

How to use the biometric reader Time Clock

Clocking IN

- Press F1
- Enter PIN #
- press the green **ENTER** button





Select "IN OFFICE"
and press the green
ENTER button



If applicable use the arrow
up and down keys to
select the correct job you
are working and press the
green **ENTER** button

How to switch job/pay code

There are many positions at G.I.S.D. that require an employee to work under various job assignments/codes. It is very important that if you switch to working a different assignment/job while working your regular assignment/job that you switch to that new assignment/job on the time clock.





Clocking out for the day

- Press F1
- Enter PIN#
- Scan fingerprint
- Select “Gone for the Day”
- Press the green **Enter**



Clocking out for the Week

- Press F1
- Enter PIN#
- Scan fingerprint
- Select “GONE FOR THE WEEK” and press the green **ENTER** button



Once you **CLOCK OUT FOR THE WEEK** you will be asked to verify hour for the week. **Press F1** to accept



Another screen will appear asking you to select which supervisor should receive the timesheet. Use the arrow up and down keys to select the correct supervisor and press the green **ENTER** button



After pressing the green ENTER button you will see a message stating that the timesheet has been submitted successfully.

****** Any errors made on the time clock will need to be corrected by your department/campus secretary.***