

TimeClock Plus Webclock Instructions

LOG INTO TIMECLOCK PLUS

Enter into your internet browser:

<https://sdotcplus.scccd.net/app/webclock/#/EmployeeLogOn>

Save or bookmark the site in your favorites.



There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.
The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

 [Click here to close this webpage.](#)

 [Continue to this website \(not recommended\).](#)

 [More information](#)

If using Internet Explorer; website security certificate will appear. Select "Continue to the website (not recommended)."

If using Google Chrome; website security warning pops up on the first attempt into the website. Select "Advance" and follow instructions to continue to site.

Clocking in/out instructions:



1/27/2016
05:03:36 PM

Select Company: State Center CCD 1

External ID:

1 CLOCK IN 4 CLOCK OUT

2 LEAVE ON BREAK 3 RETURN FROM BREAK

LOG ON TO DASHBOARD

Enter the user name assigned to you (Blackboard/Canvas log in for students, Computer Log in for other users).

Enter the user name assigned to you.

1. When your shift begins, select "CLOCK IN"
4. When your shift is over, select "CLOCK OUT"

If your shift includes a break: (15 min. and/or lunch)

2. When you leave for break select "LEAVE ON BREAK"
3. When you return from break, select "RETURN FROM BREAK"

Approve Your Hours:

Best practice is to approve your hours daily or weekly. This way the hours are fresh in your mind and the approval will be quick. All hours must be approved by the last working day of the month.

Avoid Common Errors and Questions:

- You forgot if you clocked in/out, so you clock in/out again.
 - Too avoid double clocking in/out you can view your last punch in your dashboard under the tab "View". If you indeed forgot to clock in/out follow the instructions below.
- You forgot to clock in/out or take a break.
 - On your next clock in/out the system will prompt you to correct your "missed punch". Best practice is to leave a note as to why you are making the edit to your time.
- What if I'm late or my computer takes too long to boot up in the morning?
 - The clock in/out feature uses the Federal 7/8 rounding rule, meaning you have 7 minutes to log in before the system will recognize that you are late.