



Time Clock Instructions

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

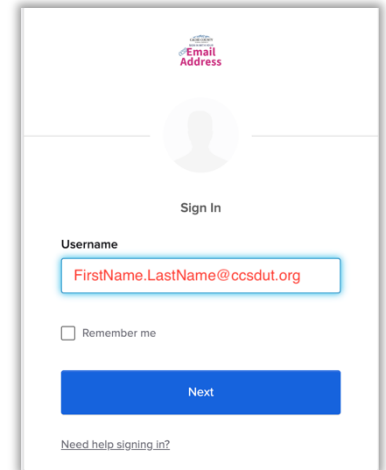
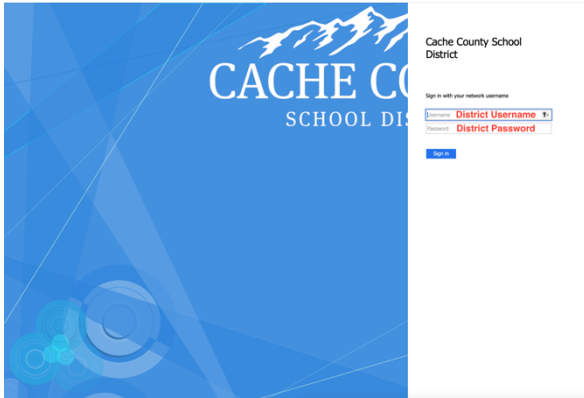
To access the time clock, you must be connected to the district network or Wi-Fi.

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 FirstName.LastName@ccsdut.org.
2. Enter your **CCSD network credentials**. This is the username and password you were assigned when you claimed your account.

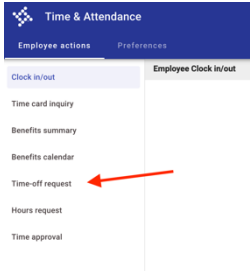


Username: Your regular district username (Catalog training website, windows computers, PowerSchool, etc.)
Password: Your regular district password (email password, Catalog training website password, PowerSchool password, etc.)

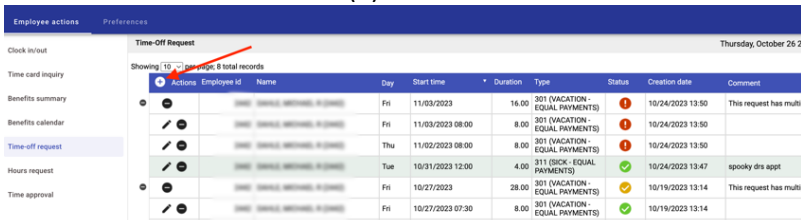
For username and password help, contact the Help Desk at 435-792-7614.

TIME-OFF REQUESTS

1. Click "Time-off request."



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



3. Select your Benefit Type.

