

268 Baldwin Street - P.O. Box 2683 NEW BRUNSWICK, NEW JERSEY 08901 OFFICE: (732) 745-5300 EXT. 5422 / FAX: (732) 846-2969

AUBREY A. JOHNSON, Ed.D.

Superintendent of Schools

DORENIA VILLALONA

Business Administrator/Board Secretary

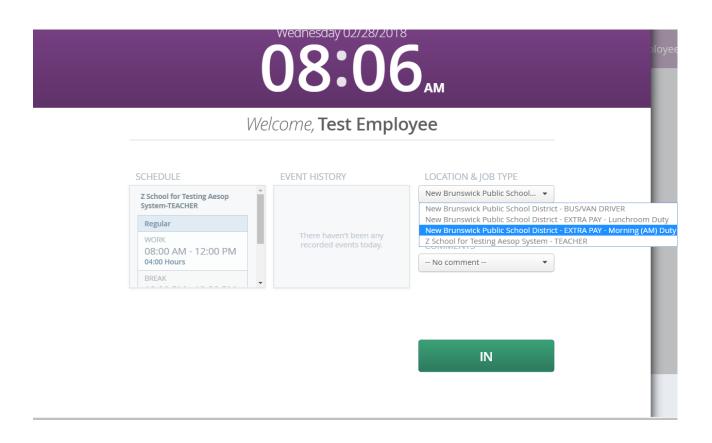
LUCHY CONTRERAS

Payroll Supervisor



For employees working extracurricular duties and activities, you are to clock in /out of each Job and transfer yourself to the next position using the kiosk, PC, laptop, or mobile device.

If you are assigned to more than one Job, this page will appear:





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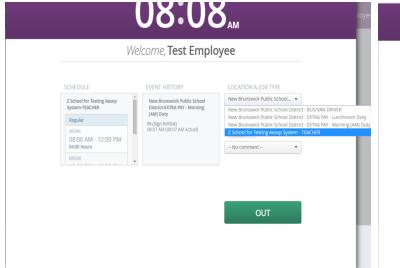
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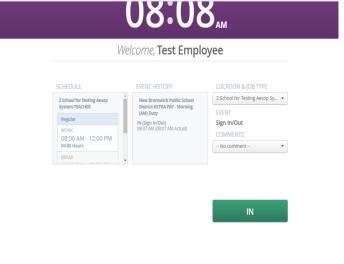
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- In the Location & Job Type drop-down, choose the correct job and location you are clocking into, and then click IN.
- When your first job is done, and you are ready to record time against your second job simply choose the second job in the drop down box and click IN. Clocking in to your second job will **automatically** clock you out of your first job.
 - o There is no need to clock in and out of every job type.







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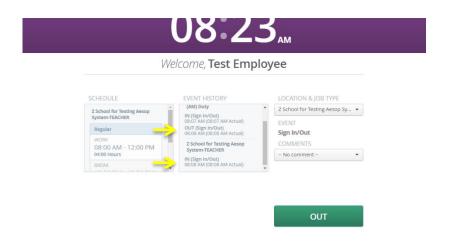
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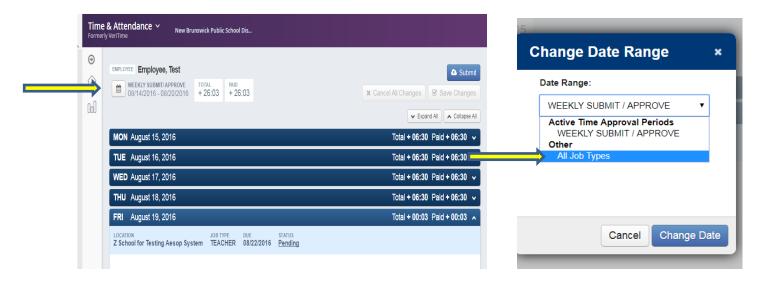
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• At the end of _____ the day simply clock out of your last job type.

When looking at your timesheets click the icon for the calendar and change it to <u>All Job Types</u>. It will then reveal all your timesheets for all your positions.





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It is the responsibility of each staff member to clock in/out of each job, monitor their time scans, and submit timesheets on a weekly basis. Please advise the Payroll Department immediately of any problems with the time clock system by emailing attendance@nbpsnj.net.