

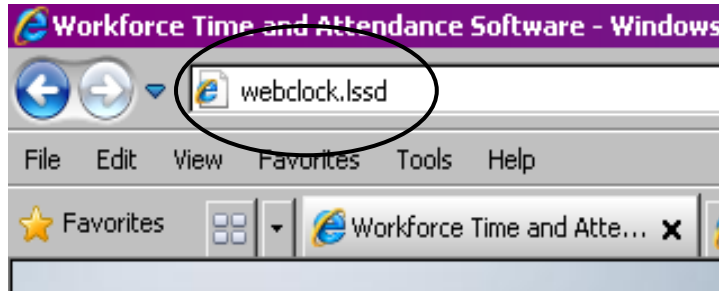
Lee's Summit R-VII School District Workforce Software Instructions for Time Entry

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Instructions for Time Entry

Log-in: Access the webclock by typing in webclock.lssd in the address line in the Internet Browser.




NOTE: You should time-in when you are ready to begin working and time-out when you have completed your work.

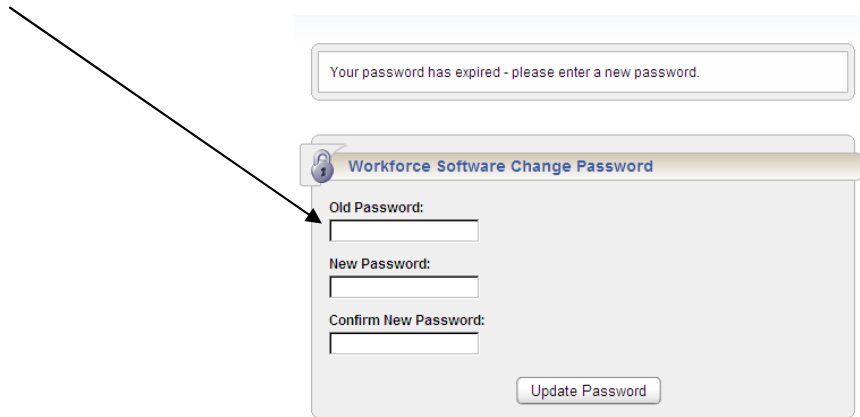
- Log in to Workforce Software using your employee identification number as the User ID. Your Employee ID is:

1 X X X X X X X X
 (Two Digits of Birth Month) (Two Digits of Birth Day) (Last four digits of Social Security #)

EXAMPLE: if your birthday is September 28 and your Social Security Number ends in 1234, your Employee ID is: 109281234.

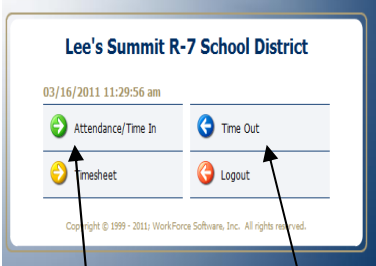
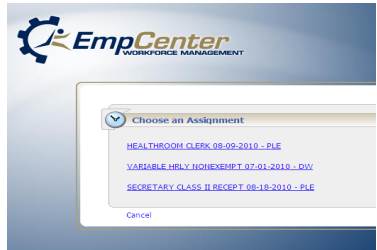
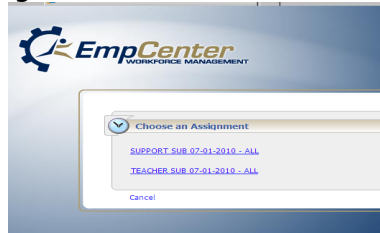
- Enter your User ID (Employee ID) and Password. Your **initial** password is the same number as your employee identification number. If you have already set your password, you will need to use the password that you set.
- To Login, Click on the  button.

- The first time you enter the webclock, you will be prompted to change your password. To change your password, enter your old password (NOTE: When changing your password for the first time, your old password is your Employee ID).



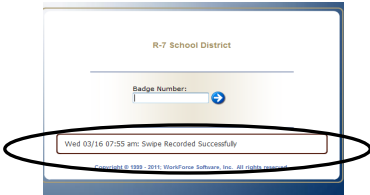
NOTE: Workforce passwords can be alpha/numeric, are case sensitive, must be at least FIVE characters and cannot be reused when you are prompted to change your password in the future. It is recommended that you use your network password for the Workforce Software password. Enter and confirm your new password.

- After changing your password, you will be directed to the Webclock.
- You will be directed back to the screen to time-in.
- Enter your User ID and Password. Click on the "Login" button.

Regular Employees	Regular Employees	Substitutes
<p>If the screen looks like this: ↓</p>  <p>(You are an Employee With One Assignment)</p> <ul style="list-style-type: none">• Click the appropriate button "Time-In" or "Time-Out".	<p>If the screen looks like this: ↓</p>  <p>(You are an Employee With Multiple Assignments)</p> <ul style="list-style-type: none">• Select the appropriate job that you need to time-in or time-out. When you are reporting for work on your regular job, DO NOT select an hourly assignment.	<p>Your screen may look like this if you have both "Substitute" ↓ assignments:</p>  <p>(If only one substitute assignment, proceed to building selection)</p>

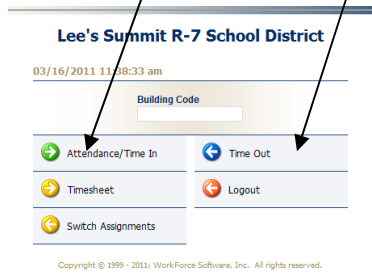
Regular Employees

- You will receive confirmation that your time-in or time-out was recorded successfully.
- Process Complete

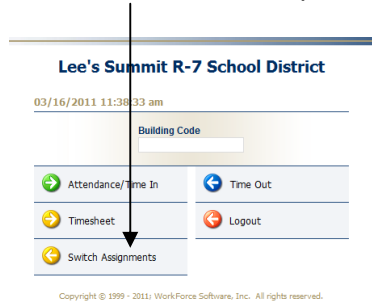


Employees With Multiple Jobs

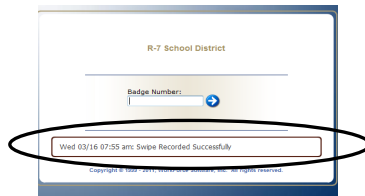
- Click to "Time-In" or "Time-Out".



- If you selected the wrong assignment, you may go back to the assignment screen by selecting the "Switch Assignment" button. Select the correct assignment and continue with time-in/time-out.



- You will receive confirmation that your time-in or time-out was recorded successfully
- Process Complete

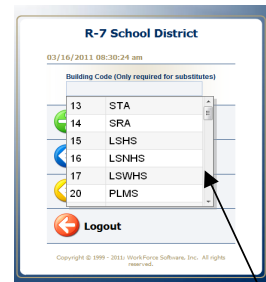


Substitutes

- Select the building in which you are working. Enter the 2-digit building code to get a listing of building codes, click in the screen in the "Building Code" box to view a drop-down menu listing all the building codes.



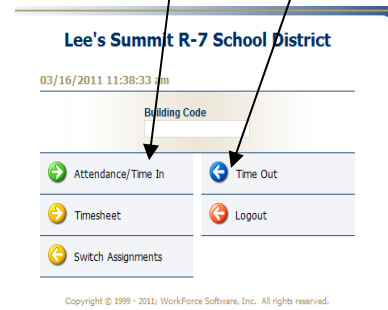
A building list will show:



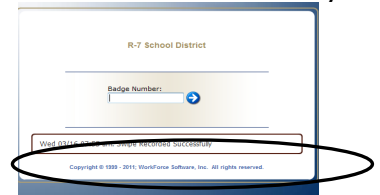
- Locate the correct building location, select (by clicking) the building name. Click on the scroll bar to the right of the building listing to move through the list of buildings.

Substitutes

- After the building is selected, click the "Time-In" or "Time-Out" button. Substitutes will not need to select a building when timing-out.



- You will receive confirmation that your time-in or time-out was recorded successfully.

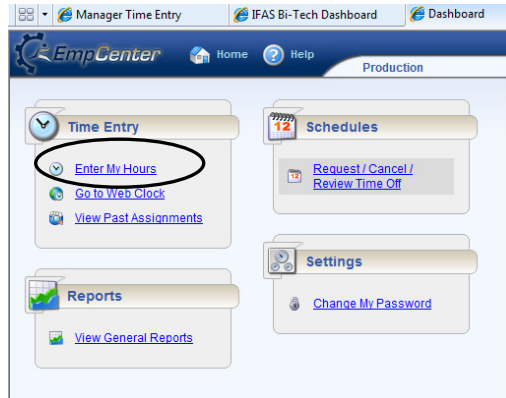


- Process Complete

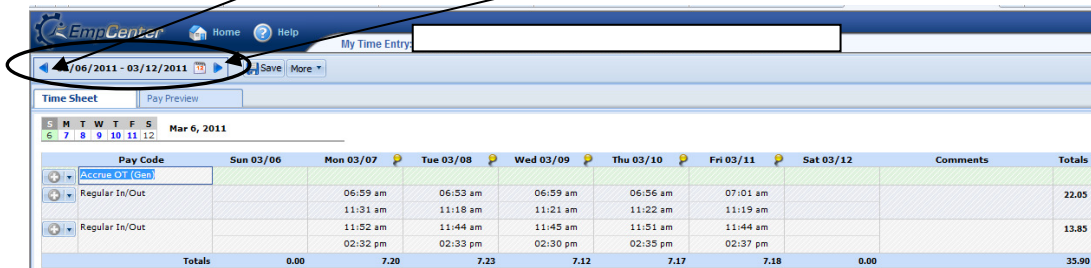
- To review your timesheet, go to website: **webclock.lssd**
- Log-in using the above instructions.
- Click on "Timesheet" to review your timesheet.



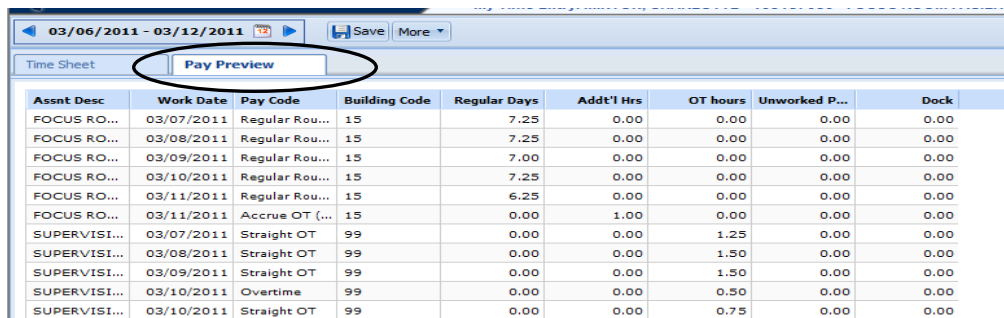
- **OR--** To review your timesheet from the "Dashboard", click on "Enter My Hours"



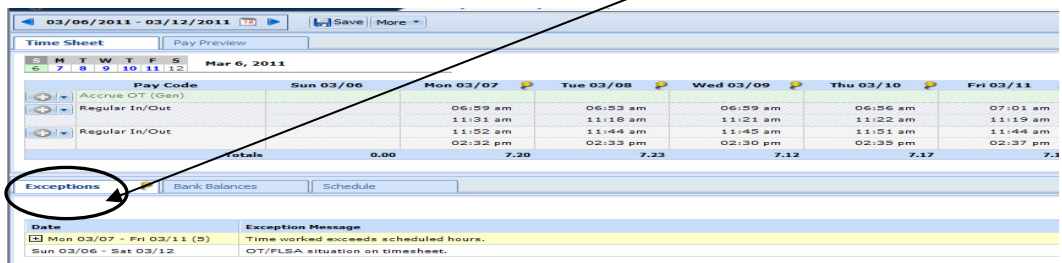
- Verify that you are reviewing the correct timesheet based on the "Pay Period" you want to review. Use the "left blue arrow" to select a week previous to the week shown on the timesheet. Use the "right blue arrow" to select a future week.



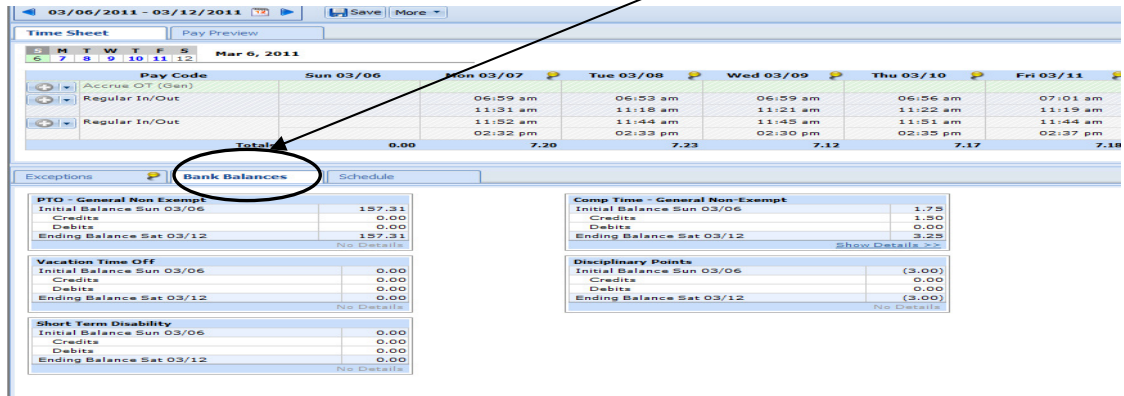
- To review pay for the period, select the "Pay Preview" tab.



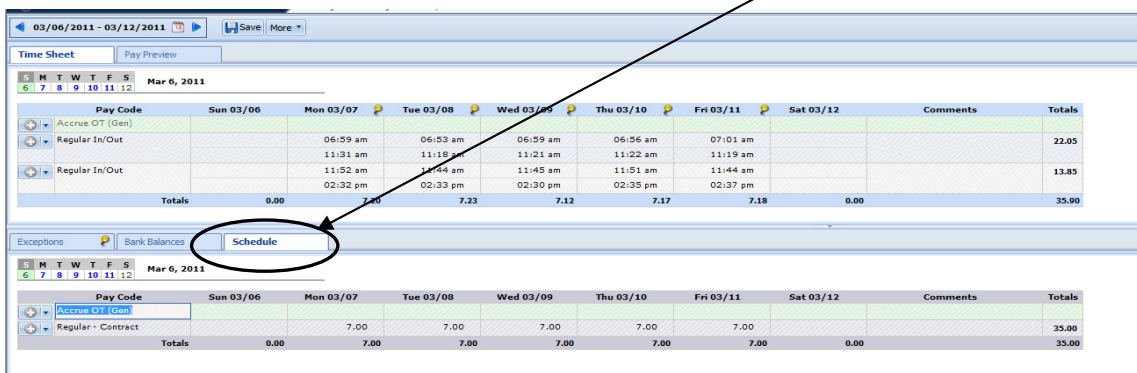
- To review exception messages (warnings or errors) on the timesheet, select the "Exception" tab.



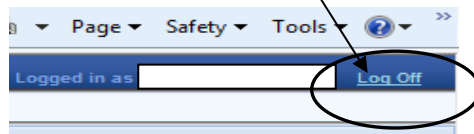
- To review absence bank balances, select the "Bank Balances" tab.



- To review your work schedule, select the "Schedule" tab. The schedule includes the days and hours you are scheduled to work for the selected week.



- To logout of the system, click on "Logoff" on the upper right-hand portion of the screen.



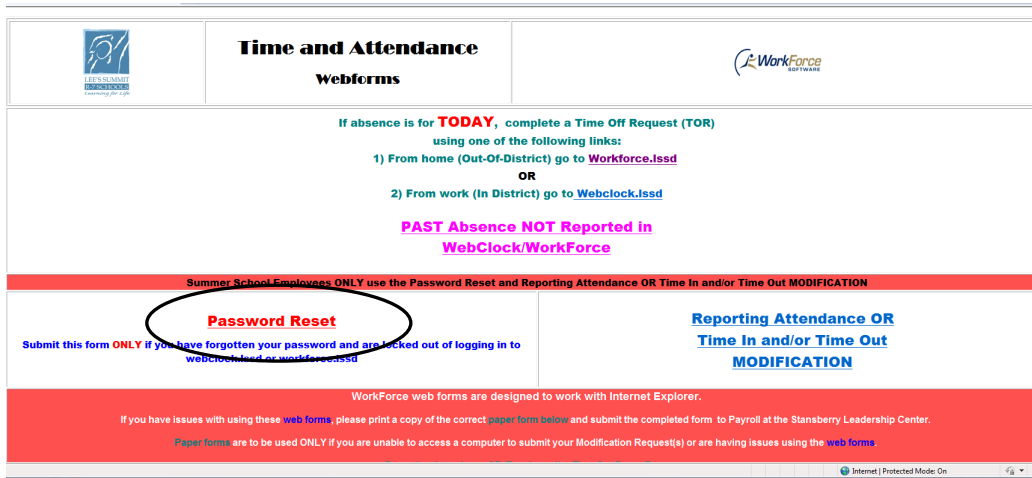
PASSWORD RESET REQUEST: After 10 unsuccessful attempts to use your password you will be locked out of the Webclock. **NOTE: IF YOU ARE LOCKED OUT OF THE WEBCLOCK YOUR BADGE WILL NOT WORK IN THE KIOSK.**

To request a password reset, use the following:

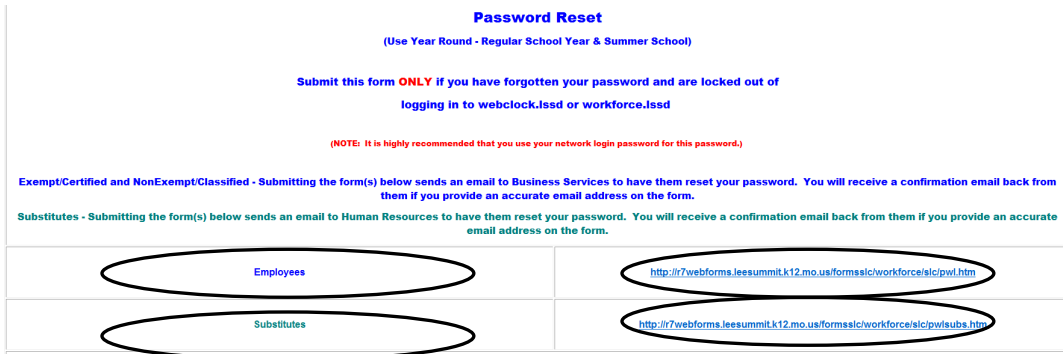
- Go to District website: www.leesummit.k12.mo.us
- Go to Staff Links page.
- On the Staff Links Page, under Workforce Forms, select Password Reset Link.





- Click on "Password Reset".



- Click on the link next to the appropriate employee type.



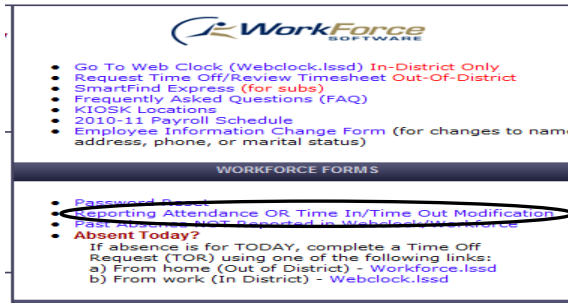
- Complete (all blanks have to be completed. If not applicable, enter NA) and submit the form. You will receive an email notification when the password has been reset. WFS passwords are always reset to your employee ID.

		Webclock.Issd Password Reset			
First Name (required)		<input type="text"/>			
Last Name (required)		<input type="text"/>			
Email Address (required to receive response email)		<input type="text" value="@leesummit.k12.mo.us"/> IMPORTANT! - Type firstname.lastname in front of @leesummit.k12.mo.us			
Employee ID (required)		<input type="text" value="1MMDDXXXX"/> <small>1MMDDXXXX - 1two digit birth month two digit birth day last four of ssn</small>			
Today's Date		Month <input type="text"/> Day <input type="text"/>			
Other Comments / Info (use if needed)		<input type="text"/>			

REPORT TIME-IN/OUT MODIFICATION OR ABSENCE NOT PREVIOUSLY REPORTED IN WEBCLOCK (WFS).

To request time-in/out modification or to report an unplanned absence, use the following:

- Go to District website: www.leesummit.k12.mo.us
- Go to Staff Links page. Select "Workforce Software".
- Select "Reporting Attendance or Time In/Out Modification Form"



- Click on "Reporting Attendance or Time-In and/or Time Out Modification".



- Click on the appropriate employee type.

[ALL Employees](#)
[EXCEPT Facility Services and Nutrition Services](#)

~~~~~  
[Facility Services](#)

~~~~~  
[Nutrition Services](#)

~~~~~  
[SUBS - Certified and Classified](#)

~~~~~  
[Transportation Services](#)

- Complete the webform. **ALL** blank fields on the form must be completed before you can submit the webform. If an item on the webform does not apply, insert **NA**. Your time will be modified accordingly and you and your supervisor will receive an email confirming that time has been adjusted.

Workforce Services ALL Employees EXCEPT Facility Services and Nutrition Services	
Reporting Attendance OR Time In and/or Time Out Modification Request	
First Name (required)	Last Name (required)
Email Address <small>(required to receive response email)</small>	Example: <code>firstname.lastname@eesummit.k12.mo.us</code>
Employee ID (required)	XXXXXX
Job/Position to Modify Time On	
Manager/Supervisor Name (First & Last)	
Note: All of the white boxes/fields shown below are required to be completed. If the information does not apply, Type or Select NA / NOT APPLICABLE.	
Date for Time IN or Time OUT Modification OR Reporting Attendance	Month <input type="text"/> Day <input type="text"/>
Time IN Modification OR Reporting Attendance <small>(example: 07:15) NA AM/PM</small>	Time OUT Modification <small>(example: 07:15) NA AM/PM</small>
Time IN Reason for Modification	Time OUT Reason for Modification
Yes to Electronic Signature <input type="checkbox"/>	
<small>I certify that the above information is correct. "Yes to Electronic Signature" replaces your written request to accurately update your information.</small>	

Using the Kiosk (Touchscreen Monitor and Badge Reader)

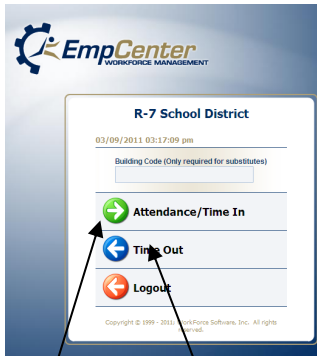
NOTE: When using the Kiosk, a user can only time in or time out and will not be able to submit a Time Off Request (TOR) or review timesheets.

NOTE: Be sure the cursor is flashing in the box next to the "Badge ID" title. If the cursor is not flashing in the box, touch the screen, inside the box, then proceed to swipe your badge. When swiping the badge the bar code should be facing the red light on the bar code reader.



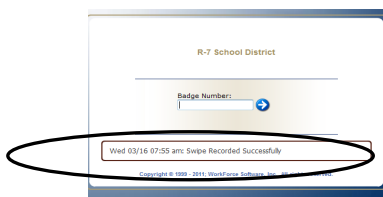
Regular Employees

Swipe your badge through the card-reader to get the time-in/out screen. If the screen looks like this:



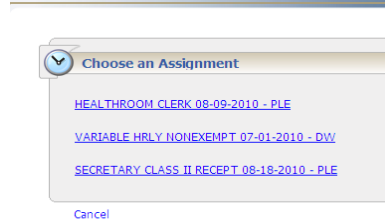
(You are an Employee With One Assignment)

- Touch the appropriate button to "Time-In" or "Time-Out".
- You will receive confirmation that your time-in or time-out was recorded successfully.
- Process Complete



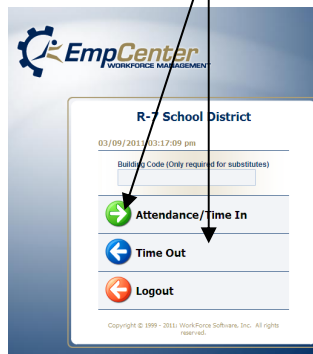
Regular Employees

Swipe your badge through the card-reader to get the time-in/out screen. If the screen looks like this:



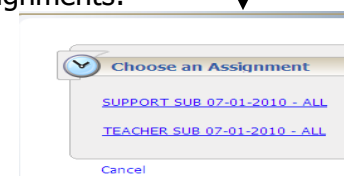
(You are an Employee With Multiple Assignments)

- Select the appropriate job that you need to time-in or time-out. **When you are reporting for work on your regular job, DO NOT select an hourly assignment.**
- Use the touch screen to "Time-In" or "Time-Out".



Substitutes

Swipe your badge through the card-reader to get the time-in/out screen. Your screen may look like this if you have both "Substitute" assignments:



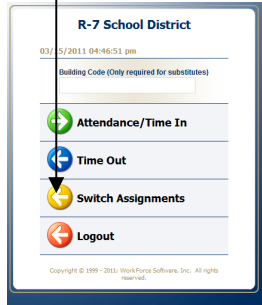
**(If only one substitute assignment, proceed to building selection)
Substitutes**

- Enter the 2-digit building using the keypad or to get a listing of building codes, touch the screen in the "Building Code" box to view a drop-down menu listing all the building codes.

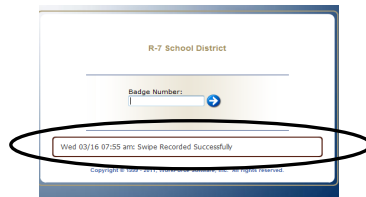


Regular Employees

- If you selected the wrong assignment, you may go back to the assignment screen by selecting the "Switch Assignment" button. Select the correct assignment and continue with time-in/time-out.

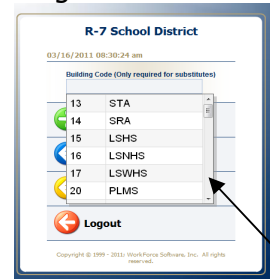


- You will receive confirmation that your time-in or time-out was recorded successfully.
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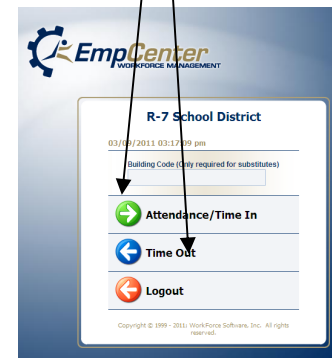


Substitutes

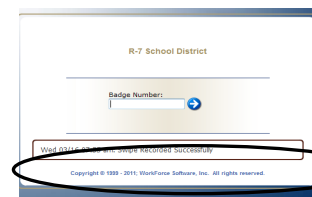
A building list will show:



- Locate the correct building location, select (by touch) the building name. Touch and scroll using the bar to the right of the building listing to move through the list of buildings.
- After the building is selected, touch the "Attendance/Time In" or "Time-Out" button. Substitutes will not need to select a building when timing-out.



- You will receive confirmation that your time-in or time-out was recorded successfully.
- Process Complete



- To view a timesheet, you will need to visit the following website: **webclock.lssd** and follow the instructions shown on page 5 of this document.