



**TimeClock Plus
Instructions for Clocking**

Compliance with the Affordable Care Act (ACA) requires mandatory accounting for all employee work time. All substitutes for Denton ISD are required to use TimeClock Plus (TCP) to record their daily attendance. This process may be facilitated by District phone or District computer. No personal phones or computers have access. Please refer to the following directions:

Clocking Instructions via Telephone (Teleclock)

Before clocking: Have employee ID#, last 4 digits of SS# and Job code available (this can be obtained from the Department Secretary or by Contacting Kim Smith see contact information on last page).

To Clock In

Dial Ext. 7007

Enter your Employee ID Number (the last 5 digits) Followed by #

Enter your PIN (last four digits of SSN) Followed by #

To clock in press 1

Enter Your Job Code ID – Followed by #

The system will tell you “Clock Operation Successful”

This will confirm your clock in is recorded

If you have missed a clock in or out, see instructions below.

To Clock Out

Dial Ext. 7007

Enter your Employee ID Number (the last 5 digits) Followed by #

Enter your PIN (last four digits of SSN) Followed by #

To clock out press 2

Enter Your Job Code ID – (see location listing) Followed by #

The system will tell you “Clock Operation Successful”

This will confirm your clock out is recorded

If you have missed a clock in or out, see instructions below.

Clocking Instructions via Web

Enter the link <https://timeclockplus.dentonisd.org/app/webclock/#/EmployeeLogOn>

Select Company – Denton ISD – Subs 3 from the drop down

Enter your Employee ID Number (the last 5 digits)

Click – Clock in/Clock out

Enter your PIN (last four digits of SSN)

Click – Log On

You will see “Confirmation (Clock In)”

Click – Continue

Select the correct Job Code for your job – Refer to List

Click – Continue

You will see “Clock Operation Successful”

Click – OK

If you have missed a clock in or out, see instructions below.

Making a correction

Please contact: Kim Smith
Insurance Account/ACA Report Specialist
Denton ISD Insurance/Risk Management
Direct 940-369-0025
Fax 940-369-4980
ksmith4@dentonisd.org

IMPORTANT REMINDERS AND REQUIREMENTS

1. **Never share your PIN#.**
2. You must clock yourself in and out each day.
3. Do not include zeros at the beginning of your ID # when clocking into TimeClock Plus.
4. Should you need to email or leave a message, please make sure to include your employee ID#, date of missed clock in or out, time and location.
5. Please do not wait to request a correction, it is important to email or call the day the event happens.
6. **All Subs are required to clock in each work day prior to starting to work and clock out upon leaving for the day.**

Job Code Number for TimeClock Plus

Company - DISD - Subs 3

Job Code #	Description	Job Code #	Description
3126	EL - Adkins	3045	MS - Calhoun
3127	EL - Bell	3041	MS - Crownover
3122	EL - Blanton	3048	MS - Harpool
3111	EL - Borman	3046	MS - McMath
3125	EL - Cross Oaks	3049	MS - Myers
3112	EL - Evers	3047	MS - Navo
3110	EL - Ginnings	3044	MS - Strickland
3118	EL - Hawk	3935	SP - Advanced Tech Ctr
3105	EL - Hodge	3114	SP - Ann Windle SYC
3102	EL - Houston	3039	SP - Fred Moore
3104	EL - Lee	3124	SP - Gonzalez
3106	EL - McNair	3005	SP - Lester Davis
3121	EL - Nelson (LA)	3040	SP - Sparks
3120	EL - Paloma Creek	3728	Dept - Administrative Services
3116	EL - Pecan Creek	3999	Dept - Annex
3117	EL - Providence	3821	Dept - CH Collins Stadium
3115	EL - Rayzor (EP)	3970	Dept - Child Development Center
3107	EL - Rayzor (N)	3922	Dept - Elem Acad Prog
3108	EL - Rivera	3944	Dept - Extended School Day
3113	EL - Ryan (WS)	3741	Dept - Foundation
3119	EL - Savannah	3727	Dept - Human Resources
3123	EL - Stephens	3941	Dept - PDC
3109	EL - Wilson	3939	Dept - Sec Acad Prog
3008	HS - Braswell	3938	Dept - Special Ed Univ
3003	HS - Denton	3701	Dept - Superintendent's Office
3007	HS - Guyer	3911	Dept - Technology
3002	HS - Ryan	3953	Dept - Transportation
		3947	Dept - Warehouse
		3825	Dept - Adult Education & Literacy

Company- DISD - Auxiliary 1

980	Child Nutrition	998	ESD
981	Child Nutrition - Floaters	999	Transportation