

TIME CLOCK PLUS

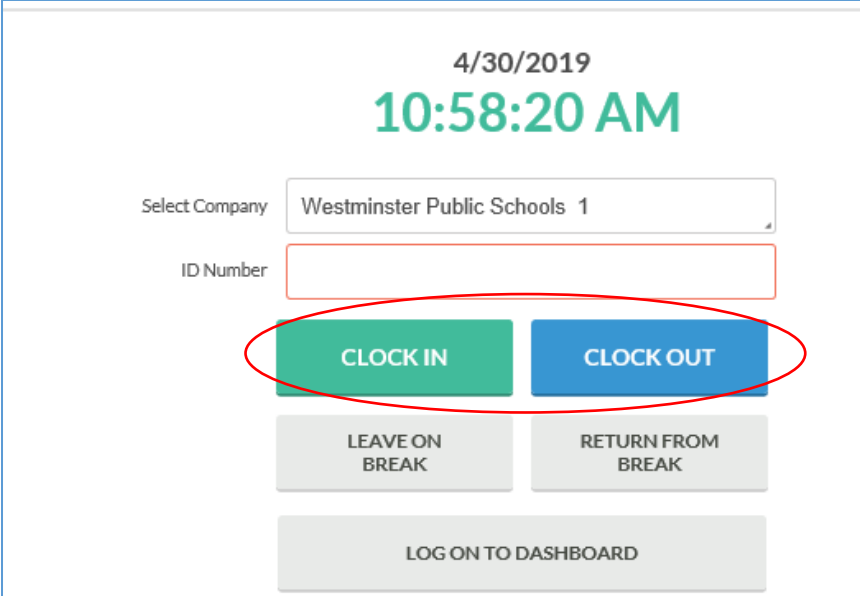
EMPLOYEE INSTRUCTIONS

LOGGING IN

To Login to TimeClock Plus, please use the following link:

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

1. The link will take you to the home page where you will be able to clock in and out and also view your leave balances as well as request time off.
2. Once on the home page, you will enter your employee ID number and simply select clock in or out



4/30/2019
10:58:20 AM

Select Company Westminster Public Schools 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

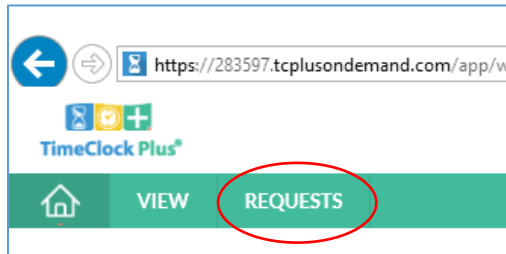
LOG ON TO DASHBOARD

You can also log into your dashboard to request time or view leave balances.

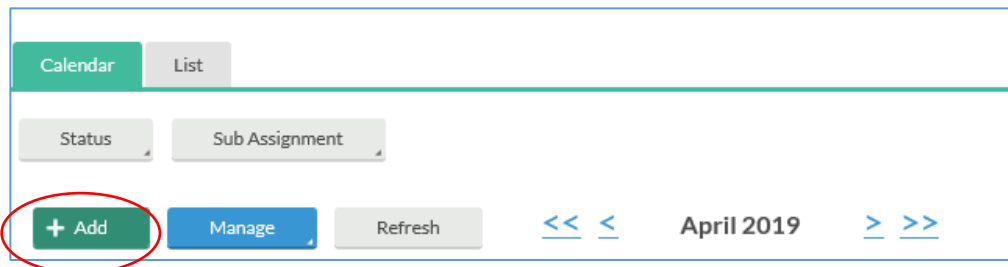
REQUESTING LEAVE THROUGH TCP

You now have access to request leave or to put in a sick day from your TimeClock Plus (TCP) account.

1. On the home page, select **LOG ON TO DASHBOARD**
2. Click on **REQUESTS** in the green bar in the upper left-hand corner. It will bring you to a calendar screen. If you have any requests, they will be on your calendar.



3. To enter a new request, click **+Add**

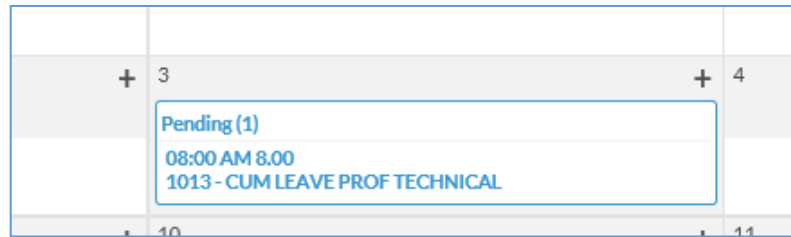


4. Select absence reason and duration (full or half day). Enter in your regular start time. You can check your leave balances by clicking on Accruals in the left-hand corner.

5. Click Save.

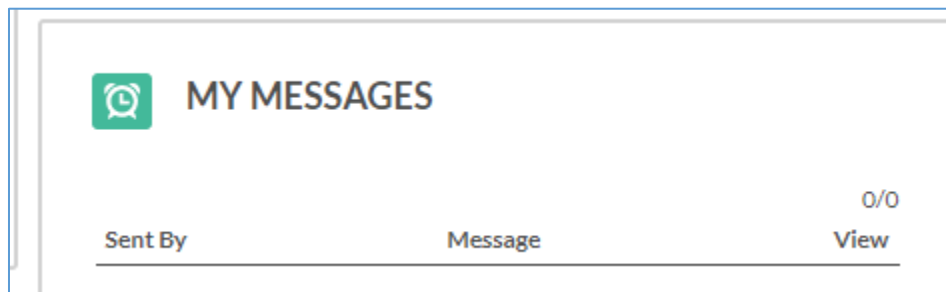
A screenshot of the 'Add Employee Request' form. The form is titled 'Add Employee Request' and has a help icon in the top right. On the left is a scrollable list of absence reasons, with 'PROF TECH CUMULATIVE F' selected. On the right are fields for 'Employee' (ALICIA STROCK[102529]), 'Date requested' (5/3/2019), 'Start time' (08:00 AM), 'Hours' (8.00), 'Days' (1), 'Leave Code' (1013 - CUM LEAVE PRC), and 'Description'. At the bottom left is a yellow 'Accruals' button, and at the bottom right are 'Cancel' and 'Save' buttons. Both the 'Accruals' and 'Save' buttons are circled in red.

6. The system forwards the request to your supervisor for approval.



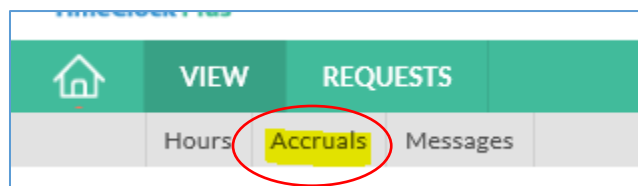
+ 3	+ 4
Pending (1)	
08:00 AM 8.00	
1013 - CUM LEAVE PROF TECHNICAL	
10	11

7. Once your manager has acted on your request, you will have a message on your dashboard letting you know if it was approved or denied.



MY MESSAGES		
		0/0
Sent By	Message	View
<hr/>		

If you would like to view your leave balances, click – view – accruals – and it will bring you to your balances. This is a live view of your time that is in payroll.



HOME	VIEW	REQUESTS
Hours	Accruals	Messages

MISSED PUNCHES

If you have a missed punch, you will receive a message asking you to fill in your time.

1. Select Continue.



Missed Clock Out

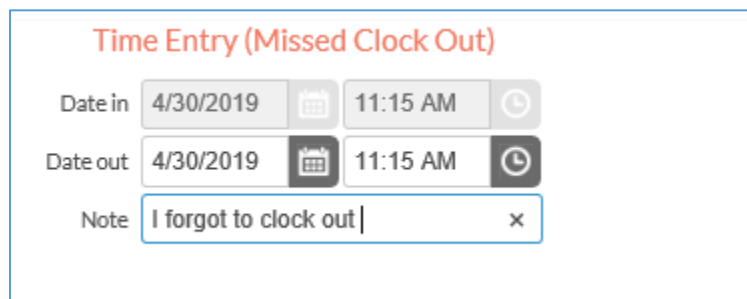
Your last punch was a clock in at:
04/30/2019 11:15 AM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Cancel Continue

2. Enter your time with a note to your secretary. (They will be approving the missed punch) Then select continue until the final page. You now have a completed punch for the day in question.



Time Entry (Missed Clock Out)

Date in 4/30/2019 11:15 AM

Date out 4/30/2019 11:15 AM

Note I forgot to clock out |