St. Cloud State University

Time Clock Management System for Student Workers

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Introduction

Student Workers clock in and out of their work areas on computers that have been specifically designated with access to the Time Clock Management System. The Time Clock Management System is a web-based program with access on several different levels:

• Students have access to their time clock accounts online so they can approve their work hours within a given pay period from any computer on or off campus
• Supervisors can view personnel in their work areas and their hours
• Supervisors can email student workers reminding them to approve their work hours for that pay period for approval
• Supervisors can adjust a student workers clock-in and clock-out times as well as approve or deny adjustments
**Clocking Into the Time Clock Management System**

You are only able to clock into a computer that has been given hardware for the Time Clock Management System.

The Time Clock Management System can be found a few different ways:

- It may be the online homepage for that computer
- There may be an online bookmark
- It may be an icon on the desktop
- If you can’t find it at any of these locations the website is [https://scsunet.stcloudstate.edu/timeclock/default.asp](https://scsunet.stcloudstate.edu/timeclock/default.asp)

The webpage will look like this:

![Student Time Clock](image)

Click in the space to the right of ‘Campus Card’ and swipe your student ID. If the student ID does not swipe correctly there will be a notification as shown below:

![Student Time Clock](image)

When the student ID has successfully swiped it will bring you to this page:

![Student Time Clock](image)

- Click on the CLOCK IN icon to login. This screen will close after fifteen seconds to prevent others from accessing your information. If it closes before you press the clock in you can re-swipe your card.
- If you are ever unsure of whether or not you are clocked in you may swipe your card to see if the button says Clock In or Clock Out.
- When you work in multiple areas, there will be multiple Clock In buttons with the Position and Department listed after. Click on the appropriate Clock In button to clock in to the area you will be working at.
• If you work in more than one area and are working shifts at different places back to back you must Clock Out at the first place, then Clock In again at the second place.

• Clocking out works the same way as clocking in. After Clocking In your name will be listed in the upper left-hand corner above the Clock In button. The Clock In display will include the amount of hours you have worked for the current pay period (it will be ‘00:00’ if it is the beginning of the pay period). If you wish to see the dates and times you have worked during the current pay period, click on the little paper icon under Hours.

This is screen that will appear when you clicked that little paper icon under Hours:

Clocking into the Time Clock without a Student ID
If you forget your Student ID go to the regular Time Clock Management System screen and click 'Forgot Campus Card'?

• Clicking on the Forgot Campus Card.

Adjusting Hours
Time adjustments can only be done when clocking in.

• When you make an adjustment an adjustment approval will be emailed to your supervisor.

• If you forget to make an adjustment at the beginning of your shift you must talk to or email your supervisor to make the adjustment.
• Talk to your supervisor to have adjustments made as soon as you are aware of the changes that are needed.

This is the adjustment screen:

![Adjustment Screen]

**Approving Work Hours**

You are required to approve your hours by 8:00AM on Wednesday morning (the Time Clock Management System automatically does a count-down so you don’t need to keep track). You do not need to approve hours after every shift, only once at the end of the pay period.

• Click on Approve Hours and enter only the first letters and numbers of your HuskyNet ID and password.

This is an example of the screen that will appear:

![Approve Hours Screen]

• If you do not approve your hours at the end of the pay period the time clock will require your approval before you can clock in.
• Students must be clocked out to approve hours.
• When you work in multiple areas it is necessary to approve each area’s work hours separately.

Additional questions about the Time Clock Management System should be directed to your supervisor.