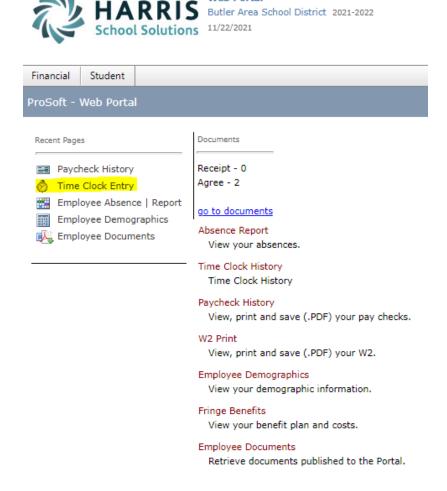
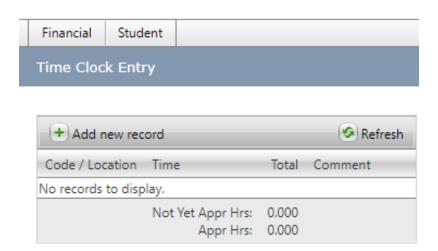
How to Enter Time into Time Clock Entry

(Substitutes, including long-term, do not use Time Clock Entry)

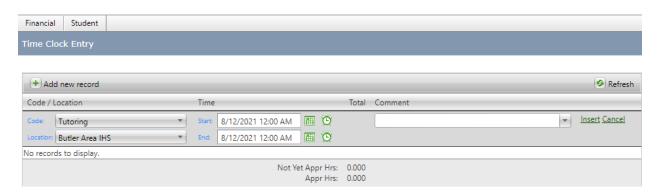
- Log into the District Payroll Portal
- Choose the Financial Tab
- Click Time Clock Entry



• Add New Record



- Use drop down arrow to select Code (i.e., AIDE regular earnings, CLER regular earnings, Maint. earnings, tutoring, AM Supervision, IEP Meeting, etc.)
 - If you do not have the correct dropdown, please call the payroll office (Ext. 3117 or 3118) to have it added. DO NOT choose a random dropdown as it may pay at a different rate.
- Use drop down arrow to select Location
 - The first time you log on, it typically defaults to the Intermediate so be sure to change the building, if appropriate
- Enter Start Time and End Time (if not preset)
 - Any extra time you need to work (over and above the regular time scheduled), must be pre-approved by the principal (unless it is an emergency)
- Add a comment, if applicable (i.e., initials of student for IEP Meeting, Safety Care Meeting, had to stay with student until picked up, vacation, sick, etc.)



- Click "Insert" (there is no save button)
 - If you log out without clicking Insert, your time will not be in the system for payment
 - Always double-check your work. There are 10 days in a regular pay period.
 Always count the number of days you recorded to be sure you will be paid for every day and thing that you are entitled to.