INSTRUCTIONS FOR HOW TO VIEW TRANSPORTATION ONLINE TIME CARD AND CLOCKING IN/OUT ONLINE

Online time card
1. On Google Chrome, go to www.cobbk12.org and click on Departments > Transportation > Employee Clock In/Out (under Mr. Grisham’s photo). Enable any pop-ups and Chrome must be used for access.
2. Click “Portal” tab instead of “Login”.
3. Enter employee ID and password initially is employee ID. Account number is 87881.
4. It will prompt you to update your password on your first login. *We suggest using the same password as you use for school district computer access/email for ease of remembering. If you forget, there is a Forgot my Password setting.
5. The time card defaults to your current work week. On left, the blue buttons, click “Review Past Work” to go back to previous weeks and change date at top.
6. Hover the mouse over your time entries and it will pop up a box to show the time entries.
7. This portal has a clock in/out feature, but you should only clock in/out under the Login tab.
8. You can access the online time card from ANY computer with internet access.

Clocking In/Out Online

(If on a bus, you should always clock in/out on the tablet and NOT online)

✓ PTT handsets should no longer be used for clocking in. Please follow the instructions below.

1. On Google Chrome, go to www.cobbk12.org and click on Departments > Transportation > Employee Clock In/Out (under Mr. Grisham’s photo). If you experience the system down, please close your browser and try again. Enable any pop-ups and chrome must be used for access.
2. Enter your employee ID number and account number is 87881.
3. Click Scan and then select appropriate job code. Please make sure you are using the correct code for your job. If not sure, please inquire with your supervisor and/or the payroll office.
   o Go back through same process as 1-3 above when clocking out and simply hit “Clock Out” at top. (No job code required to be selected!)
✓ You can access this on ANY and ONLY a district network computer or if connected to district wifi.

*If you have other questions regarding the online time card or clocking in/out please refer to your ivory packet.