# STEP-BY-STEP, CLOCK IN/CLOCK OUT EXAMPLES FOR HOURLY EMPLOYEES

***Scenario:  Hourly employee with no bus duties***
1. To start the work day
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
2. If have an <u>unencumbered</u> lunch (if required to clock out for lunch):  log in/punch/log out at the start and at the end of the lunch break.  [If not required to clock out for lunch, skip step 2.]
3. To end the work day
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
   *Note:  Dual responsibility hourly employees who <u>do not</u> have bus duties (example:  a half time secretary/half time attendance aide) <u>do not</u> clock in or out to switch roles.*


***Scenario:  Bus driver only***
1. Swipe card at kiosk to start bus driving duties
2. Drive bus
3. Swipe card at kiosk to end bus driving duties
   *Note:  This process would be repeated for the a.m. and the p.m. bus routes.*


***Scenario:  Employee is hourly for part of the day, salary (non-hourly) for the part of the day (Example:  an employee who is a half time guidance counselor/half time guidance clerk)***
1. To start <u>hourly</u> duties
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out
2. To end <u>hourly</u> duties
   a. Log in to Employee Time Clock
   b. Punch

*Scenario:  Dual responsibility employee WITH bus duties who works at school prior to a.m. bus duties*

1. To start the work day
    a. Log in to Employee Time Clock
    b. Punch
    c. Log out
2. When it is time to depart for bus duties
    a. Log in to Employee Time Clock
    b. Click transfer
    c. Select

c.

       c.                                                                 custodian   since leaving bus driver duties and starting custodian duties)
   d. Log out
9. To end the work day
   a. Log in to Employee Time Clock
   b. Punch
   c. Log out