LibStaffer – Clocking In & Out

(Feature will be activated on 2/2/2019)

- You may only clock in and out at designated computer terminals due to IP restrictions.
- Ask your supervisor what computers are available to Clock In/Out
- You may clock in within 30 minutes of your shift (within 30 minutes of your start time or within 30 minutes after your start time).
- You are unable to clock in if you don’t have a schedule shift. Your supervisor may create ‘open shifts’ for students who would like to work extra hours outside of their normal schedule
- If you work extra hours, in addition to your normal schedule, please remember the maximum hours you are permitted to work is 20 hrs per work week. LibStaffer will not permit you to clock in if you have exceeded 20 hours. The work week starts Saturday at Midnight and ends the following Friday at Midnight.
- Always remember to clock out!
- If you forgot to clock in after your shift started, let OJ or Lydia know ASAP so they can add your clock in manually

1. To Clock In, log into your account (drexel.libstaffer.com). Click on the Clock In/Out button or on the menu bar.

2. After clicking on the Clock In/Out button you will be prompted to clock in/out and you may add an optional note. Click on the Clock In or Out button.
3. After clicking the Clock in/out, you will get a confirmation window.

1. If you are viewing LibStaffer on a public computer or from a Library Terminal (and not your own device), always remember to LOG OUT. Closing the web browser doesn’t log you out of LibStaffer and the next person who goes to the site, will have access to your account.

Error messages

- The following error message displays when trying to clock in/out from a computer terminal that is not designated:

- The following error message displays when trying to clock in when you don’t have a shift scheduled for that particular date/time:

Additional information can be found here: https://ask.springshare.com/lib staffer/faq/1147