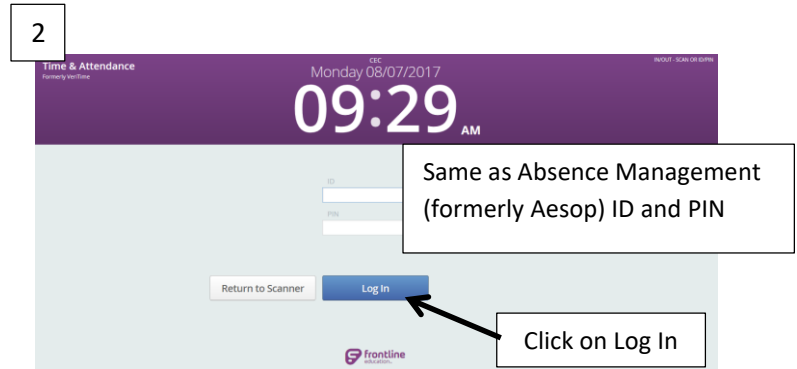
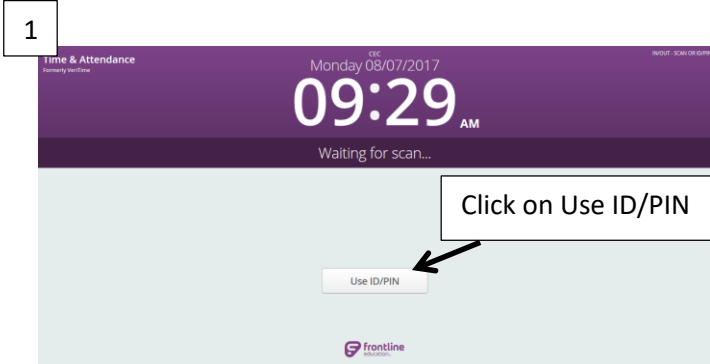
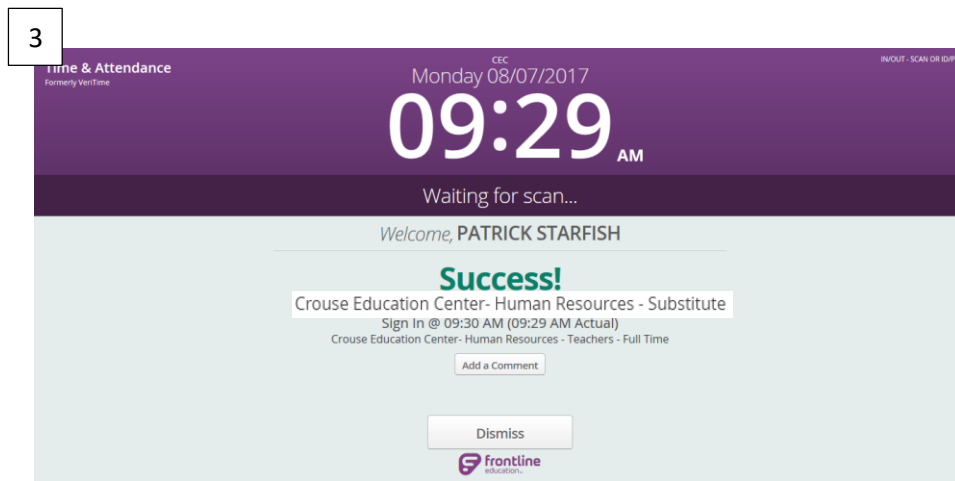


Substitutes – How to Sign In and Out

Using a scanner laptop computer:



Special Notes: If you receive an error message or unable to log in, please inform the building secretary right away. If you are signing in more than 7 minutes early or late, a comment may be required.



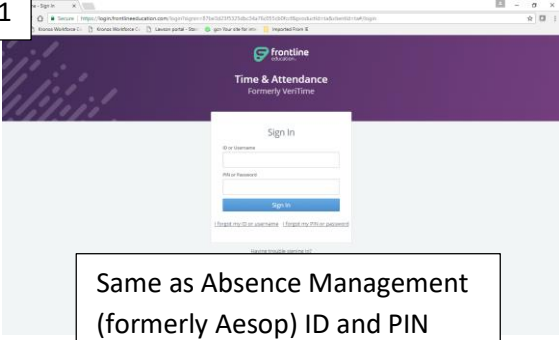
You will see the “Success” once signed in. You can either click on the Dismiss button or the system will automatically reset on its own.

Repeat the steps above at the end of the day to sign out for the day

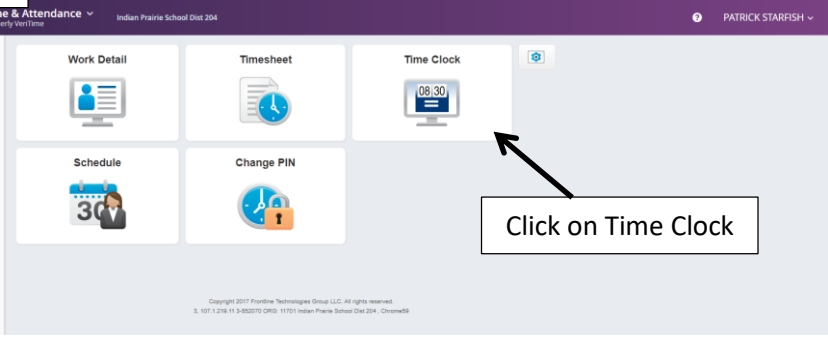
Substitutes – How to Sign In and Out

Using a desktop computer with ID and PIN

1



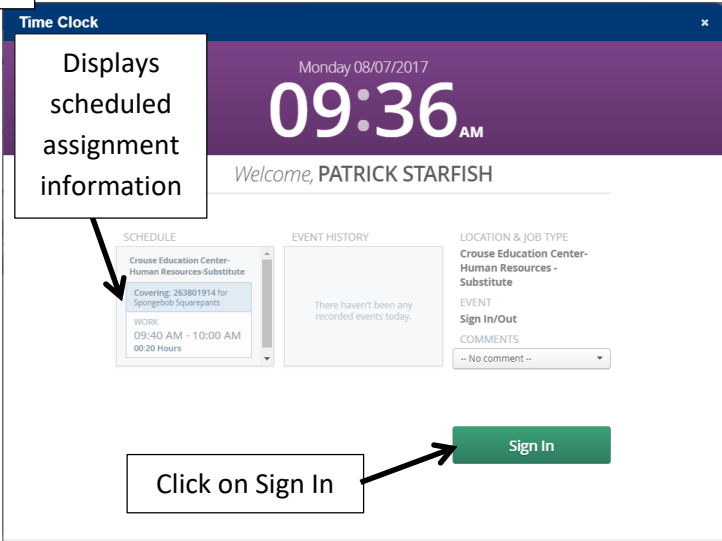
2



Click on Time Clock

Same as Absence Management (formerly Aesop) ID and PIN

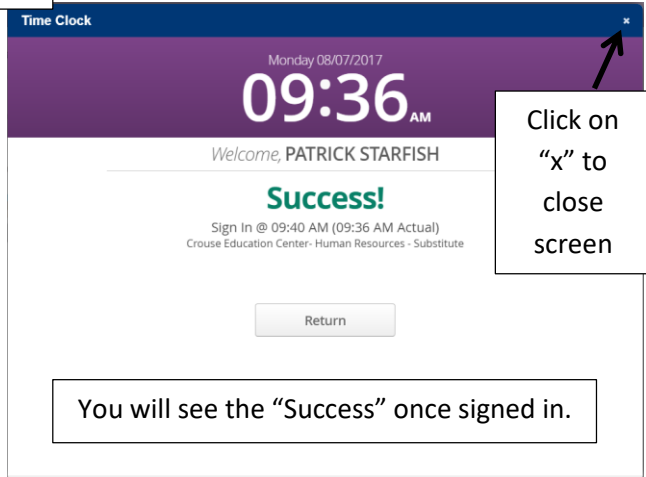
3



Displays scheduled assignment information

Click on Sign In

4

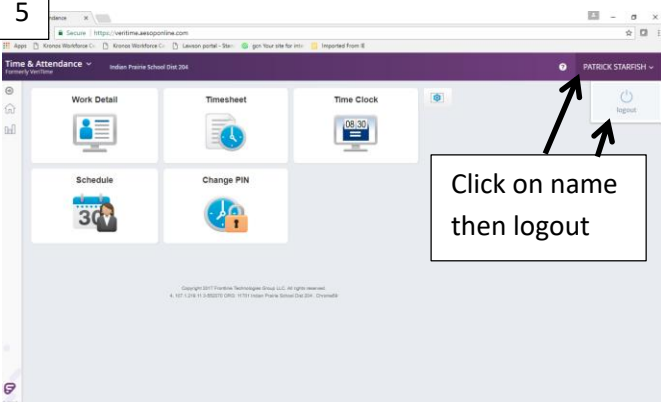


Click on "x" to close screen

You will see the "Success" once signed in.

Special Notes: If you receive an error message or unable to log in, please inform the building secretary right away. If you are signing in more than 7 minutes early or late, a comment may be required.

5



Click on name then logout

To Sign Out - Just go back into the Time Clock to click Out at the end of the job and logout of Time & Attendance