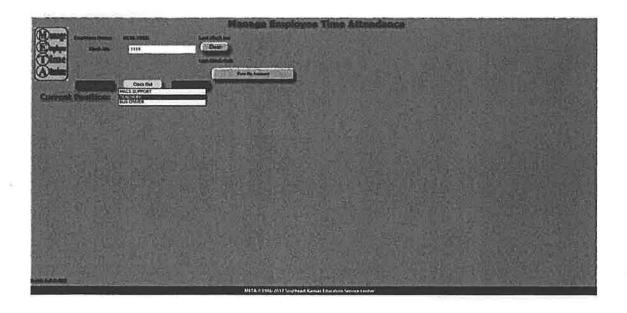
Timeclock IN / OUT - Web

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.



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.

