

**Lee's Summit R-VII School District  
Workforce (WFS) Time and Attendance  
Frequently Asked Questions (FAQ)**

- 1. Why do I need to time-in and time-out?** Federal law requires employers to be able to document “hours worked each workday and total hours worked each workweek” for all non-exempt employees.
- 2. Is my position Non-exempt?** Federal law defines positions as either Exempt or Non-exempt. Positions that are Non-Exempt are subject to required additional pay at straight time, overtime or comp time for approved additional hours worked. If you are paid on a semi-monthly basis, your position is Non-exempt.
- 3. I am a non-exempt employee, when do I need to time-in and time-out?** You will need to time in when you are ready to begin working for the day. You will need to time-out at the end of your work day. *If you have a scheduled lunch*, you will also be required to time-out and time-in for lunch.
- 4. Is my position Exempt?** Federal law defines positions as either Exempt or Non-exempt. Positions that are Exempt are not subject to required additional pay for additional hours worked. If you are paid on a monthly basis, your position is Exempt.
- 5. I am an exempt employee, what do I need to do?** You will need to mark your attendance at or before your scheduled starting work time.
- 6. How can I time-in and time-out?** You can use either the KIOSK or webclock.lssd or a combination of both to time-in/time-out.
- 7. What is a KIOSK?** The KIOSK is a laptop computer attached to a bar code reader and touch screen monitor. To use the KIOSK, you will need an employee badge with a bar code on the back.
- 8. What is the webclock?** Webclock.lssd is a website-based version of the time-clock. To use webclock.lssd you need a computer with Internet Explorer access, a User ID (your Employee ID and a password).
- 9. What is my Employee ID?** Your Employee ID is the number 1, plus the two digits of your birth month, the two digits of your birth day and the last four digits of your social security number.
- 10. What is my User ID for Time and Attendance?** Your User ID for Time and Attendance is your Employee ID number.
- 11. What is my password for Time and Attendance?** Your initial password for Time and Attendance is your Employee/User ID. The first time you use webclock.lssd, you will be asked to reset the password. The password is case sensitive, can be alpha/numeric and must be at least FIVE characters.
- 12. Can I time-in/time-out from home?** No, access to time-in/time-out is restricted to locations within the District.

- 13. How can I check my timesheet for the week?** To check your timesheet for the week, you will need access to a computer with Internet Explorer. You will need to go to [www.leesummit.k12.mo.us](http://www.leesummit.k12.mo.us), Staff Links, and use the link to access Workforce from home.
- 14. How can I request an absence (known to WFS as Time Off Requests – TOR)?** To request time-off (TOR), you will access to a computer with Internet Explorer. You will need to use the website: [webclock.lssd](http://webclock.lssd) and enter your User ID and password.
- 15. Do I need to report my absence in Lotus and/or SmartFind Express?** If your position does not require/need a substitute, you will no longer use Lotus or SmartFind Express to request an absence. *If you need a substitute*, you will need to report your absence in SmartFind Express (which you can access through WFS). If your absence is approved, the absence will be added to your timesheet for the appropriate day.
- 16. Do I still need to fill out a paper timesheet?** No, unless there are special circumstances where you do not have access to the KIOSK or webclock.lssd.
- 17. What can I do in WFS from my home computer?** If you have access to Internet Explorer on your home computer, you will be able to review your timesheet and request absences.
- 18. What if I forget to time-in or time-out?** You will need to report your actual time-in/time-out using a webform that is located on the Staff Links page of the District’s website.
- 19. How does WFS know my schedule?** Information about your schedule (hours per day, days per week and lunch) are part of the information required to determine the additional time you worked in a workweek.
- 20. What if I am sick?** If you have a home computer, you can access the webclock.lssd, and enter a TOR for the illness. If you do not have access to a home computer, you will need to contact your supervisor to report your absence.
- 21. How do I request an absence on an “Emergency Day”?** You will need to send an email to The Associate Superintendent of Human Resources, to request an absence on an “Emergency Day”. If your request is approved, the absence will be added to your timesheet.
- 22. What if I need to have my password reset?** You will need to request a password reset by using the webform located on the Staff Links page of the District’s website.
- 23. What happens if the system is not working?** You will need to record your time-in/out on a paper timesheet.
- 24. When does the District’s workweek start/end?** The District’s workweek begins on Sunday and ends on Saturday.