

# TIMECLOCK PLUS



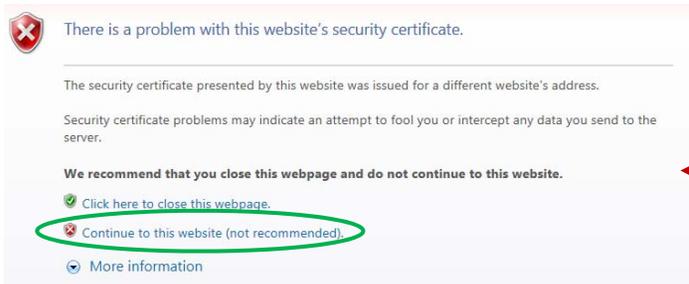
**TimeClock Plus<sup>®</sup>**  
a better sense of time<sup>SM</sup>

MANAGER INSTRUCTIONS



# LOGGING ON TO TCP

<https://sdotcplus.scccd.net/app/manager/#/ManagerLogOn>



The link can be found on the Payroll Intranet page under Website Links- [Time Clock Plus - Manager](#)

← If using Internet Explorer; select “Continue to this website (not recommended).”  
If using Google Chrome; select “Advance”

Google Chrome or Firefox is the preferred browser.



Single sign-on set up; use the same credentials you use to log onto your network computer.

External ID = XX000  
Password = your network password

# YOUR DASHBOARD

The screenshot shows the TimeClock Plus dashboard interface. At the top, there is a navigation bar with tabs for HOME, HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. The HOURS tab is selected and circled in red. Below the navigation bar, the dashboard is titled "MY DASHBOARD" and displays several widgets:

- CONFLICTING SEGMENTS: 0
- PENDING TIME OFF REQUESTS: 0
- ANNIVERSARIES: 1 (listing Erika Harbarth)
- REQUIRED APPROVALS: 3 (listing Anthony M Fagg and Michelle Diodato)
- MISSED PUNCHES: 0
- REMINERS: +
- APPROACHING OVERTIME (CLOCKED IN): 0
- OVERTIME: 0
- BIRTHDAYS: 1 (listing [REDACTED])

At the top right of the dashboard area, there are buttons for "Refresh", "Edit", and "Feedback". The "Edit" button is circled in red, with a red arrow pointing to it from the text "Edit your layout".

The dashboard will show all employees you have access to & any actionable items needed

The Hours Tab is where you approve your employee's time

To quickly jump to your group hours you can click on the links

You can edit your dashboard's layout by moving and adding/deleting widgets to fit your needs

# YOUR EMPLOYEE FORGOT TO LOG IN

The screenshot displays the TimeClock Plus interface. At the top, a table shows punch records for 2/1/2017. Three entries are highlighted with a red box: 10:00 AM, 12:43 PM, and 12:43 PM. A blue callout box on the left lists 'Requires Approval' with sub-items 'Missed Punches' and 'Manager', and 'Exceptions' with sub-items 'Early In' and 'Late Out'. Below this, a navigation menu includes 'Individual Hours' (circled in red). The main area shows 'INDIVIDUAL HOURS' for 'Robert Avalos' with a search bar and a date range of 2/1/2017 to 2/4/2017. A red circle highlights the '+ Add Segment' button. A list of employees is visible on the left, with 'Robert Avalos' at the top.

Date	Time	Time	Time	Time	Time	Time
2/1/2017	10:00 AM	2/1/2017	12:28 PM	2:43		
2/1/2017	12:43 PM	2/1/2017	12:43 PM	0:00		
2/1/2017	12:43 PM	2/1/2017	02:30 PM	1:47	4:30	4:30

INDIVIDUAL HOURS

Sort by: ID 1 Employee Filter

Search [ ] Hours View Schedule Accruals

2. [ ] Page 1 of 4 Page 1 of 4

3. [ ] 2/1/2017 to 2/4/2017 Open Weeks Update

+ Add Segment Manage Segments Manage Exceptions

Showing 0 records of 0 Selected 0 records

No records found

The system will ask the employee to correct their missed punch. The text will be in blue.

There are times when you will need to “add a segment” to correct or enter sick hours.

1. Select Hours, Individual Hours
2. Either search your employee or find them in the list
3. Click on Add Segment

# ADDING SEGMENTS

**Add Segment** ? Feedback

Segment Length: 8:00

Individual is clocked in  
 Time sheet entry  
 Missed in punch  
 Missed out punch

Use "Days" to create duplicate segments. →

1. Time in: 9/28/2016 09:00 AM  
2. Time out: 9/28/2016 05:00 PM  
Break type: << NONE >>  
3. Job Code: 301220013 - SA1-R1220  
4. Rate: 0.00  
5. Note:   
Days: 1

7051 - Sick-Self  
7052 - Sick-Family Care  
7053 - Sick-FMLA  
7054 - Sick-Domestic Violence  
301220013 - SA1-R122015SACFZO

Extra Cancel 6. Save

1. Enter the Time In = Date and Time
2. Enter the Time Out = Date and Time
3. Choose the correct Job Code = either their position or the appropriate sick leave
4. Leave the rate blank
5. Add a note as to why you added the segment
6. Save

# EDITING SEGMENTS

The screenshot shows a software interface for managing employee segments. At the top, there are tabs for 'Hours', 'View Schedule', and 'Accruals'. Below this, the name 'Anthony Aguilar' is displayed. A date range is set from 8/28/2016 to 10/1/2016, with an 'Open Weeks' dropdown and an 'Update' button. A toolbar contains buttons for '+ Add Segment', 'Manage Segments', 'Manage Exceptions', and 'Resolve period'. The 'Manage Segments' button is circled in red and labeled with a '2'. A dropdown menu is open from this button, showing options: 'Edit', 'Delete', 'Split segment by length', 'Split segment by percentage', 'Add break', 'Toggle break', 'Audit Log', and 'View segment photos'. The 'Edit' option is circled in red and labeled with a '3'. In the background, a table shows a single record for a segment on 9/28/2016, with columns for Time In, Time Out, Hours, Shift Total, Week Total, and Job Code. A '1' is placed next to a checkbox in the table's left column, with a red arrow pointing to it.

Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
9/28/2016 09:00 AM	9/28/2016 05:00 PM	8:00	8:00	8:00	301220013 - SA1-R122015SACFZ0	0.00

Be careful not to click the "Select All" box in the gray section and delete, you will delete all the segments and you will need to add them in manually.

If you need to change a segment:

1. Double click on the segment line or click the check box next to the segment you need to change
2. Click on Manage Segments
3. Choose Edit or Delete  
Select Edit to correct the hours following the same instructions on the previous slide. Select Delete to remove the segment entirely.

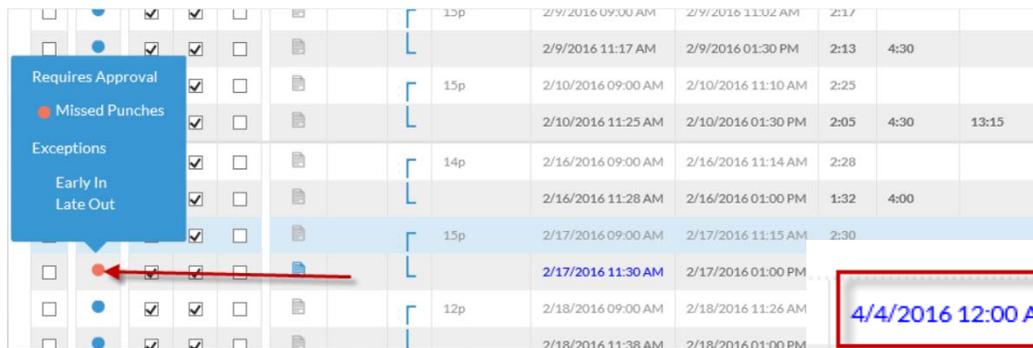




# RED DOT APPROVALS

If RED dots remain, additional approval is required!

Overtime and Missed Punches need specific Manager approval for these items.  
Conflicting shifts **MUST** be CORRECTED!



Shift	Start	End	Duration	Notes
15p	2/9/2016 09:00 AM	2/9/2016 11:02 AM	2:17	
	2/9/2016 11:17 AM	2/9/2016 01:30 PM	2:13	4:30
15p	2/10/2016 09:00 AM	2/10/2016 11:10 AM	2:25	
	2/10/2016 11:25 AM	2/10/2016 01:30 PM	2:05	4:30 13:15
14p	2/16/2016 09:00 AM	2/16/2016 11:14 AM	2:28	
	2/16/2016 11:28 AM	2/16/2016 01:00 PM	1:32	4:00
15p	2/17/2016 09:00 AM	2/17/2016 11:15 AM	2:30	
	2/17/2016 11:30 AM	2/17/2016 01:00 PM		
12p	2/18/2016 09:00 AM	2/18/2016 11:26 AM		
	2/18/2016 11:38 AM	2/18/2016 01:00 PM		

Conflicting shifts have orange text and **MUST BE CORRECTED**.

4/4/2016 12:00 AM

4/4/2016 04:45 PM

16:45

4/4/2016 08:45 AM

4/4/2016 12:00 PM

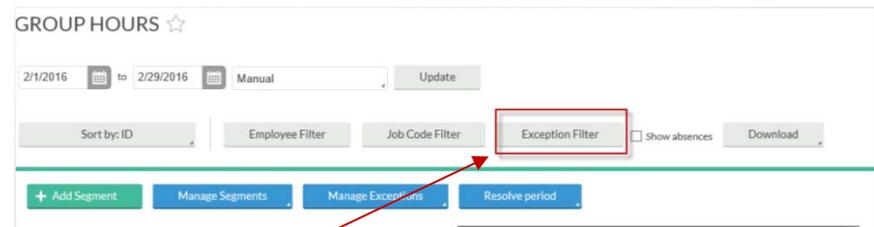
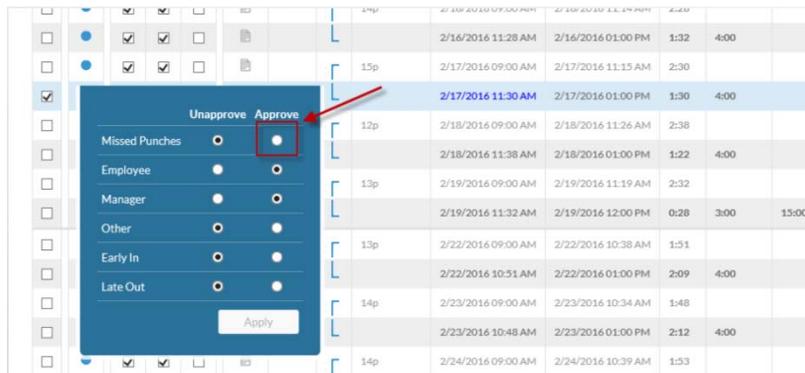
3:15

20:00\*

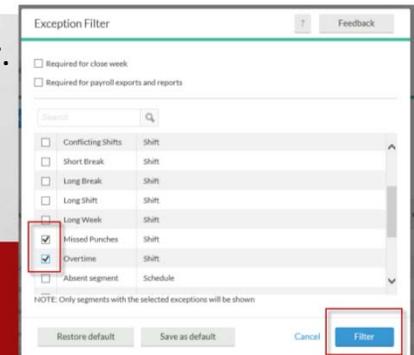
In this case, the employee "corrected" his missed punch by inputting 12:00AM instead of 12:00PM, creating two conflicting shifts and overtime.

# APPROVING RED DOTS

Either right click on the red dot to approve that one item.



OR - Select the Exception Filter. Select "Missed Punches" and "Overtime" check boxes, then select the blue "Filter" button.



# TIME OFF REQUESTS

When an employee submits a request for time off in TCP you will receive an email notification:

 Reply  Reply All  Forward



Glynnna Billings <glynnna.billings@scccd.edu>

Glynnna Billings; Wil Schofield ▾

**Time Off Request Created**

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A time-off request "Go skiing!" on 02/24/2017 from 08:00 AM to 04:00 PM for Vacation has been CREATED by Glynnna Billings.

# APPROVING TIME OFF REQUESTS

The screenshot displays the TimeClock Plus Request Manager interface. The navigation menu at the top includes 'HOURS', 'EMPLOYEES', 'TOOLS', 'CONFIGURATION', and 'COMMUNITY'. The 'TOOLS' menu is circled in red, and 'Request Manager' is also circled in red. Below the navigation, the 'REQUEST MANAGER' section is visible, with a 'Calendar' tab selected. The calendar shows a grid for September 2016. A pending request is highlighted on Monday, September 13th, from 2:15 PM to 2:45 PM. A context menu is open over this request, listing options: Add, Detail, View in list, Delete, Approve Request Level 1, and Deny. A 'Denied (1)' notification is visible on Thursday, September 10th.

Select Tools, then Request Manager

Right Click on the pending request

Approve Request Level 1, Deny or select Detail to see more information

The calendar will show all employees time off requests.

QUESTIONS?



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