

Time Clock Wizard



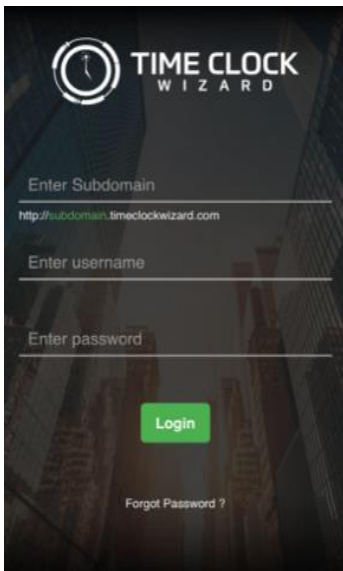
- Sharp Educators will begin using Time Clock Wizard for tracking employees daily time as of **Monday April 30, 2018.**
- All employees must clock in and out from their cellular phone at the beginning and end of daily shifts.
- Sharp Educators will no longer use paper timesheets as of Monday April 30, 2018.

Time Clock Wizard Set Up Instructions

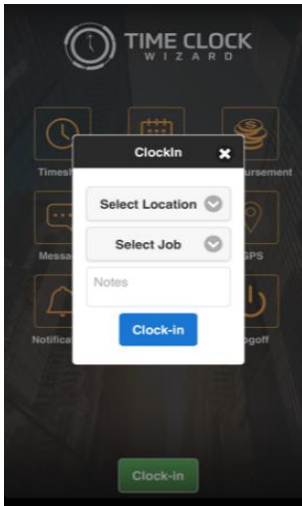
Download Time Clock Wizard for free to your cellular phone from App store/ Google Play /Play Store



To Clock In:

A screenshot of the Time Clock Wizard login screen. The screen is dark with a clock icon and the text 'TIME CLOCK WIZARD' at the top. Below this are three input fields: 'Enter Subdomain' with the example 'http://subdomain.timeclockwizard.com', 'Enter username', and 'Enter password'. A green 'Login' button is at the bottom, and a 'Forgot Password?' link is below it.

1. Enter subdomain name: **SharpEducators**
2. Enter user name: **first initial last name** Example: If your name is John Smith, your user name is JSmith
3. Enter password: last four digits of your SS#
Example: 1234
4. Click Log In
5. Click green clock in button



6. A window will open asking you to pick a location and job from the drop-down menu, then click the blue button.

NOTE: Please select the name of the facility you are actually scheduled to work for the day. This information will be given to you from your supervisor. You will be returned to the home page and will see a note at the bottom that you are clocked in.

7. Select Job: Sharp Educator

8. Click the Logoff button to log out.

To Clock Out:

1. Enter subdomain name: SharpEducators
2. Enter user name: first initial last name Example: If your name is John Smith, your user name is JSmith
3. Enter password: Last four digits of your SS #: 1234
4. Click Log In
5. Click red clock out button
6. You will be returned to the home page and will see a note that you are now clocked out.
7. Click the Logoff button to log out.

Quick Clock In

Your Supervisor will provide you with your Quick Clock in 4digit-Pin

Additional Time Clock Wizard Training:

<https://www.youtube.com/watch?v=XkAVpk0Em7>

