OpenTimeClock Supervisor Instructions

You should have already received an email containing your username and password. If you have not, please contact us at payroll@nccsda.com.

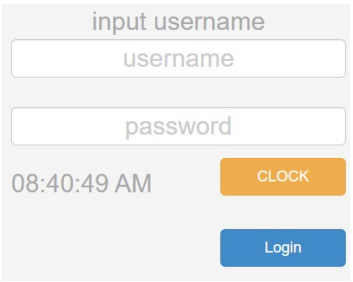
On a computer, go to https://www.opentimeclock.com/app/index.html?companyname=NCCSDA or go to www.opentimeclock.com and enter the company name NCCSDA.

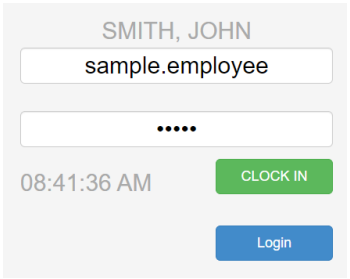
OR

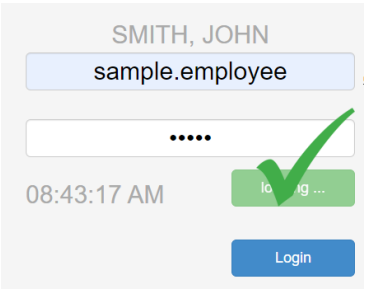
On your phone, download the OpenTimeClock app and enter the company name NCCSDA.

HOW TO: Clock In/Out

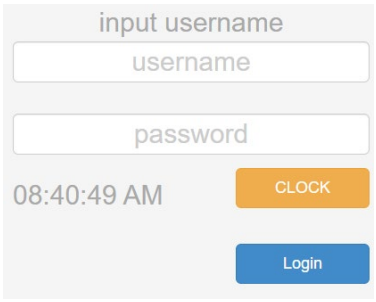
You will see a place to type in your username and password. Once you type in your username and password, the yellow "Clock" button will turn green and read "Clock In". Click that button or hit the enter key on your keyboard, and a green checkmark will appear. You have now clocked in!

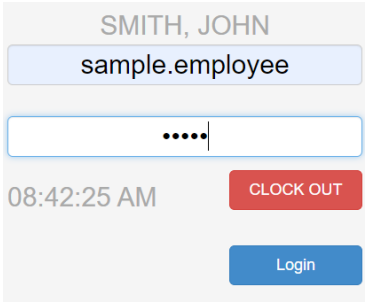


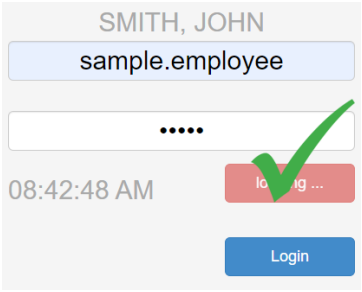




To clock out, type in your username and password. Once you type in your username and password, the yellow "Clock" button will turn red and read "Clock Out". Clock that button or hit the enter key on your keyboard, and a green checkmark will appear. You have now clocked out!



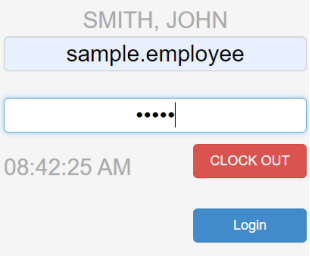


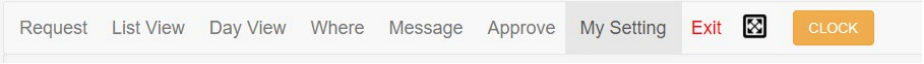


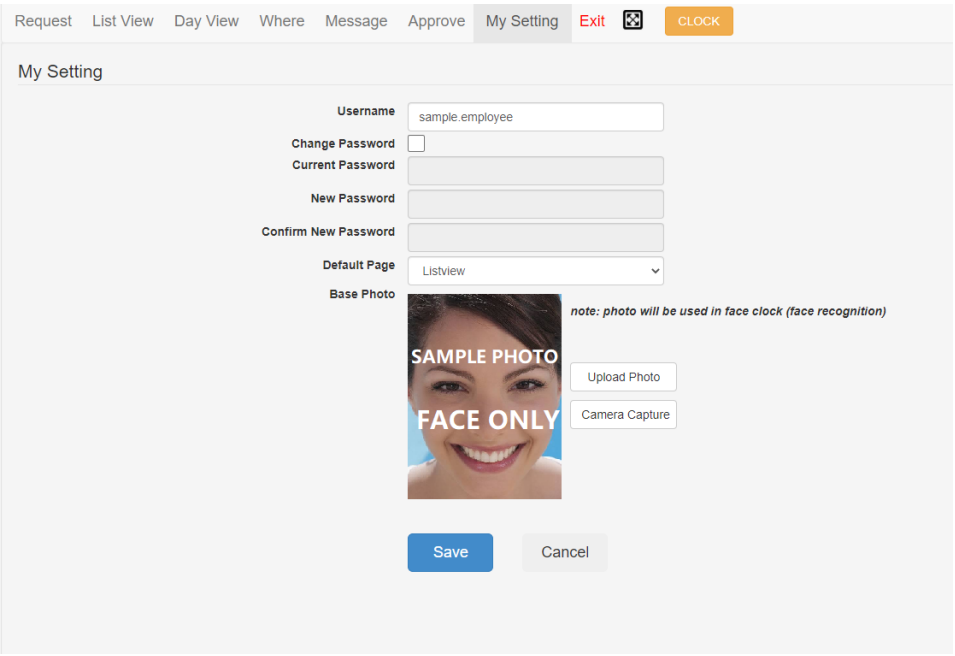
HOW TO: Change Your Username/Password

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”.





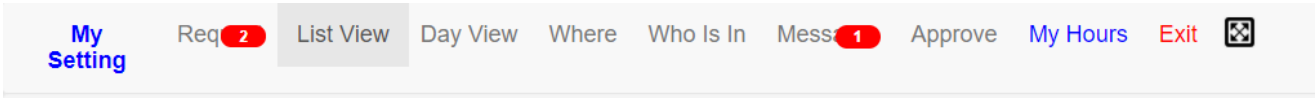


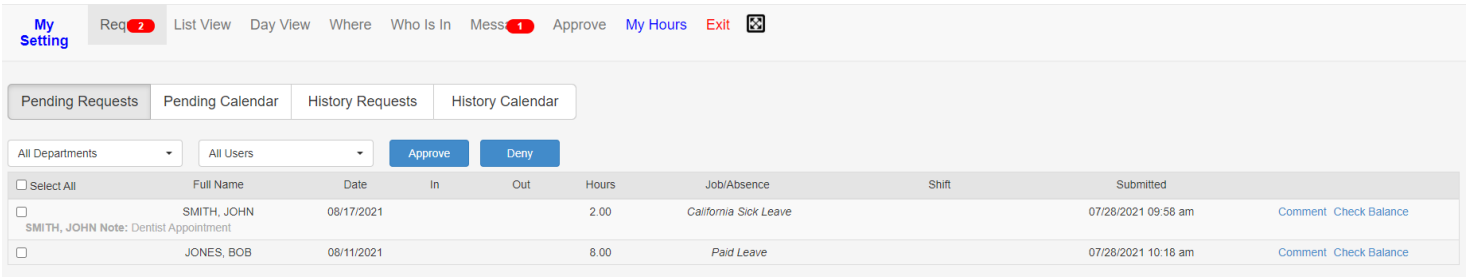
To change your username, type the username you want to use in the box labeled “Username”. To change your password, check the box next to “Change Password”. Type your current password into the “Current Password” box, then type the new password you want to use into the “New Password” box, and again into 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.

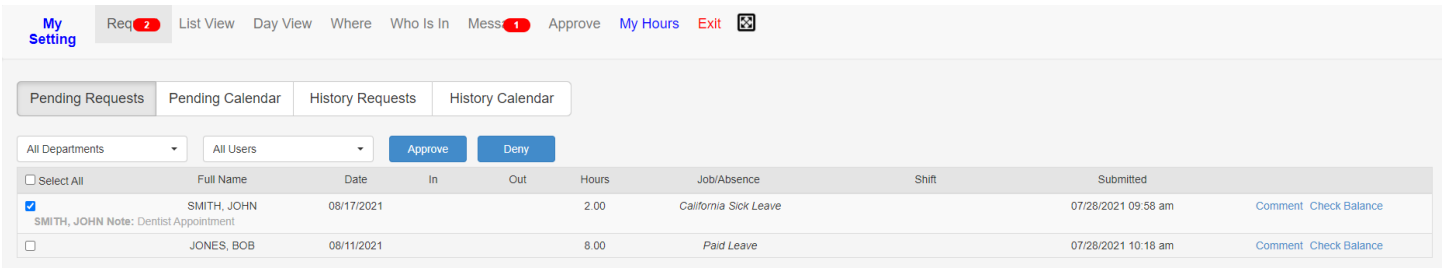
HOW TO: Approve/Deny Time Off Requests

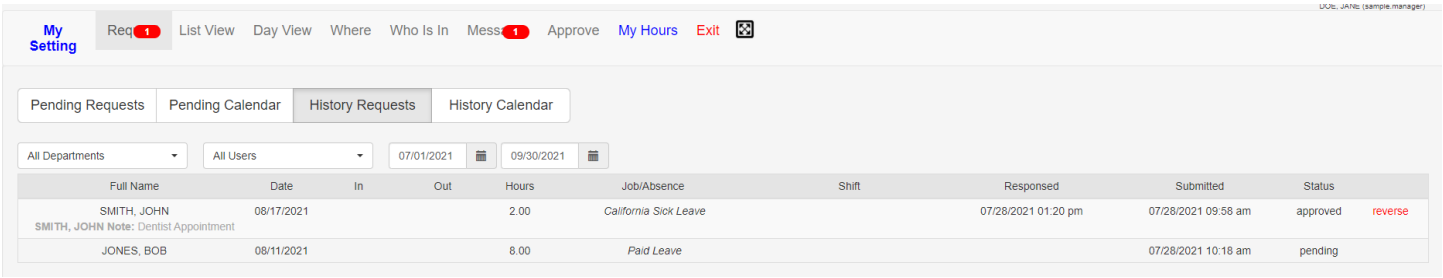
We are working with OpenTimeClock's developers to make it so that employees can easily see their paid leave or sick leave balances when you log in. Until then, they can find their leave balances in the lower left corner of each pay slip, or they or you can contact us at payroll@nccsda.com. Please remember that employees can only request hours equal to what they would have worked that day - if they usually work 5 hours every Monday and Wednesday, they should not request 8 hours of leave for a Monday, or any leave for a day they wouldn't usually work.

When you log in with your username and password, there will be several options at the top of the screen. When an employee or employees at your work location have requested time off, there will be a red number next to the "Request" option. Click on the word "Request" to see any pending requests. Click the box next to the employee's request, and click either the blue "Approve" button to approve their request or the blue "Deny" button to deny it. You can see any requests after you approve or deny them by clicking the words "History Requests".







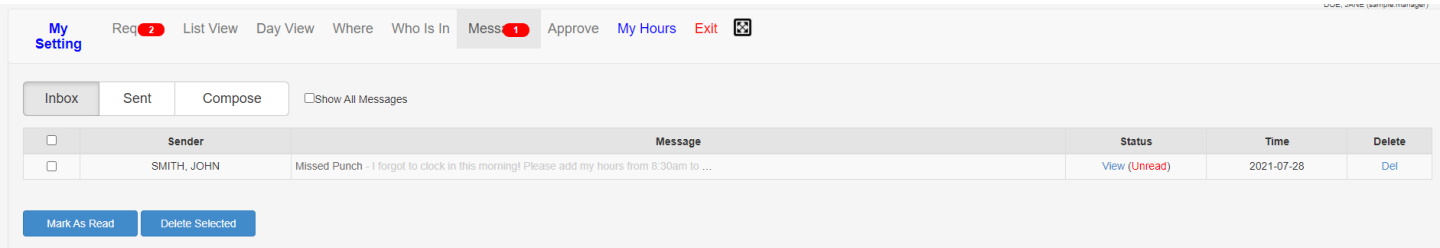


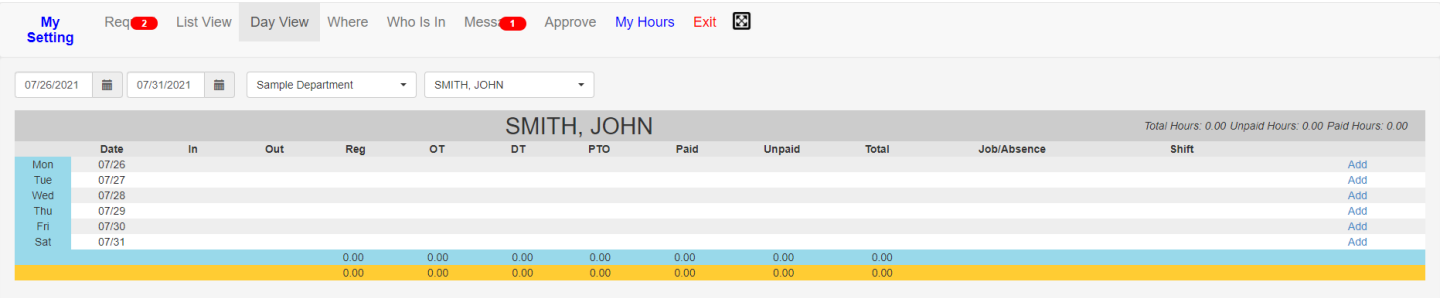
HOW TO: Correct A Missed/Wrong Punch

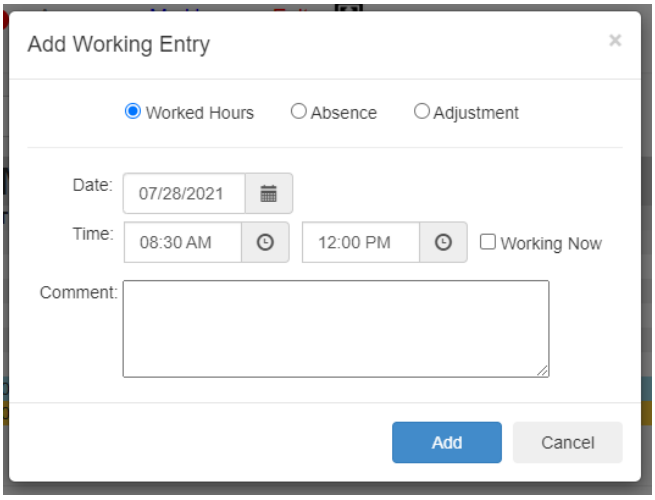
If an employee forgets to clock in or out, or they clock in or out late, it is important to fix it so that they are paid correctly for the hours they worked. When an employee notices that they need their time adjusted, they may tell you in person, or they may send you a message.

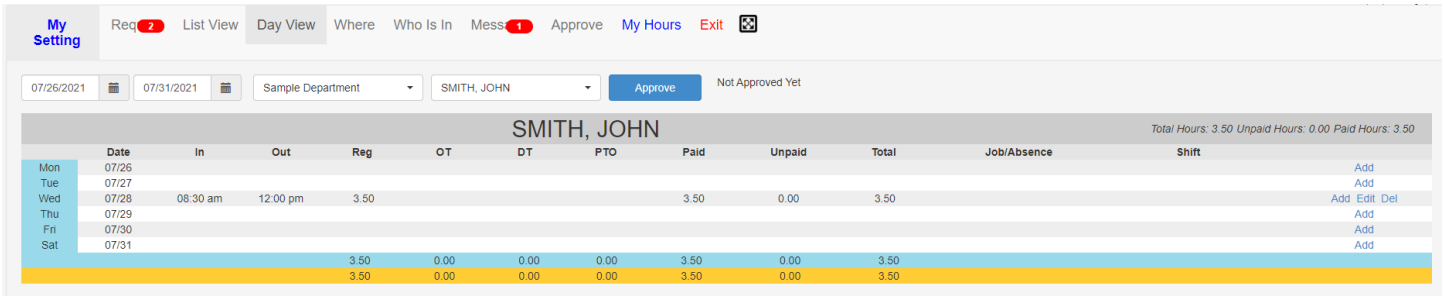
When you log in with your username and password, there will be several options at the top of the screen. If you have any unread messages, there will be a red number next to the “Message” option. To read your messages, click the word “Message” and click the unread message.

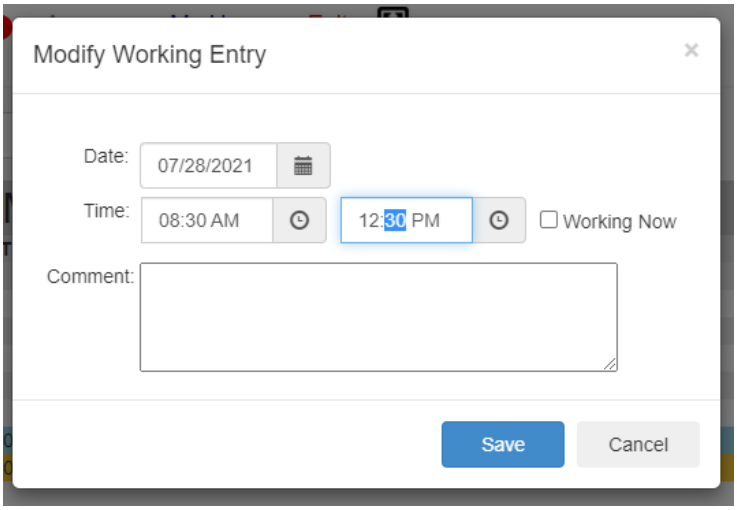
To add an entry, click the words “Day View” at the top of the screen. You can then choose which days to view, select your department, and select the employee you are adding an entry for. On the right side of the screen, click the word “Add” next to the day you want to add an entry for. Select the circle next to “Worked Hours”, make sure the date and time are correct, and hit the blue “Add” button. Those hours have now been added. To edit an entry, click the word “Edit” next to the entry you want to edit. Adjust the hours as needed and click the blue “Save” button.







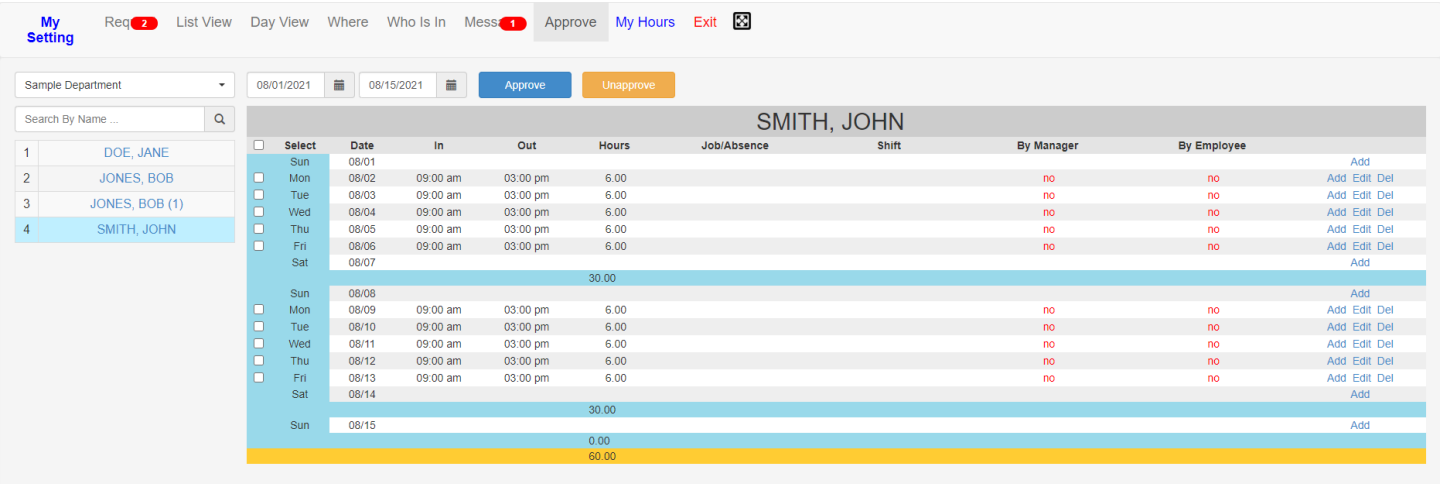

My Setting
Req 2
List View
Day View
Where
Who Is In
Mess 1
Approve
My Hours
Exit
07/26/2021
07/31/2021
Sample Department
SMITH, JOHN
Approve
Not Approved Yet
SMITH, JOHN
Total Hours: 3.50 Unpaid Hours: 0.00 Paid Hours: 3.50
Date In Out Reg OT DT PTO Paid Unpaid Total Job/Absence Shift
Mon 07/26 Add
Tue 07/27 Add
Wed 07/28 08:30 am 12:00 pm 3.50 3.50 0.00 3.50 Add Edit Del
Thu 07/29 Add
Fri 07/30 Add
Sat 07/31 Add
3.50 0.00 0.00 0.00 3.50 0.00 3.50
3.50 0.00 0.00 0.00 3.50 0.00 3.50

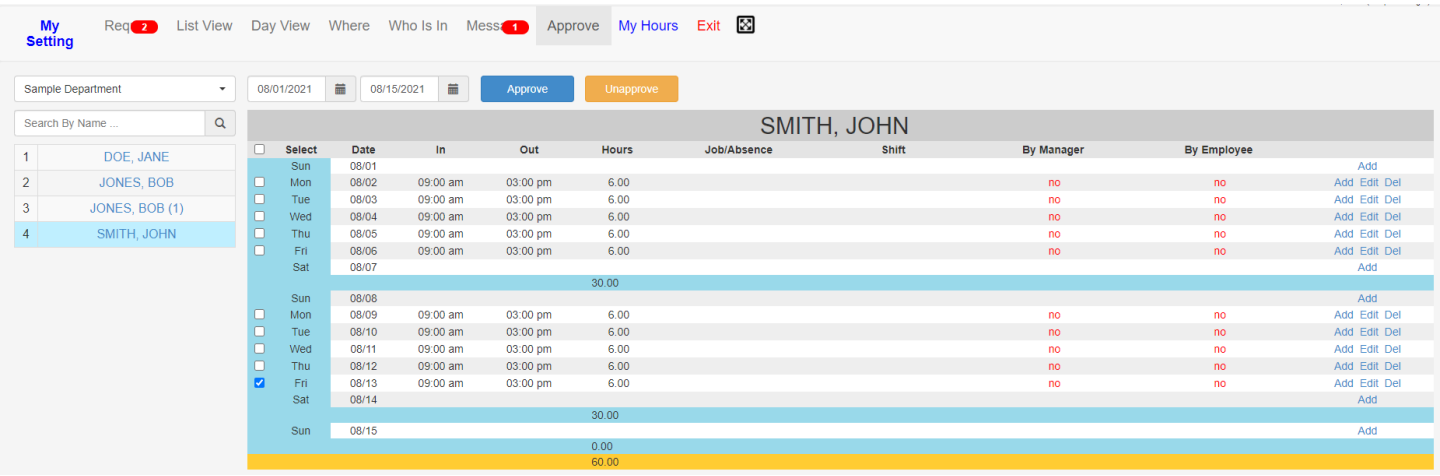

Modify Working Entry
Date:
07/28/2021
Time:
08:30 AM
12:30 PM
Working Now
Comment:
Save
Cancel

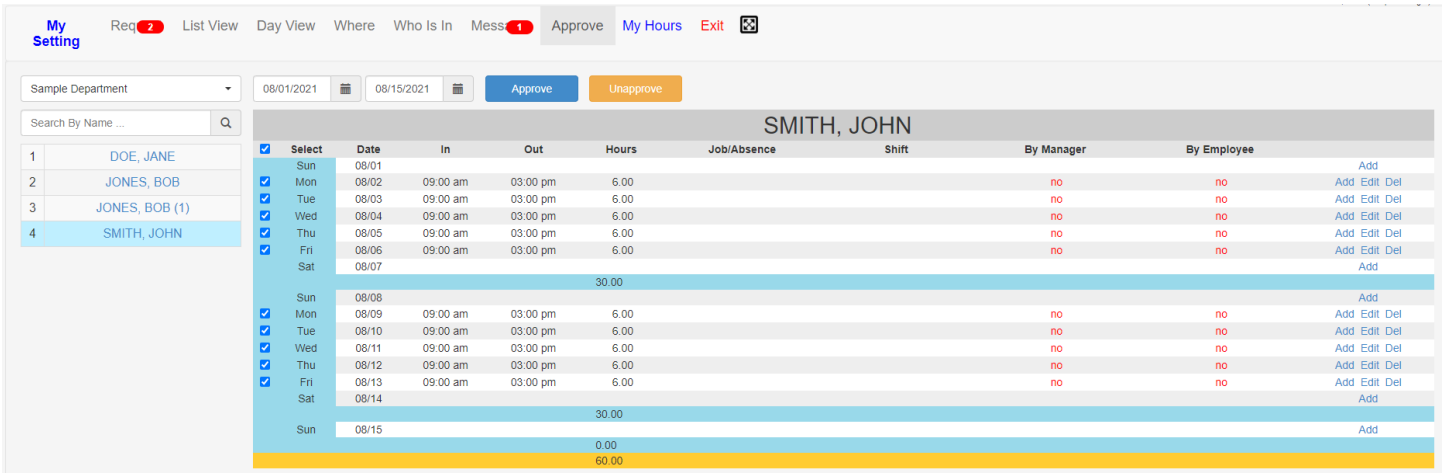
HOW TO: Verify Employees' Timesheets

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

When you log in with your username and password, there will be several options at the top of the screen. To verify your employees' hours for each pay period, click on the word "Approve". There will be a list of employees at your work location on the left side of the screen. Click the employee whose time sheet you want to verify. 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 March 16th, you should approve the hours your employees worked on March 1st through March 15th. If the hours for a day are incorrect, confirm with the employee, and add or edit entries as necessary. If the hours are correct, click the box next to that day, and a blue checkmark will appear. If all 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 Manager", it will say your name in green letters. You have now verified this employee's timesheet! Repeat as necessary for each hourly employee, and remind each employee to verify their hours as well. If the employee is unable to log in and verify their hours, they can confirm their hours via email to payroll.






My Setting
Req 2
List View
Day View
Where
Who Is In
Mess 1
Approve
My Hours
Exit
Sample Department
08/01/2021
08/15/2021
Approve
Unapprove
Search By Name ...
1 DOE, JANE
2 JONES, BOB
3 JONES, BOB (1)
4 SMITH, JOHN
SMITH, JOHN
Select Date In Out Hours Job/Absence Shift By Manager By Employee
Sun 08/01 Add
Mon 08/02 09:00 am 03:00 pm 6.00 no no Add Edit Del
Tue 08/03 09:00 am 03:00 pm 6.00 no no Add Edit Del
Wed 08/04 09:00 am 03:00 pm 6.00 no no Add Edit Del
Thu 08/05 09:00 am 03:00 pm 6.00 no no Add Edit Del
Fri 08/06 09:00 am 03:00 pm 6.00 no no Add Edit Del
Sat 08/07 Add
30.00
Sun 08/08 Add
Mon 08/09 09:00 am 03:00 pm 6.00 no no Add Edit Del
Tue 08/10 09:00 am 03:00 pm 6.00 no no Add Edit Del
Wed 08/11 09:00 am 03:00 pm 6.00 no no Add Edit Del
Thu 08/12 09:00 am 03:00 pm 6.00 no no Add Edit Del
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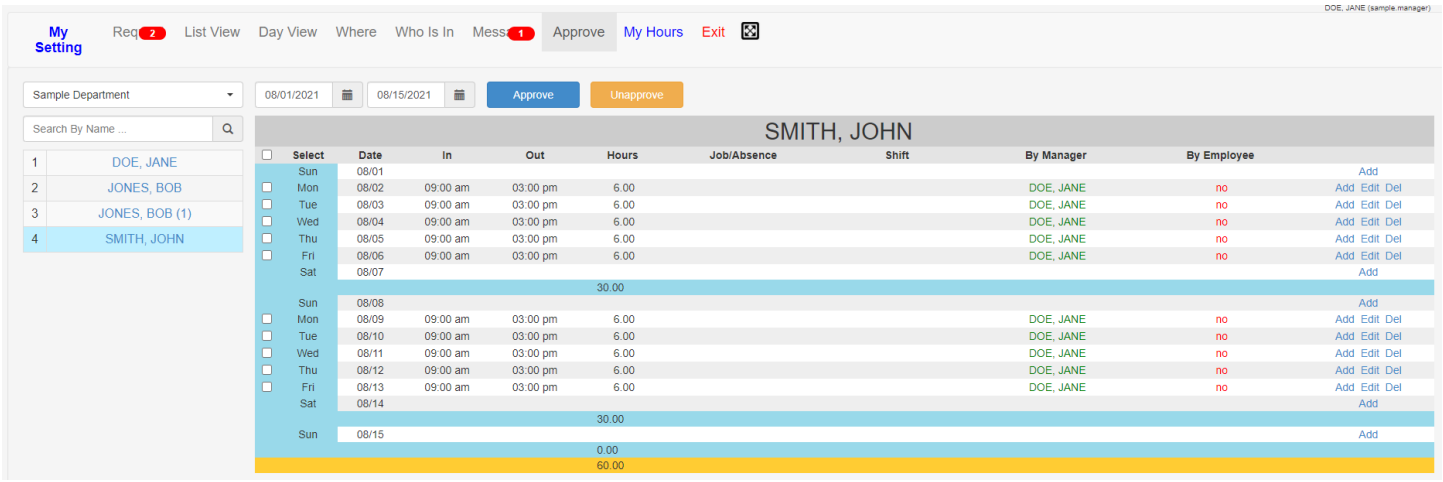
Sat 08/14 Add
30.00
Sun 08/15 Add
0.00
60.00


DOE, JANE (sample.manager)
My Setting
Req 2
List View
Day View
Where
Who Is In
Mess 1
Approve
My Hours
Exit
Sample Department
08/01/2021
08/15/2021
Approve
Unapprove
Search By Name ...
1 DOE, JANE
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SMITH, JOHN
Select Date In Out Hours Job/Absence Shift By Manager By Employee
Sun 08/01 Add
Mon 08/02 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
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Wed 08/04 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Thu 08/05 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Fri 08/06 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Sat 08/07 Add
30.00
Sun 08/08 Add
Mon 08/09 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Tue 08/10 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Wed 08/11 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Thu 08/12 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Fri 08/13 09:00 am 03:00 pm 6.00 DOE, JANE no Add Edit Del
Sat 08/14 Add
30.00
Sun 08/15 Add
0.00
60.00