

“The Lee Clock”
Frequently Asked Questions

1. Is this going to be used to pay employees?
 - a. Transportation – Yes
 - b. All Other employees - **NO (not at this time)**
2. Why are we doing this?
 - a. Standardize the employee check in process at all locations across the district
 - b. Safety – To know who is in our schools
 - c. Utilize Technology
 - d. ACA Compliance
3. Where do I find instructions on clocking in?
 - a. Word document on how to clock can be found on the Payroll Sharepoint site
 - i. Click on Time and Attendance
 - ii. Click on The Lee Clock
 - b. Video on how to clock can be found on the Payroll Sharepoint site:
<http://sharepoint.leeschools.net/dept/pay/SitePage/Home.aspx>
 - c. Click on “The Lee Clock” video
4. What are the procedures for clocking in?
 - Teachers and Administrators
 - Clock in when they arrive each day
 - Only clock out when leaving before scheduled end of day
 - If going to another District facility – Do NOT clock out
 - SPALC and Supervisor, Technical and Confidential Employees
 - Clock in each morning
 - Clock out when leaving for the day
 - Clock out when leaving for personal reason before end of scheduled day
 - Clock back in if/when returning
 - Do NOT clock out for lunches or breaks
 - Itinerants, **Substitutes**, OET and other hourly employees not included above
 - Clock in when you arrive at each site
 - Clock out when leaving each site
5. Where can employees clock in at?
 - a. On your District computer
 - b. Kiosk at central location at each site (2 will be provided by ITS to each school)
 - c. Food Service – On their POS computers
 - d. Transportation will utilize the IPAD application
 - e. Must be on SDLC network to clock (school, LCPEC, etc.)
 - f. Website is: <http://theleeclock.leeschools.net>
6. What if I missed clocking in?
 - a. NO harm to employees – NOT being paid from punches
 - b. Clock as soon as you remember
 - c. Transportation employees **only** will need to see a supervisor
7. When do employees begin to clock?
 - a. August 17th, 2015
8. Who do I report issues with the clock to?
 - a. Site secretary or supervisor who will report to IT
 - b. Secretary will report it via the Help system with relevant details (who, what, when, where).