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## NEW BRUNSWICK BOARD OF EDUCATION PAYROLL DEPARTMENT

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*



### Position Transfers

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:

wednesday 02/28/2018

08:06<sub>AM</sub>

Welcome, Test Employee

SCHEDULE

Z School for Testing Aesop System-TEACHER

Regular

WORK

08:00 AM - 12:00 PM

04:00 Hours

BREAK

EVENT HISTORY

There haven't been any recorded events today.

LOCATION & JOB TYPE

New Brunswick Public School...

New Brunswick Public School District - BUS/VAN DRIVER

New Brunswick Public School District - EXTRA PAY - Lunchroom Duty

New Brunswick Public School District - EXTRA PAY - Morning (AM) Duty

Z School for Testing Aesop System - TEACHER

COMMENTS

-- No comment --

IN



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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.
  - There is no need to clock in and out of every job type.

The screenshot shows a web application interface for clocking out. At the top, a purple header displays the time '08:08 AM'. Below the header, the text 'Welcome, Test Employee' is visible. The interface is divided into three main sections: 'SCHEDULE', 'EVENT HISTORY', and 'LOCATION & JOB TYPE'. The 'SCHEDULE' section shows a 'Regular' shift from 08:00 AM to 12:00 PM. The 'EVENT HISTORY' section shows an 'IN (Sign In/Out)' event at 08:07 AM. The 'LOCATION & JOB TYPE' section has a dropdown menu open, showing options like 'New Brunswick Public School...', 'New Brunswick Public School District - EXTRA PAY - Morning (AM) Duty', and 'Z School for Testing Aesop System - TEACHER'. A green 'OUT' button is located at the bottom right of the interface.

The screenshot shows the same web application interface as the previous one, but with the 'IN' button highlighted. The 'LOCATION & JOB TYPE' dropdown menu is now closed, and the 'IN' button is a prominent green rectangle at the bottom right of the interface.



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08:23 AM

Welcome, Test Employee

SCHEDULE

Z School for Testing Aesop System-TEACHER

Regular

WORK

08:00 AM - 12:00 PM

04:00 Hours

BREAK

EVENT HISTORY

(AM) Duty

IN (Sign In/Out) 08:07 AM (08:07 AM Actual)

OUT (Sign In/Out) 08:08 AM (08:08 AM Actual)

Z School for Testing Aesop System-TEACHER

IN (Sign In/Out) 08:08 AM (08:08 AM Actual)

LOCATION & JOB TYPE

Z School for Testing Aesop Sy...

EVENT

Sign In/Out

COMMENTS

-- No comment --

OUT

- 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 **All Job Types**. It will then reveal all your timesheets for all your positions.

Time & Attendance

New Brunswick Public School Dis...

Formerly VeriTime

EMPLOYEE Employee, Test

WEEKLY SUBMIT / APPROVE 08/14/2016 - 08/20/2016

TOTAL +26:03 PAID +26:03

Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	Paid
MON	August 15, 2016	Total +06:30	Paid +06:30
TUE	August 16, 2016	Total +06:30	Paid +06:30
WED	August 17, 2016	Total +06:30	Paid +06:30
THU	August 18, 2016	Total +06:30	Paid +06:30
FRI	August 19, 2016	Total +00:03	Paid +00:03

LOCATION Z School for Testing Aesop System JOB TYPE TEACHER DUE 08/22/2016 STATUS Pending

Change Date Range

Date Range:

WEEKLY SUBMIT / APPROVE

Active Time Approval Periods

WEEKLY SUBMIT / APPROVE

Other

All Job Types

Cancel Change Date



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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](mailto:attendance@nbpsnj.net).