

How to Enter Time Off in Time Clock Plus

TimeClock Plus



Step 1

Log in through a computer (Idalou ISD Home Page, right side) on any campus OR a physical time clock.

Step 2

Your ID number is your staff ID. (no leading digits required).

Step 3

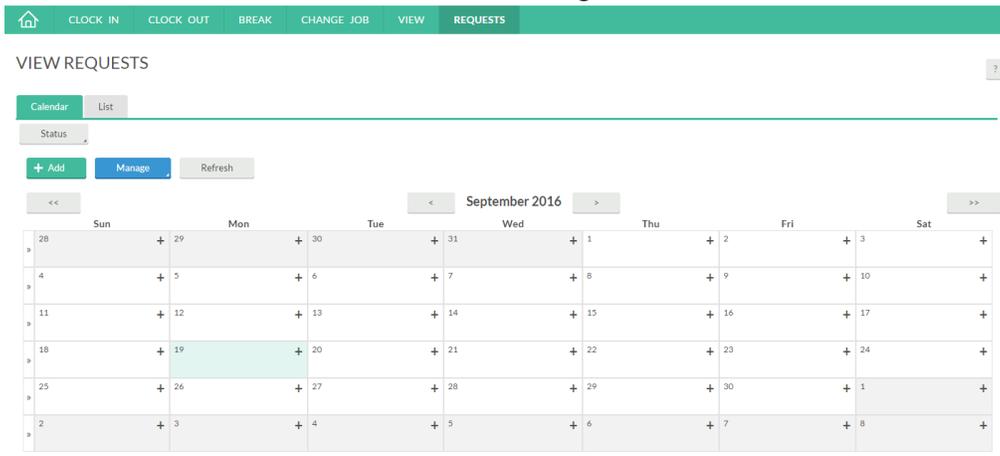
If your task is to clock in, click CLOCK IN. If your task is to request or record time off, click on Log On To DASHBOARD.

CLOCK IN or CLOCK OUT

Simple, pretty self explanatory

DASHBOARD

Step 1: To request or record time off, click on the tab REQUESTS, find the date on the calendar you wish to record your time off, click once to select the date. It should turn light blue.



Step 2: Click on **+ Add** or right click on the highlighted date selected. Fill out requested information.

Add Employee Request

Employee: GIGI MAGEE [524]

Date requested: 9/19/2016

Start time: []

Hours: 24:00

Days: 1

Leave code: << NONE >>

Description: []

Cancel Save

Start Time: You can type it in or click on the clock.
Hours: Full day 8, Half Day 4

- Leave Codes:**
- State Sick prior to 1995
 - Local Days (3 per year)
 - State Personal (5 per year)
 - Professional (workshop)
 - Jury Duty

Description: type some explanation

Step 3: Your request will say “pending” until your manager/supervisor has approved your request for time off.

EXPLANATIONS

State Sick prior to 1995

If you still have sick days unused prior to 1995, it is recommended that you use them in place of State Personal, but not in place of Local Days.

Local Days (3 per year)

All employees shall earn an additional three workdays of local personal leave per school year. At the end of the school year, employees shall be reimbursed at the rate of \$55 per day for each unused day of local personal leave. Exception: employees in positions requiring 11 and 12 months of service shall not be eligible for reimbursement. These days DO NOT accumulate from year to year.

State Personal (5 days per year)

Five days are earned per year per employee. They may be used for personal or sick time. Reference DEC Local policy through your supervisor. These days DO accumulate from year to year and are transferrable to another school district in the state of Texas.

Professional (workshop)

You are away from the district at a workshop type event that is school related. Must have supervisor approval.

Jury Duty

You have a notice to appear from a court of law and your attendance is mandatory. No penalties are ever assessed to an employee because of attending Jury Duty.