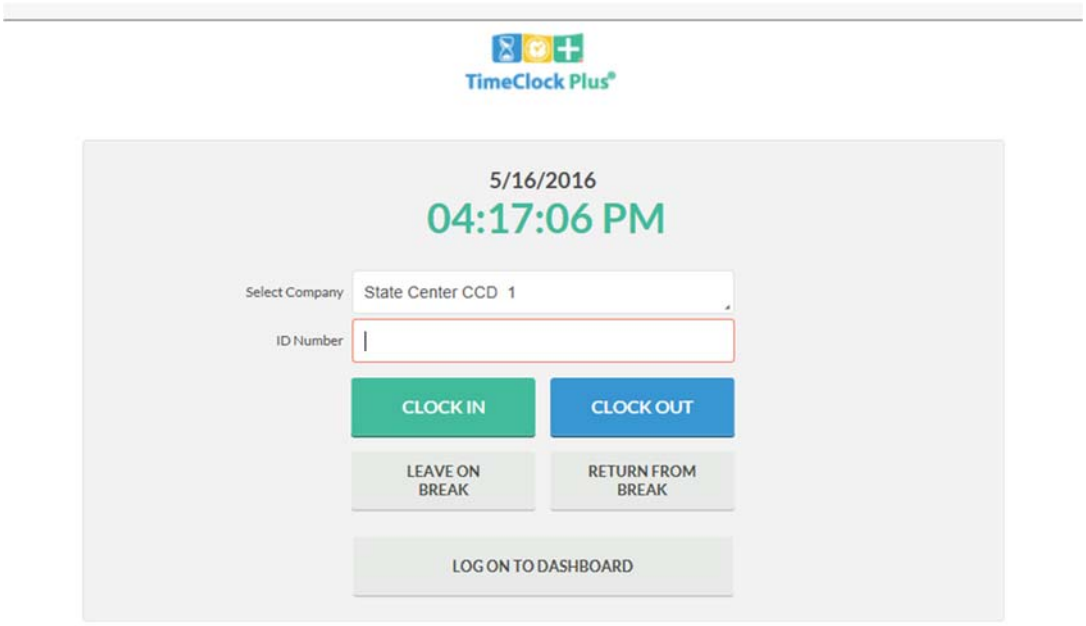
TimeClock Plus: Employee Training

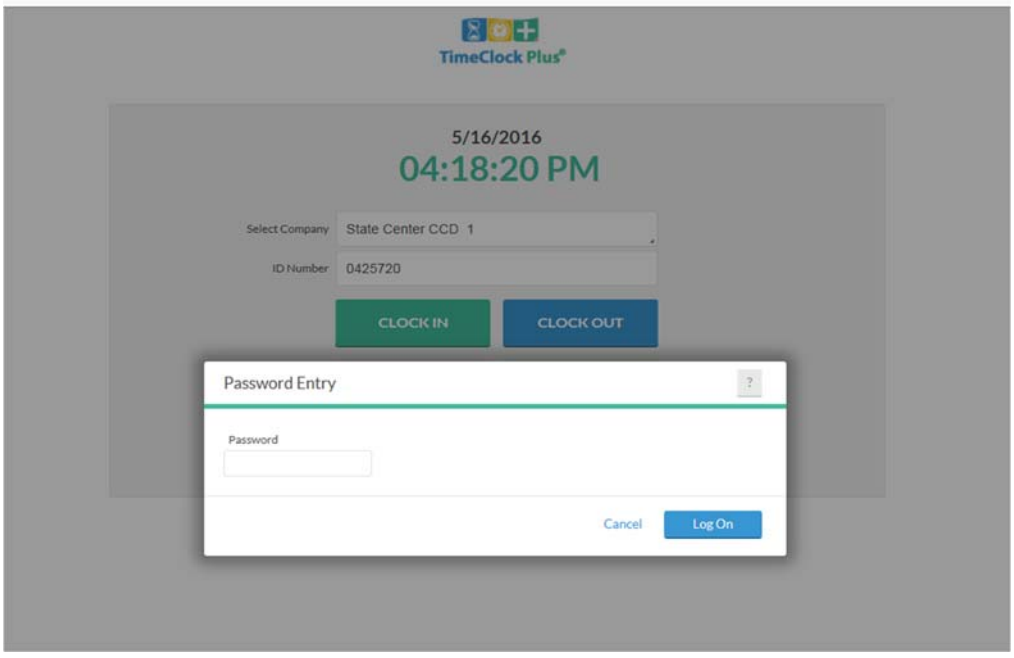
Clocking IN/OUT

Type in your Student ID number (leading zeros may be omitted).

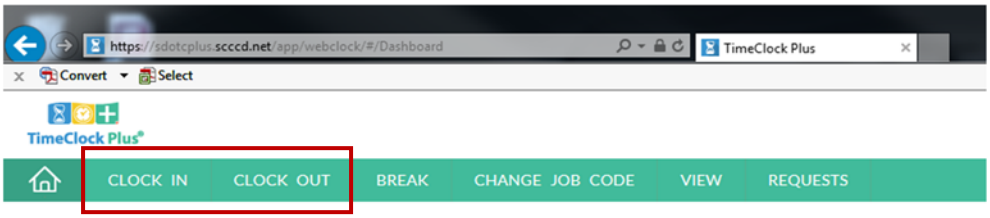


You can either clock in by selecting CLOCK IN or LOG ON TO DASHBOARD. If you choose CLOCK IN (fastest method), next you will have to enter your Password. Your password is the same password that you use for Canvas/Blackboard. Select Log On. This will clock you in/out and automatically log you off.

Remember, you must take a lunch by the sixth hour of clocking in. **AND if you are scheduled for a 30 minute lunch, you must take the full 30 minutes. Do NOT clock back in before the 30 minute mark.**

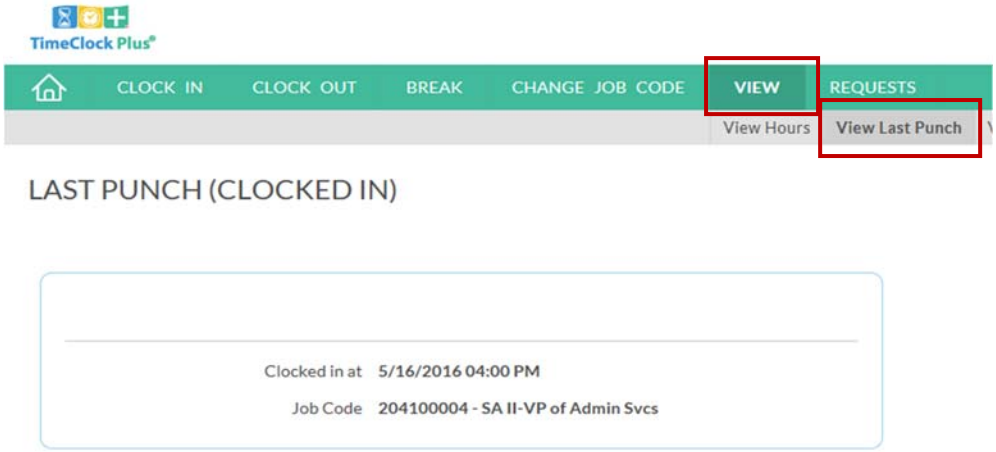


If you selected LOG ON TO DASHBOARD, you will be directed to the TimeClock Plus home page. You can clock in/out by selecting the CLOCK IN or CLOCK OUT from the task bar. Press CONTINUE to confirm the punch. If you select Cancel, your punch will not be recorded.



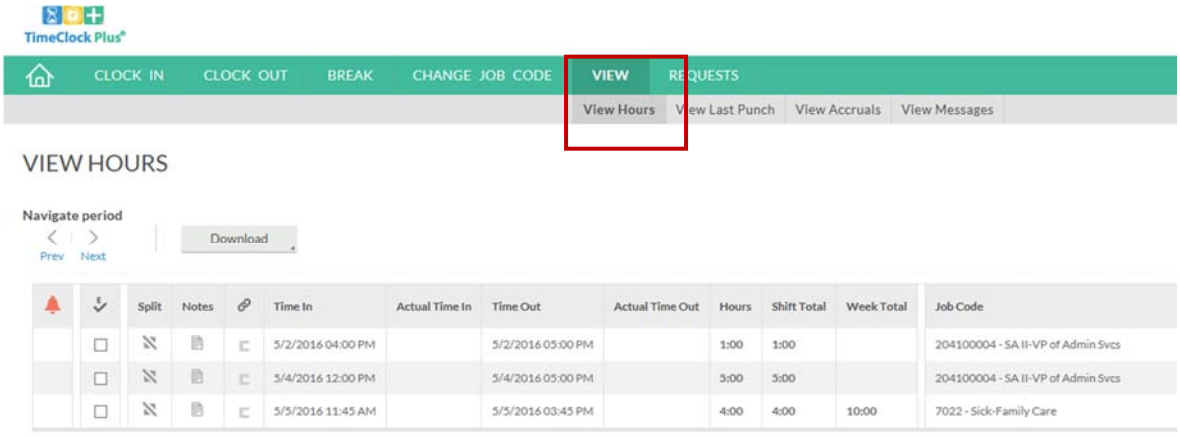
View Last Punch

You have the capability to view your last punch. This may be useful when you don't recall whether you clocked in/out and to track your time to avoid going over your scheduled shift. Select VIEW and VIEW LAST PUNCH.



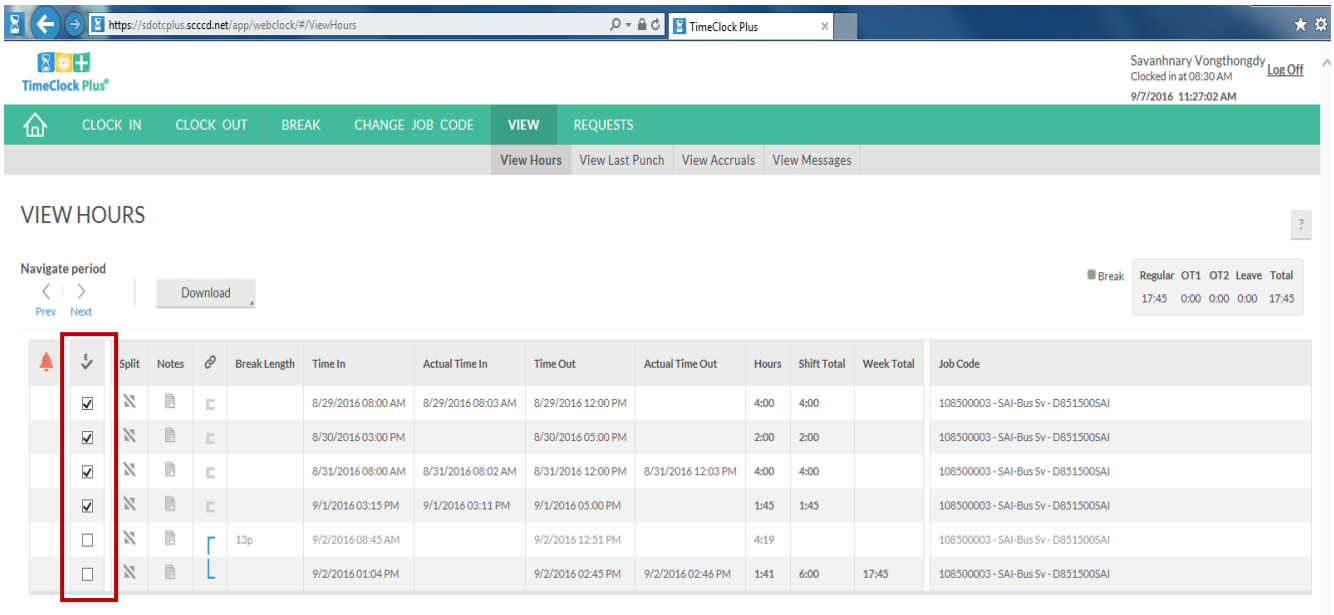
View Hours

To view all your previous logged hours, select VIEW and then VIEW HOURS. This will list all your punches for the current week (including hours worked, breaks, lunches and sick leave). To toggle between different weeks, select Prev or Next in the NAVIGATE PERIOD section.



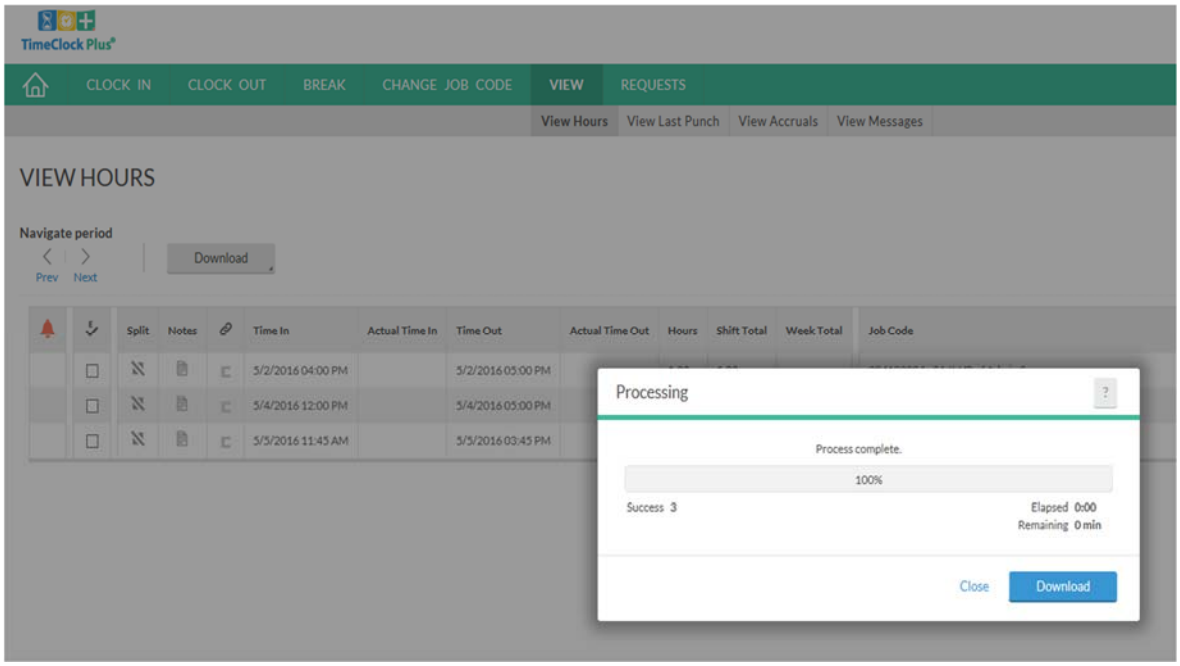
Approve Hours

You will need to approve all the hours that you work. It is suggested that you do this every day or every few days. Check with your department to determine what standard they want you to follow. ALL hours for the entire month MUST be approved by the last day of the month. To approve, to the left of the hours worked, click on boxes underneath E (employee). Again, only the currently week is visible when you log on. Make sure you navigate to other weeks if they need approvals. That's it!



Download Hours

If you would like a copy of all your hours (including hours worked, breaks, lunches and paid leaves), select VIEW → VIEW HOURS → DOWNLOAD. Make sure you are in the week in which you want your hours printed. The download will begin to process. Select Download. You can choose what program you would like to have your hours downloaded to.



Here is how the printout looks like downloaded to PDF.

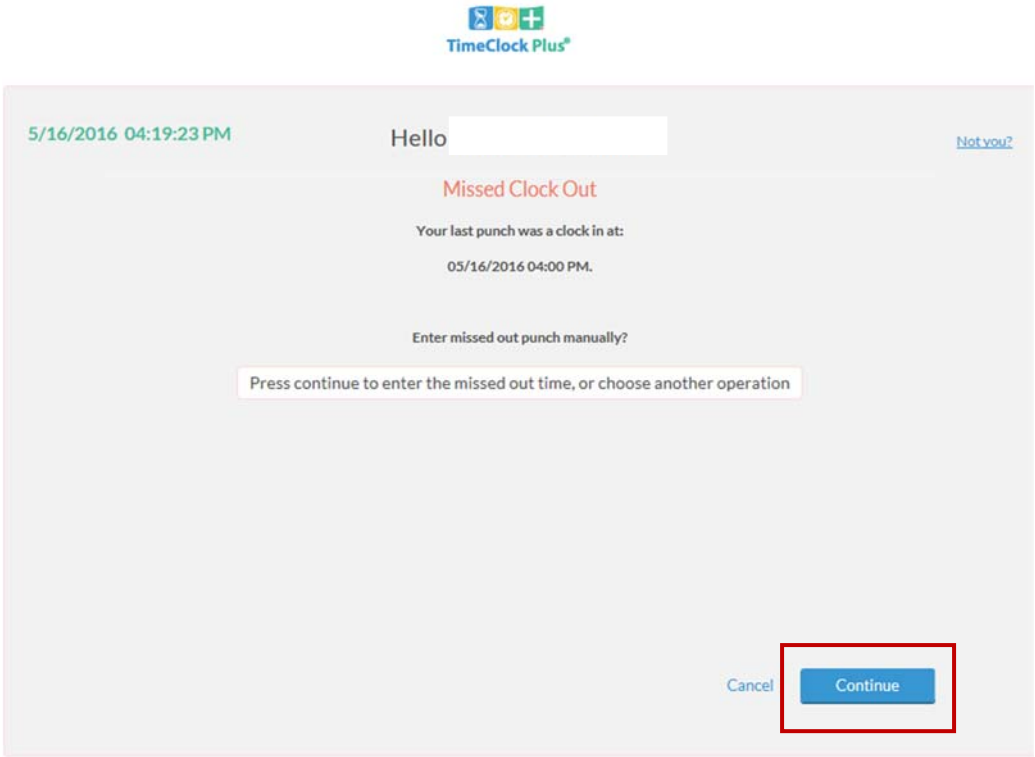
Hours for the week of 05/01/2016 to 05/08/2016

For

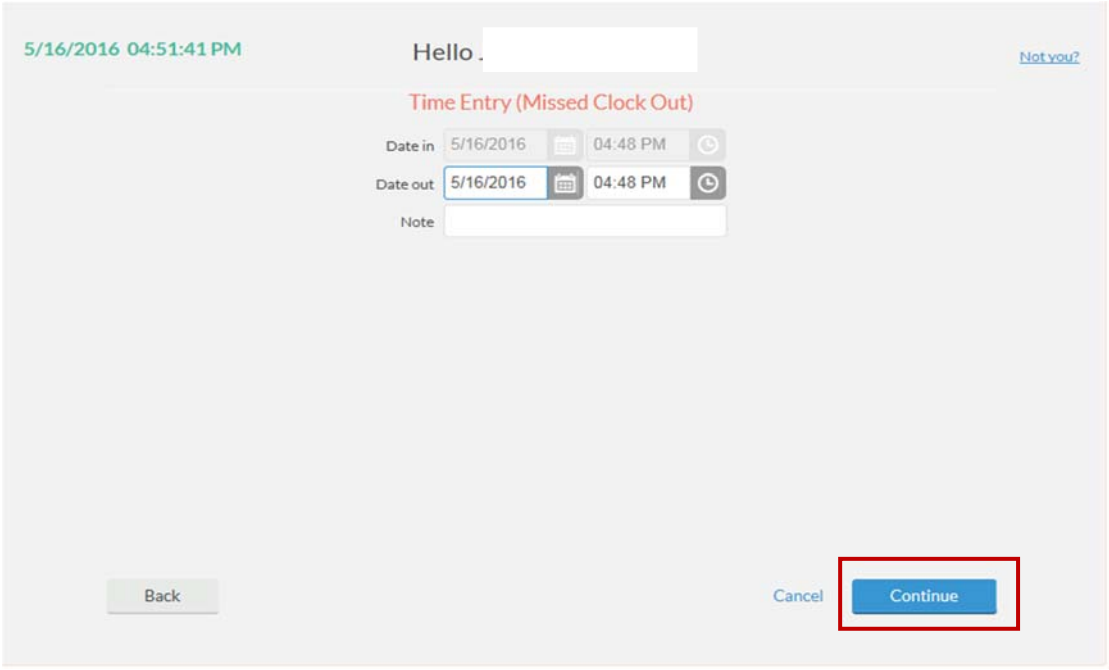
Time in	Time out	Job Code	Brk	Hours	Shift total	Week total
5/2/2016 04:00 PM	5/2/2016 05:00 PM	204100004 - SA II-VP of Admin Svcs	[	1:00	1:00	
5/4/2016 12:00 PM	5/4/2016 05:00 PM	204100004 - SA II-VP of Admin Svcs	[	5:00	5:00	
5/5/2016 11:45 AM	5/5/2016 03:45 PM	7022 - Sick-Family Care	[	4:00	4:00	10:00

Missed Punch

If you missed a punch, the next time you log on, you will be alerted. Your screen will show your last punch. Press CONTINUE to correct the missed punch manually. Your supervisor will be keeping track of the frequency of missed punches. Do not make it a habit to miss punching in/out.

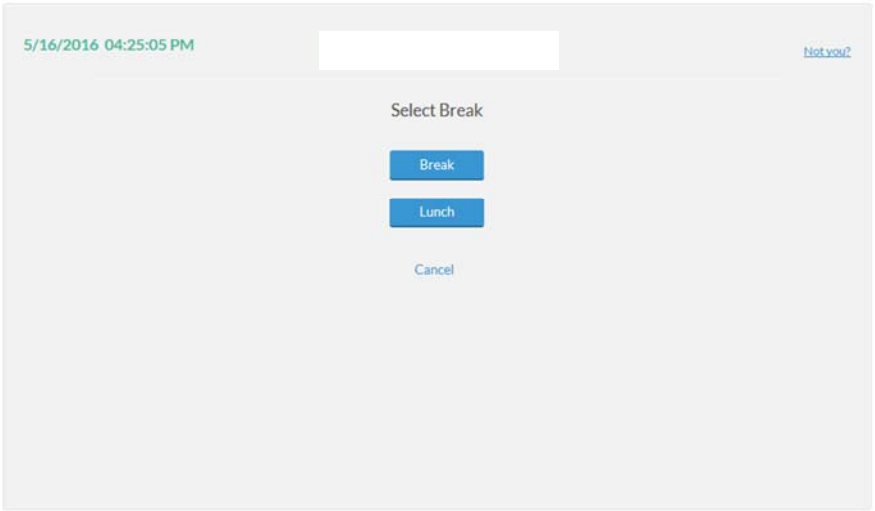


You will need to manually enter the missing punch. Enter any notes as necessary and press Continue to submit.

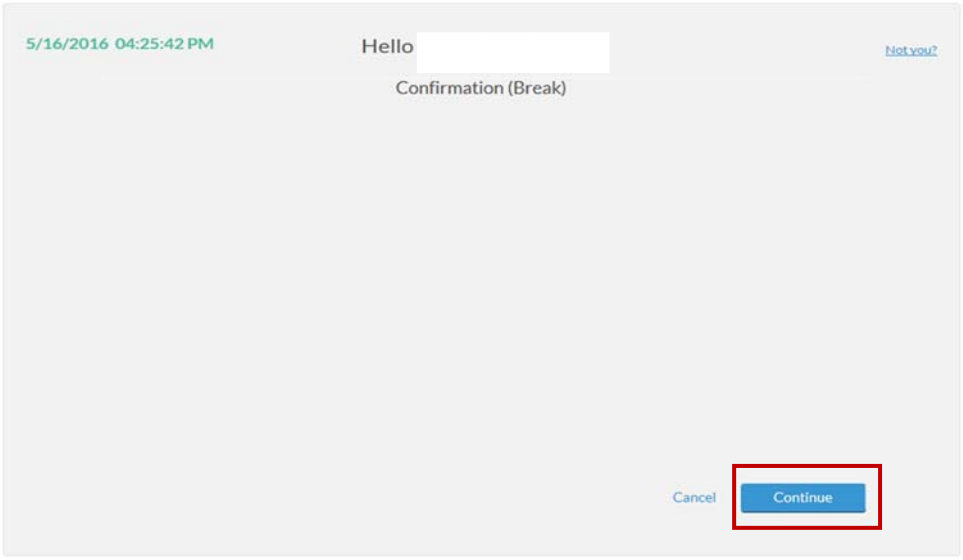


Logging Breaks and Lunches

You can log your breaks and lunches. Check with your supervisor to see if they would like to utilize this feature. To log a break or lunch, select BREAK from the taskbar. Select either BREAK or LUNCH.



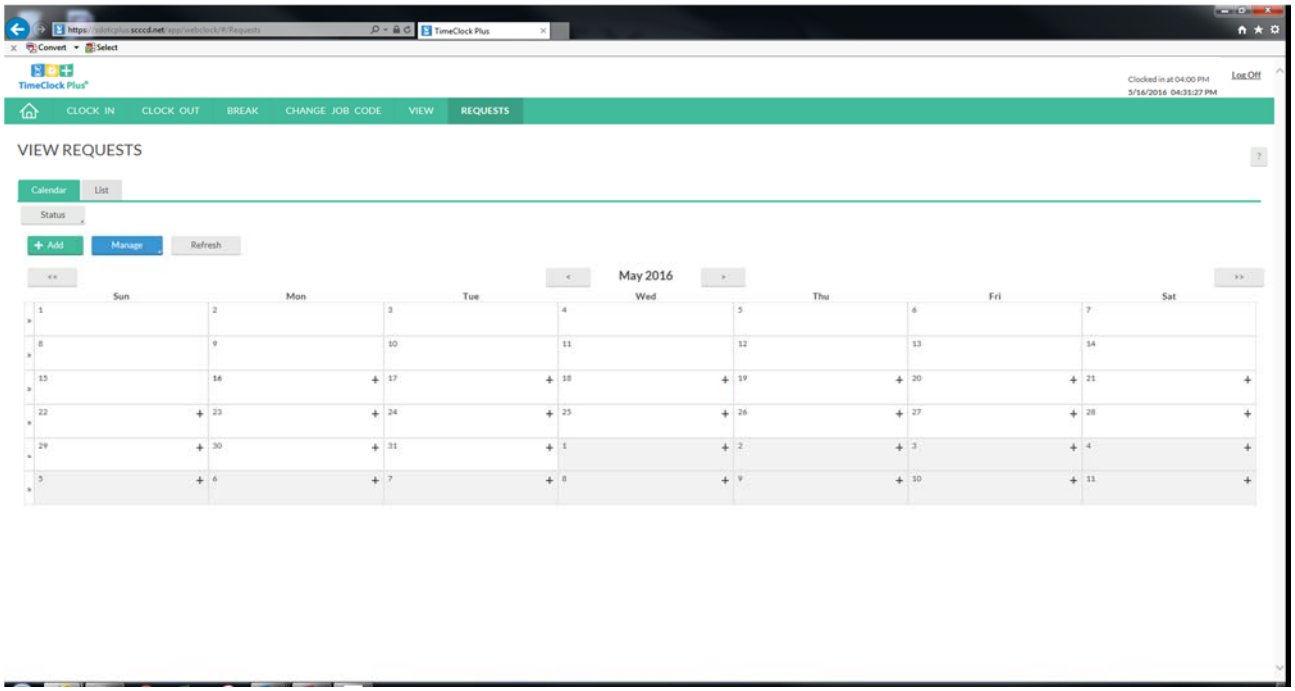
Select CONTINUE to confirm your punch. Note: There is no place for you to indicate that you are clocking in or out from break/lunch. The system will recognize the first punch as the punch out.



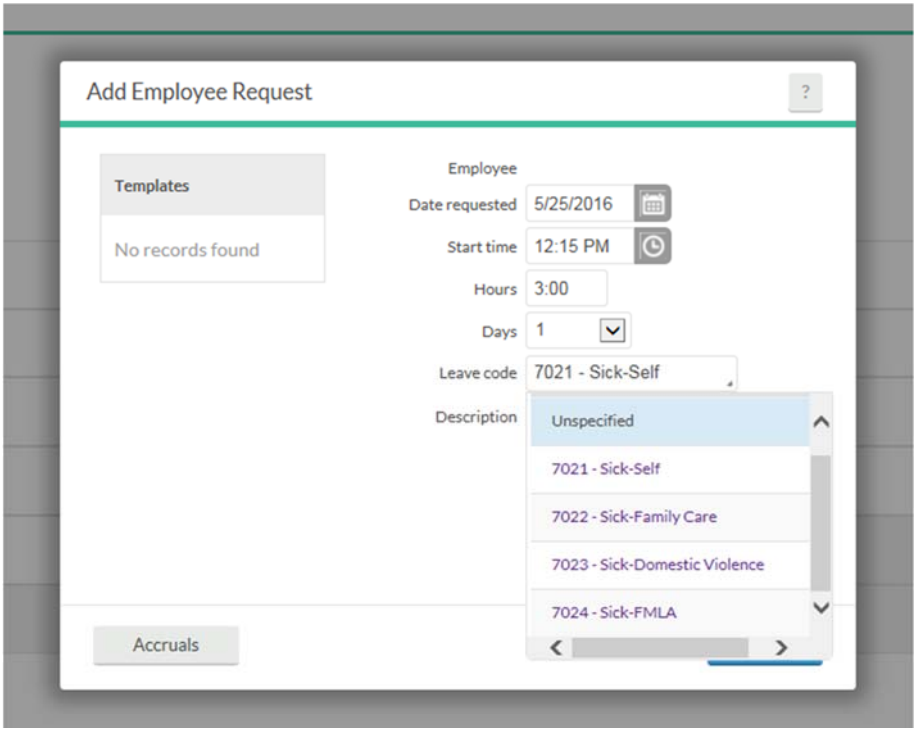
You must punch back in from break/lunch following the same process. Again, the system will recognize the second punch as the punch in.

Requesting Sick Time Off

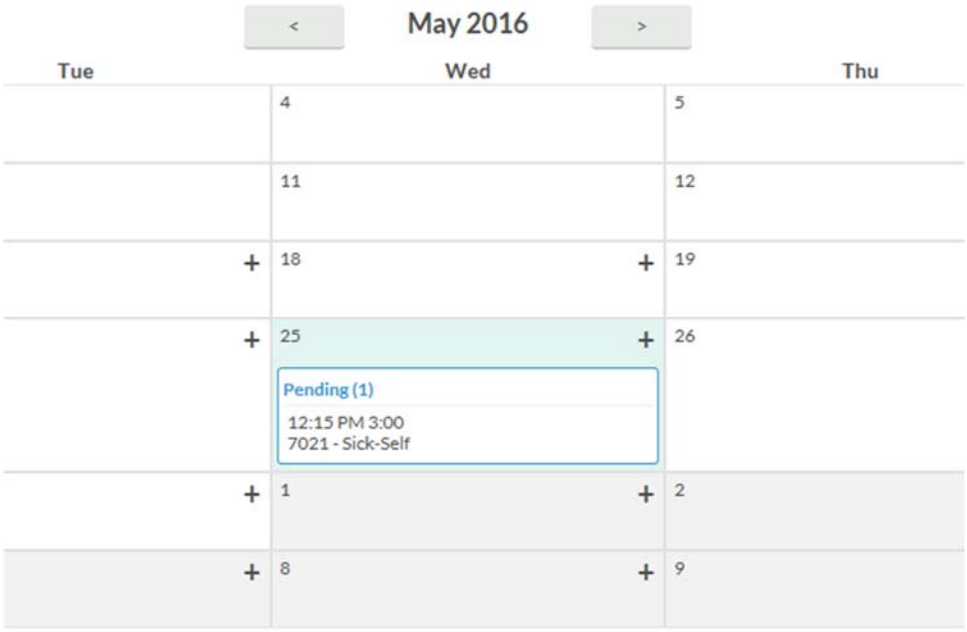
To request sick time off for a future date for doctor's appointments for yourself or a family member, select REQUESTS from the taskbar. You can enter the date(s)/time that you requesting by either selecting ADD, Manage or the + sign on the dates in the calendar.



A popup window will appear. Fill in all fields. Under Description, if you are selecting any of the Sick reasons, you must ensure that you have enough sick time available to cover that time. **Note: You cannot enter sick time for a past date. Therefore, if you missed work and have sick time available to use, you must notify your direct supervisor to manual enter it for you.**

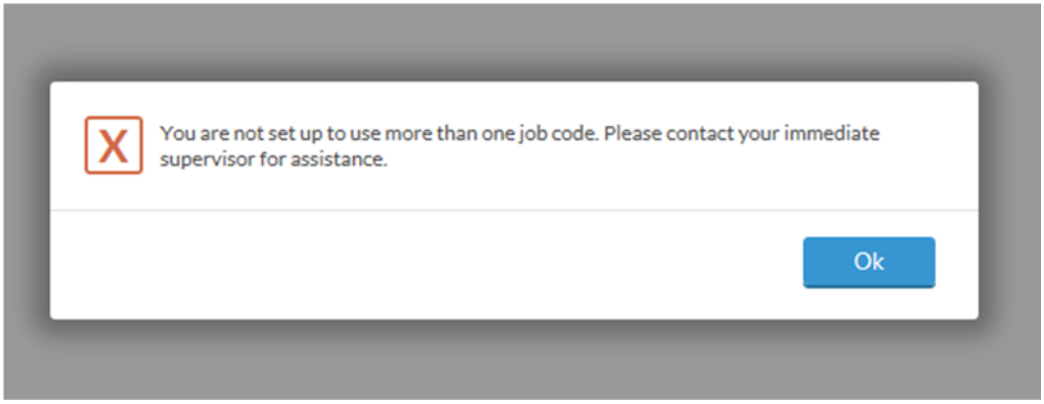


The request will show as Pending until your supervisor either approves or denies it. Do not assume that since you requested the time that you automatically got the time off. Always check the status of your request.



Job Code Change

If you are set up with multiple budget numbers, you will need to select the correct budget to punch in/out. To do so, selected CHANGE JOB CODE from the taskbar. If you have a single budget set up, your screen will show the following error message.



Logging Off

To avoid anyone gaining access to your online timesheet, ALWAYS log off when you are no longer using the program. Do not give out your log-on information: Under NO circumstances should you allow anyone to log your punches for you (besides your supervisor). Note: When you are logged on and switch to another internet page, you will be automatically signed off.