

TIMECLOCK PLUS INSTRUCTIONS FOR VIEWING/PRINTING OF TIMESHEETS

The purpose of this link is to allow the viewing and printing of timesheets for each pay period. It will not allow any clock in/out or make any changes to the timesheet.

To view timesheets in TimeClock Plus, click on the link below. This link and instructions can be found on our District website under Departments/Business Office.

<http://timeclock.antioch34.com:81/app/webclock/#/EmployeeLogOn>

1. LOG IN SCREEN – Use your Employee Number which can be found in the SDS Employee Portal under Demographics.
2. After entering your employee number
 - a. Click “Log on to dashboard”

A screenshot of the TimeClock Plus login interface. At the top, it displays the date "10/17/2017" and the time "9:45:48 AM" in large green font. Below this, there is a "Select Company" dropdown menu with "Antioch School District 34 34" selected. Underneath is a "Badge/ID Number" input field, which is highlighted with a red border and has a blue arrow pointing to it from a callout box that says "Enter your SDS Employee Number". Below the input field are four buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (grey), and "RETURN FROM BREAK" (grey). At the bottom is a "LOG ON TO DASHBOARD" button, which is highlighted with a grey border and has a blue arrow pointing to it from a callout box that says "Click to log in".

10/17/2017
9:45:48 AM

Select Company Antioch School District 34 34

Badge/ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

Enter your SDS Employee Number

Click to log in

TIMECLOCK PLUS

INSTRUCTIONS FOR VIEWING/PRINTING OF TIMESHEETS

3. Click on VIEW to see hours worked.



4. From this screen you can view the current or past pay periods, total hours worked for the period and print the timesheet.

VIEW HOURS

Navigate period: 08/21 - 09/04

Download

Break	Regular	OT1	OT2	Leave	Total
88.15	4.20	0.00	16.00	92.35	

Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	8/21/2017 7:30 AM	<< Time sheet >>	8.00	8.00	8.00		103 -
34u	8/22/2017 7:31 AM	8/22/2017 12:17 PM	4.77				13095 -
	8/22/2017 12:51 PM	8/22/2017 4:03 PM	3.20	7.97	7.97		13095
34u	8/23/2017 7:19 AM	8/23/2017 12:22 PM	5.03				13095
	8/23/2017 12:56 PM	8/23/2017 4:03 PM	3.12	8.17	8.17		13095

Navigate period: use arrows to move to different pay periods.

Click on download to print timesheet.

Total hours worked for the current pay period.

To Print –

- Click Download
- Click on PDF after it is done downloading
- Click on download
- Click open to be able to print the timesheet