



Online Time Card / Report of Absence

1. Click on "Synovia Time and Attendance Portal" (above where you found these instructions.) Enable any pop-ups in your browser or it will not work properly, works best with Google Chrome browser.
2. Click "Portal" tab instead of "Login".
3. Enter your six-digit employee ID.
 - o Your employee ID is what you clock in or fuel with. It is not a badge ID and has six digits with no letters.
4. If you have already accessed the system and set up a password, you will enter the password you created.
5. If you had your password reset or have not accessed this system this school year – the password is also your six-digit employee ID.
 - o It will then prompt you to update and create a unique password. The old password is your six-digit employee ID. *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.
 - o If you need your password reset please email timecorrections@cobbk12.org
6. Account number is 87881.
7. On left, the blue buttons, click "Review Past Work" to go back to previous weeks and change date at top or click "Review Current Work" to view current work week. Click "Request Time Off" to enter a Report of Absence or to check status of request.
8. Hover the mouse over your time entries and it will pop up a box to show the time entries.
9. Scale is listed at "FTE 6%" at the top of each date. 6% = 6 hours.
10. This portal has a clock in/out feature, but you should only clock in/out under the Login tab.
11. You can access the online time card from ANY computer with internet access.

Clocking In/Out Online (If driving a bus, you should always clock in/out on the MDT and NOT online)

1. Click on "Synovia Time and Attendance Portal" (above where you found these instructions.) Enable any pop-ups in your browser or it will not work properly. If you experience the system down, please close your browser and try again.
 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. (Do not select a job code!)
 - o Transfer should only be used in acceptable/instructed situations.
- ✓ 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 Synovia Time and Attendance – MDT Tablet Manual or the Transportation Handbook.