

TRANSPORTATION - SYNOVIA TIME AND ATTENDANCE PORTAL INSTRUCTIONS

Online Time Card / Report of Absence

1. Access the Synovia Time and Attendance Portal at <https://portal.synovia.com> or click on “Synovia Time and Attendance Portal” (above where you found these instructions). To work correctly, Google Chrome browser must be used and enable pop-ups. Access the online timecard from ANY computer with internet access.
2. Click the “Portal” tab.
3. Enter the six-digit employee ID.
4. Enter password.
 - If the password has been reset or have not accessed this system this school year, the password is also the six-digit employee ID.
 - The system will prompt to update and create a unique password. The old password is the six-digit employee ID.
 - If need to reset the password, please email natalie.cheshire@cobbk12.org
5. The account number is 87881.
6. On the left of the blue buttons, click “Review Past Work” to go back to previous weeks and change the date at the top, or click “Review Current Work” to view the current work week. To request leave, complete an ROA, or check the status of a request, click “Request Time Off.”
7. Hover the mouse over the time entries, and a box will show them. “Incomplete Shift” indicates an error that needs to be corrected.
 - If incomplete shifts are on the timecard and no corrections are sent, those entries will change to zero time, and no time will be paid.
8. Scale is listed as “FTE 6%” at the top of each date. 6% = 6 hours.
9. This portal has a clock-in/clock-out feature. Do not use. Only clock in/out under the Login tab.

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

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 2. Enter your employee ID number and account number is 87881. Click “Choose Job Type”.
 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.**
 - Go back through same process as 1-3 above when clocking out and click “Clock Out” at top. (Do not select a job code!)
 - 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 timecard or clocking in/out please refer to your Synovia Time and Attendance – MDT Tablet Manual or the Transportation Handbook.