

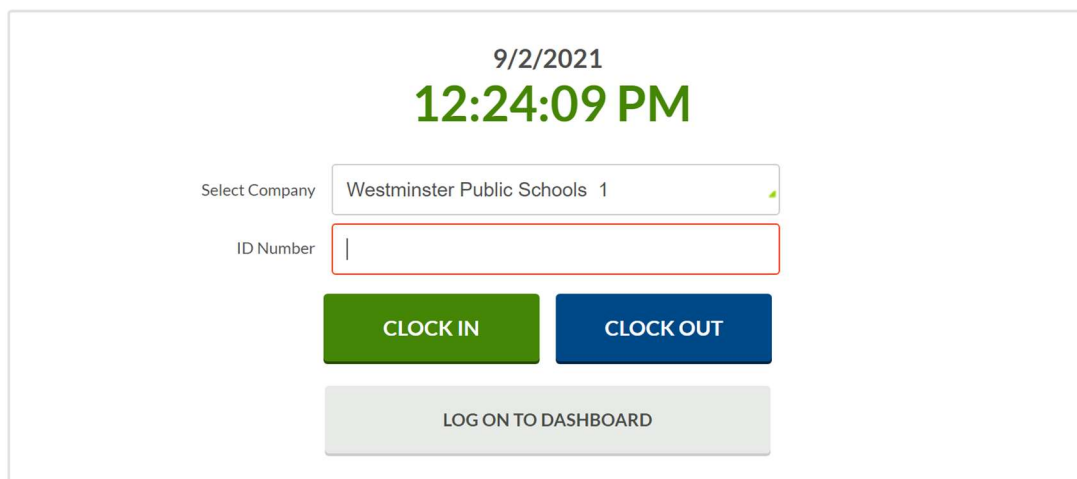
TCP EMPLOYEE INSTRUCTIONS

To use the Time Clock Plus system, employees are able to access it both through a mobile app and a URL link

Employee Access URL Link:

<https://283597.tcplusondemand.com/app/webclock/#/EmployeeLogOn/283597/1>

This link will take you to the employee login page, which will look like this:

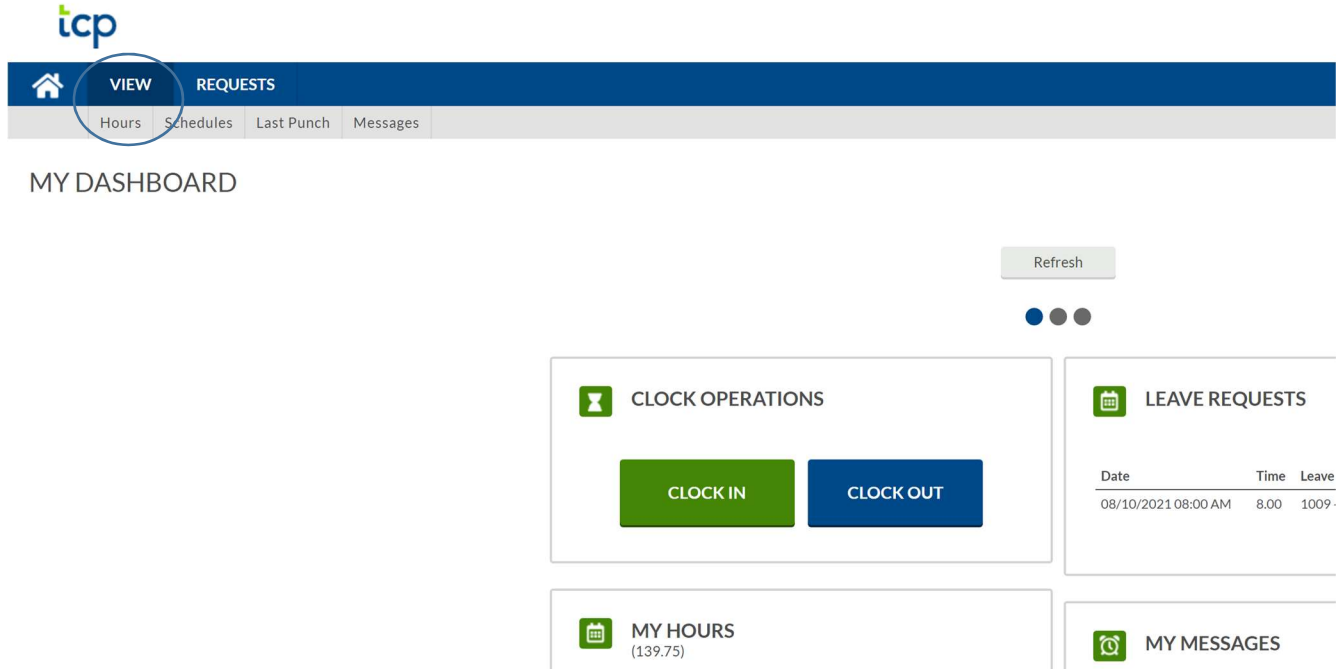
A screenshot of the employee login interface. At the top, it displays the date '9/2/2021' and the time '12:24:09 PM' in a large green font. Below the time, there is a 'Select Company' dropdown menu with 'Westminster Public Schools 1' selected. Underneath is an 'ID Number' input field with a red border. At the bottom, there are three buttons: a green 'CLOCK IN' button, a blue 'CLOCK OUT' button, and a grey 'LOG ON TO DASHBOARD' button.

Here you will type in your employee ID number, and click 'Clock In' or 'Clock Out'

From this dashboard, you are also able to sign in to view and approve your punches, and also to request time off. Just type in your employee ID number again, and click the 'Log on to Dashboard' button


VIEW AND APPROVE HOURS

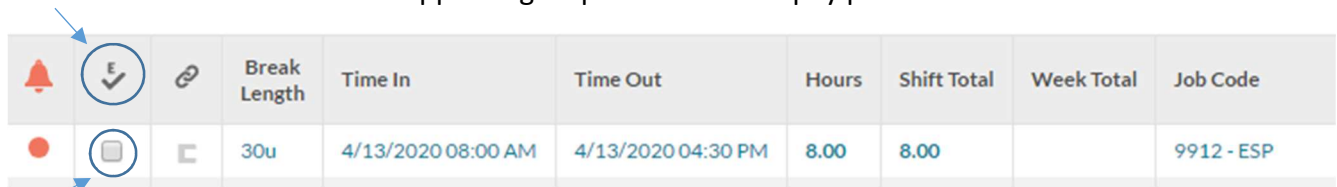
Once you are logged on to your dashboard, you will click on the 'View' button in the upper left-hand corner, and then click on 'Hours'









The screenshot shows the TCP dashboard interface. At the top, there is a blue navigation bar with a home icon, a 'VIEW' button (circled in blue), and a 'REQUESTS' button. Below this is a sub-navigation bar with 'Hours', 'Schedules', 'Last Punch', and 'Messages'. The main content area is titled 'MY DASHBOARD' and includes a 'Refresh' button. There are four main sections: 'CLOCK OPERATIONS' with 'CLOCK IN' and 'CLOCK OUT' buttons; 'LEAVE REQUESTS' with a table showing a leave request for 08/10/2021; 'MY HOURS' showing 139.75 hours; and 'MY MESSAGES'.

This will take you to view your punches. At the end of every pay period, your secretary will ask you to approve your hours. To approve an individual day, just click the checkmark box next to the punches.

To approve all of the punches that are listed on the page, just click on the  at the top of the checkmark boxes. Be sure to look at the dates at the top of the page, and make sure you are approving **all** punches for the pay period.



			Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
			30u	4/13/2020 08:00 AM	4/13/2020 04:30 PM	8.00	8.00		9912 - ESP

Once you click the individual checkmark box or the 'E' at the top, the system will pop up with a message that says:

By checking the employee box I certify that the time sheets are a true statement of the hours recorded for me in the time period indicated.

Do you agree to this statement?

Click 'Yes', and you are all set!

REQUEST TIME OFF

To request time off, click on the 'Requests' button. The system will take you to a calendar where you are able to view your requests and add new ones.



VIEW

REQUESTS

Once you are in the calendar, if you would like to submit a request off you will click on the "+ Add" button up top

VIEW REQUESTS



A window will pop up to add the employee request- you will edit the information in this window to accurately submit your request off

- Choose the request template on the left-hand side that reflects the reason for your absence. The corresponding leave code will auto-fill
 - Make sure you select the correct timeframe as well—full day, half day AM, or half day PM.
- Change the start time and total hours to reflect your normal working day, and make sure the date is the correct day you need off
- Click "Save" and you are all set! Once the request is approved, the system will alert you the next time you sign in or clock in

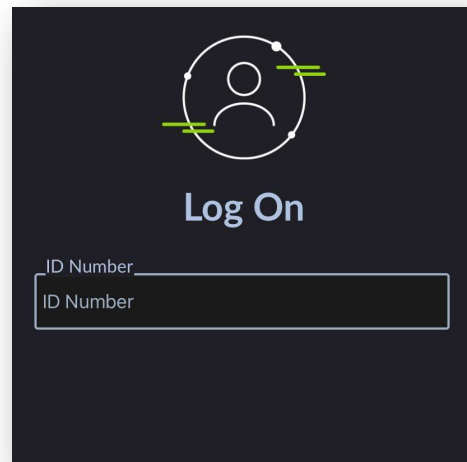
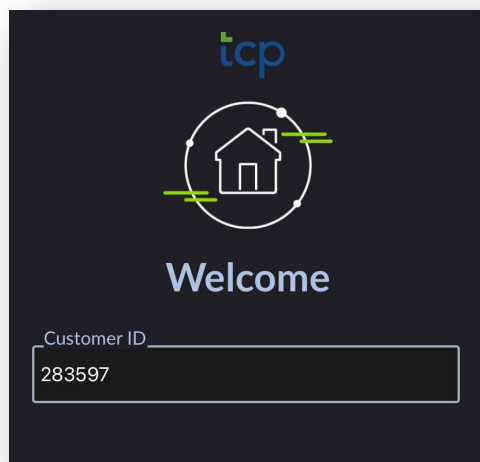
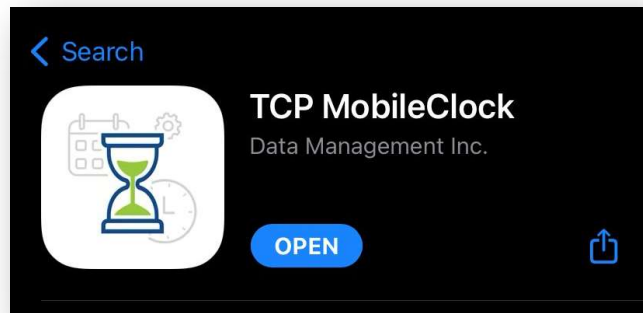
TCP MOBILE APP SETUP

TCP can also be accessed through an app that is downloaded onto your mobile device

Go to the app store on your mobile device

Search for "TCP MobileClock"

Download the TCP MobileClock application



- Open the app and it will walk you through the setup
- Enter **283597** for the **Customer ID**
- Next, it will ask to allow push notifications. It is up to the user to decide, notifications are not required to use the app
- Enter your **ID Number** (your employee ID number) on the next page to log on

You are now able to clock in and out using the mobile app!