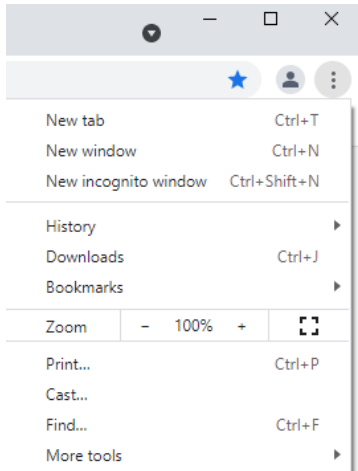# Clockwise

https://harcatus-online.ghg.com/

Head Start Timesheet

Create Shortcut

Click on 3 dots in top right corner

Select "More Tools"

Select "Create Shortcut"

Log In
User Name: first initial & last name
Password Default: first initial & last name (all lower case)

Personal Information
Employee Tab-Personal Information-Verify that all information is correct. Update your email, Office address (please enter program name & center address), and Center phone number for Office Phone. Click Save.

Employee Tab-Change Password – Note: there is no requirements. After hitting submit button, please sign off (top right corner), and log back into Clockwise. Do not share your password – If you forget your password click "forgot password" and follow the steps to reset it.

Timesheet

Employee Tab- Timesheet

Menu Options

- Save - After creating the timesheet by clicking "Save" on the timesheet menu, saves timesheet. Please remember to save after enter any information and save and regular basis.
- Submit - Click to submit your time sheet at the end of a pay period.
- Printer Friendly – Converts in/outs, timesheet rows, and comments to PDF format. When you need to print, click "Printer Friendly" and it will be in a popup or new tab.
- Leave Balance – allows you to view all balances for any leave assigned to you without moving away from the timesheet.

Entering In/Out Times

"Timesheet ending" date: automatically defaults to the current pay period end date.

In and out times are used to calculate the total hours worked for a day.

1. To enter the "In" time, locate the column for the appropriate day and click on the "In field" for the "In row". (Use the scroll bar to move to the day you want to enter in/out time.)
2. Enter your time by typing the number of the hour and then selecting the appropriate time form the drop down list.
3. Repeat the same procedure to enter the Out time. Ensure that the time out is entered in the same column as the in entry.
4. Remember to Click "Save" to update the changes to your timesheet

If additional time entries are required, click on the "Add In/Out Row" button to append an additional row, and then repeat steps above. As In/Out times are entered, the system automatically computes the total hours and displays it at the bottom of the column.

To Add Element Codes

Under "Hours Worked", Group Column, click on "Click to add…"; select your center. Under Charge Code, select proper element code for time worked **not** on the bus. Locate the column for the appropriate day, click on box under the date and enter hours worked **not** on the bus. Click "Save" to update the changes to your timesheet

If worked on bus: Under "Hours Worked", Group Column, click on "Click to add…", select your center. Under Charge Code, select proper element code for time worked on the bus. Locate the column for the appropriate day, click on box under the date and enter hours worked on the bus. Save Timesheet. Click "Save" to update the changes to your timesheet

Please double check the hours from "In/Out" equal "Hours Worked" for each day.

Save	Submit	Documents	Printer Friendly	Leave Balance			

◄ Timesheet Ending: 07/24/2021 ► | Period 1 of 1 | ◄ Revision 0 ►

	In/Out	Sun 11	Mon 12
	In		8:00a
	Out		12:00p
	In		12:30p
	Out		4:30p
Add In/Out rows	Hrs		8.0

Hours Worked

Group	Charge Code	Pay Type	Sun 11	Mon 12
TWIN CITY 2	353411 | HS 21/22 OTHER FAMILY AND COMM. PART. PERSONNEL	Regular Time		6
TWIN CITY 2	353950 | HS 21/22 TRANSPORTATION	Regular Time		2
Click to add...				
			0.0	8.0

Adding Leave Hours

Under "Hours Worked", Group Column, click on "Click to add…"; select your center. Under Charge Code, select proper element code for type of leave. Locate the column for the appropriate day, click on box under the date and enter hours of leave.
Click "Save" to update the changes to your timesheet.

If you are also taking leave that week, you will not have in/outs for leave, just total hours in the rows below. For example:

Save	Submit	Documents	Printer Friendly	Leave Balance					
◀ Timesheet Ending: 07/24/2021 📷 ▶			Period 1 of 1		◀ Revision 0 ▶				

	In/Out	Sun 11	Mon 12	Tue 13
	In		8:00a	
	Out		12:00p	
	In			
	Out			
Add In/Out rows	Hrs		4.0	

Hours Worked

Group	Charge Code	Pay Type	Sun 11	Mon 12	Tue 13
TWIN CITY 2	353411 | HS 21/22 OTHER FAMILY AND COMM. PART. PERSONNEL	Regular Time		2	
TWIN CITY 2	353950 | HS 21/22 TRANSPORTATION	Regular Time		2	
TWIN CITY 2	995200 | Sick Leave	SICK LEAVE			4
Click to add…					

Adding Hours Worked Comment

Under "Hours Worked" – click the corresponding total hours worked box "type here to append new comment" – add a brief description of work completed for that day. Please see "Examples of Activities" below. Click "Save" to update the changes to your timesheet.

Save	Submit	Documents	Printer Friendly	Leave Balance

◀ Timesheet Ending: 07/24/2021 ▶   Period 1 of 1   ◀ Revision 0 ▶

	In/Out	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
	In		8:00a				
	Out		12:00p				
	In		12:30p				
Add In/Out rows	Out		4:30p				
	Hrs		8.0				

Hours Worked

Group	Charge Code	Pay Type	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16
TWIN CITY 2	353411 | HS 21/22 OTHER FAMILY AND COMM. PART. PERSONNEL	Regular Time		6				
TWIN CITY 2	353950 | HS 21/22 TRANSPORTATION	Regular Time		Type here to append new comment				
TWIN CITY 2	995200 | Sick Leave	SICK LEAVE						
Click to add...								

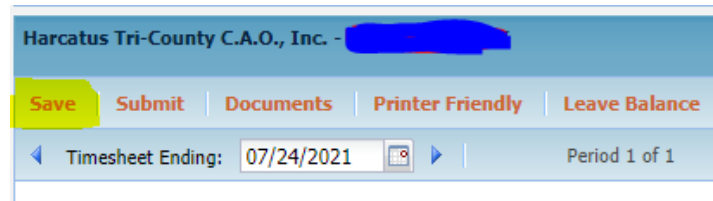| EXAMPLES OF ACTIVITIES COMPLETED TO PUT ON TIME SHEETS FOR EACH POSITION					
Teacher Home Teacher	Lesson Planning Teaching Home visits Documentation Training CCM	**Classroom Assistant**	Assist teacher in classroom Cleaning classroom Order supplies CCM Training	**Food Service**	Prepare/serve meals Cleaning Order food Documentation Training CCM
Special Needs	Work with children Document in CP Dental/Medical follow up Training CCM	**Family Advocate**	Home Visit Document in CP Dental/Medical follow up goal set with family Training CCM	**Bus Aide**	Assist on bus Distribute mail Assist in classroom Training

After the Hours Worked Comment is saved, the cell will have a small blue notation indicating there is text for that entry. These comments can be edited and removed as needed.

Save	Submit	Documents	Printer Friendly	Leave Balance

◀ Timesheet Ending: 07/24/2021 📅 ▶ | Period 1 of 1 | ◀ Revision 0 ▶

	In/Out	Sun 11	Mon 12	Tue 13
	In		8:00a	
	Out		12:00p	
	In		12:30p	
Add In/Out rows	Out		4:30p	
	Hrs		8.0	

Hours Worked

Group	Charge Code	Pay Type	Sun 11	Mon 12	Tue 13
TWIN CITY 2	353411 | HS 21/22 OTHER FAMILY AND COMM. PART. PERSONNEL	Regular Time		6	
TWIN CITY 2	353950 | HS 21/22 TRANSPORTATION	Regular Time		2	
TWIN CITY 2	995200 | Sick Leave	SICK LEAVE			4
Click to add...					

Saving and Submitting Your Timesheet

Saving Your Timesheet
Each time you update your timesheet with hours worked and/or any other additional information, you must click the Save button on the timesheet.
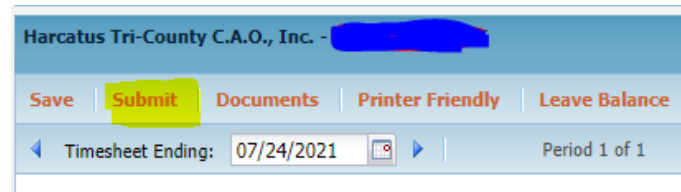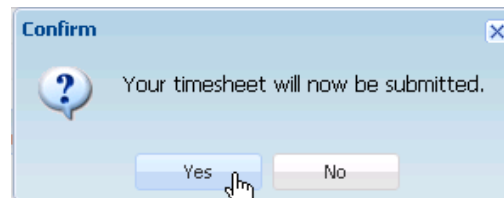
Submitting Your Timesheet

At the end of the pay period, click on "Submit" to electronically sign your timesheet. Once the timesheet is submitted, your supervisor will sign (approve) your timesheet so that it can be processed by payroll.
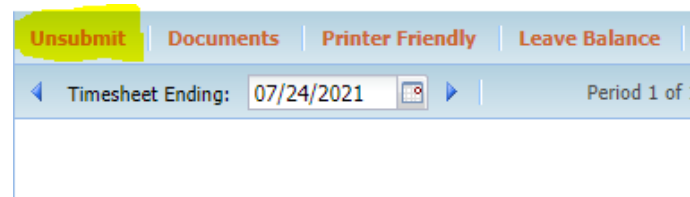

A confirmation message will appear, at which time you can either click "Yes" to proceed, or "No" to cancel.

After submitting your timesheet, you will be allowed to unsubmit, until your supervisor has approved/signed.

Once your supervisor has approved the timesheet, you will not be able to unsubmit. If a change needs to be made, you must contact your supervisor.

Request Leave
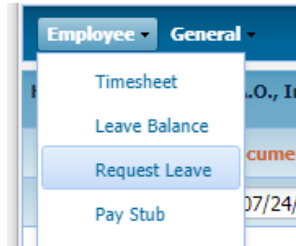
Employee Tab

Select "Request Leave"

By clicking on the Request Leave, you are able to fill out a form and electronically submit it to your supervisor. Your supervisor will receive an email when you submit and you will receive an email when they update the status of your request.

1. Select a leave type and pay type from the drop down boxes

2. Select a start date, and end date.

   Note: If you are requesting only one day, the end date will equal the start date.

   If a weekend falls in the middle of the leave request start/end dates, you must complete a second request, excluding the weekend dates.

4. Enter the number of hours on a per day basis.

5. **Do Not Enter Comments.**

6. Click to send the requests.

NOTE: Your status will show pending until your supervisor has approved/rejected your leave. Approved leave request can be prepopulated to the timesheet.