

# 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:

The screenshot shows the PHP Timeclock web application interface. At the top left, it says "PHP Timeclock" with the motto "Time is money - Benjamin Franklin". The date and time are "October 4, 2017, 11:39 am". There are navigation links for "Home", "Administration", and "Reports".

On the left side, there is a sidebar menu with links: "Barton", "Hilltopics", "Barton Sports", "Barton Human Resources", and "Barton Current Student". Below the menu is a "Please sign in below:" section with a "Name:" dropdown menu showing "Asamplei-HR-333333", a "Password:" field with masked characters, an "In/Out:" dropdown menu showing "in", a "Notes:" text input field containing "Reporting to work", a "Remember Me?" checkbox, and a "Submit" button.

On the right side, there is a table with the following columns: "Name", "In/Out", "Time", "Date", and "Notes". The table contains three rows of data:

Name	In/Out	Time	Date	Notes
Asamplei-BO-111111	in	11:30 am	10/4/2017	
Asamplei-ES-222222	in	11:31 am	10/4/2017	
Asamplei-HR-333333	in	11:31 am	10/4/2017	

At the bottom right, it says "Powered by Apache ± MySql ± PHP • PHP Timeclock 1.03".

## 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:

The screenshot shows the PHP Timeclock web application interface. The header includes the logo "PHP Timeclock" with the tagline "...time is money - Benjamin Franklin" and the date "October 4, 2017, 11:44 am". Navigation links for "Home", "Administration", and "Reports" are visible. On the left, a sidebar menu lists "Barton", "Hilltopics", "Barton Sports", "Barton Human Resources", and "Barton Current Student". The main content area is split into two sections. The left section is a sign-in form with the following fields: "Name:" with a dropdown menu showing "Asamplei-HR-333333", "Password:" with a masked input field, "In/Out:" with a dropdown menu showing "out", "Notes:" with a text input field containing "Filed paperwork", and a "Remember Me?" checkbox. A "Submit" button is at the bottom. The right section displays a table of clock-in/out records with columns for "Name", "In/Out", "Time", "Date", and "Notes". The table contains three rows of data:

Name	In/Out	Time	Date	Notes
Asamplei-BO-111111	in	11:30 am	10/4/2017	
Asamplei-ES-222222	in	11:31 am	10/4/2017	
Asamplei-HR-333333	in	11:31 am	10/4/2017	

At the bottom right of the page, it says "Powered by Apache ± MySQL ± PHP • PHP Timeclock 1.03".

## Questions?

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

10/04/17