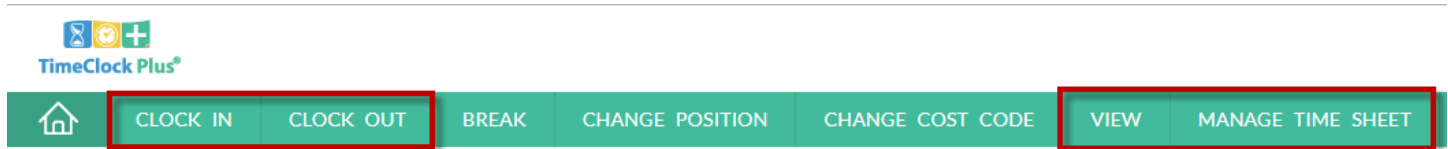


Basic Clock Operations – TimeClock Plus Webclock

Clock operations in the TimeClock Plus Webclock are configurable based on department needs, therefore not all buttons or options may appear.

This document will cover the basic operations for employees:

- Clocking in/out
- Missed Punches
- Manage Time Sheet (for entering leave hours, if applicable)
- Viewing Hours
- Performing Employee Approvals of Time (if applicable)



All other operations will be trained by the department as needed.

Logging Into Webclock

Go to: <https://tcp7.texastech.edu/webclock> and log in with your eraider credentials.

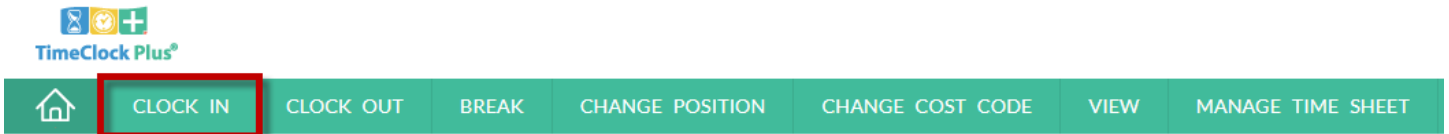
****Please use Firefox, Chrome or Edge browsers****

If you are unable to log in, please contact your department's TimeClock Plus administrator.

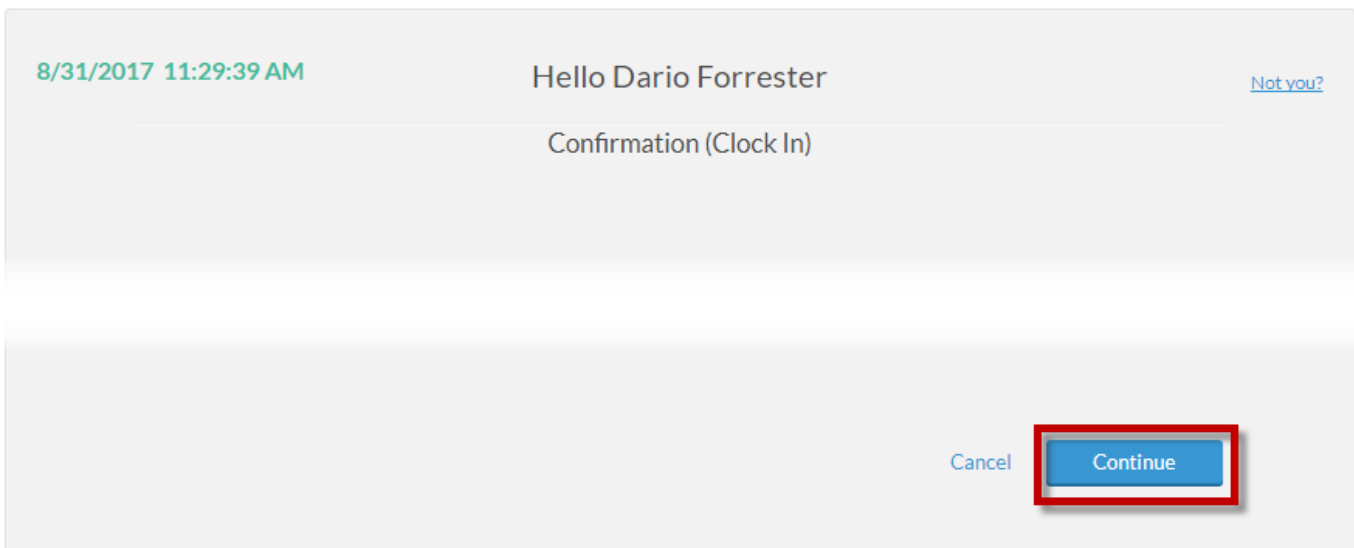
Clocking In/Out

Clocking In:

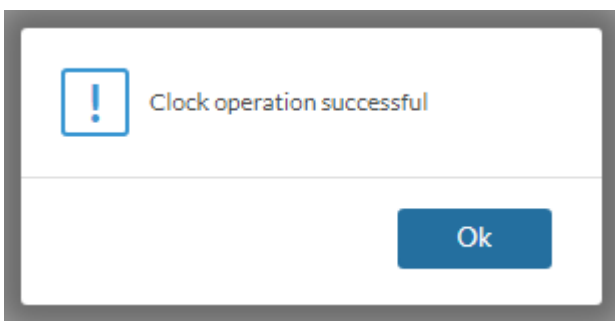
1. Click the **Clock In** button.



2. Confirm the clock in operation is correct and click **Continue**.



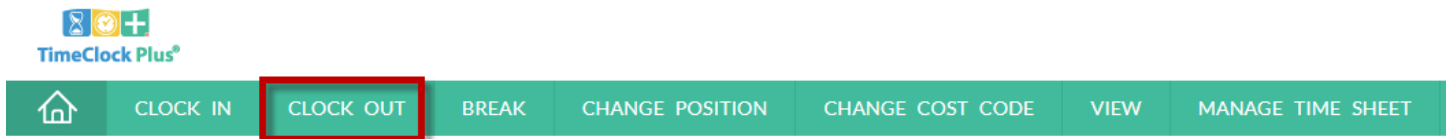
3. Upon successful clock in you will receive the following message.



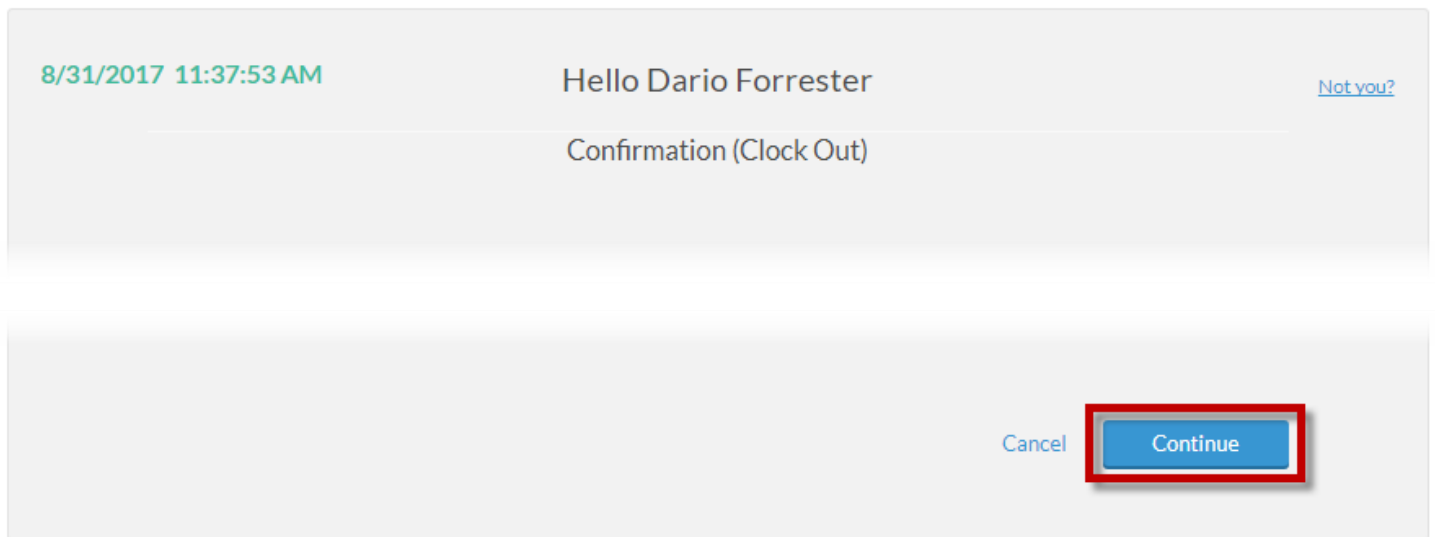
Note: If you have multiple positions or cost codes to choose from, you will be prompted to specify the appropriate position or cost code you are using for the shift.

Clocking Out

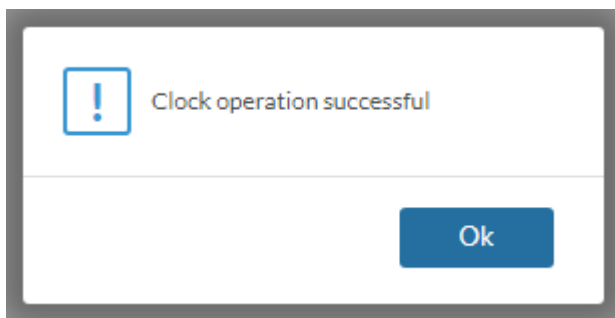
1. Click the **Clock Out** button



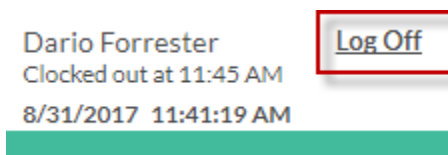
2. Confirm the clock out operation is correct and click **Continue**.



3. Upon successful clock out you will receive the following message.



4. Log off TimeClock Plus Webclock.



Missed Punches

There may be times when you forget to clock in or out. When this happens TimeClock Plus records a missed punch and you may continue with your clock in or out operation.

Before logging the missed punch and the clock in or out, the system will ask multiple times if you forgot to clock in/out. If you did forget to clock in or out, click **Continue** and it will log the missed punch and record your current operation (clock in or clock out). If you choose **Cancel** you will be taken back to the main screen and your punch will NOT be accepted.

8/31/2017 03:33:19 PM

Hello Norman Outlaw [Not you?](#)

Missed Clock Out

Your last punch was a clock in at:
08/31/2017 10:30 AM.

Did you forget to clock out?

Press continue to confirm a missed out punch, or choose another operation

Back Cancel **Continue**

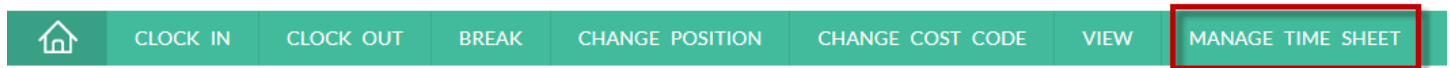
Manage Time Sheet (Entering Leave Hours)

Manage Time Sheet is used for employees to add their leave hours.

Note: If this button is not available, please check with your department for leave entry procedures for your department.

Adding Leave Hours

1. Click **Manage Time Sheet**.



2. Time will be displayed in a calendar view for the current pay period. To display past or future pay periods click the **Prev** and **Next** buttons at the top of the page. To display weekend dates, check the **Display weekends** box.

Note: Prior pay periods will be locked from adding/editing after hours have been submitted for payment by your department.

09/01/2017 - 09/15/2017

Reject Accept

Navigate Period < | > Display weekends

Regular	OT1	OT2	Leave	Total
0:15	0:00	0:00	0:00	0:15

08/27 - 09/02

Regular	OT1	OT2	Leave	Total
0:15	0:00	0:00	0:00	0:15

Date	Regular	OT1	OT2	Leave	Total
Mon 08/28	0:00				0:00
Tue 08/29	0:00				0:00
Wed 08/30	0:00				0:00
Thu 08/31	0:15				0:15
Fri 09/01					0:00

11:30 AM 11:45 AM

13333300 - Test Full Time Position - TTU

09/03 - 09/09

Regular	OT1	OT2	Leave	Total
0:00	0:00	0:00	0:00	0:00

Date	Regular	OT1	OT2	Leave	Total
Mon 09/04	0:00				0:00
Tue 09/05	0:00				0:00
Wed 09/06	0:00				0:00
Thu 09/07	0:00				0:00
Fri 09/08	0:00				0:00

09/10 - 09/16

Regular	OT1	OT2	Leave	Total
0:00	0:00	0:00	0:00	0:00

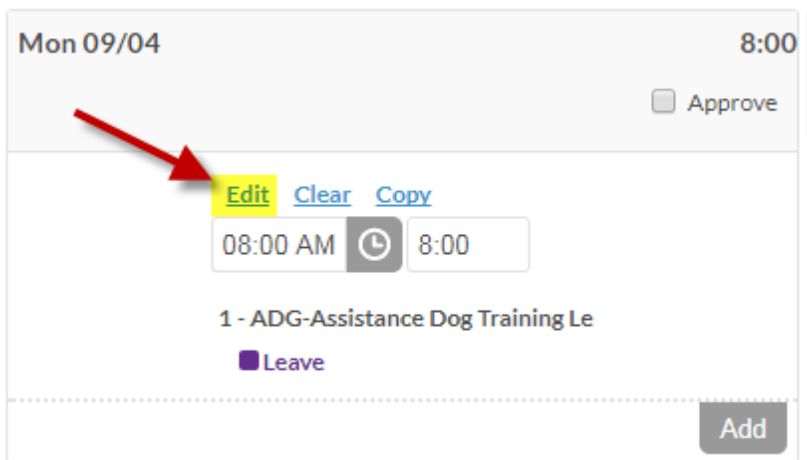
Date	Regular	OT1	OT2	Leave	Total
Mon 09/11	0:00				0:00
Tue 09/12	0:00				0:00
Wed 09/13	0:00				0:00
Thu 09/14	0:00				0:00
Fri 09/15	0:00				0:00

3. Click the **Add** button on the appropriate date to add the leave time.



4. A new segment will be added on date selected. Click **Edit** to adjust the segment information.

*****Warning: By default the segment has 8 hours and Assistance Dog Training as the leave code. Make sure to edit the segment to the appropriate segment length and leave code!*****



5. Enter the segment information and click **Save**.

- Time in: start time of the leave hours
- Hours: must be entered in quarter hour increments
- Position: appropriate leave code
- Note: note for your supervisor/time approver to see

Example:

Edit Segment

Segment Length: 3:45

Time in

Hours

Position

Cost Code

Note

09/03 - 09/09

Mon 09/04	3:45	Tue 09/05	0:00
<input type="checkbox"/> Approve		<input type="button" value="Add"/>	
Edit Clear Copy			
<input type="text" value="01:15 PM"/> <input type="text" value="3:45"/>			
22 - SCK-Sick Leave			
<input type="checkbox"/> Leave			
<input type="button" value="Add"/>			

6. Click **Accept** button at the top of the page to save the segment.

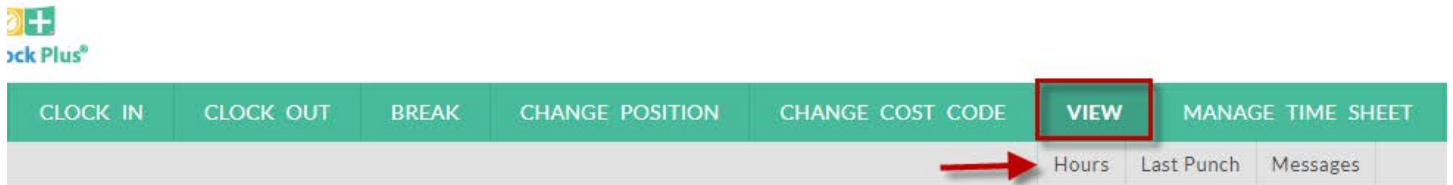
MANAGE TIME SHEET

02/16/2018 - 02/28/2018

Navigate Period

Viewing Hours

Hours for the current or prior pay periods can be viewed by going to **View > Hours**.



VIEW HOURS

Navigate period

< | >
Prev Next
09/16 - 09/30

Download

Regular	OT1	OT2	Leave	Total
0:15	0:00	0:00	0:00	0:15

	Notes	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position
		9/26/2017 04:15 PM	9/26/2017 04:30 PM	0:15	0:15	0:15	0:15	13333300 - Test Full Time Position - TTU

Hours for the current pay period will be shown. To cycle between pay periods use the **Prev** and **Next** arrows under **Navigate period**.



VIEW HOURS

Navigate period

< | >
Prev Next
09/16 - 09/30

Download

Performing Employee Approvals on Time (if applicable)

For employees that must approve their own time in TimeClock Plus (check with your department), this can be done through the **View > Hours** page.








To approve an individual time segment, click the checkbox next to the segment.


VIEW HOURS

Navigate period

< | >
Prev Next
09/16 - 09/30

Download

		Notes		Time In	Time Out	Hours	Shift Total	Day Total	Week Total
	<input checked="" type="checkbox"/>			9/26/2017 04:15 PM	9/26/2017 04:30 PM	0:15	0:15	0:15	0:15





To approve **all** time segments, click the  icon above the time segments.

VIEW HOURS

Navigate period

< | >
Prev Next
09/16 - 09/30

Download

	<input checked="" type="checkbox"/>	Notes		Time In	Time Out	Hours	Shift Total	Day Total	Week Total
	<input type="checkbox"/>			9/26/2017 04:15 PM	9/26/2017 04:30 PM	0:15	0:15	0:15	0:15