Absence Management

**Use Absence Management if you are a teacher who is absent or needs time off and must have a substitute.**

- Classroom Teachers
- ESI Classroom Teachers

Time Edit Form Uses

**Use the paper time edit forms under the following circumstances...**

- Supervision: Greater than one hour
- Out of Class
- Shift Differential: Pay from timesheet
- Missed Punches: Lunch or in/out
- Absences: After the fact
- Corrections: Clocking to the wrong job, etc.
- Comp Time vs. OT

Leave Time

**Submit and manage your leave time in TCP if you are...**

- All District Hourly Employees: Use all TCP functions
- All ESI Hourly Employees: Use all TCP functions
- Other Certified/Exempt Employees: LSC, counselor, librarians, mentor, OT, PT, SLPs, PDAT, Resource Teachers
- Other Certified/Exempt Employees through ESI: LSC, counselor, librarians, mentor, OT, PT, SLPs, PDAT, Resource Teachers
- Split Leave: Employee has 2 jobs

TimeClock Plus®

**Clock in and out if you are an hourly employee or in one of the situations listed below.**

- Loss of Planning: 1 swipe = $25/hour
- Supervision of Students: Teachers Only - 1 swipe = $10/hour
- Principal Designee: 1 swipe
- Any Hourly Job: After school tutoring, Professional Development
- Nurse Substitutes: Clock in/out
- Hearing Officers - ESI: Clock in/out
- All District Hourly Employees: Use all TCP functions
- All ESI Hourly Employees: Use all TCP functions

**Special Note to Athletic/Sports Coaches**

*You do not clock in/out*

Need additional help?

Contact the Time and Attendance Office
Simply email clockadmin@tusd1.org
or call 225-6555