

# EXEMPT EMPLOYEES

All Exempt employees, those not entitled to over-time compensation, are not required to record daily attendance through TimeClock Plus (TCP) timekeeping system.

However, this does not remove the requirement for all employees to submit leave or absence requests in TCP. Anytime an exempt or non-exempt staff member will be absent from work, they must notify their direct supervisor and must enter their leave or absence in TCP.

- <https://63097.tcplusondemand.com/app/webclock/#/EmployeeLogOn/63097/1>
- LEAVE REQUESTS/ABSENCES WILL BE ENTERED IN TCP

## ENTER LEAVE REQUESTS



12/6/2017  
11:25:21 AM

Select Company

External ID

1. ENTER EMPLOYEE ID
2. LOG ON TO DASHBOARD

## Password Entry

Password

Cancel Log On

### 3. ENTER PASSWORD

MARLENE HARBESON [Log Off](#)  
Auto out at 04:11 PM from 08:11 AM  
12/6/2017 11:28:51 AM

HOME
CLOCK IN
CLOCK OUT
CHANGE JOB CODE
CHANGE COST CODE
VIEW
REQUESTS
MANAGE TIME SHEET

#### MY DASHBOARD

Refresh  
● ● ●

**MY HOURS** (24:00) 3

Time	Job Code	Total
12/04 07:54 A - 03:54 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00
12/05 07:42 A - 03:42 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00
12/06 08:11 A - 04:11 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00

[Jump to View Hours](#)

**MY MESSAGES** 0

**LEAVE REQUESTS** 2

Date	Time	Leave Code	Approval
01/04/2018 08:00 AM	8:00	300 - VACATION	Approved
01/05/2018 08:00 AM	8:00	300 - VACATION	Approved

[Jump to Requests](#)

**MY ACCRUALS** 6

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
DUTY	0.0000	0.0000	0.0000	0.0000	0.0000
LOCAL SICK	60.0000	0.0000	0.0000	0.0000	60.0000
PROF DEVELOPMENT	0.0000	0.0000	0.0000	0.0000	0.0000
STATE PERSONAL	70.0000	0.0000	0.0000	0.0000	70.0000
VACATION	112.0000	0.0000	0.0000	0.0000	112.0000
VACATION PRIOR	0.0000	0.0000	0.0000	0.0000	0.0000

[Jump to Accruals](#)

### 4. CLICK REQUESTS IN THE TOOL BAR OR CLICK ON JUMP TO REQUESTS IN LEAVE REQUESTS WIDGET ON DASHBOARD

TimeClock Plus®

MARLENE HARBESON Auto out at 04:11 PM from 08:11 AM 12/6/2017 11:34:44 AM Log Off

CLOCK IN CLOCK OUT CHANGE JOB CODE CHANGE COST CODE VIEW REQUESTS MANAGE TIME SHEET

VIEW REQUESTS

Calendar List

Status

+ Add Manage Refresh << < December 2017 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Approved (1)  
08:00 AM 8:00  
300 - VACATION

Approved (1)  
08:00 AM 8:00  
300 - VACATION

5. CLICK ON + ADD BUTTON OR CLICK ON + SYMBOL ON DAY YOU ARE REQUESTING LEAVE FOR

### Add Employee Request

Employee MARLENE HARBESON [117093]

Date requested 12/7/2017

Start time 08:00 AM

Hours 8:00

Days 1

Leave Code 300 - VACATION

Description Vacation

Templates

- 8 HOUR FULL DAY
- 8 HOUR HALF DAY

Accruals Cancel Save

6. CHOOSE FULL DAY OR HALF DAY
7. CHOOSE DATE
8. CHOOSE START TIME IF HALF DAY REQUESTED (8 AM OR 12 PM)
9. CHOOSE DAYS (IF TAKING FULL DAYS CONSECUTIVELY MONDAY-FRIDAY)

Add Employee Request ?

Templates

- 8 HOUR FULL DAY
- 8 HOUR HALF DAY

Employee **MARLENE HARBESON [117093]**

Date requested

Start time

Hours

Days

Leave Code

Description

AccrualsCancelSave

10. CHOOSE LEAVE CODE

11. DESCRIPTION MUST BE ENTERED – DETAIL IS NOT REQUIRED

12. CHOOSE ACCRUALS BUTTON IF YOU WANT TO CHECK YOUR ACCRUAL BALANCES

\*\*\*ACCRUAL BALANCES ARE IN HOURS NOT DAYS\*\*\*

\*\*\*EXEMPT EMPLOYEES WOULD TAKE THE NUMBER OF HOURS/8 TO DETERMINE NUMBER OF DAYS REMAINING\*\*\*

IF YOUR POSITION NORMALLY REQUIRES A SUBSTITUTE WHEN YOU'RE ABSENT, THEN "A REQUIRES SUBSTITUTE" BOX WILL APPEAR BELOW DESCRIPTION. IF YOUR ABSENCE DOES NOT REQUIRE A SUBSTITUTE, YOU'LL NEED TO UNCHECK THE BOX AND SAVE.

**Add Employee Request** ?

Employee SALLY RIDER [1]

Date requested 8/3/2020

Start time 08:00 AM

Hours 8:00

Days 1

Leave Code 310 - LOCAL SICK LEAVE

Description FLU

Requires substitute

Accruals Cancel Save

ONCE SAVED...AN ADD SUBSTITUTE ASSIGNMENT WILL APPEAR.

### Add Substitute Assignment ?

Templates

No records found

Covered Employee **SALLY RIDER [1]**

Request Date

Days

Requested Sub  << NONE >>

Create grouped assignment

+ Add

Edit	Delete	Start Time	Stop Time	Job Code	Location	Hours
		08:00 AM	04:00 PM	20001 - 1ST GRADE	BENNETT ELEMENTARY	8:00

**BE SURE AND EDIT THE START AND STOP TIMES TO ACCURATELY REFLECT EXACTLY WHEN THE SUBSTITUTE SHOULD REPORT TO AND END THEIR ASSIGNMENTS.**

YOU CAN SAVE OR IF YOU HAVE A PARTICULAR SUB YOU WOULD LIKE TO REQUEST, ENTER SELECT.

## Select Requested Substitute ?

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<
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>

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Showing 1-100 records of 329

Select	First Name	Last Name	Preferred Sub	Status
<input checked="" type="radio"/>	<< NONE >>			
<input type="radio"/>	BETTY	KING	✓	
<input type="radio"/>	TRACEY	NICHOLS	✓	
<input type="radio"/>	WAFI	AL NEMRI	✓	
<input type="radio"/>	NANCY	ALEXANDER	✓	
<input type="radio"/>	STEVEN	AFENDIS	✓	
<input type="radio"/>	REBEKAH	ADAMS	✓	
<input type="radio"/>	EMMANUEL	ADEYEMI	✓	
<input type="radio"/>	MILDRED	ABBOTT	✓	
<input type="radio"/>	TCP	Sub		

Cancel
Save

SUB LIST WILL SHOW PREFERRED SUBS FIRST THEN ALL OTHER SUBS.

SELECT A REQUESTED SUBSTITUTE AND SAVE.

THAT SUBSTITUTE WILL BE NOTIFIED THAT THE JOB IS AVAILABLE FOR THEIR CHOOSING. IF THEY OPT NOT TO CHOOSE THAT JOB, OTHER SUBSTITUTES WILL SUBSEQUENTLY BE NOTIFIED.