

## TIME CLOCK PROCEDURES FOR NEW EMPLOYEES

- Hire employee
- Human Resources takes picture
- Human Resources makes badge & maintains master record
- Employee will have finger scanned for purpose of clocking in and out
- Employee will receive their badge in the school mail

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Employee's Name \_\_\_\_\_

Social Security Number \_ \_ \_ \_ - \_ \_ - \_ \_ \_ \_ (copy of card attached)

CPS ID Number \_ \_ \_ \_ \_

Employee's Work Location \_\_\_\_\_

FTE \_\_\_\_\_

Schedule Code or Scheduled Work Times \_\_\_\_\_

Signature \_\_\_\_\_