

## **ATHENA TIME AND ATTENDANCE PORTAL INSTRUCTIONS**

Access the Athena Time and Attendance Portal at <https://cobb-ga-dp-web-app.etstack.io/#/auth/login> or click on “Athena Time and Attendance Portal” (above where you found these instructions). Google Chrome works best with this program. You can access this portal from ANY device with internet access.

1. Enter the Bus ID as 9999.
2. Enter your six-digit employee ID as the Username.
3. Enter the password as 9999.
4. At the top you should see your name.

### **CLOCK IN/OUT:**

1. Select your correct job code under “Performing Task”.
2. Click Punch In or Punch Out.
  - a. Ensure you clock out with same job code you clocked in with.

\*If you clock in on a bus tablet and clock out online, or vice versa, it will cause time errors.

### **TIMECARD REVIEW:**

1. Click on the top left – the three “hamburger” lines.
2. Select “Timesheet”
3. Click on the “From date – To date” box.
4. Select a date or dates to review.
  - a. If you select just one single date, you must click that date twice.

### **ABSENCE ENTRY:**

1. Click on the top left – the three “hamburger” lines.
2. Select “Absence Request”
3. Select “Create Absence Request”
4. Complete each box.
  - a. For Activity – Drivers should ALWAYS select BD, Monitor ALWAYS select BM.
5. You must also complete the same data in the section below the blue line.
  - a. Notes should be brief and not contain personal medical information.
6. Click “Submit”.

### **ABSENCE REVIEW:**

1. Click on the top left – the three “hamburger” lines.
2. Select “Absence Request”
3. Click on the “From date – To date” box.
4. Select a date or dates to review.
  - a. If you select just one single date, you must click that date twice.