



Fairview Park City Schools
21620 Mastick Road
Fairview Park, Ohio 44126
(440) 331-5500



TimeClock Plus[®]
a better sense of time



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a better sense of time_{SM}

Employee Manual

8/6/21



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Employee Responsibilities

- ↪ Comply with district policies on code of ethics, reporting suspected or known fraud, abuse and other improprieties, hours of work policy, leave policy, overtime policy and all other district-wide personnel, payroll and benefits policies and procedures.
- ↪ Clock in/out using a time clock:
 - Hours physically worked will be recorded on the date it actually occurred.
- ↪ Review hours for missing time/hours
 - Time adjustment request must be submitted to supervisor in TimeClock Plus via note section.
 - Employee Leave Request must be submitted to supervisor in TimeClock Plus for appropriate absence.
- ↪ Verify online hours by Monday of each week.
- ↪ Ensure supervisor verifies employee's hours.
- ↪ Accurate and complete hours are the responsibility of the employee.



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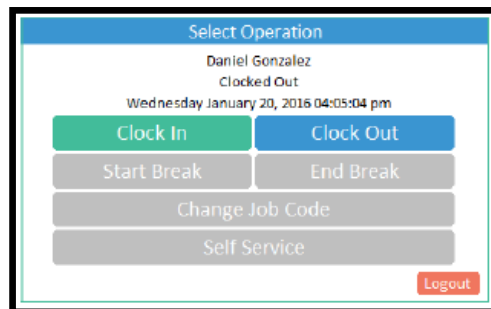
Clocking In

1. Clocking in through time clock (touch screen if screen is black [screen-saver mode])

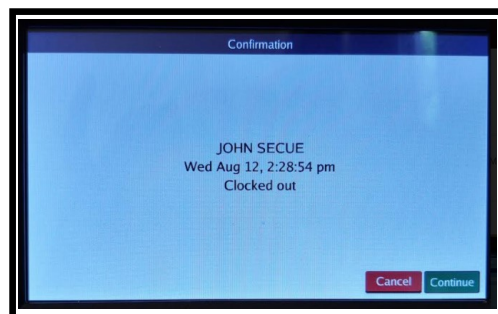
A. Enter ID number* and press “Continue” or “Enter” (do not use leading “0” if applicable)



B. Select Clock In



C. Next, select “continue”



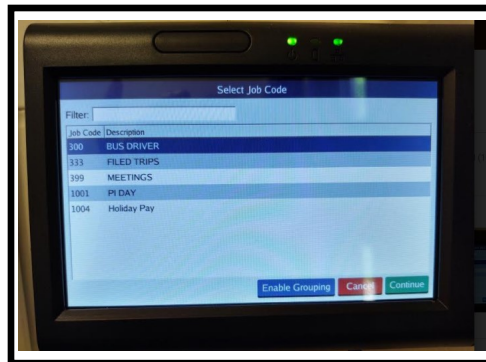
* Employee may swipe badge instead of entering ID number only if they have one (1) job code



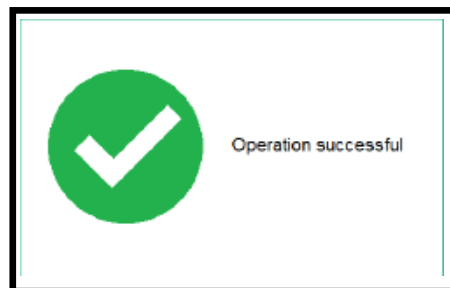
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- D. Select the job code for the work to be performed (example—drivers will on be using “bus driver”, “field trips”, or “other work” as possible work codes) then press “continue”



- E. Once you see the screen below, you have successfully clocked in/out





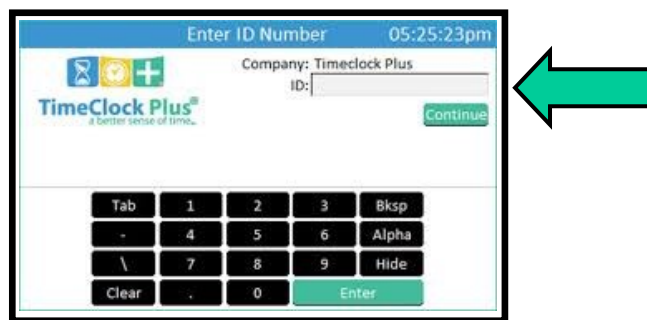
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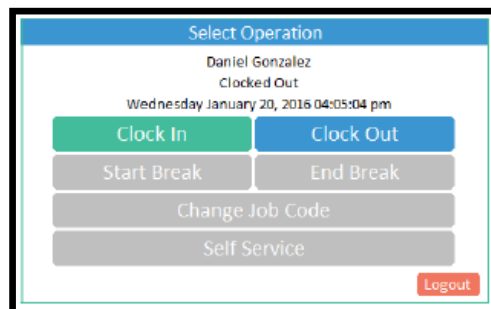
Clocking Out

1. Clocking out through time clock (touch screen if screen is black [screen-saver mode])

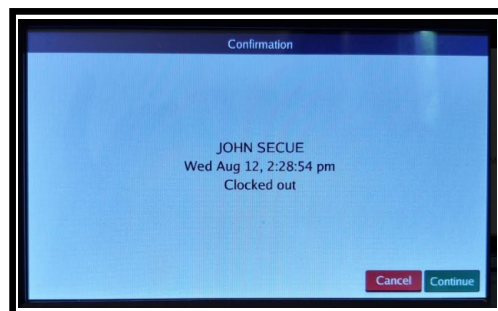
A. Enter ID number* and press “Continue” or “Enter” (do not use leading “0” if applicable)



B. Select Clock Out



C. Finally, select “continue”



* Employee may swipe badge instead of entering ID number only if they have one (1) job code



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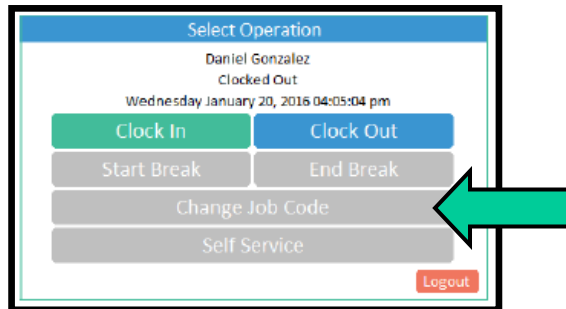
Changing Job Codes

1. Changing job codes through time clock (touch screen if screen is black [screen-saver mode])

A. Enter ID number and press “Continue” or “Enter” (do not use leading “0” if applicable)



B. Select Change Job Code



C. Select the new job code and press “continue”





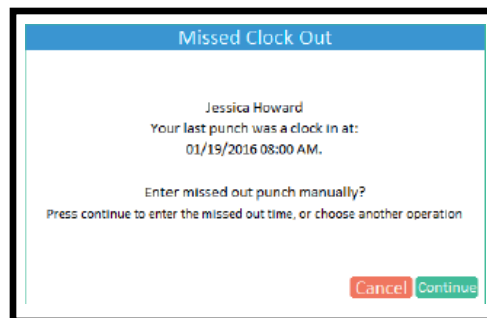
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Missed Punch

1. Entering a missed punch through the time clock

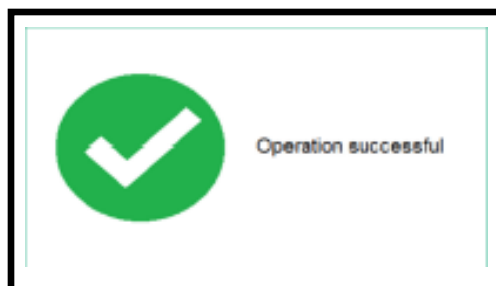
A. Clock will display the following screen when there is a missed punch. Press “continue”.



B. Press continue to confirm that you are trying to clock in/out.



C. Once you have successfully confirmed the missed punch, the system will display the following:





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Verification of Hours

In TimeClock Plus, employees are able to review and approve hours on a daily basis rather than waiting for the end of the pay period. If an employee does not approve their hours daily, we request that hours be approved on a weekly basis and no later than the end of the day on Monday for the previous week.

1. Go to fairviewparkschools.org and then click on the “staff” button (password is warriors). Once on the staff screen, please select TimeClock Plus.

Quick Links

Munis Purchasing Dashboard

Munis Resources:


1. [Basic Hub Setup](#) (setting up the Tyler Hi time)
2. [Adding Requisitions in 2018.1](#) (guide on requisitions in 2018.1)
3. [Customizing Your Tyler Hub](#) (additional Munis Account Form | Munis Training)

[Employee Self Service Portal](#) (Pay stubs, v information)

[American Benefits Group](#) (HSA/FSA/DSA Information)

AESOP Login

- [AESOP Employee User Guide](#)
- [AESOP Phone Instructions](#)
- [AESOP Employee Mobile Guide](#)

 [TimeClock Plus](#)

[Vitality Login](#)



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2. Enter Badge/ID Number and then select “Log On To Dashboard”. Note—access to clock in/out capabilities via computers/phones is not available.

10:01:26 AM

Select Company: Fairview Park City Schools 1

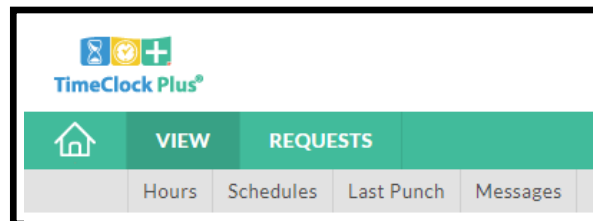
Badge/ID Number:

CLOCK IN | CLOCK OUT

LEAVE ON BREAK | RETURN FROM BREAK

LOG ON TO DASHBOARD

3. Click on “View” in the menu bar and then click on “hours” to see the week’s hours.



4. Review each day’s hours. If the hours are correct, select the employee approval box to show that you have reviewed and verified. Use the **prev** or **next** toggles if needed to access a different week. Note—once payroll is finalized, access to those weeks will no longer be available.

VIEW HOURS

Navigate Period: < | > | Download

Prev | Next

07/26 - 08/01

Showing 5 records of 5

	E	Notes		Break Length	Time In
	<input checked="" type="checkbox"/>			30u	7/27/20
	<input checked="" type="checkbox"/>			30u	7/28/20
	<input checked="" type="checkbox"/>			30u	7/29/20
	<input checked="" type="checkbox"/>			30u	7/30/20
	<input checked="" type="checkbox"/>			30u	7/31/20



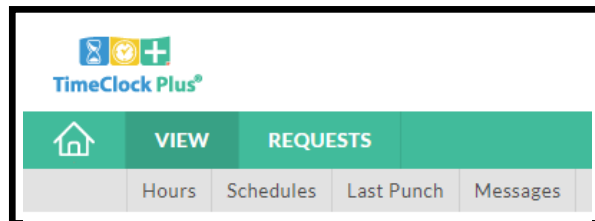
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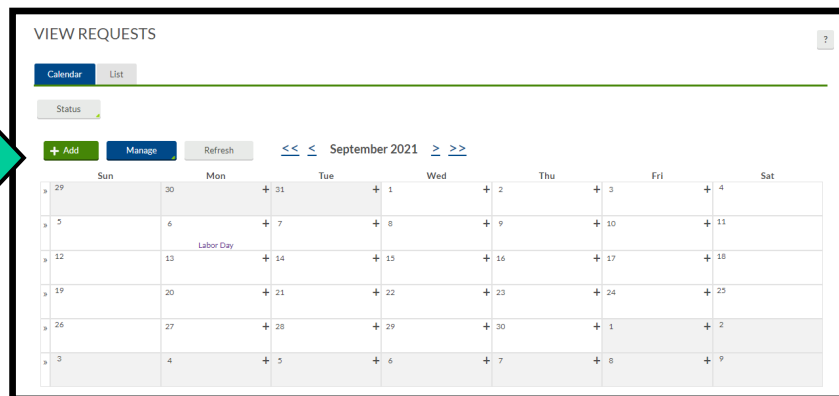
Requesting Leave

All leave requests must be entered in Time Clock Plus prior to date of leave if possible. Unexpected sick day and/or emergency day should be communicated directly with supervisor immediately.

1. Click on "Requests".



2. Click "Add"



3. Enter all information and click "Save". You will then see the leave on the calendar. Once approved by supervisor, the hours will populate into the appropriate week for verification by employee.

Add Employee Request

Employee

Date requested: 8/6/2021

Start time: 08:00 AM

Hours: 24:00

Days: 1

Leave Code: << NONE >>

Description:

Accruals

Cancel Save



Notations

1. Any notation that needs to be added due to a missed punch or clarification/approval on hour deviation can be done on the “view hours” page. Click on the “Notes” for the specific day. Then click on “Add” in the window that opened.

VIEW HOURS

Navigate Period
< | > | Download
Prev Next
07/26 - 08/01

Showing 5 records of 5

	✓	Notes		Break Length	Time I
	<input checked="" type="checkbox"/>			30u	7/27/21
	<input checked="" type="checkbox"/>			30u	7/28/21
	<input checked="" type="checkbox"/>			30u	7/29/21
	<input checked="" type="checkbox"/>			30u	7/30/21
	<input checked="" type="checkbox"/>			30u	7/31/21

View Notes

+ Add

Date Entered	Note
No records found	

2. In the “note” box, type in the specific information regarding the day. Once notes are entered, click on “save” to submit. Your supervisor will read each of these notes and if adjustments to hours are needed and approved, they will be made prior to payroll processing for these dates.

Add Work Segment Note

Note

Cancel Save



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Do's and Don't for TimeClock Plus

Dos for Clock In/Out

Do clock in/out using the time clock at scheduled time to begin/finish work.

Do complete the necessary leave requests in a timely manner.

Do review and verify your hours by Monday of each week (or daily) on TimeClock Plus.

Don'ts for Clock In/Out

Do not share your TimeClock Plus access code.

Do not abuse working hours:

- Do not authorize another individual to clock you in/out.
- Do not clock in and use working time for personal use.
- Do not abuse the 8-minute rounding time in TimeClock Plus.

District Contacts

Michael Matthews, Director of Operations
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Office—440-331-5500, Ext. 1128
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