Time Clock Plus

Time Clock Plus is the software purchased to have all staff clock in/out to document hours worked. The system loads electronically into payroll system to reduce human error of entering in wrong hours and reduce time spent for staff to write out timesheets and for supervisors to track down paper timesheets to be signed. The program is web-based, so it is available from any computer with internet. The location of where you clock in/out is logged into the system.

Employee Screen:

https://169338.tcplusondemand.com/app/webclock/#/EmployeeLogOn/169338/1

Enter your employee ID number (excluding the 01-, listed on your NOD) in the ID Number field. Click on clock in or clock out button, then continue, then OK. Must click the final OK and be returned to the clock in screen for the system to log your "punch." Do the same process to clock out for lunch or at the end of the day. If you forget to clock in/out, a warning will appear that says "Confirmation missed clock in/out", click on continue, read message and then click continue if you want to manually enter missed clock time and date and must have a Note also. If you work in various departments you can easily change your job code without by entering your ID number again and select "Change Job Code" – each staff only set-up with primary job code for worked hours as all wages are auto allocated to various funds. If department head wants additional tracking of certain tasks/jobs, please ask and I will set them up.

Dashboard:

Log onto your Dashboard to approve your hours:

- Either by clicking on View then Hours and you can check the box under the "E" to approve your time that has been completed (clocked in/out).
- Or Manage Time Sheet allows you to view the whole most recent pay period (until loaded into payroll) you can click the blue Approve Week button or check Approve box on each day.

Log onto your Dashboard you can also view your accruals – click on View, Accruals, and it will show your balances available and can forecast them for a future date if you want to see what time you will have for a future time off request. If you have any approved time off requests, they will be included in the forecast.

Log onto your Dashboard to enter a request for time off. Can enter a new request by clicking on green Add button, blue manage button then add, or by clicking on the date on the calendar. Enter the date you are requesting off, the start time of you being gone, the number of hours, number of days and what leave code you will be using then enter short description. You can check your accrual balances from this screen also and be sure to use any Comp Time prior to vacation time if you have comp time available.

Pending requests show up in Blue color and Approved requests show up in Green.

Don't use the Break button from Dashboard – clock out and back in from any meal breaks. From dashboard you can clock in/out also.

You can enter a PIN number to make your dashboard secure, this is optional right now but may be mandatory later.

Website to access time clock program and home screen:
https://169338.tcplusondemand.com/app/webclock/#/EmployeeLogOn/1693
38/1
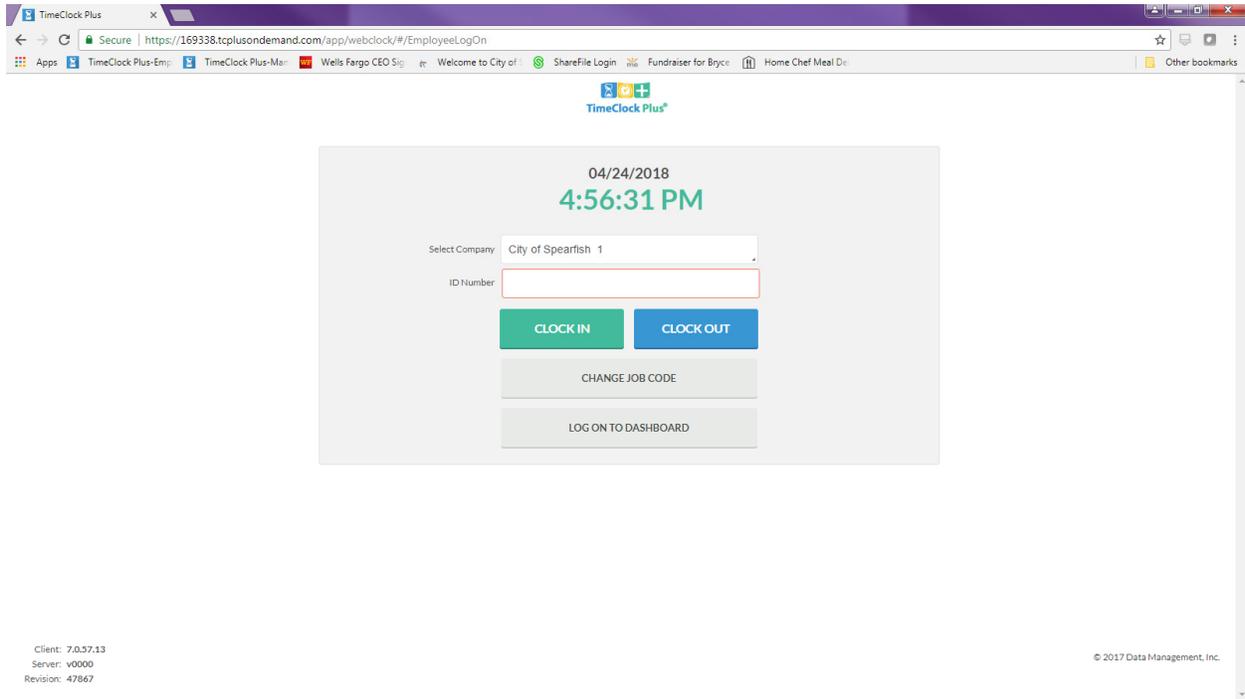
Employees to approve their hours for payroll by checking the box under the "E" on the view hours screen:
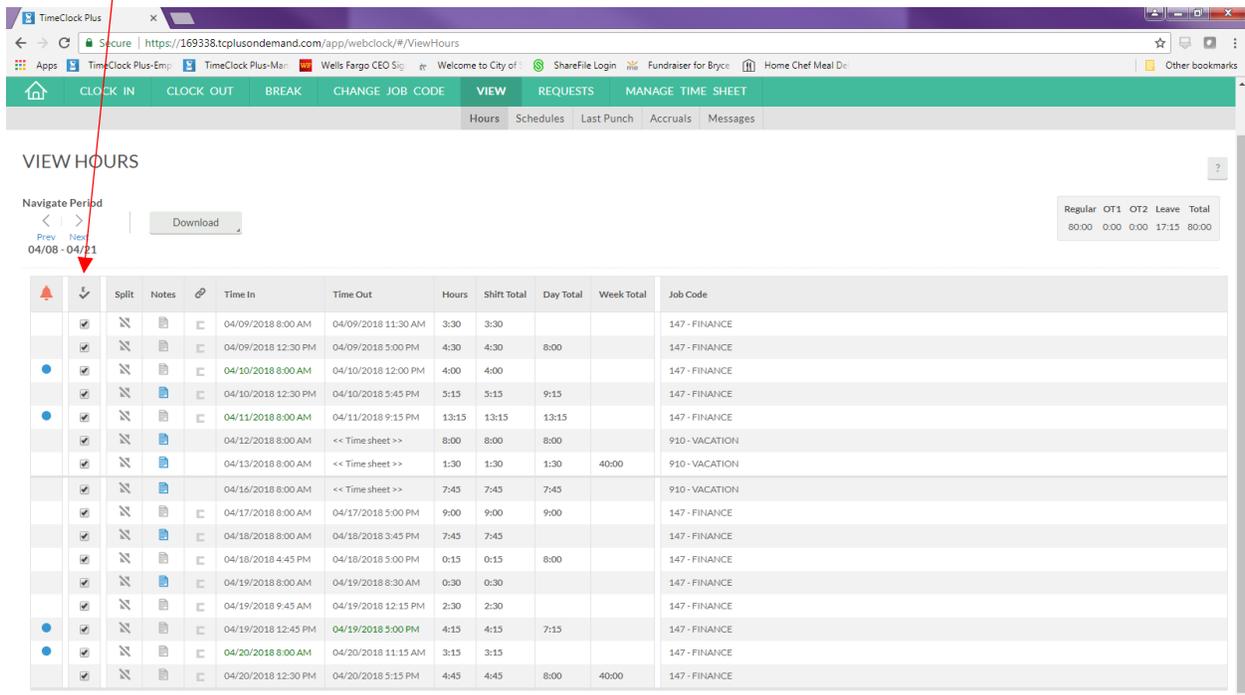
Or by checking the Approve box on the Manage Time Sheet screen: