Code 2080 - SICK LEAVE CHIL

Note Strep

Cancel

Save

09/25/2016 - 10/01/2016

Navigate Period

☐ Display weekends

Reject

Accept

< | > Prev Next

You must click Accept for it to save your changes!

If you entered something incorrectly, you can edit or delete it for 7 days after the date. This is a welcome new feature! Always remember to click Accept to finalize changes each time.

Most leave codes will automatically deduct 30 minutes for lunch, please enter your entire scheduled time. (i.e. 7:30-2:45 = 6.75 paid hours)

\*\*\* Once your Supervisor has reviewed and approved your segments you will NOT be able to make changes \*\*\*

## CORRECTING ERRORS

Version 7 has some flexibility for employees to correct some of their own errors. Employees can now do the following tasks:

### Manage Time Sheet:

- Edit manually added segments for 7 days
- Delete manually added segments for 7 days

### View Hours – Split Segment

- Change job code on any segments

#### Split Segment



Please note that splitting segments may result in being paid for a different amount of hours worked. This may also cause your accruals to be calculated differently. Please consult your supervisor with any questions before you split your worked segments.

Split	Delete	Length	Time	Break	Job Code	
		07:09	In 7:35 AM Out 2:44 PM	Type << NONE >> Length N/A	Job Code 190 - SPECIAL EDUCATION	Note

You can use the split segment option to change your job code if it is incorrect and add notes. You do not need to click the split icon to add additional segments. Click SAVE.



## APPROVING SEGMENTS

Approving segments is the employee's electronic signature. You are certifying that you have reviewed your hours and they are appropriate and reasonable. If you do not approve your segments, we will not be able to pay you for those unapproved hours. Please review the Payroll Calendar for the deadlines.

VIEW | VIEW HOURS:

		Split	Notes		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	<input checked="" type="checkbox"/>				30u	9/26/2016 7:30 AM	<< Time sheet >>	6:45	6:45	6:45		2070 - SICK LEAVE
	<input checked="" type="checkbox"/>				30u	9/27/2016 7:27 AM	9/27/2016 11:05 AM	3:38				190 - SPECIAL EDUCATION
	<input type="checkbox"/>					9/27/2016 11:35 AM	9/27/2016 2:43 PM	3:08	6:46	6:46		190 - SPECIAL EDUCATION
	<input type="checkbox"/>				30u	9/28/2016 8:19 AM	9/28/2016 11:31 AM	3:12				190 - SPECIAL EDUCATION
	<input type="checkbox"/>					9/28/2016 12:01 PM	9/28/2016 2:44 PM	2:43	5:55	5:55		190 - SPECIAL EDUCATION

A check in each box indicates your electronic signature, you can approve segments individually.

### MANAGE TIME SHEET:

You can also approve an entire week at one time. Please note that the Manage Time Sheet option only allows you to go back 7 days.

09/25/2016 - 10/01/2016

Reject
Accept

<
>

Prev
Next

☐ Display weekends

Regular 26:43
OT1 0:00
OT2 0:00
Leave 0:00
Total 26:43

---

09/25 - 10/01

Auto Fill

Approve Week

Regular 26:43
OT1 0:00
OT2 0:00
Leave 0:00
Total 26:43

Mon 09/26
6:45

☐ Approve

Edit Clear Copy

7:30 AM
7:15

2070 - SICK LEAVE

Tue 09/27
6:46

☐ Approve

3:38

7:27 AM
11:05 AM

190 - SPECIAL EDUCATION

Wed 09/28
5:55

☐ Approve

3:12

8:19 AM
11:31 AM

190 - SPECIAL EDUCATION

Thu 09/29
7:17

☐ Approve

0:08

7:27 AM
7:35 AM

190 - SPECIAL EDUCATION

Fri 09/30
0:00

☐ Approve

Add

09/25/2016 - 10/01/2016

Navigate Period

☐ Display weekends

Reject

Accept

< | >  
Prev Next

Regular	OT1	OT2	Leave	Total
26:43	0:00	0:00	0:00	26:43

09/25 - 10/01

Auto Fill

☐ Approved

Regular	OT1	OT2	Leave	Total
26:43	0:00	0:00	0:00	26:43

Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30
6:45	6:46	5:55	7:17	0:00
<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve	<input type="button" value="Add"/>
<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a>				
7:30 AM  7:15	7:27 AM  11:05 AM  3:38	8:19 AM  11:31 AM  3:12	7:27 AM  7:35 AM  0:08	
2070 - SICK LEAVE	190 - SPECIAL EDUCATION	190 - SPECIAL EDUCATION	190 - SPECIAL EDUCATION	

## MISSED PUNCH

If you forgot to clock in or out, Time Clock Plus has an option that allows you to manually enter your missed punch time. Please read the instructions carefully.

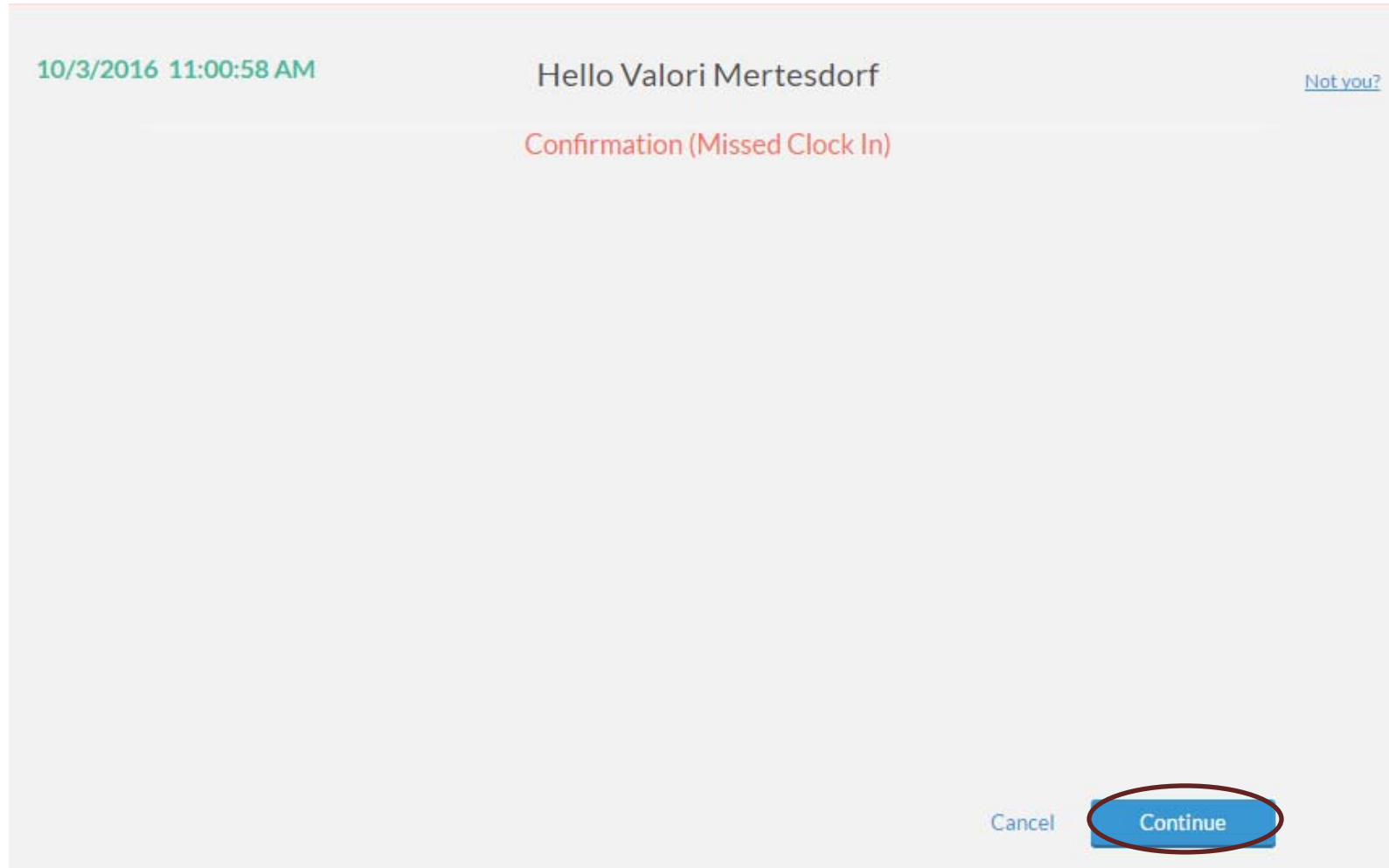
### PROXY READER:

1. Always choose the operation you should normally be clocking on. If you forgot to clock out and you come in the next morning you need to hit clock in just like you would every other morning. The same is true if you forgot to clock in, just click clock out at the end of the day as you normally would.
2. You will get a message that says “Your last clock operation was clock in/out do you want to manually enter your clock in/out time.”
3. Click Yes/Enter
4. Enter the date you were supposed to clock in/out by using the arrows on keys F1-F4 or the number pad
5. Click Yes/Enter to move down to the time
6. Use the key pad to enter the appropriate time in/out, use the up/down arrows to change AM/PM.
7. Click Yes/Enter
8. If you are clocking in and you work multiple jobs it will now prompt you to pick the job you are supposed to clock in on. If you only have one job it will just clock you in automatically.

IMPORTANT: When you forget to clock out the night before and choose to do the missed punch option – the button you choose is CLOCK IN, after you’ve entered the appropriate out information it clocks you in. We have several employees who then try to clock in AGAIN. As part of the missed punch option it is simultaneously clocking you in or out – please do not duplicate this!

**WEB CLOCK:**

**\*Scenario: Employee forgot to punch in when they arrived. At the end of the shift, the employee clicked Clock Out.**



10/3/2016 11:00:58 AM

Hello Valori Mertesdorf

[Not you?](#)

Confirmation (Missed Clock In)

Cancel Continue

The screenshot shows a web-based clock interface. At the top left, the date and time are displayed as '10/3/2016 11:00:58 AM'. In the top center, a greeting reads 'Hello Valori Mertesdorf'. To the right of the greeting is a blue link that says 'Not you?'. Below these elements, a red message 'Confirmation (Missed Clock In)' is centered. At the bottom right, there are two buttons: a light blue 'Cancel' button and a darker blue 'Continue' button. The 'Continue' button is circled with a red oval.

10/3/2016 11:05:24 AM

Hello Valori Mertesdorf

[Not you?](#)

### Missed Clock In

No punch available.

Enter missed in punch manually?

Press continue to enter the missed in time, or choose another operation

Click Continue

10/3/2016 11:05:57 AM

Hello Valori Mertesdorf

[Not you?](#)

### Time Entry (Missed Clock In)

Date in 10/3/2016 8:00 AM  
Date out 10/3/2016 11:05 AM  
Note forgot to clock in

Employee forgot to clock in, so the clock in is the only part available to enter. The clock out is grayed out because the employee clicked Clock Out to begin this process. Click Continue after entering time and note.

10/3/2016 11:06:18 AM

Hello Valori Mertesdorf

[Not you?](#)

### Select Job Code (Missed Clock In)

Search



Showing 2 records of 2

ID↑	Description	Group
100	FOODSERVICE HOURLY	
125	CUSTODIAN HOURLY	

Select job code if applicable and click continue.

10/3/2016 11:06:50 AM

Hello Valori Mertesdorf

[Not you?](#)

Summary (Missed Clock In)

Date in 10/03/2016 8:00 AM

Job Code FOODSERVICE HOURLY

Note forgot to clock in

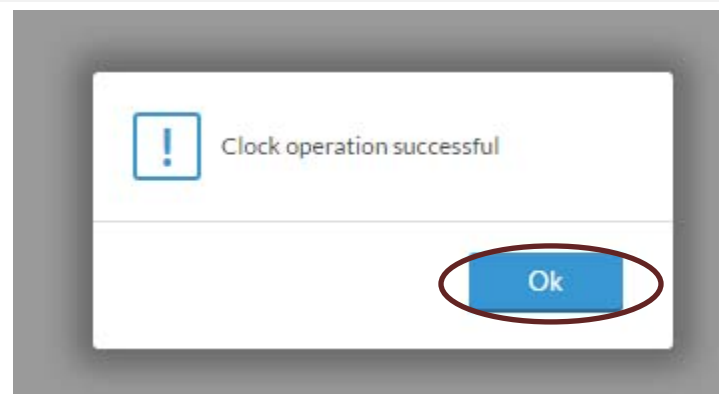
Verify the information you entered is correct!

Press continue to finish clocking in and save this information

Back

Cancel

Continue



Please note, after entering your missed in time it simultaneously clocks you out. Please double check your hours before entering it again.

		Split	Notes		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
					10/3/2016 8:00 AM	10/3/2016 11:07 AM	3:07	3:07	3:07	3:07	100 - FOODSERVICE HOURLY