FACULTY EMPLOYEE TIMECLOCK

URL: http://timeclock.collin.edu Begins OCTOBER 13TH

Type in your CWID and 1234 (generic pin) for the pin.

This will take you to the screen where you will request your time off and view your accruals.
All LEAVE should be requested through the Request button, even when requesting the leave during the current week. Leave may be requested up to 56 days in advance and 10 days in the past, (if the week is not closed). Click on the REQUEST button.
It will take you to the Schedule Request screen.
You will need to enter the date or click on the calendar and click on the date.

![Schedule Request Screen]

When requesting an eight hour segment, enter the Request Date, how many days, and the leave code. The hours 9am to 5pm are preset for an 8 hour day; please **DO NOT** change the starting/ending time if you are requesting 8 hours leave. If you want to take less than eight hours you will then need to enter the time. (Please note: leave for exempt employees should be in 4 or 8 hour increments.) In the **Note** field, indicate the relationship for the following leaves: Extended Family Sick Leave, Bereavement, Critical Illness. This is required information and must be included before HR can approve leave. For Jury Duty, forward the jury summons to HR-attention Mae Francis.

Your leave will automatically show up once approved by your manager or HR.

You can enter this leave the next day you are back at work. Just be sure it is entered within the same week you took the leave.

Payroll is closed every Tuesday by noon for the previous week.
You will still need to fill out the paper work for Professional Leave in order to be reimbursed for your travel. You need to also put into Time Clock the request for leave for Professional Leave.

For Professional Courtesy please send an email to your DEAN if necessary, Payroll does not need any of this information.
Also when requesting SICK leave you will need to put your SUBSTITUTE'S name, your class Name and Number you are missing in the NOTE field. If you don’t have a sub then enter NO SUB in the NOTE field. Also if you are sending an email to Cherie Hill with your information please put that in the Note field also.

This will be routed to Cherie Hill in HR for approval and to match up to the SUB FORM that is turned in.

If all the information will not fit on the note line you will need to email Cherie Hill at chill@collin.edu with all the information in order for you and the sub to both get paid. Nothing will be processed for either until this is done.

If you do not know your substitute's name please make sure that your Dean put's this information in the note field for you.
You can also view your personal and sick leave balances on this screen.

Click on View Balances.

Click OK when done viewing.
And you are back at the Request screen.
When you are done making your request and filling in the NOTE field with your information click OK. It will ask you if you are sure you want to submit the leave request.

Click YES.

Then click the OK button.
On the View tab you can also view your Accruals before requesting leave.

This is also the screen to change your pin.

Click on Change Pin and it will bring up a box for you to put your new pin. Remember it is between 4 and 6 characters ALL numeric.
Enter your generic pin (1234) and then the your new pin twice. Click ok.
If you forget your pin, send an email to payrolltimesheets@collin.edu.
In the subject line put Reset Pin. Payroll will reset your pin to the default and you can go change it again.