

CRACK THE PAYROLL CODE

*Have additional
or temp hours?*

**RECORD HOURS FOR
EVERY DAY WORKED**



Take these steps to make sure you get paid on time!



- ***GET THE CODE***

Make sure you have the appropriate job code(s) from your principal/administrator before working.

- ***RECORD EVERY DAY BY 10AM***

Make sure you record your time worked in TimeClock Plus with the appropriate job code no later than 10am the following day.

- ***DO NOT WAIT***

To speed up payroll processing, do not wait until the last day of the month to enter additional hours.

- ***KNOW YOUR TIMELINE***

Make sure you know your payroll processing cut-off time. Late entries slow payroll for everyone!

Questions?

Email timeclockplus@rsd7.net
for help!



Learn more about TimeClock Plus here:
www.reynolds.k12.or.us/district/timeclock-plus