



8/18/2017
02:51:30 PM

Select Company Gateway Charter Academy 55510

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

Type in your ID #, then hit "Clock In" or "Clock Out" whichever you are doing at the time. A PIN screen will pop up. Enter your PIN number then hit "continue". Follow the prompt until you get the message that you have successfully clocked in/clocked out.



8/18/2017
02:53:27 PM

Select Company Gateway Charter Academy 55510

ID Number 110787

CLOCK IN

CLOCK OUT

LEAVE ON

RETURN FROM

PIN Entry

PIN

Cancel Log On

TimeClock Plus

gca-timeclock:81/app/webclock/#/ViewHours

Apps TimeClock Plus Cash Manager Login TimeClock Plus WebSmart by JR3 Chrome Web Store DCS Inquiry System Overview - Region 10 TIPS-USA Texas Education Age SBEC Official Record Office Supplies, Ink, T TimeClock Plus

TimeClock Plus

Patricia Diaz
 Clocked in at 07:15 AM
 8/18/2017 02:59:09 PM
[Log Off](#)
[Change Pin](#)

HOME CLOCK IN CLOCK OUT BREAK CHANGE JOB CODE VIEW REQUESTS

Hours Last Punch Messages

VIEW HOURS

Navigate period

08/14 - 08/20

Download

Regular	OT1	OT2	Leave	Total
32:08	0:00	0:00	0:00	32:08

	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	8/15/2017 07:40 AM	8/15/2017 04:33 PM	8:53	8:53		9 - Salary
	8/16/2017 07:26 AM	8/16/2017 04:00 PM	8:34	8:34		9 - Salary
	8/17/2017 07:15 AM	8/17/2017 09:44 AM	2:29	2:29		9 - Salary

From the original timeclock screen, enter you ID number, click on “Log on to DashBoard”, enter your PIN. Once in Dashboard, you can click on “View” and see the dates and times you clocked in.

You will also need to input your Leave Request utilizing this system:

Click on “Request” and you will see a calendar, double click on the date you are requesting and you will see a screen pop up (see below). Complete the form and remember to hit “Save”

This will notify your Manager/Supervisor that you have submitted a request.

Windows Taskbar: 2:59 PM 8/18/2017

VIEW REQUESTS

Calendar List

Status

[+ Add](#) [Manage](#) [Refresh](#)

<< < August 2017 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 +	19 +
20 +	21 +	22 +	23 +	24 +	25 +	26 +
27 +	28 +	29 +	30 +	31 +	1	2 +
3 +	4 +	5 +	6 +	7 +	8 +	9 +

VIEW REQUESTS

Calendar | List

Status

+ Add | Manage | Refresh

<< | Sun | Mon | 1 | 2 | 3 | 4 | Fri | Sat | >>

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	+ 21	+ 22	+ 23	+ 24	+ 25	+ 26
27	+ 28	+ 29	+ 30	+ 1	+ 2	+ 3
3	+ 4	+ 5	+ 6	+ 7	+ 8	+ 9

Add Employee Request

Employee: Patricia Diaz [110787]

Date requested: 8/23/2017

Start time:

Hours: 24.00

Days: 1

Leave Code: Unspecified

Description:

Use dropdown to select Leave code

Cancel | Save