



Antelope Valley Schools Transportation Agency

Remote Clock In Instructions

Effective Monday, September 21, 2020, you will **NO** longer be automatically clocked in. Each contracted employee is required to clock in at their contracted start time daily in order to receive your 5.2 guarantee.

Do not clock out, you will automatically be clocked out at the end of your daily contracted hours.

1. Log on to **AVSTA.com** from any browser on a laptop, tablet or smart phone.
2. Once on the AVSTA website, scroll towards the bottom of the home screen and locate the **Employee Portal**.
3. Scroll down the page to locate **AVSTA Employee Clock In**. Click on the link.
4. Once on the On Screen Timeclock; Enter your **employee number** and click on **CLOCK IN**.
5. Please enter your **pin number** (last 4 digits of your SSN number) into the pin box and press the enter key.
6. If you have clocked in with the correct identification “**Clock In operation successful**” will be displayed on the screen, click the “**OK**” box
7. To verify and view your time clock activity go to **Employee Portal**, click on **AVSTA Employee Clock In**, enter your **employee number** and click on **LOG ON TO DASHBOARD**, enter your pin number (last 4 digits of your SSN number) into the pin box and press log on.

You will have a (30) minute window to complete the Remote Clock In process at your contracted start time. If you are unable to clock in during this time period, you must call dispatch immediately to notify them of your attempts(s). The information will be given to Payroll to ensure that there is not any disruption in your pay for the day and to Kathy Phillips for technical support and verification.

You are also welcome to come to the Agency and clock in using the computer located in the Lobby.

DO NOT clock in remotely **if**, you have **called out for the day**, (a leave slip must be submitted) or if you are on a **pre-approved vacation day**.

Request for Leave is available on the Employee Portal.