OpenTimeClock Employee Instructions

You should have already received an email containing your username and password. If you have not, please contact us at payroll@nccsda.com. You will have a separate username for each position - for example, if you work as a teacher's aide but you also work in after-school care, you will have one login for your teacher's aide hours and one login for your after-school care hours.

On a computer, go to https://www.opentimeclock.com/app/index.html?companyname=NCCSDA or go to www.opentimeclock.com and enter the company name NCCSDA.

OR

On your phone, download the OpenTimeClock app and enter the company name NCCSDA.

HOW TO: Clock In/Out

You will see a place to type in your username and password. Once you type in your username and password, the yellow "Clock" button will turn green and read "Clock In". Click that button or hit the enter key on your keyboard, and a green checkmark will appear. You have now clocked in!
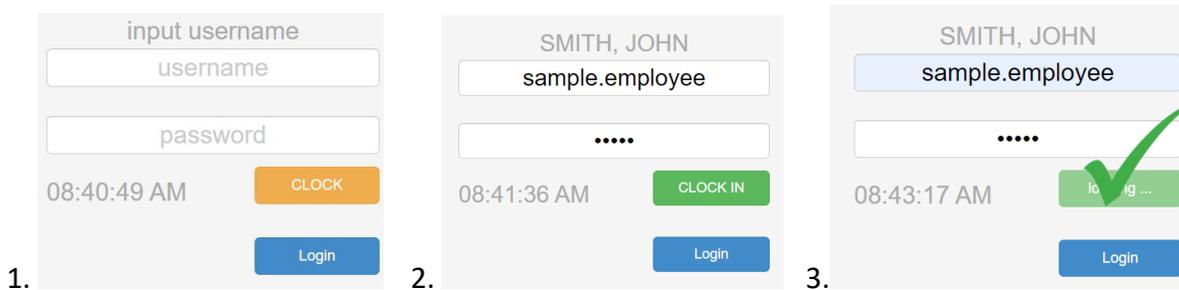

To clock out, type in your username and password. Once you type in your username and password, the yellow "Clock" button will turn red and read "Clock Out". Clock that button or hit the enter key on your keyboard, and a green checkmark will appear. You have now clocked out!
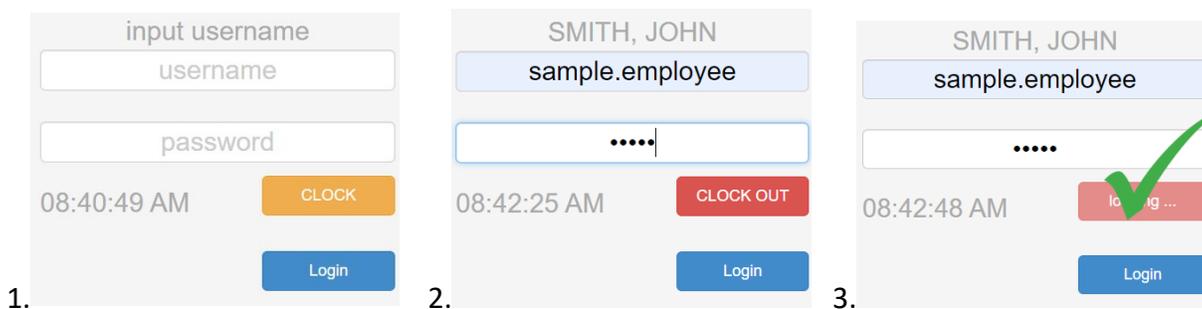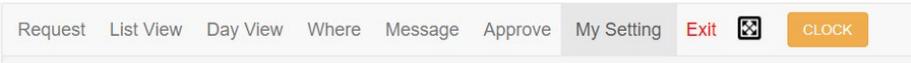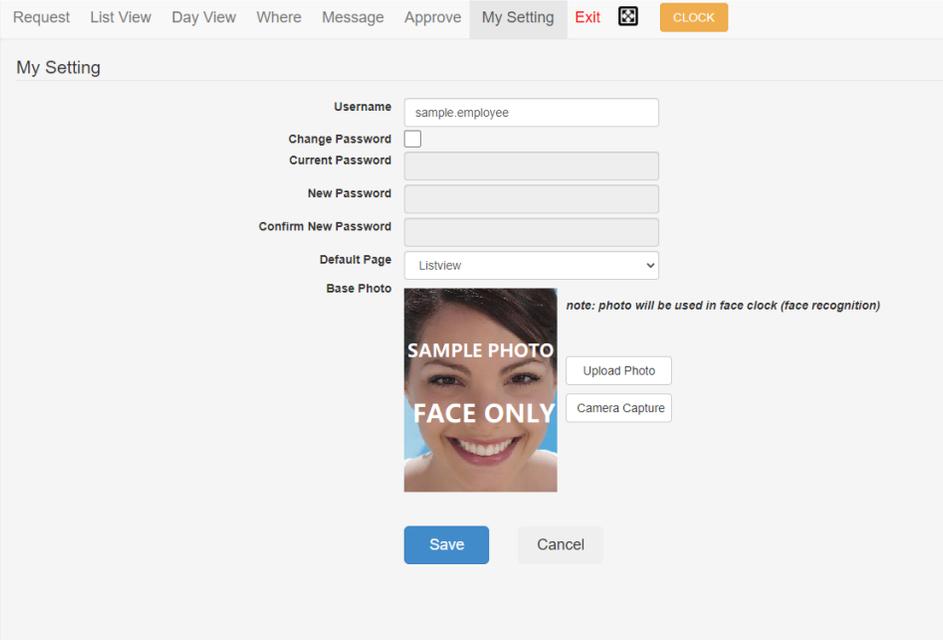
HOW TO: Change Your Username/Password

You were given a temporary password, but we recommend you change it the first time you log in. You can also change your username if you would like to.

To log in, type in your username and password, and click the blue "Login" button. At the top of the screen, you will see several options. To change your username and password, click the words "My Setting".

1.
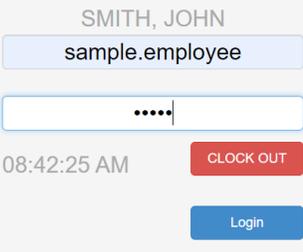
2.

3.

To change your username, type the username you want to use in the box labeled "Username". To change your password, check the box next to "Change Password". Type your current password into the "Current Password" box, then type the new password you want to use into the "New Password" box, and again into the "Confirm New Password" box. Click the blue "Save" button, and you have now changed your password! If you click on the arrow next to "Default Page", you can change which page shows up first when you log in. You can add a photo if you would like to, but it is not required, since we do not use face recognition for clocking in or out.

HOW TO: Request Time Off

We are working with OpenTimeClock's developers to make it so that you can easily see your paid leave or sick leave balances when you log in. Until then, you can find your leave balances in the lower left corner of each pay slip, or you can contact us at payroll@nccsda.com. Please remember that you can only request hours equal to what you would have worked that day - if you usually work 5 hours every Monday and Wednesday, you should not request 8 hours of leave for a Monday, or any leave for a day you wouldn't usually work.
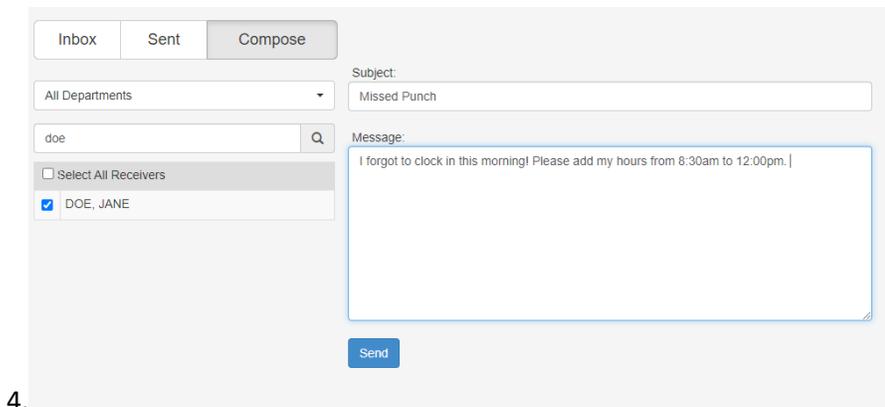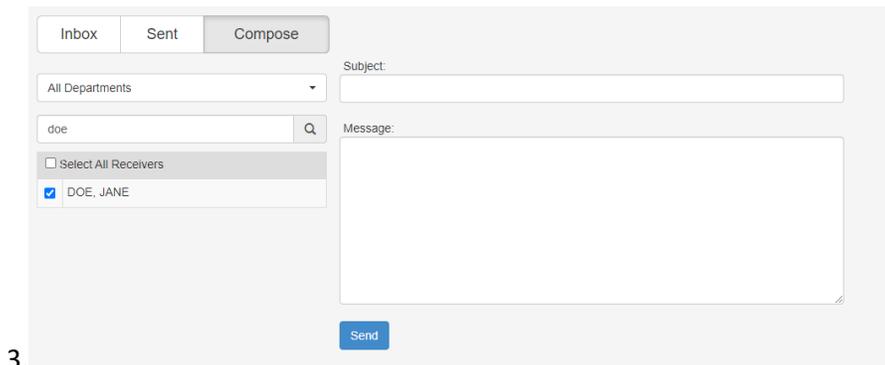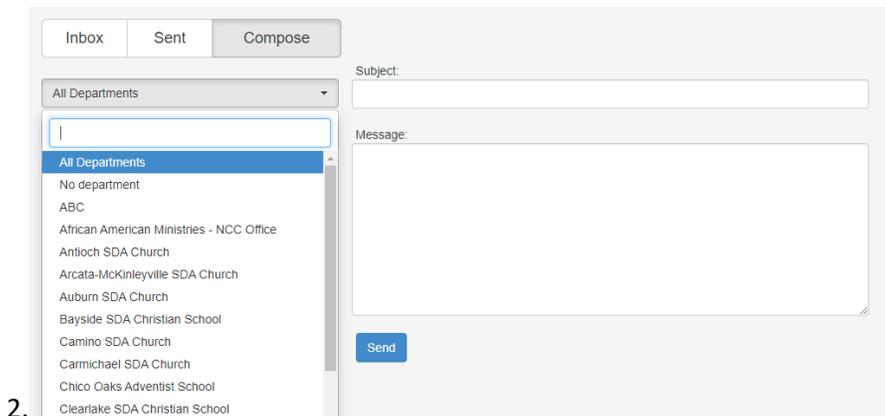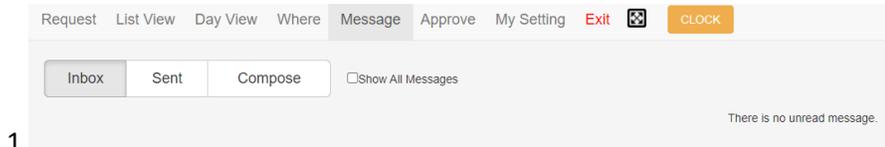
When you log in with your username and password, there will be several options at the top of the screen. To request time off, click the word "Request". Click the blue "Add Absence Request" button. Choose the PTO code you want to use (if you're not sure whether you get Paid Leave or California Sick Leave, ask your supervisor). Select the day or days you want to request and enter how many hours you want to use each day. You can add a note to say why you are requesting the leave, and copy the message to your supervisor's email if you would like to. Click the blue "Create" button, and you have now requested time off! Remember, your supervisor must approve your leave for it to be paid.

1.

2.

3.

4.

5.
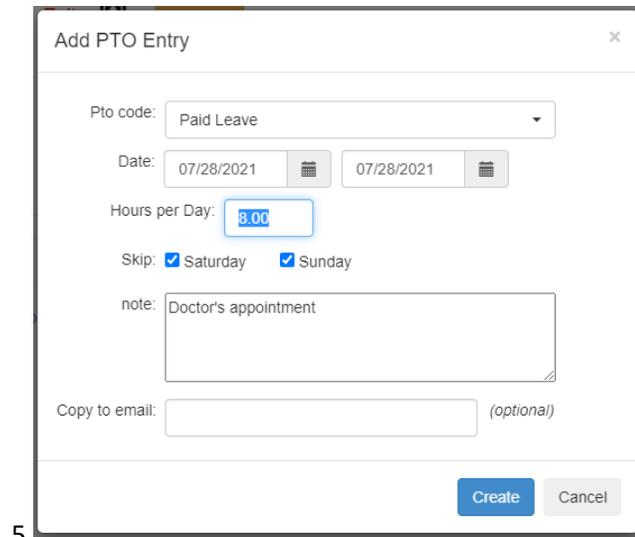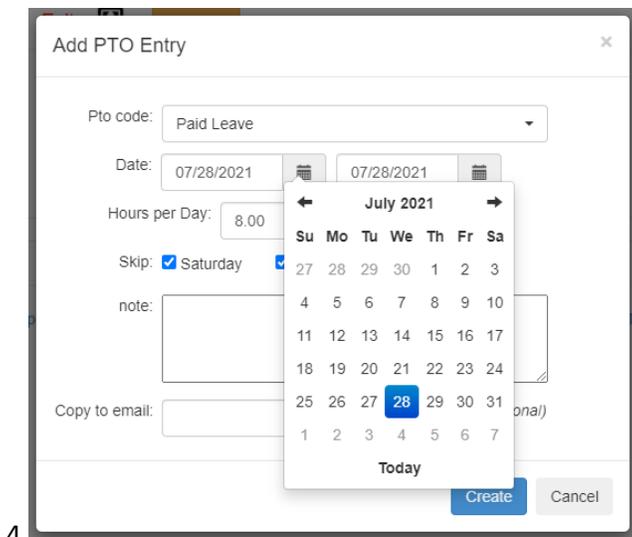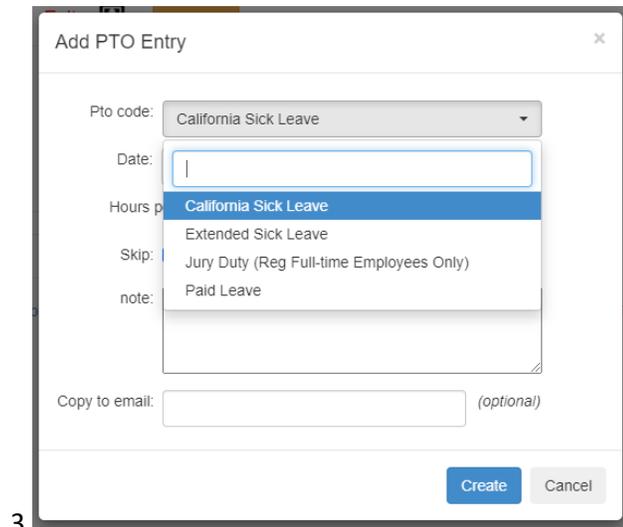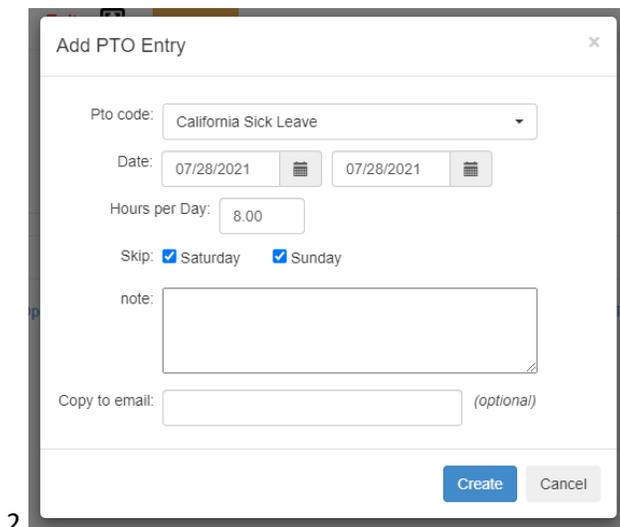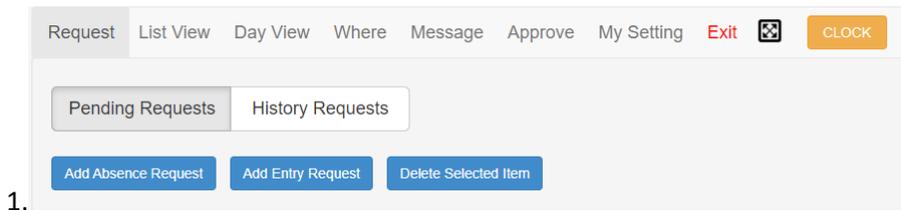
HOW TO: Correct A Missed/Wrong Punch

If you forget to clock in or out, or you clock in or out late, it is important to fix it so that you're paid correctly for the hours you worked. When you notice that one of your punches needs to be corrected, you can either ask your supervisor in person to fix it or you can send them a message.

When you log in with your username and password, there will be several options at the top of the screen. To send a message to your supervisor, click the word "Message". Click the word "Compose" to start a new message. To find your supervisor, you can look for your work location in the "All Departments" list, or you can type your supervisor's name in the "Search Name" box and click the box next to their name. A blue check mark will appear next to their name, which means you have selected that person. When you have selected your supervisor and typed your message, click the blue "Send" button.

1.

2.

3.

4.

HOW TO: Verify Your Timesheet

At the end of each pay period, you and your supervisor both need to approve the hours you worked.

When you log in with your username and password, there will be several options at the top of the screen. To verify your hours for each pay period, click on the word "Approve". Make sure the dates are correct for the pay period - it should be showing either the first through the fifteenth day of the month, or the sixteenth through the last day of the month. For the first pay period, on August 16th, you should approve the hours you worked on August 1st through August 15th. If the hours for a day are incorrect, contact your supervisor to edit them. If the hours are correct, click the box next to that day, and a blue checkmark will appear. If all your hours for the pay period are correct, click the box next to the word "Select" and all the days shown will be checked off. Click the blue "Verify" button, and under the words "By Employee", it will say "Yes" in green letters. You have now verified your timesheet! Remind your supervisor to verify it as well, and you are done for this pay period.

1.

2.

3.

4.

08/01/2021 📅   08/15/2021 📅   Verify   Unverify

SMITH, JOHN

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee
Sun	08/01							
☐ Mon	08/02	09:00 am	03:00 pm	6.00			no	no
☐ Tue	08/03	09:00 am	03:00 pm	6.00			no	no
☐ Wed	08/04	09:00 am	03:00 pm	6.00			no	no
☐ Thu	08/05	09:00 am	03:00 pm	6.00			no	no
☐ Fri	08/06	09:00 am	03:00 pm	6.00			no	no
Sat	08/07							
				30.00				
Sun	08/08							
☐ Mon	08/09	09:00 am	03:00 pm	6.00			no	no
☐ Tue	08/10	09:00 am	03:00 pm	6.00			no	no
☐ Wed	08/11	09:00 am	03:00 pm	6.00			no	no
☐ Thu	08/12	09:00 am	03:00 pm	6.00			no	no
☐ Fri	08/13	09:00 am	03:00 pm	6.00			no	no
Sat	08/14							
				30.00				
Sun	08/15							
				0.00				
				60.00				

08/01/2021 📅	08/15/2021 📅	Verify	Unverify

SMITH, JOHN

Select		Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee
☑	Sun	08/01							
☑	Mon	08/02	09:00 am	03:00 pm	6.00			no	no
☑	Tue	08/03	09:00 am	03:00 pm	6.00			no	no
☑	Wed	08/04	09:00 am	03:00 pm	6.00			no	no
☑	Thu	08/05	09:00 am	03:00 pm	6.00			no	no
☑	Fri	08/06	09:00 am	03:00 pm	6.00			no	no
	Sat	08/07							
					30.00				
	Sun	08/08							
☑	Mon	08/09	09:00 am	03:00 pm	6.00			no	no
☑	Tue	08/10	09:00 am	03:00 pm	6.00			no	no
☑	Wed	08/11	09:00 am	03:00 pm	6.00			no	no
☑	Thu	08/12	09:00 am	03:00 pm	6.00			no	no
☑	Fri	08/13	09:00 am	03:00 pm	6.00			no	no
	Sat	08/14							
					30.00				
	Sun	08/15							
					0.00				
					60.00				

| 08/01/2021 | 📅 | 08/15/2021 | 📅 | Verify | Unverify |

SMITH, JOHN

	Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee
	Sun	08/01							
☐	Mon	08/02	09:00 am	03:00 pm	6.00			no	yes
☐	Tue	08/03	09:00 am	03:00 pm	6.00			no	yes
☐	Wed	08/04	09:00 am	03:00 pm	6.00			no	yes
☐	Thu	08/05	09:00 am	03:00 pm	6.00			no	yes
☐	Fri	08/06	09:00 am	03:00 pm	6.00			no	yes
	Sat	08/07							
					30.00				
	Sun	08/08							
☐	Mon	08/09	09:00 am	03:00 pm	6.00			no	yes
☐	Tue	08/10	09:00 am	03:00 pm	6.00			no	yes
☐	Wed	08/11	09:00 am	03:00 pm	6.00			no	yes
☐	Thu	08/12	09:00 am	03:00 pm	6.00			no	yes
☐	Fri	08/13	09:00 am	03:00 pm	6.00			no	yes
	Sat	08/14							
					30.00				
	Sun	08/15							
					0.00				
					60.00				