



**To:** All Hourly Staff  
**From:** G-PISD Payroll Department  
**Subject:** Hourly Staff Procedures for Clocking In/Out

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### Hourly Staff Procedures for Clocking In/Out

- All hourly employees must record their daily clock-in and clock-out times using either the campus time clock, Skyward Employee Access, or the Skyward App.
- If an employee is out at any time during the week, a time-off request must be submitted in Skyward. If a substitute is needed, the absence must also be entered in Frontline.
- All time-off requests should be approved **before** the timesheet is submitted.
- Timesheets must be submitted by **4:00 p.m. each Monday** for the previous week.
- Any timesheet adjustments must be entered by the employee, along with a note explaining the correction.
- Overtime or comp time must include a note on the day worked explaining the reason and identifying who approved it.
- Excessive time clock edits may result in the loss of editing privileges or disciplinary action.
- Failure to submit a timesheet may result in docked pay or delays in receiving supplemental or overtime wages.

### Available Tools

- **Time Clock:** Available inside each campus
- **Skyward Employee Access**
- **Skyward App:** Accessible when connected to district Wi-Fi

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### Why This Matters:

Accurate clock-ins, event notes, and on-time timesheet submissions ensure you are paid correctly. These guidelines are part of our official payroll procedures and apply to all district employees.

Thank you for helping us keep time accurately!

**G-PISD Payroll Department**

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Employee Signature

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Date