

# How To Use the Biometric Clock

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Paraprofessional / non-exempt employees are required to sign in and out daily using either the clock or computer (via Employee Access / True Time). In addition, the employee must submit their time at the end of each work week.

### 1. CLOCKING IN

The picture to the right is a picture of the biometric clock used by the district to sign in and out each day, as well as submit employees' time at the end of the week. Check with campus / department secretaries for the location of a clock in your building.

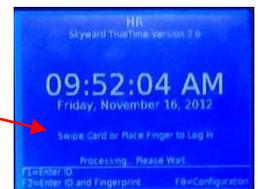
Prior to using a biometric clock, your fingerprints must be put in the biometric system. Please see your campus / department secretary or contact Human Resources for help with this.



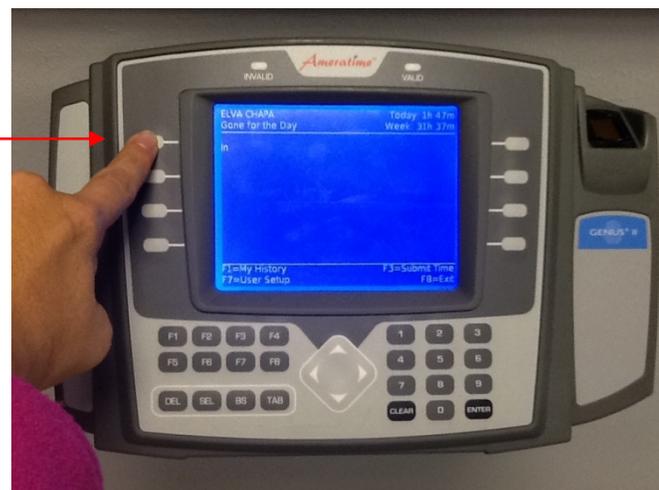
The fingerprint reader is on the upper right side of the biometric clock.

Using a finger that was recorded in the biometric system, place the finger on the fingerprint reader.

You should see 'Processing. Please Wait' on the screen.



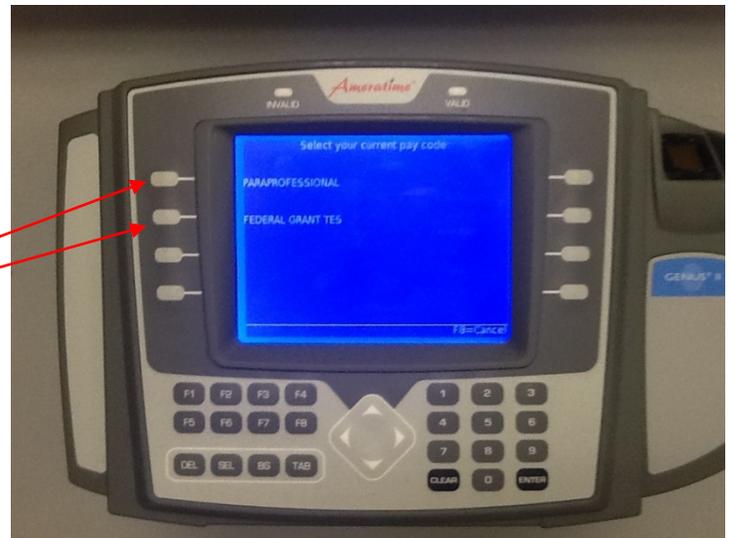
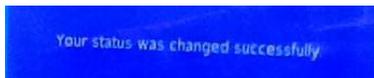
You will then have the option to clock in by pressing the 'In' button



If you have multiple jobs, you will then choose which job you are clocking in for.

In this example, the employee has the option of signing in for their paraprofessional position **or** sign in to the After-School Federal Grant program at Turlington Elementary School (TES)

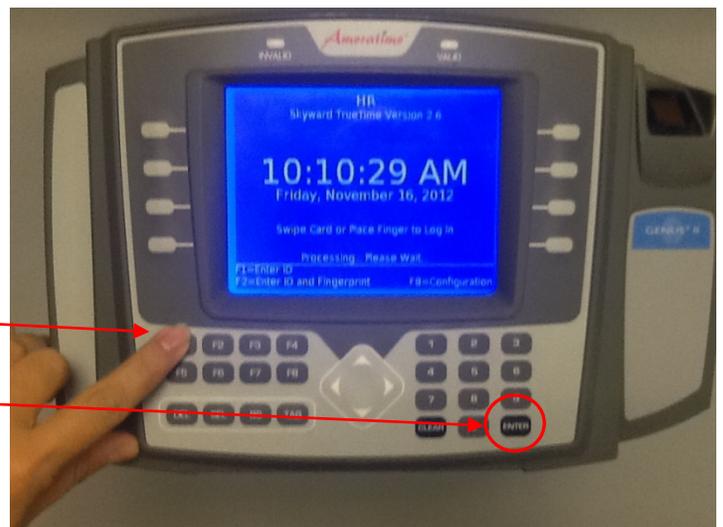
You should then see a screen that confirms that 'your status was changed successfully'



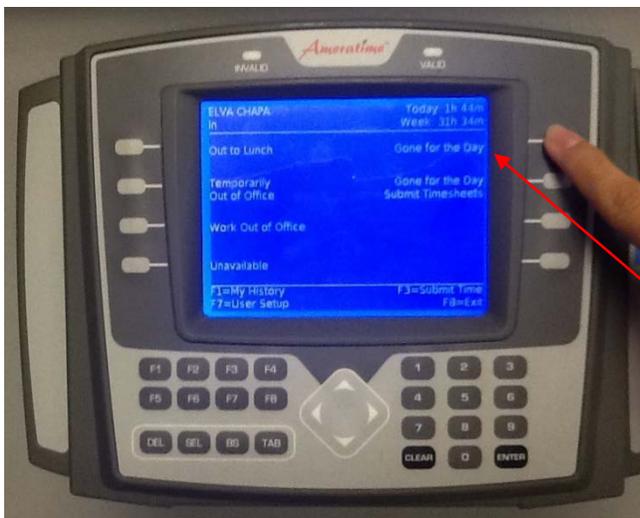
If the biometric clock is unable to read an employee's fingerprints, the employee will be given an ID number.

**To clock in using an ID number:**

1. Press F1
2. Enter your ID number
3. Press Enter



**2. CLOCKING OUT**



**To clock out:**

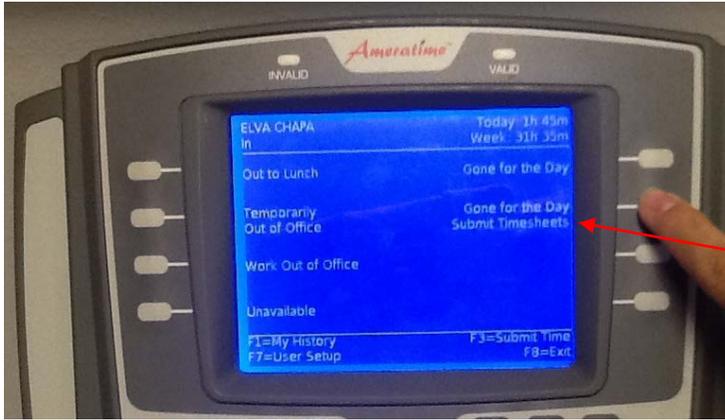
Simply place a finger that has been previously recorded in the biometric system on the fingerprint reader.

You will see a screen similar to the one in the picture on the left. Select 'Gone for the Day' to clock out.

Paraprofessional / non-exempt employees are required to sign in and out daily using either the clock or computer via Employee Access / True Time

### 3. SUBMITTING WEEKLY TIME SHEETS

At the end of each work week, the employee is required to submit their time worked from the work week. This submission is very important because it allows payroll to receive and process this information.



At the end of the work week (normally a Friday), after placing your finger on the biometric clock, you will see a screen similar to the one on the left...

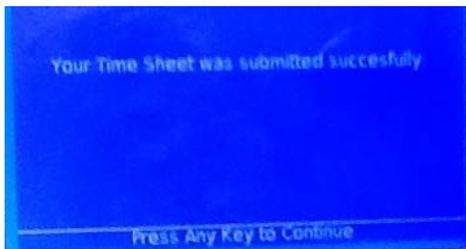
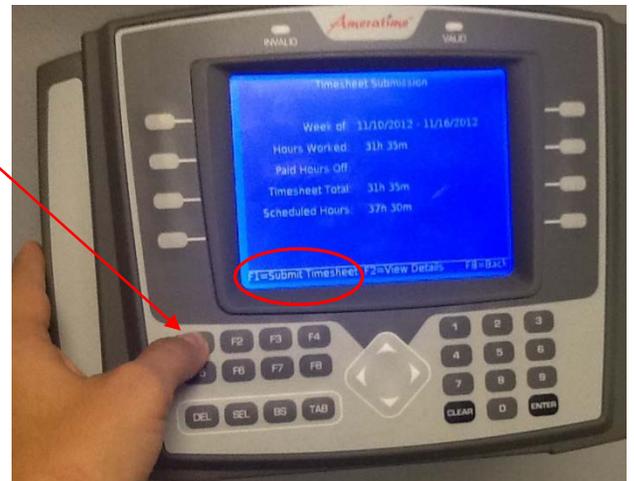
**To submit your weekly time:**

**Step 1** - select 'Gone for the Day / Submit Timesheets'

**Step 2** - select the F1 button to submit the timesheet

It is also possible to view the details of your timesheet by selecting the F2 button. Once you have completed viewing the details, select F1 to submit the timesheet

You will see the following message: 'Your Time Sheet was submitted successfully'



**Caution:** If you have earned any compensatory (comp) time, you must submit your weekly work time via Employee Access / True Time. Submitting your weekly time sheet via the biometric clock will **not** allow you to submit any compensatory (comp) time.

If you have any questions, please contact the Human Resources department at 936-931-0397 (or extension 1425) or email [HR@wallerisd.net](mailto:HR@wallerisd.net)