# 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



**TimeClock Plus®**

**12/6/2017**

**11:25:21 AM**

Select Company    McKinney ISD  1

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

**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

3/3

| ↓ 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

### LEAVE REQUESTS    2

2/2

| 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

### MY MESSAGES    0

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

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



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 | Employee | ZACHARY JOHNSON [105481] |
| | Date requested | 12/12/2017 |
| 7.25 HOUR FULL DAY | Start time | 08:00 AM |
| 7.25 HOUR HALF DAY | Hours | 7:15 |
| | Days | 1 |
| | Leave Code | 310 - LOCAL SICK LEAVE |
| | Description | |

Accruals    Cancel    Save

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***

## Add Employee Request

**?**

| | |
|---|---|
| **Templates** | Employee **SALLY RIDER [1]** |
| | Date requested  8/17/2020 |
| 7.25 HOUR FULL DAY | Start time  08:00 AM |
| 7.25 HOUR HALF DAY | Hours  7:15 |
| | Days  1 |
| | Leave Code  310 - LOCAL SICK LEAVE |
| | Description  FLU |
| | ☑ Requires substitute |

Accruals                    Cancel     **Save**

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

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                                    ?

Search [                    ] 🔍

< [ Page 1 ▾ ] >

Page 1 of 4

Showing 1-100 records of 329

| Select | First Name | Last Name | Preferred Sub | Status |
|---|---|---|---|---|
| ◉ | << NONE >> | | | |
| ○ | BETTY | KING | ✓ | |
| ○ | TRACEY | NICHOLS | ✓ | |
| ○ | WAFA | AL NEMRI | ✓ | |
| ○ | NANCY | ALEXANDER | ✓ | |
| ○ | STEVEN | AFENDIS | ✓ | |
| ○ | REBEKAH | ADAMS | ✓ | |
| ○ | EMMANUEL | ADEYEMI | ✓ | |
| ○ | MILDRED | ABBOTT | ✓ | |
| ○ | 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

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

**MY HOURS** (32:00)                                            **4**

4/4

| E ✓ | 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 |
| ☐ | 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 HOURS ON DASHBOARD OR VIEW

## VIEW HOURS

**Navigate Period**

< | >
Prev   Next
12/03 - 12/09

Download ▾

| 🔔 | E ✓ | Notes | 🔗 | Time In | Time Out | Hours | Shift Total | Week Total | Job Code |
|---|---|---|---|---|---|---|---|---|---|
| | ☐ | 📄 | ⊏ | 12/4/2017 07:54 AM | 12/4/2017 03:54 PM | 8:00 | 8:00 | | 1056 - DIR/COORD BUSINESS SRVC - 226 |
| | ☐ | 📄 | ⊏ | 12/5/2017 07:42 AM | 12/5/2017 03:42 PM | 8:00 | 8:00 | | 1056 - DIR/COORD BUSINESS SRVC - 226 |
| | ☐ | 📄 | ⊏ | 12/6/2017 08:11 AM | 12/6/2017 04:11 PM | 8:00 | 8:00 | | 1056 - DIR/COORD BUSINESS SRVC - 226 |
| | ☐ | 📄 | ⊏ | 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**

< | >
Prev   Next
12/03 - 12/09

Download

| 🔔 | ☑ᴱ | Notes | 🔗 | Time In | Time Out | Hours | Shift Total | Week Total |
|---|---|---|---|---|---|---|---|---|
| | ☑ | 📄 | ⊏ | 12/4/2017 07:54 AM | 12/4/2017 03:54 PM | 8:00 | 8:00 | |
| | ☑ | 📄 | ⊏ | 12/5/2017 07:42 AM | 12/5/2017 03:42 PM | 8:00 | 8:00 | |
| | ☑ | 📄 | ⊏ | 12/6/2017 08:11 AM | 12/6/2017 04:11 PM | 8:00 | 8:00 | |
| | ☑ | 📄 | ⊏ | 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



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