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.
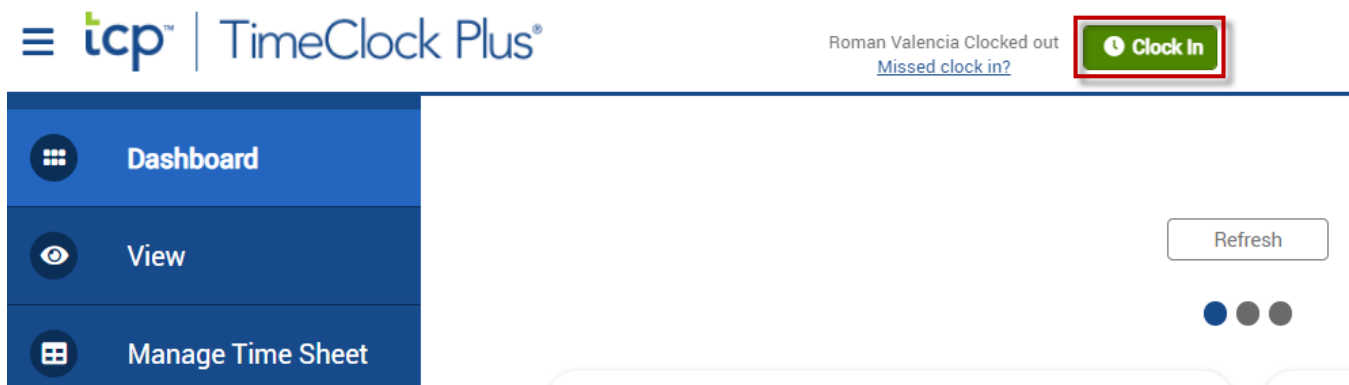
Logging Into Webclock

Go to https://cas.tcplusondemand.com/207145/App_Redirect/webclock.aspx 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.
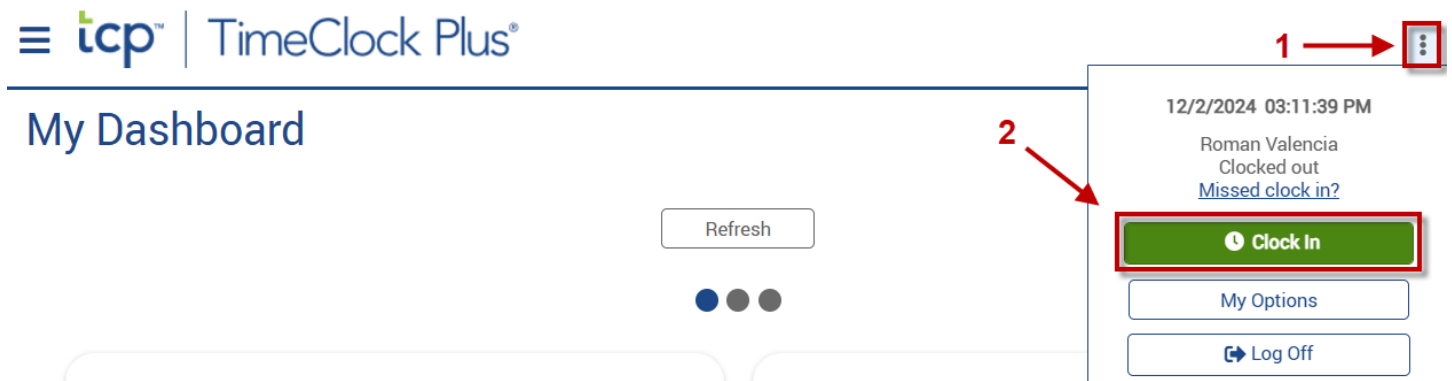
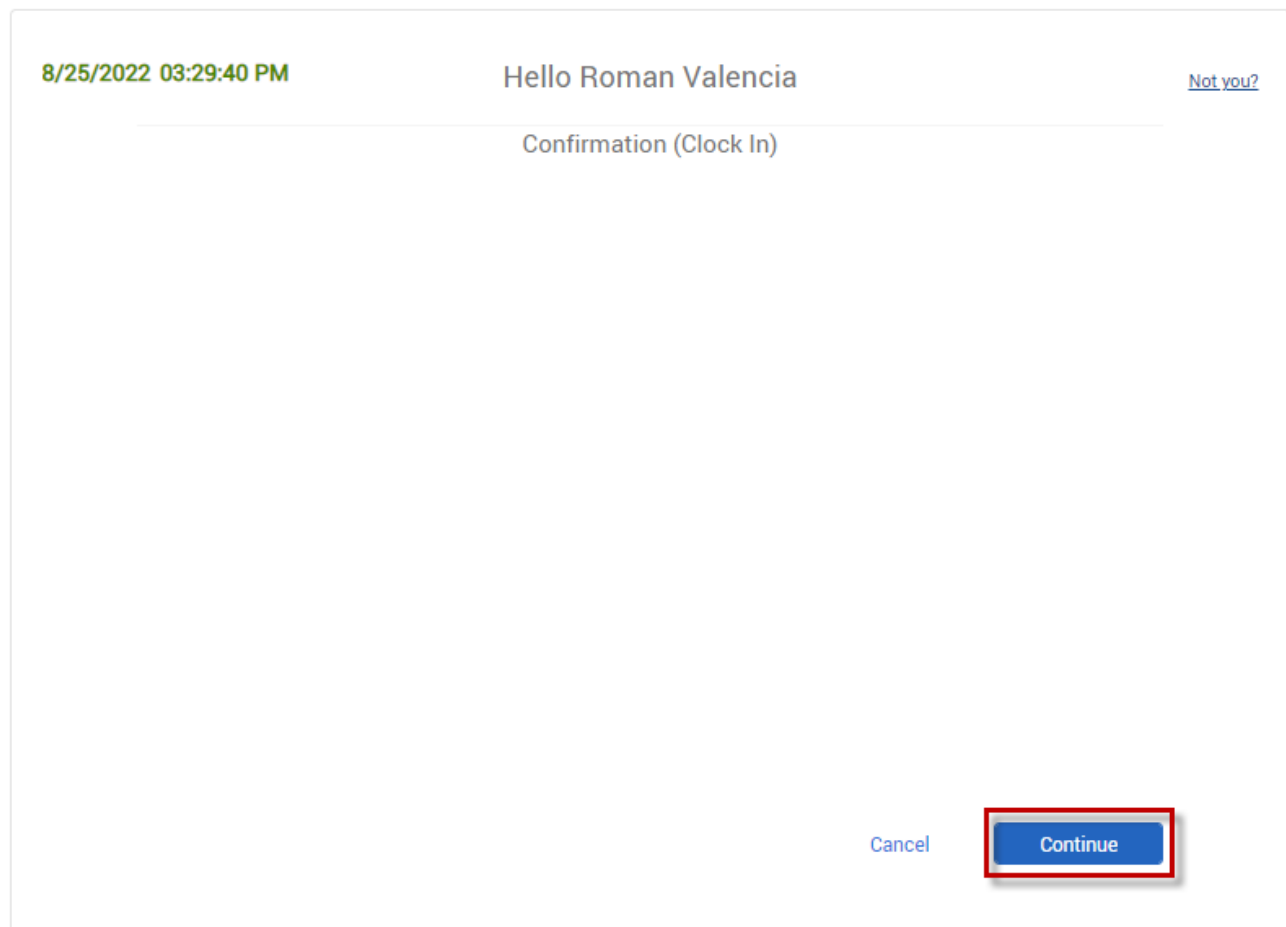## Clocking In/Out

Clocking In:

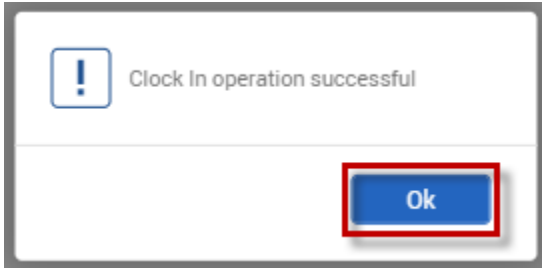1.   Click the **Clock In** button.

2. If the Clock In button is not visible, click the additional options menu to expose the button. Browser screen size affects the location of the clock in button.

3. Confirm the clock in operation is correct and click **Continue**.
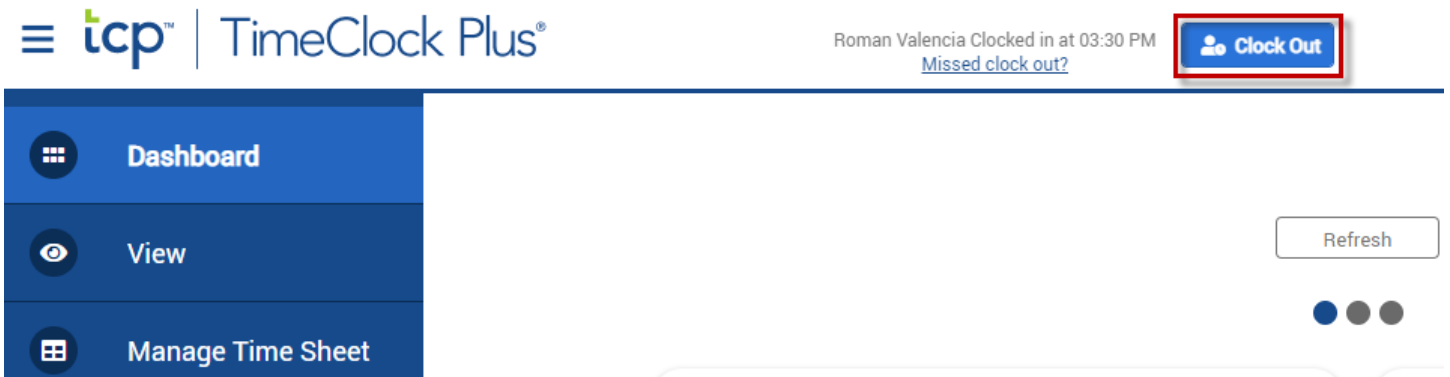
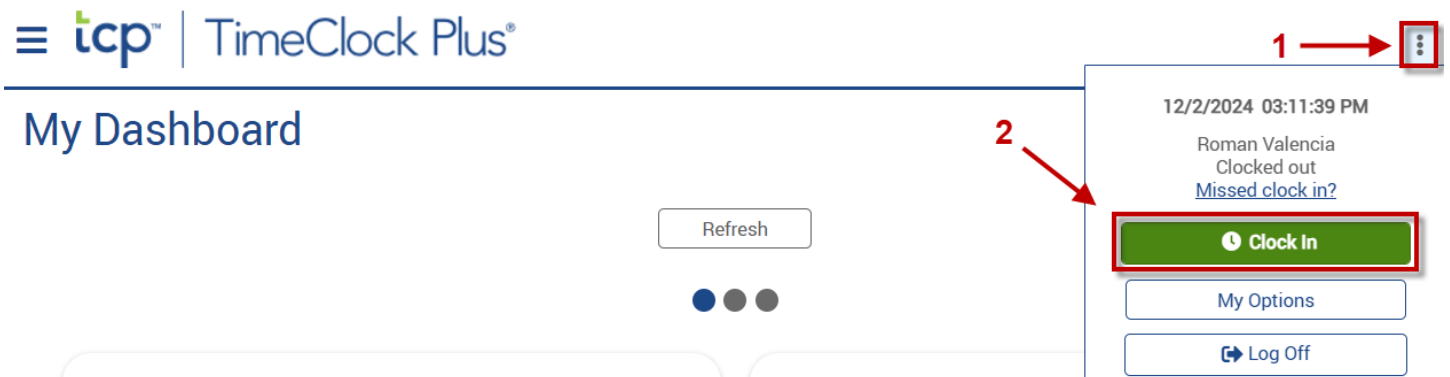4.   Upon successful clock in you will receive the following message. Click Ok.

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. If the Clock In button is not visible, click the additional options menu to expose the button. Browser screen size affects the location of the clock in button.

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

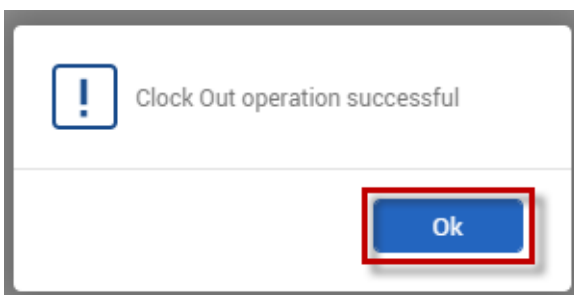4.   Upon successful clock out you will receive the following message.

5. When finished, log off TimeClock Plus Webclock.

Missed Punches

There may be times when you forget to clock in or out. When this occurs, tap the "Missed clock out" or "Missed clock in" button to perform your intended clock in/out.
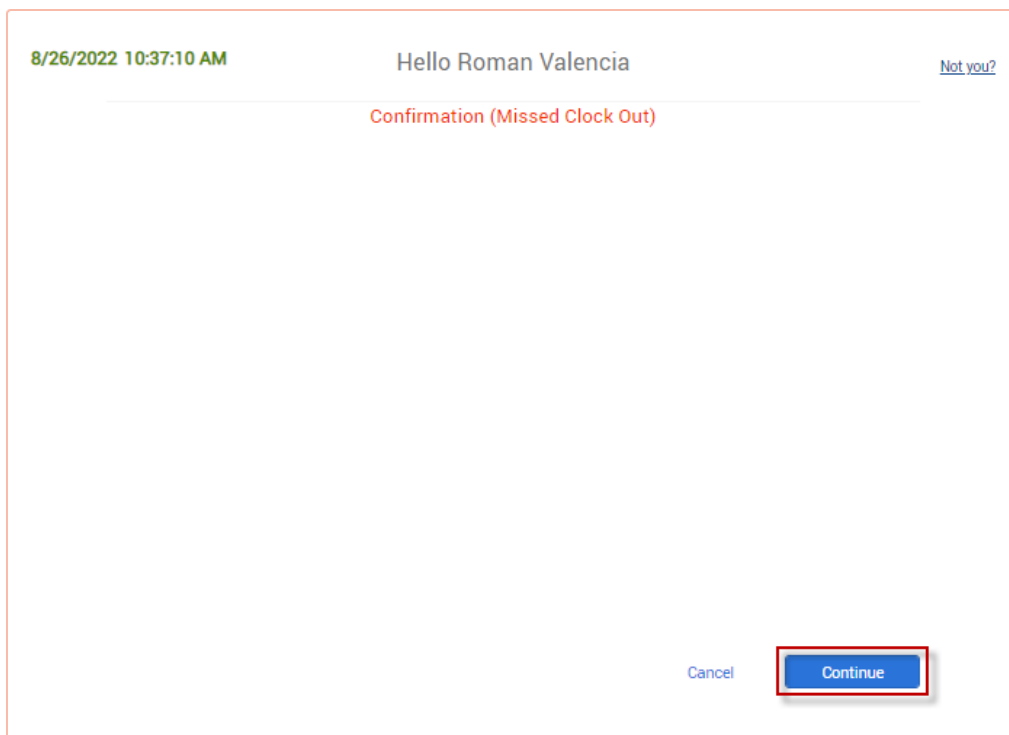

Example – Missed Clock Out

Roman arrived at work and clocked in. Later in the day he left for lunch but forgot to clock out. He returned to work from lunch, wanted to clock in, but after opening the webclock he sees that he can only clock out. Roman will need to click "Missed clock out" so he can be allowed to clock in anyway. His lunch break will then be adjusted later by his supervisor.
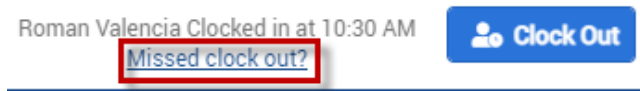
Roman will then need to click "continue" three times to complete his clock in.

8/26/2022 10:37:23 AM   Hello Roman Valencia   Not you?

Missed Clock Out

Your last punch was a clock in at:

08/26/2022 10:30 AM.

Did you forget to clock out?

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

8/26/2022 10:37:33 AM   Hello Roman Valencia   Not you?

Summary (Missed Clock Out)

Date in   08/26/2022 10:30 AM

Date out   << Missed Punch >>

Position   Payroll Lead Analyst

Press continue to finish clocking out and save this information

!   Clock In operation successful

Ok

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**.

tcp | TimeClock Plus®

Roman Valencia Clocked in at 10:30 AM
Missed clock out?

Clock Out

Dashboard

View

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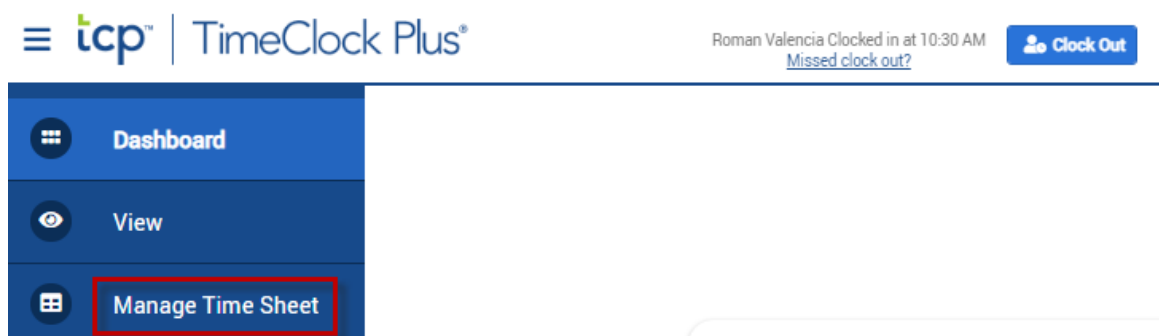
2. Time will be displayed in a calendar view for the current pay period. To display past or future pay periods click the **Prev** and **Next** buttons at the top of the page. To display weekend dates, check the **Display weekends** box.

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

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

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

Warning: By default, the segment has **8 hours and <u>Assistance Dog Training</u>** 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**.

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

Example:
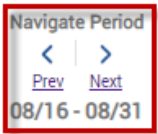

6. Click **Accept** button at the top, left of the page to save.

Viewing Hours

Hours for the current or prior pay periods can be viewed by clicking **View > Hours.**
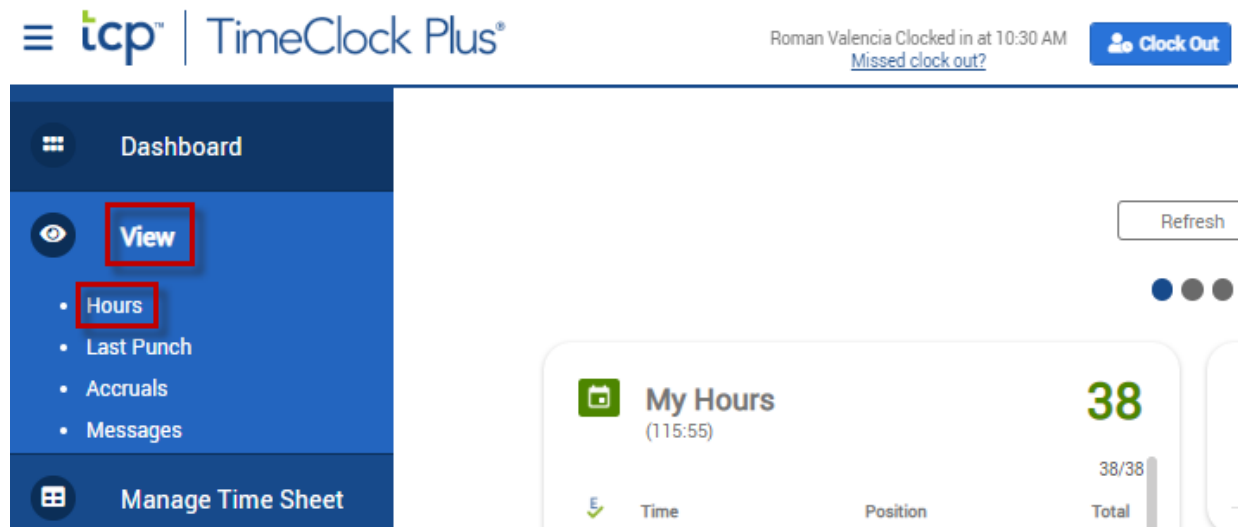
Hours for the current pay period will be shown. To cycle between pay periods use the **Prev** and **Next** arrows under **Navigate period.**

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 performed through the **View > Hours** page.
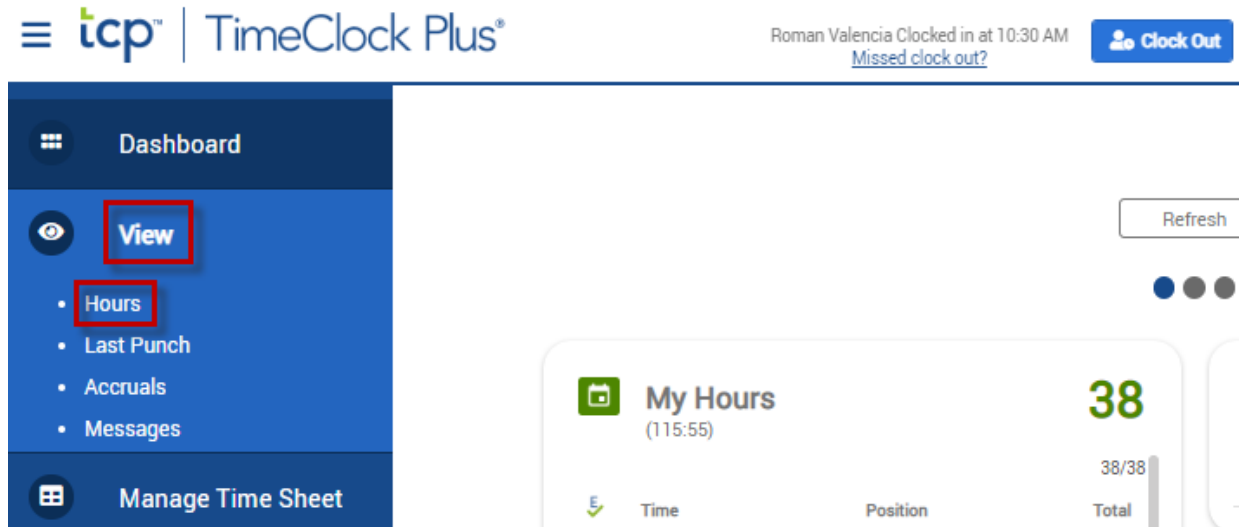
To approve an individual time segment, click the checkbox next to the segment.

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

View Hours

Navigate Period

< | >
Prev   Next
08/16 - 08/31

Showing 20 records of 20

🔔	☑	Notes	🔗	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position
🔴	☐	📰	⊏	8/16/2022 08:00 AM	8/16/2022 12:00 PM	4:00	4:00			19900000 - Payroll Lead Analyst
🔴	☐	📰	⊏	8/16/2022 01:00 PM	8/16/2022 05:00 PM	4:00	4:00	8:00		19900000 - Payroll Lead Analyst
🔴	☐	📰	⊏	8/17/2022 08:00 AM	8/17/2022 12:00 PM	4:00	4:00			19900000 - Payroll Lead Analyst

Updated 12/2/2024