

Timeclock IN / OUT - Web

<https://usd330.m-e-t-a.net/META>

1. Employee will enter their assigned clock id.
2. Click **Clock In** or **Clock Out**.
 - a. If clocking in as a different (non-primary) position, choose that position from the drop down position options.
3. A confirmation will appear confirming the action was successful.
4. Click **OK**.

Manage Employee Time Attendance

SEARCH [] Clear

Clock In Clock Out View By Activity

Current Position: MILLER, PIPER
MILLER, PIPER
MILLER, PIPER

META V. 1.0.0.0.17 Southeast Kansas Education Service Center

NOTE

All employees imported from MAPP will have an initial clock id of the employee's last name (in lowercase). The employee's password will be their last name followed by "@1".

i.e. :

Name: Meta User

Clock Id: user

Password: user@1

Employee Requesting Leave

To request leave, the user will follow the instructions below from:

<https://usd330.m-e-t-a.net/META/>

1. Enter assigned clock id.
2. Click **View My Account**.
3. Enter password.
4. Click **View My Account**.
5. Choose the **Leave Request** tab.
6. Enter the Start Date of the leave request.
7. Enter the End Date of the leave request.
8. Select Leave Type from the dropdown list provided.
 - a. Sick, Vacation, etc.
9. Enter the number of Hours per Day the user is requesting to be away from work.
10. Select the Reason for leave requested from the dropdown list provided. *optional*
11. Enter Employee Comments describing the leave request. *optional*
12. Click **Submit** to submit leave to supervisor for approval.
13. The leave requested will appear in the table to the right.

Note: A user can request a span of corresponding leave by adjusting the start date and end date as necessary. The weekend will not be included if the employee's work week does not include weekend hours.

Request Date	Hours	Status	Leave Type	Reason
5/18/2017	8.00	WAITING	VACATION	PTO
5/19/2017	8.00	WAITING	VACATION	PTO
5/22/2017	6.00	WAITING	VACATION	PTO
5/23/2017	6.00	WAITING	VACATION	PTO
5/16/2017	8.00	WAITING	JURY	1 SICK
5/17/2017	1.00	WAITING	SICK	1 SICK