

Timeclock Reminders

- All individuals working in the Augusta County Public Schools system, must be fingerprinted and background checked.
- Prior to being paid, payroll must receive a completed federal W4, state VA4 and Form I-9.
- **Employees clock in immediately prior to beginning work and clock out at the end of their shift.**
- All time in Timeclock is rounded to the nearest 15 minutes.
- If you experience clocking errors, notify the Building Administrator to make corrections.
- Substitutes are paid on the 15th of each month for all time worked in the previous month. Payments are made by direct deposit to the individuals personal bank account.

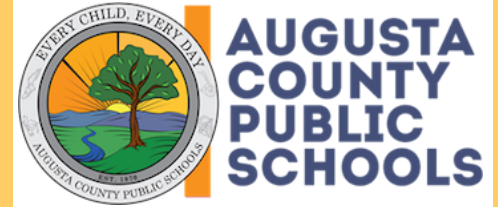
Augusta County Public Schools

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The Substitutes Step-by-Step Guide to Clocking In Using the Timeclock System

To clock in, begin by clicking on the Timeclock icon on your computers desktop. This will bring you to the login screen. Enter Badge Number and PIN Number and click, LOGIN.

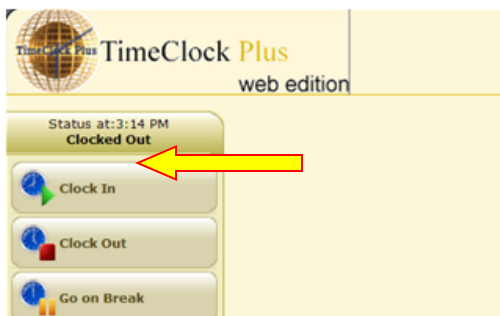
Your BADGE Number is the first 3 letters of your last name, followed by the last 4 digits of your SS#.



The screenshot shows the 'WebClock Individual Login' interface. It includes a 'Select Company' dropdown menu set to 'Augusta County Public Sch.', a 'Badge Number' field containing 'MPIGGY', and a 'Pin Number' field with four asterisks. A yellow arrow points to the Pin Number field. There are 'Login' and 'Configuration' buttons at the bottom.

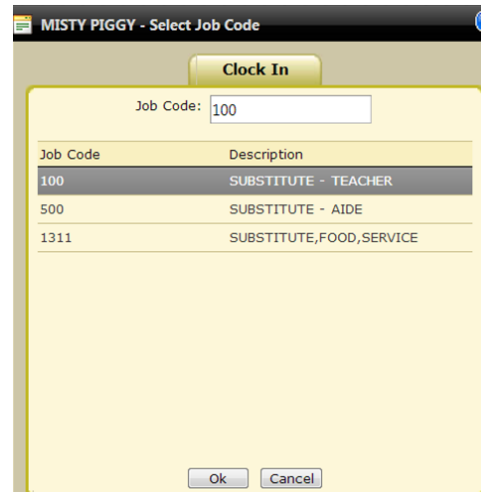
Your PIN # is the last 4 digits of your SS#.

Once logged in to Timeclock, click the top button on the left hand side of the page labeled, CLOCK IN.



The screenshot shows the 'TimeClock Plus web edition' main menu. The status is 'at: 3:14 PM' and 'Clock Out'. On the left side, there are three buttons: 'Clock In' (top), 'Clock Out' (middle), and 'Go on Break' (bottom). A yellow arrow points to the 'Clock In' button.

Click on the job code for the type of sub position (100 for Teachers, Counselors & Librarians; 500 for Aides, Clinic Aides & Clerical).

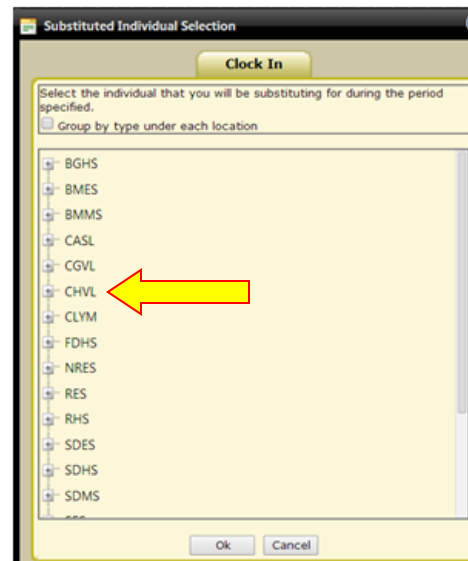


The screenshot shows a dialog box titled 'MISTY PIGGY - Select Job Code'. It has a 'Clock In' button at the top. Below it is a 'Job Code' input field with '100' entered. A table lists job codes and descriptions:

Job Code	Description
100	SUBSTITUTE - TEACHER
500	SUBSTITUTE - AIDE
1311	SUBSTITUTE,FOOD,SERVICE

At the bottom are 'Ok' and 'Cancel' buttons.

Once job code is selected, click OK and the SUBSTITUTED INDIVIDUAL SELECTION box will appear. Choose the location by clicking the '+' sign to the left of the initials.

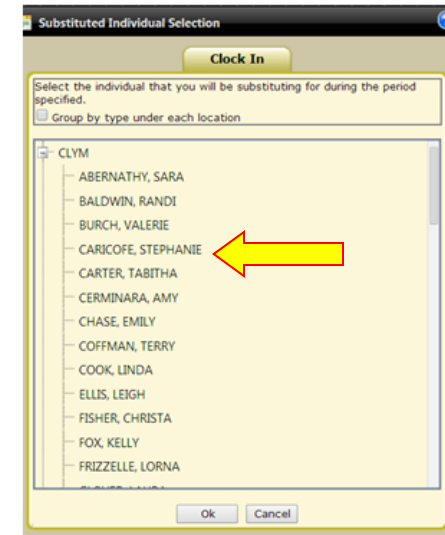


The screenshot shows the 'Substituted Individual Selection' dialog box. It has a 'Clock In' button at the top. Below it is a 'Group by type under each location' checkbox. A list of locations is shown with expandable '+' signs to the left of their initials:

- BGHS
- BMES
- BMMS
- CASL
- CGVL
- CHVL
- CLYM
- FDHS
- NRES
- RES
- RHS
- SDES
- SDHS
- SDMS

A yellow arrow points to the '+' sign next to 'CLYM'. At the bottom are 'Ok' and 'Cancel' buttons.

The system will display a list of employees at that location. Select the employee you are subbing for and click OK.

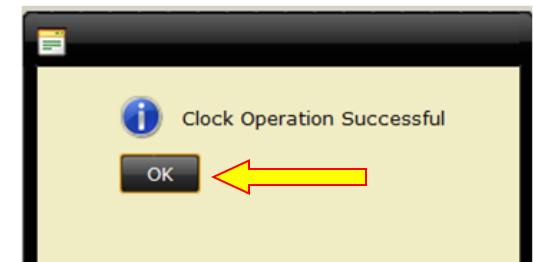


The screenshot shows the 'Substituted Individual Selection' dialog box with a list of employees under the 'CLYM' location. A yellow arrow points to the name 'CARICOFE, STEPHANIE'.

- ABERNATHY, SARA
- BALDWIN, RANDI
- BURCH, VALERIE
- CARICOFE, STEPHANIE
- CARTER, TABITHA
- CERMINARA, AMY
- CHASE, EMILY
- COFFMAN, TERRY
- COOK, LINDA
- ELLIS, LEIGH
- FISHER, CHRISTA
- FOX, KELLY
- FRIZZELLE, LORNA

At the bottom are 'Ok' and 'Cancel' buttons.

You will receive a message stating that your **CLOCK OPERATION WAS SUCCESSFUL**. Click OK and EXIT to return to the login screen.



The screenshot shows a message box titled 'Clock Operation Successful'. It contains an information icon and an 'OK' button. A yellow arrow points to the 'OK' button.

When your shift is over, perform the clock out function. Log into the Timeclock system and click on the CLOCK OUT button.

You will receive a message saying that your **CLOCK OPERATION WAS SUCCESSFUL**. Click OK and EXIT to return to the login screen.