

uAttend Timeclock Instructions

Website www.trackmytime.com/msd

Username: your school email address

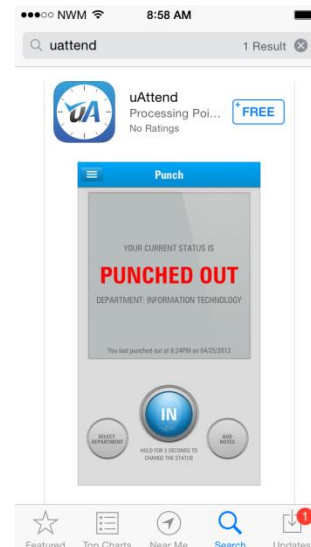
Password: 4 digits of birthdate (year and date = YYdd)

Pin # for punching in the time clock is birthdate- day & year (ddyy)

Or may be year & day (yydd)

To use App on Phone : Search for "uattend"

Our company id is 89341



Punch in daily from Timeclock using fingerprint or pin #. If timeclock is not available, use phone app.

Total hours for the week and month can be viewed at the bottom of the timesheet.

Weekly totals are based on hours from Sunday through Saturday.

If you forget to punch in/out or need to EDIT your timecard:

- Log into the website www.trackmytime.com/msd
- Enter your Username (email address) and Password is 2 digit birthdate year and day (YYdd)
- Click on "My Timecard".
- Choose Edit if you need to change something OR (+) at far right this will allow you to punch in or punch out or to add a lunch time (which is located in drop down of Punch Type).
- If you punch in manually, this will be noted on your timesheet by showing up in green

To add Vacation, Sick Leave or Personal Leave:

- Choose (+) at far right of the date you are wanting to add information
- Punch Type: Benefit
- Benefit Type: Choose Vacation or Sick Leave **FOR PERSONAL LEAVE CHOOSE "OTHER" and type in Personal Leave in Notes section.**
- Benefit Hours: Type in how many hours your leave is for. Example: If you are an employee who works 8 hours per day and taking 2 hours of leave enter 02:00, Save and Close. **ALSO prior to taking leave you should have requested your leave by entering in HR Portal (i.e. 2 hours would be .25 in duration in the portal leave request).**

"NOTES" CAN BE ADDED WHEN YOU PUNCH IN AND OUT on computer OR ADD LEAVE TIME

COMP TIME:

- **IMPORTANT: If you have more than a ½ day of full DAY of comp time, this will need to be used before ANY leave time will be given.**
- If you are short hours for the **WEEK**, comp time will be used to make up this time.
- **If you work over or under the hours required in a week, this will be manually tracked as comp time by Sharon in Payroll. Sharon will email the supervisors each month around the 10th so please check with them for comp time total for the prior month.**

END OF MONTH: PRINT TIMESHEETS – TURN IN TO YOUR SUPERVISOR BY THE 1ST WORKING DAY OF THE MONTH

- Log into uAttend and click on My Timecard
- Click on “Show Notes” in right upper corner of timesheet in orange
- Scroll to bottom of timesheet & choose “Print”
- Sign and date timesheet in designated area (bottom right hand corner of the timesheet)