Feeling a little confused? Don’t sweat it!

Here are some quick and easy answers to common issues.

### 1. Multiple Jobs

“I have two or more jobs with the district.”

- Clock in and out separately for each job code as you work a shift for that job.
- Be sure you select the correct job code for the shift you are starting.
- For example, if you work as a teacher’s aide and a tutor in the same day, clock in and out for your ESP job code from 8:00 am – 2:30 pm. Then, clock in using the Tutor for 21st Century job code and clock out when that job is completed.

“I clocked in with the wrong job code.”

- Let your Manager know right away.
- Request a Time Edit Form from your Manager.
- Your manager will make the correction.

### 2. No Job Code

“When I try to clock in, there is no job code for me.”

- Let your Manager know right away.
- Request a Time Edit Form from your Manager.
- Complete the form with your time worked and continue to record your time on the form until your Manager lets you know you can clock in.

### 3. Missed or Wrong Punch

“I forgot to use the time clock.”

- Let your Manager know right away.
- Request a Time Edit Form from your Manager and record the missed or wrong punch.
- Your manager will make the correction.
- Some examples: “When I left yesterday, I forgot to clock out”. Or, “I forgot to clock back in from lunch”. Or, “at lunch I accidentally clocked out for the day instead of selecting clock out for break”.

Submit your VACATION and PERSONAL LEAVE requests through the time clock.
No paperwork required!
Holiday leave is entered automatically.

Need additional help?
Contact the Time and Attendance Office
Simply email clockadmin@tusd1.org
or call 225-6555
We’re here Monday - Friday, 9am-5pm