

Time Clock Instructions

https://cachecountysdut.aws.executime.com/ExecuTime/

To access the time clock, you must be connected to the district network or Wi-Fi. Chromebooks for time entry are provided at each building. Contact your school secretary for specific locations.

LOGIN CREDENTIALS

To log in to the time clock, follow these two steps:

- 1. On the initial login page, enter your **CCSD email address.** This is normally <u>FirstName.LastName@ccsdut.org.</u>
- 2. Enter your **CCSD network credentials.** This is the username and password you were assigned when you claimed your account.



ر الستار Address	
Sign In	
Username FirstName.LastName@ccsdut.org	٦
Remember me	
Next	
Need help signing in?	

<u>Username</u>: Your regular district username (Catalog training website, windows computers, PowerSchool, etc.) <u>Password</u>: Your regular district password (email password, Catalog training website password, PowerSchool password, etc.)

For username and password help, contact the Help Desk at 435-792-7614.

TIME-OFF REQUESTS

1. Click "Time-off request."



2. Click the blue and white add (+) button.

Employee actions Prefere	ences										
Clock in/out	Tim	e-Off Request	-								Thursday, October 26 2
Showing 10 - Deservices 8 total records											
Time card inquiry		+ Actions	Employee id	Name		Start time	Duration	Type	Status	Creation date	Comment
Benefits summary	۰	•	1000	(MAL), METOD, 8 (196))	Fri	11/03/2023	16.00	301 (VACATION - EQUAL PAYMENTS)	0	10/24/2023 13:50	This request has multip
Benefits calendar		/0	100	(met,1, ME(100), 8 (100))	Fri	11/03/2023 08:00	8.00	301 (VACATION - EQUAL PAYMENTS)	0	10/24/2023 13:50	
Time-off request		/0	100	(area), and really \$ (real)	Thu	11/02/2023 08:00	8.00	301 (VACATION - EQUAL PAYMENTS)	0	10/24/2023 13:50	
Hours request		/0	100	(MPL), MC148(), 8 (1981)	Tue	10/31/2023 12:00	4.00	311 (SICK - EQUAL PAYMENTS)	0	10/24/2023 13:47	spooky drs appt
Time approval	۰	•	100	(MPL), MC1480, 8 (1980)	Fri	10/27/2023	28.00	301 (VACATION - EQUAL PAYMENTS)	0	10/19/2023 13:14	This request has multip
		10	100	(mrs.), MC146(), 8 (1961)	Fri	10/27/2023 07:30	8.00	301 (VACATION - EQUAL PAYMENTS)	0	10/19/2023 13:14	

3. Select your Benefit Type.



- 4. Input the start date of your leave.
- Specify the number of days you are requesting for each day of leave.
 If it's a half-day leave, input .50
 If it's a full-day leave, input 1
 If it's two-day leave, input 2
- Add a reason for taking time-off in the "Comment" field.
- 7. Click Save.

Benefit Type	310 (SICK)
Start Date	06/14/2024
End Date	
 Start Time 	
Benefit Time	Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &/or .00)
EERP Location	004 (DISTRICT OFFICE)
Work Group	TOFF (TIME OFF)
Job Class Code	
Shift	
Comment	
	Save Reset Back

Edit Time Off Requests



Press the pencil icon to edit time off requests.

Press the remove (-) button to delete a request.

You can only modify time off requests for upcoming days. To make changes to past entries, please reach out to your supervisor.