## **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 <u>https://cas.tcplusondemand.com/207145/App\_Redirect/webclock.aspx</u> 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.



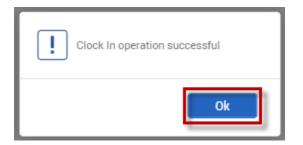
2. If the Clock In button is not visible, click the additional options menu to expose the button. Browser screen size affects the location of the clock in button.

≡ <b>tcp</b> <sup>™</sup>   TimeClock Plus®		1
My Dashboard		2 Roman Valencia Clocked out <u>Missed clock in?</u>
	Refresh	Clock In
		My Options
		Log Off

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

8/25/2022 03:29:40 PM	Hello Roman Valencia		Not you?
	Confirmation (Clock In)		
	Ca	Continue	]
	Ca	ancel 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



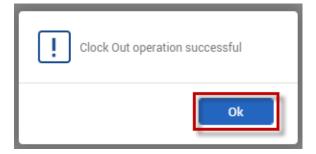
2. If the Clock In button is not visible, click the additional options menu to expose the button. Browser screen size affects the location of the clock in button.

≡ <b>tcp</b> ™   TimeClock Plus®		1
My Dashboard		2 Roman Valencia Clocked out <u>Missed clock in?</u>
	Refresh	Clock In
	$\bullet \bullet \bullet$	My Options
		C Log Off

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

8/25/2022 03:41:03 PM	Hello Roman Valencia			Not you?
	Confirmation (Clock Out)			
		Cancel	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 Valencia Clocked in at 10:30	AM Sock Out
Missed clock out?	

Roman will then need to click "continue" three times to complete his clock in.

8/26/2022 10:37:10 AM Hello Roman Valencia							
	Confirmation (Missed Clock Out)						
	Cancel	tinue					

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								
I									
	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.



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.

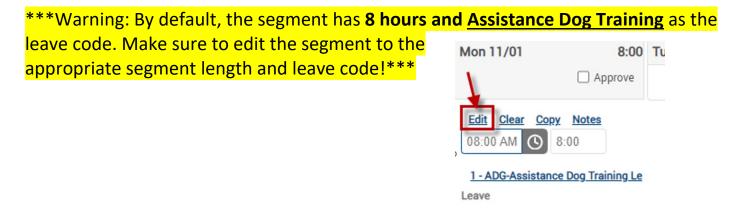
Note: Prior pay periods will be locked from adding/editing after hours have been submitted for payment by your department.

Manage Tin	ne Sheet								(	?	Fe	edback
11/01/2021 - 1 Reject	1/15/2021 Navigate Per Accept Prev Next	riod Z Disj	play weekends					Regular 0:00	<b>OT1</b> 0:00	<b>OT2</b> 0:00	Leave 0:00	Total 0:00
10/31 - 11/06	Approve Week							Regular 0:00		<b>OT2</b> 0:00	Leave 0:00	Total 0:00
Sun 10/31	0:00 Mon 11/01	0:00 Tue 11/02	0:00 Wed 11/03		Thu 11/04	0:00	Fri 11/05	0:00	Sat 11	1/06	_	0:00
	Add	Add	Add	Add	Notes           03:00 PM         03:0           99999 - Test Pr         DEFAULT           Notes         04:00 PM           04:00 PM         <	0:00 0 PM 0:00 0:00 2locked In >> 2sition - Analyst 0:00 0:00 0:00		Add				Add

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

Mon 11/01	0:00	Tue 11/02	0:00	Wed 11/03	0:00		
	Add		Add		Add		
		ļ					

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



- 5. Enter the segment information and click **Save**.
- Time in: start time of the leave hours
- Hours: must be entered in quarter hour increments
- <u>Position:</u> appropriate leave code
- Note: note for your supervisor/time approver to see

Example:	Edit Segr	nent			?	Feedback
			Se	gment Length: 8:00	)	
	Time in	11/1/2021	08:00	AM (S)		
	Hours	8:00				
	Position	22 - SCK-5	Sick Leave			
	Cost Code	DEFAULT		Select		
	Note	doctor app	ointment			
					Cancel	Save
			22 - SCK-5	Sick Leave	Gancer	Save
			Leave			
			DEFAULT			
				Add		

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

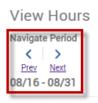


### **Viewing Hours**

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

≡ <b>tcp</b> "   TimeClocl	k Plus°	Roman	Valencia Clocked in at 10:30 AM <u>Missed clock out?</u>	Lock Out
Dashboard				
View				Refresh
Hours     Last Punch				•••
<ul><li>Accruals</li><li>Messages</li></ul>	۵	My Hours (115:55)		38
😑 Manage Time Sheet	Ę	Time	Position	38/38 Total

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



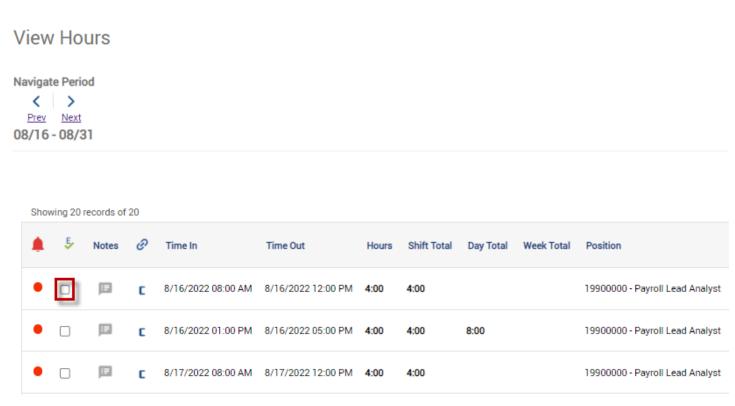
Show	ing 5 re	cords of 5									
	E,	Notes	Θ	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position	Cost Code
•	۲	E		8/24/2022 08:00 AM	<< Time sheet >>	8:00	8:00	8:00		28 - VAC-Vacation Pay	PAYROLL SYSTEMS SUPPORT
•	⊗		c	8/25/2022 03:30 PM	8/25/2022 04:00 PM	0:30	0:30	0:30		19900000 - Payroll Lead Analyst	PAYROLL SYSTEMS SUPPORT
•	۲	E	С	8/26/2022 10:30 AM	8/26/2022 10:30 AM	0:00	0:00			19900000 - Payroll Lead Analyst	PAYROLL SYSTEMS SUPPORT

#### 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.

≡ <b>tcp</b> <sup>®</sup>   TimeClock Plus®	Roman Valencia Clocked <u>Missed clock c</u>	
Dashboard		
<ul> <li>View</li> <li>Hours</li> </ul>		Refresh
<ul><li>Last Punch</li><li>Accruals</li><li>Messages</li></ul>	(115:55)	38
🖽 Manage Time Sheet	E Time Position	38/38 Total

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



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

#### **View Hours**

Navigate Period <u>
Prev</u>
<u>
Next</u> 08/16 - 08/31

Show	Showing 20 records of 20									
۰	E	Notes	Ø	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position
•			C	8/16/2022 08:00 AM	8/16/2022 12:00 PM	4:00	4:00			19900000 - Payroll Lead Analyst
•		E	C	8/16/2022 01:00 PM	8/16/2022 05:00 PM	4:00	4:00	8:00		19900000 - Payroll Lead Analyst
•		E	C	8/17/2022 08:00 AM	8/17/2022 12:00 PM	4:00	4:00			19900000 - Payroll Lead Analyst

Updated 12/2/2024