

NON-EXEMPT HOURLY EMPLOYEES

- **CLOCK IN AND OUT**
 - **USE CLOCK OR WEBCLOCK**
<https://63097.tcplusondemand.com/app/webclock/#/EmployeeLogOn/63097/1>
 - **UPON ARRIVAL AND DEPARTURE**
 - **LUNCH HOURS**
 - **DOCTOR APPOINTMENTS OR ANY OTHER REASON LEAVING**
- **ANY TIME OVER 36.25 HOURS WILL AUTOMATICALLY FLOW TO COMP TIME**
- LEAVE REQUESTS/ABSENCES WILL BE ENTERED IN TCP
- TIME MUST BE APPROVED BY EMPLOYEE AND THEIR MANAGER IN ORDER FOR THE EMPLOYEE TO BE PAID

ENTER LEAVE REQUESTS



12/6/2017
11:25:21 AM

Select Company

External ID

CLOCK IN **CLOCK OUT**

LOG ON TO DASHBOARD

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

TimeClock Plus
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

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 **ZACHARY JOHNSON [105481]**

Date requested ←

Start time ←

Hours

Days ←

Leave Code

Description

Accruals Cancel Save

Templates

7.25 HOUR FULL DAY

7.25 HOUR HALF DAY

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

Add Employee Request ?

Templates

- 7.25 HOUR FULL DAY
- 7.25 HOUR HALF DAY

Employee **ZACHARY JOHNSON [105481]**

Date requested

Start time

Hours

Days

Leave Code

Description

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*****

*****NON-EXEMPT EMPLOYEES WOULD TAKE THE NUMBER OF HOURS/7.25 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 8/17/2020

Start time 08:00 AM

Hours 7:15

Days 1

Leave Code 310 - LOCAL SICK LEAVE

Description FLU

Requires substitute

Accruals Cancel Save

Templates

- 7.25 HOUR FULL DAY
- 7.25 HOUR HALF DAY

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

?

< Page 1 >
 Page 1 of 4

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.

APPROVING YOUR OWN HOURS

1. THERE ARE MULTIPLE WAYS TO APPROVE YOUR OWN HOURS:
 - a. CLICK ON EACH DAY'S HOURS CHECKBOX IN MY HOURS WIDGET ON THE DASHBOARD





MY HOURS (32:00)

4

4/4

	Time	Job Code	Total
<input checked="" type="checkbox"/>	12/04 07:54 A - 03:54 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00
<input type="checkbox"/>	12/05 07:42 A - 03:42 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00
<input type="checkbox"/>	12/06 08:11 A - 04:11 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00
<input type="checkbox"/>	12/07 08:10 A - 04:10 P	1056 - DIR/COORD BUSINESS SRVC - 226	8:00

[Jump to View Hours](#)

- b. CLICK ON JUMP TO VIEW HOURS ON DASHBOARD OR VIEW

VIEW HOURS






Navigate Period

<
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12/03 - 12/09

	E	Notes		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input checked="" type="checkbox"/>			12/4/2017 07:54 AM	12/4/2017 03:54 PM	8:00	8:00		1056 - DIR/COORD BUSINESS SRVC - 226
	<input type="checkbox"/>			12/5/2017 07:42 AM	12/5/2017 03:42 PM	8:00	8:00		1056 - DIR/COORD BUSINESS SRVC - 226
	<input type="checkbox"/>			12/6/2017 08:11 AM	12/6/2017 04:11 PM	8:00	8:00		1056 - DIR/COORD BUSINESS SRVC - 226
	<input type="checkbox"/>			12/7/2017 08:10 AM	12/7/2017 04:10 PM	8:00	8:00	32:00	1056 - DIR/COORD BUSINESS SRVC - 226

- c. CLICK ON EACH DAY'S HOURS CHECKBOX OR CLICK ON E COLUMN HEADER WHICH WILL CHECK ALL HOURS AS APPROVED


d. NOTES CAN BE ADDED BY CLICKING ON NOTES ICON

VIEW HOURS

Navigate Period

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12/03 - 12/09

Download



		Notes		Time In	Time Out	Hours	Shift Total	Week Total
	<input checked="" type="checkbox"/>			12/4/2017 07:54 AM	12/4/2017 03:54 PM	8:00	8:00	
	<input checked="" type="checkbox"/>			12/5/2017 07:42 AM	12/5/2017 03:42 PM	8:00	8:00	
	<input checked="" type="checkbox"/>			12/6/2017 08:11 AM	12/6/2017 04:11 PM	8:00	8:00	
	<input checked="" type="checkbox"/>			12/7/2017 08:10 AM	12/7/2017 04:10 PM	8:00	8:00	32:00

View Notes

[+ Add](#)

Date Entered	Note
No records found	

Add Work Segment Note

Note

Cancel [Save](#)

CORRECTING YOUR OWN HOURS

1. CLICK ON MANAGE TIME SHEET

The screenshot shows the 'MANAGE TIME SHEET' interface. At the top, a green navigation bar contains several buttons: 'CLOCK IN', 'CLOCK OUT', 'CHANGE JOB CODE', 'CHANGE COST CODE', 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. A blue arrow points to the 'MANAGE TIME SHEET' button. Below the navigation bar, the page title 'MANAGE TIME SHEET' is displayed. The date range is '12/03/2017 - 12/09/2017'. There are navigation controls for the period, including 'Reject', 'Accept', 'Prev', 'Next', and 'Display weekends'. Below this, a table shows time sheet entries for the period '12/03 - 12/09', which is marked as 'Approved'. The table has four columns for the days: Mon 12/04, Tue 12/05, Wed 12/06, and Thu 12/07. Each day's entry shows a start and end time, an 'Approve' checkbox, and an 'Add' button. The start and end times are displayed in a box with 'Edit', 'Clear', and 'Copy' options. The job code '1056 - DIR/COORD BUSINESS SRVC - 226' is listed for each day.

Day	Start Time	End Time	Job Code
Mon 12/04	07:54 AM	03:54 PM	1056 - DIR/COORD BUSINESS SRVC - 226
Tue 12/05	07:42 AM	03:42 PM	1056 - DIR/COORD BUSINESS SRVC - 226
Wed 12/06	08:11 AM	04:11 PM	1056 - DIR/COORD BUSINESS SRVC - 226
Thu 12/07	08:10 AM	04:10 PM	1056 - DIR/COORD BUSINESS SRVC - 226

2. YOU CAN EDIT, CLEAR OR COPY ANY TIME THAT HAS NOT BEEN APPROVED BY YOUR MANAGER
3. ONCE APPROVED, IF THERE'S A PROBLEM YOU WOULD NEED TO CONTACT PAYROLL