

# TIMECLOCK PLUS



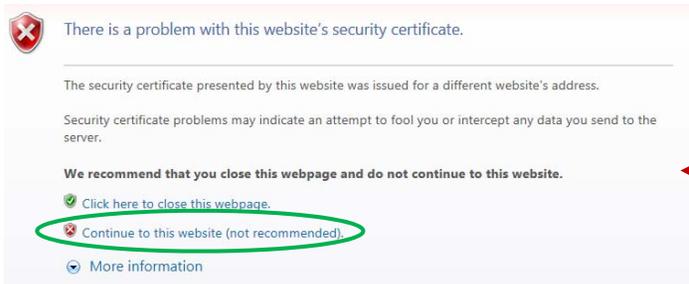
**TimeClock Plus<sup>®</sup>**  
a better sense of time<sup>SM</sup>

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 shows 'Matching 4 of 4 Employees'. There are buttons for 'Refresh', 'Edit', and 'Feedback'. The 'Edit' button is circled in red, with an arrow pointing to it from the text 'Edit your layout'. The dashboard contains several widgets: 'CONFLICTING SEGMENTS' (0), 'PENDING TIME OFF REQUESTS' (0), 'ANNIVERSARIES' (1), 'REQUIRED APPROVALS' (3), 'MISSED PUNCHES' (0), 'REMINDERS +', 'APPROACHING OVERTIME (CLOCKED IN)' (0), 'OVERTIME' (0), and 'BIRTHDAYS' (1). The 'REQUIRED APPROVALS' widget contains a table with columns for Name, Type, and Date. The table has three rows of data. The 'OVERTIME' widget has a link 'Click to Group Hours' circled in red, with an arrow pointing to it from the text 'To quickly jump to your group hours you can click on the links'.

Name	Type	Date	S/O
Anthony M Fagg	Manager Approval	02/01 03:00 P - 05:00 P	✓
Michelle Diodi	Manager Approval	02/01 08:00 A - 12:00 P	✓
Michelle Diodi	Manager Approval	02/01 03:30 P - 05:00 P	✓

Name	Type	Date	S/O
Erica Harbarde	Anniversary	02/02 (2)	

Name	Type	Date	S/O
[REDACTED]	Birthday	02/28	

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. The 10:00 AM entry is in blue text, indicating it requires approval. A blue callout box on the left lists 'Requires Approval' with sub-items: 'Missed Punches' and 'Manager'. Below this, 'Exceptions' includes 'Early In' and 'Late Out'. The main interface shows the 'INDIVIDUAL HOURS' section with a search bar and a list of employees. The 'Add Segment' button is circled in red. A red circle highlights the employee list, and a red circle highlights the search bar area.

Date	Time	Duration	Other
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. [ ] 3. [ ]

Robert Avalos

+ Add Segment

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 displays a user interface for managing time segments. At the top, there are tabs for 'Hours', 'View Schedule', and 'Accruals'. Below this, the user's name 'Anthony Aguilar' is shown. A date range '8/28/2016 to 10/1/2016' is displayed with a calendar icon and an 'Open Weeks' dropdown menu. A 'Manage Segments' button is highlighted with a red circle and the number '2'. A dropdown menu is open, 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 highlighted with a red circle and the number '3'. On the left side, a 'Select All' checkbox is highlighted with a red circle and the number '1'. A red arrow points from the 'Select All' checkbox to a warning text block.

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.

# APPROVING HOURS

The screenshot shows the TimeClock Plus interface. The 'HOURS' menu is highlighted with a red circle. Below it, the 'Individual Hours' sub-menu is selected. A table displays employee hours with columns for 'Time In', 'Time Out', 'Hours', 'Shift Total', and 'Week Total'. A red box highlights the 'M' (Manager) and 'O' (Other) checkboxes in the first column of the table. A red arrow points from the 'O' checkbox of the first row to the text on the right.

					Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/1/2016 08:30 AM	2/1/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/2/2016 08:30 AM	2/2/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/3/2016 08:30 AM	2/3/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/4/2016 08:30 AM	2/4/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/5/2016 08:30 AM	2/5/2016 11:30 AM	3:00	3:00	19:00
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/9/2016 08:30 AM	2/9/2016 02:15 PM	5:45	5:45	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/10/2016 08:30 AM	2/10/2016 12:45 PM	4:15	4:15	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/11/2016 08:30 AM	2/11/2016 02:30 PM	6:00	6:00	16:00
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/16/2016 08:30 AM	2/16/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34u	2/17/2016 08:30 AM	2/17/2016 12:29 PM	3:59		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/17/2016 01:03 PM	2/17/2016 04:45 PM	3:42	7:41	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/18/2016 08:30 AM	2/18/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2/19/2016 08:30 AM	2/19/2016 11:45 AM	3:15	3:15	18:56

Select Hours, Individual Hours

Ensure all hours have been approved by the employee

If a supervisor reviews their time before final manager approval, they will select the "O" (Other) checkboxes for approval

Manager will select the "M" (Manager) check boxes

**There is a faster way!**



# 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

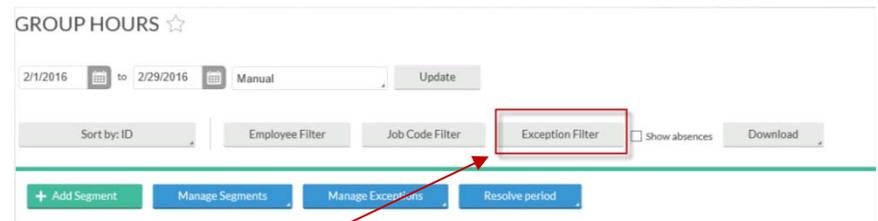
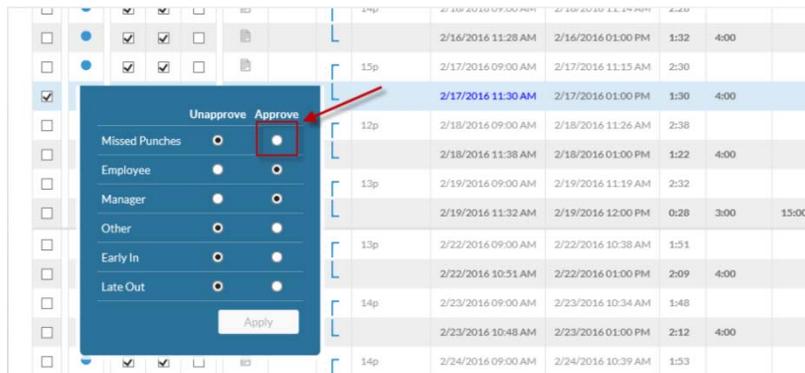
3:15

20:00\*

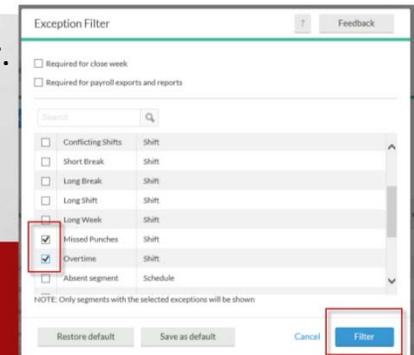
In this case, the employee "corrected" his missed punch by inputting 12:00AM instead of 12:00PM, creating two conflicting shifts and overtime.

# 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 top navigation bar includes 'TOOLS' and 'Request Manager', both highlighted with red circles. The main area shows a calendar for September 2016. A pending request is visible 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 17th.

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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