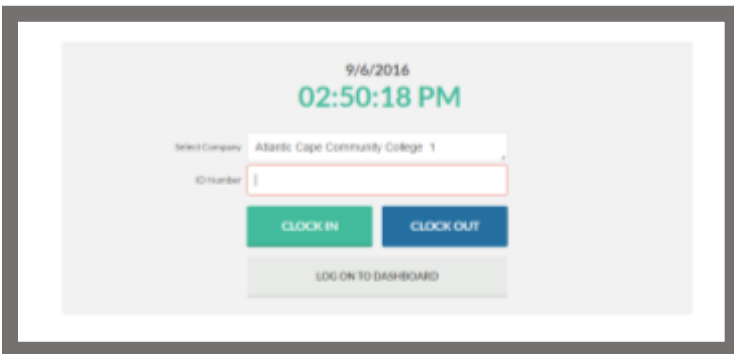


Adjunct Faculty Sign-In/Sign-Out ❖ Time Clock Plus

- Electronic Sign-in/Sign-out software: available from all computers stations at all Atlantic Cape Campuses.
- Adjuncts must sign-in and out every time for every day you are scheduled to teach a face-to-face class.
 - The grace period is 30 minutes before their first class/30 minutes after they finish for the day.
 - Sign-in/out must happen from each campus, if an adjunct teaches in multiple locations per day.
 - If you are teaching multiple sections back to back on the same day, you **do not** need to sign in and out for each session.
 - Example: You are scheduled to teach three classes in one day. If your first class begins at 9:30am and your third class ends at 1:45pm, you may log in **once** at 9:30am and log out **once** at 1:45pm.
 - You do not have to sign out for breaks during block classes.
- **LOG IN:** College ID Number (without any zeros leading the number)
- **PIN:** Your Birthday (MM/DD/YY)
- The link is available on our home page: www.atlantic.edu under **Employees** (bottom of page), which takes you to **Employee Resources**.
 - Select “**Adjunct Time Clock**” on the right.
 - Clock In by entering your College ID number, and selecting “**CLOCK IN.**” You will then be prompted to enter your PIN.
 - You will get a confirmation page; select “**CONTINUE**” to arrive at a notice that “**CLOCK OPERATION SUCCESSFUL.**”
 - Clock Out on the same screen by entering your College ID number, and selecting “**CLOCK OUT.**” You will then be prompted to enter your PIN.
 - You will get a confirmation page; select “**CONTINUE**” to arrive at a notice that “**CLOCK OPERATION SUCCESSFUL.**”
- You cannot **CLOCK IN & CLOCK OUT** at the same time. It must be before, and then after, your scheduled class/classes.



College ID Number:

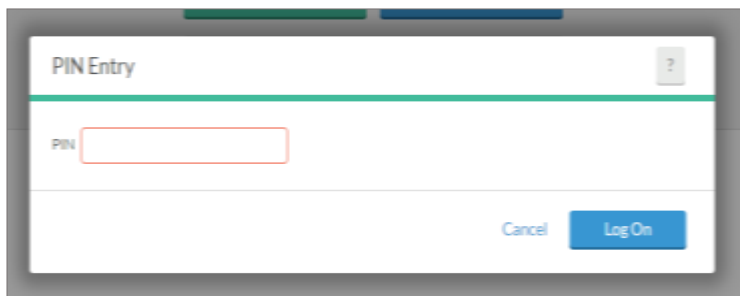
Drop any zeros in the beginning.

Example:

“0012345” becomes “12345”

PIN:

Your Birthday in
MM/DD/YY format.



Please call 609-343-4909 for further assistance.