

“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).

School District of Lee County – “The Lee Clock”

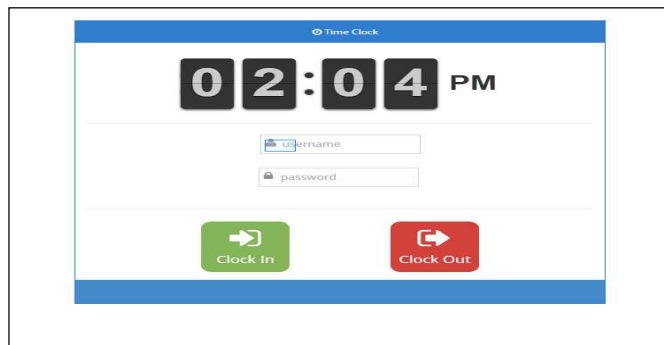
The Lee Clock Step by Step Instruction

1. Log into your District computer or Open the Kiosk provided at your school site.
2. Click on the The Clock Icon.

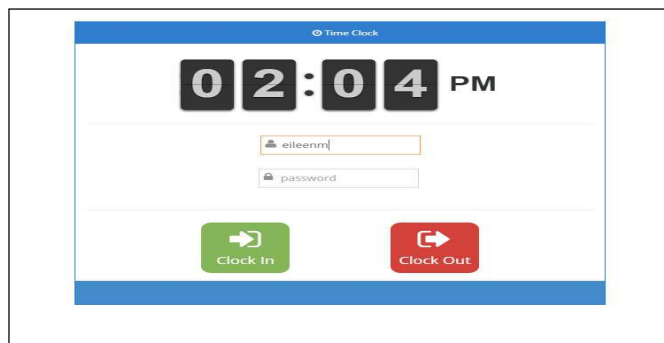


You will need your Network/E-mail account username and password to clock in and out.

The below clock will pop up when opening:

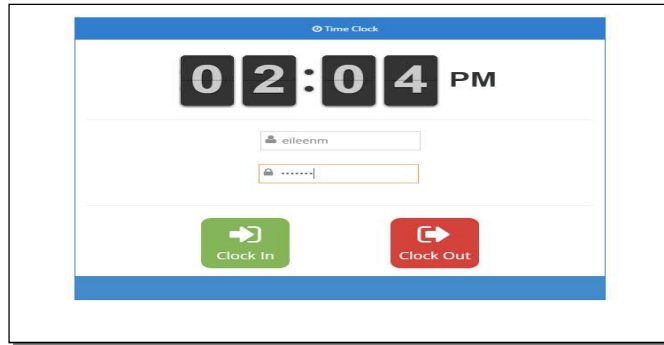


3. Enter your User Name

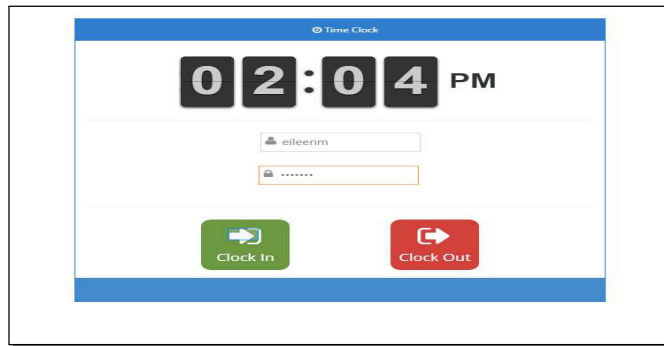


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4. Enter your Password.



5. Click on Clock In / Out.



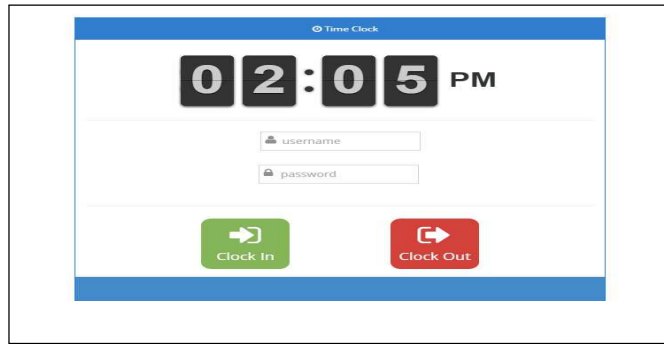
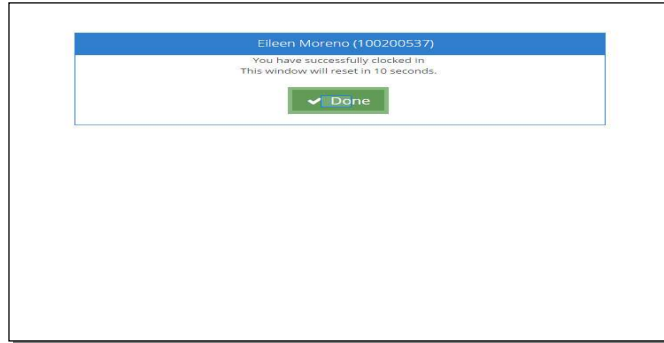
6. If you have more than one job within the District – The following page will pop up.

7. Select the job you are clocking for. If you only have one position, you will NOT see this page.



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8. The following page will pop up after choosing your position to clock for.
9. You can click done or the system will automatically re-cycle to the clock for the next person to clock in.



10. You have completed your clock in/out process.