PHP TIMECLOCK STUDENT ACCESS INSTRUCTIONS

Access

PHP Timeclock can be accessed by going to http://stime.bartonccc.edu.

Clock-in

To clock into the system, log into the Internet and go to http://stime.bartonccc.edu.

Please note – *__You are not permitted to work if your class schedule shows you have a class at the same time. Clocking in or working during a time when you are scheduled to be in class/practice will result in termination__*.

__**NOTE – look at the time in the upper right-hand corner of the PHP Timeclock screen to make sure you are clocking in at your "scheduled" work time.__

Find your user name assigned to you by the Office of Human Resources (HR) by clicking on the down arrow to the right of "Name", highlight your name and click on it. Enter your password assigned to you by HR in the "Password" box. Next select "In" by clicking on the down arrow to the right of "In/Out". **Type a reason for the clock-in underneath "Notes" such as "Reporting to work".** Then click on the "Submit" button. Here is an example:

Clock-out

To clock out of the system, log back into the Internet and go http://stime.bartonccc.edu. Find your user name assigned to you by the Office of Human Resources (HR) by clicking on the down arrow to the right of "Name", highlight your name and click on it. Enter your password assigned to you by HR in the "Password" box. Next select "Out" by clicking on the down arrow to the right of "In/Out". **Type a brief summary of the work you performed underneath "Notes" such as "Filed paperwork".** Then click on the "Submit" button. Here is an example:

Questions?

If you have any questions about the PHP Timeclock system, please contact the Office of Human Resources, Ext. 338 or Ext. 206

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