

Kelly Gersch
Director of Human Resources

De Soto School District #73



Ensuring learning, growth, and success for all.

Memorandum

July 25, 2018

Dear Staff,

Starting July 1, 2018, the De Soto Public School District moved to a new electronic time sheet system, TimeClock Plus. The previous system will no longer be used.

All employees other than those in certified positions will use the TimeClock Plus system to **document their hours worked each day**. ID numbers for these employees were sent out via U.S. Post on July 13, 2018. These employees may include bus drivers, custodians, all substitute staff, paraprofessionals, nurses, secretaries, aides, maintenance, district employed food service staff, etc.

All staff, including certified employees, will use this system for any hourly extra duty jobs including but not limited to, scorekeeping, gate, lunch duty, after school workshops, trainings, and professional development. Anything outside of the normal work time for your position, you will now clock in and out to record time worked. If you receive a stipend for the position (Coaches and sponsors), you do not need to use the TimeClock Plus system.

Employees who receive a lunch, will need to clock out when they leave for lunch and clock in when they return from lunch. Most work schedules only include a 30 minute lunch. Please check with your supervisor, if you have questions regarding your lunch time.

You also can access your ID number to log into the system via the HR portal. Once you log into the HR portal, click on "View Personal and W4 Info", when redirected, the top line will show your employee ID number, this is the same as your ID number for the TimeClock System.

Employee Guide for TimeClock Plus is available on the district website under the HR section, it will provide more information on clocking in and reviewing time worked with the new system.

This electronic system will not only make it easier for you to keep track of your hours, but it will enable Payroll to better process your hours accurately and in a timely manner.

If you have any questions please contact Elaine Huskey or Dawn Selsor at 636-586-1000 x5.

Thank you for your patience and understanding.