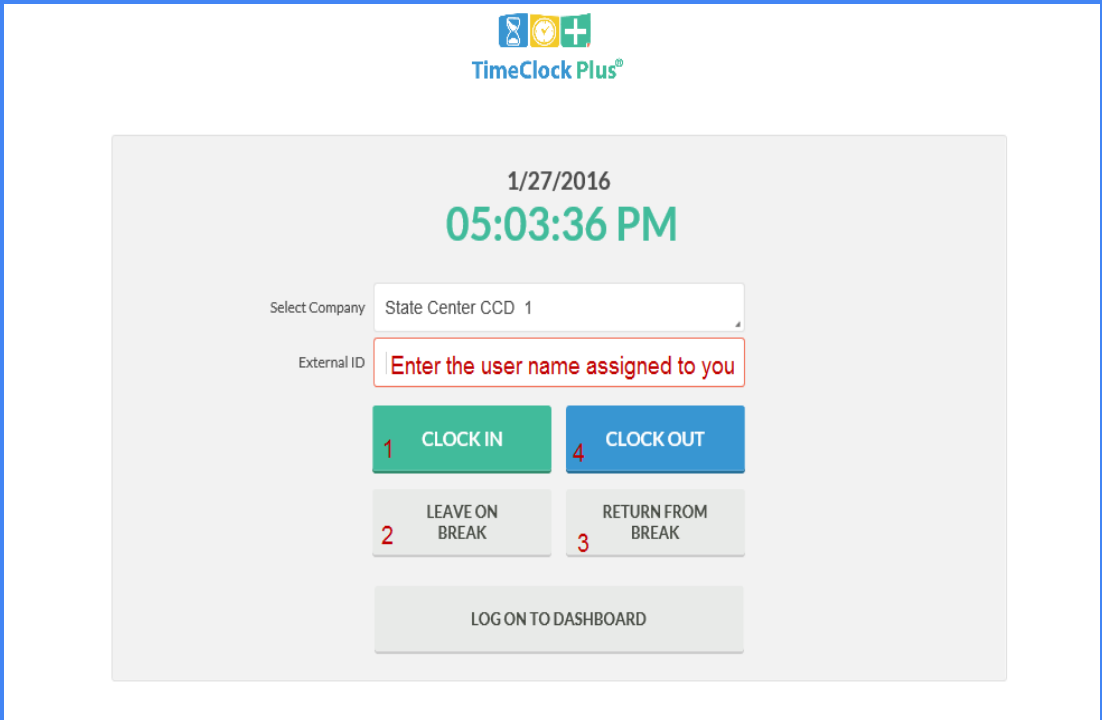
TimeClock Plus

Employee Instructions

Clocking In/Out



External ID

Student =
7 digit student ID number
i.e. 0123456
Provisional =
First Last Initial and 3 digit number
i.e. xx007

1. When you get in – Clock In
2. When you leave for break
3. When you return from break
4. When you leave for the day or for lunch – Clock Out

Oops, I forgot to log out

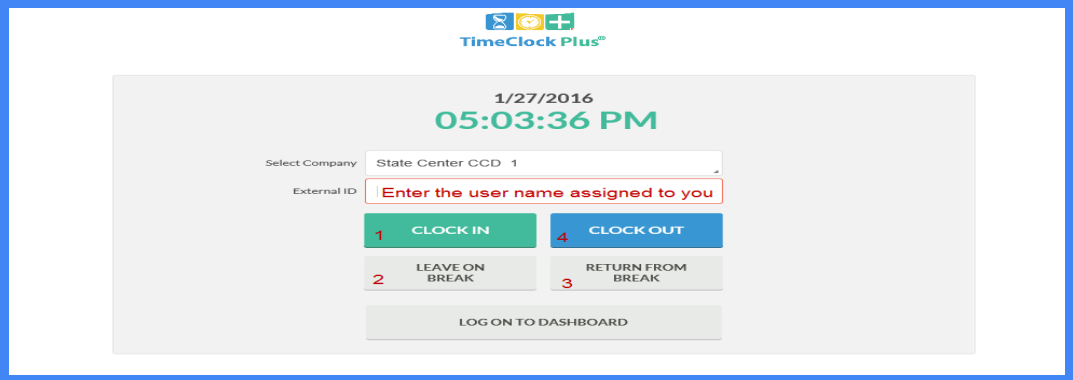
On your next clock in/out the system will prompt you to correct your “missed punch”.

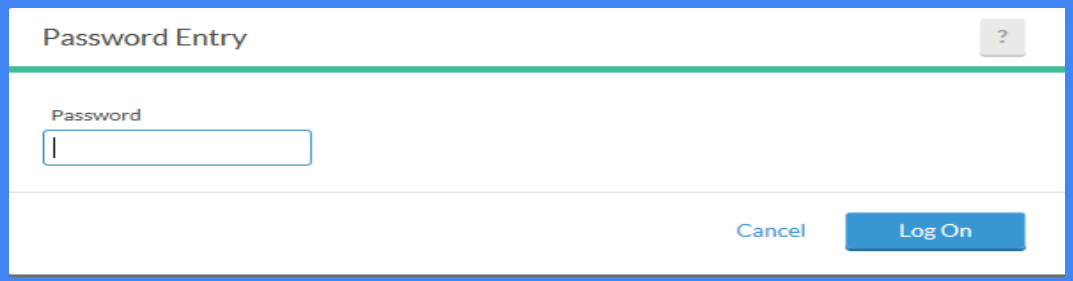
Best practice is to leave a note as to why you are making the edit to your time.

Speak to your Manager to correct any problems

Approving Hours

Each week approve your hours!



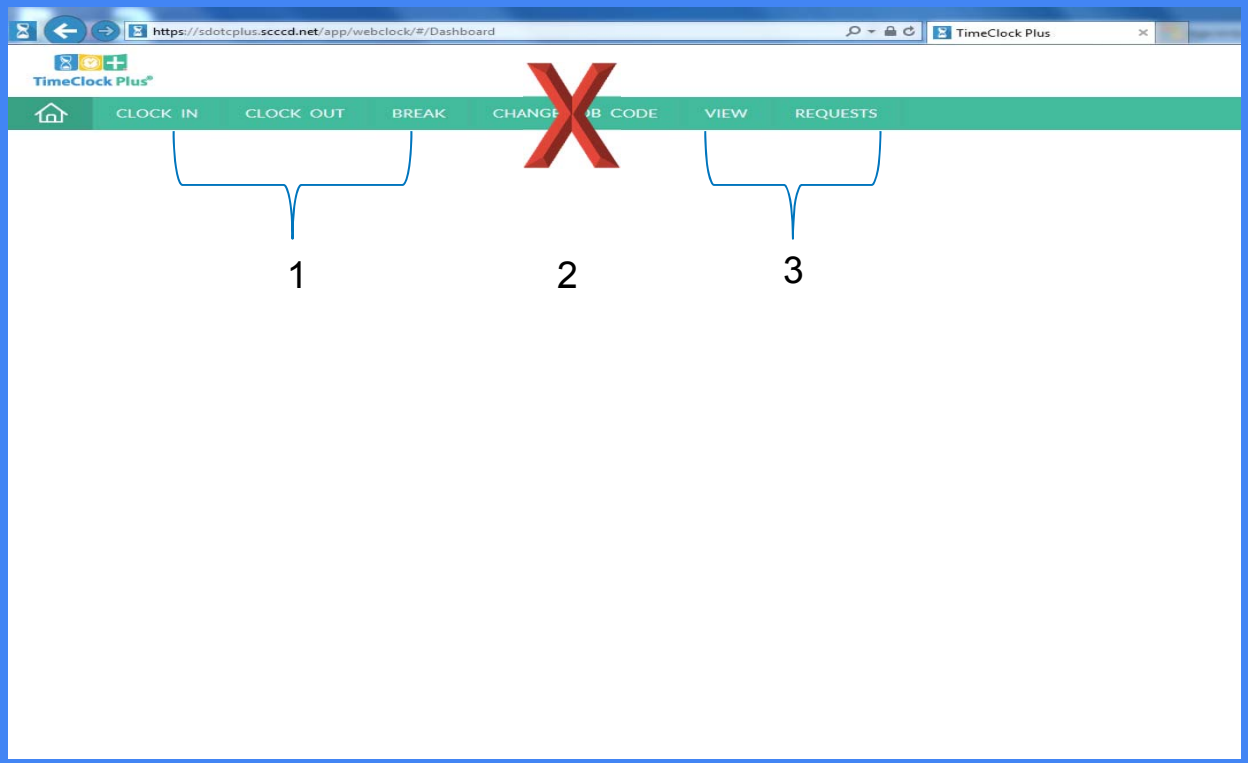


Log Into Dashboard

Enter External ID
Student =
7 digit student ID number
i.e. 0123456
Provisional =
First Last Initial and 3 digit number
i.e. ka007

Enter Password
Students = Blackboard/Canvas password
Provisionals = computer password

Your Dashboard

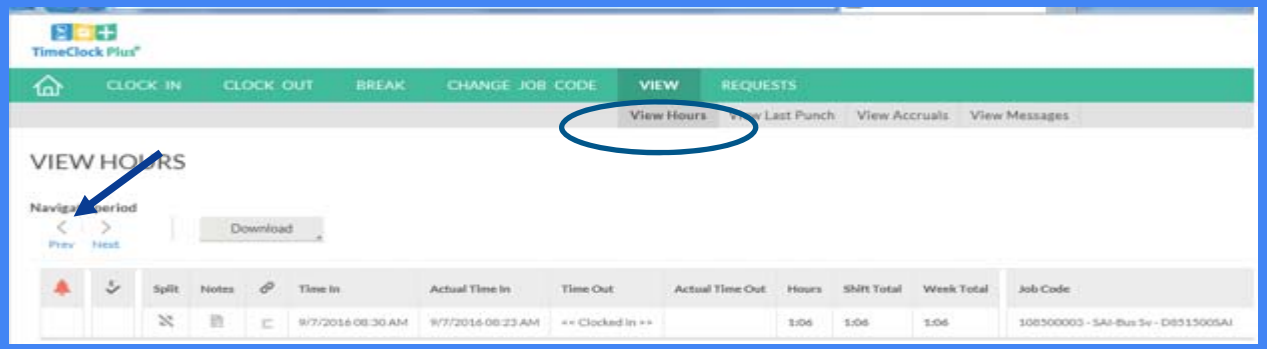


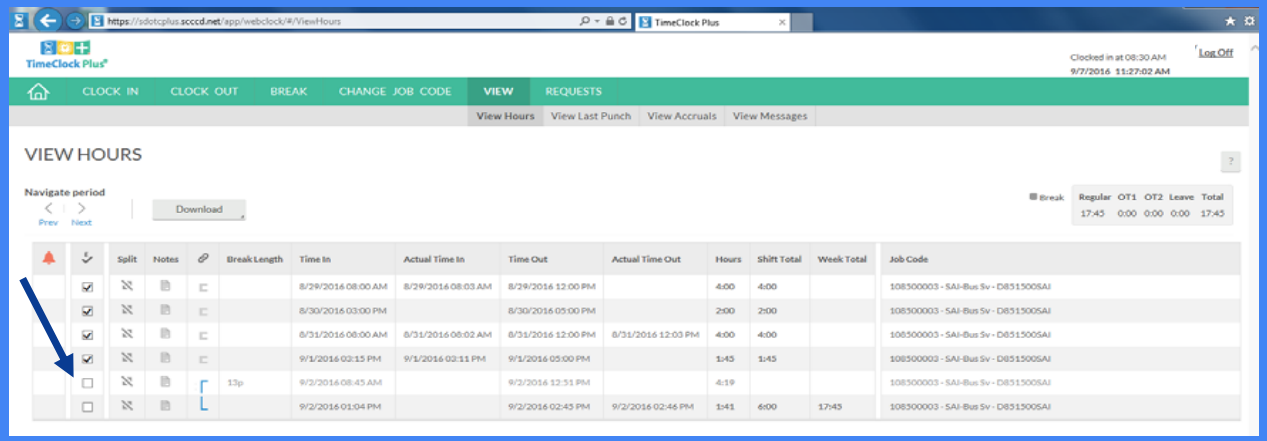
1. Other ways to
   - Clock In
   - Clock Out
   - Break

2. You will never change your job code information without manager approval

3. View and Request will be used most from your Dashboard

View / Approve Hours





Click on View
View Hours

This will show your weekly hours
You can navigate to prior weeks

Approve your hours by checking the box

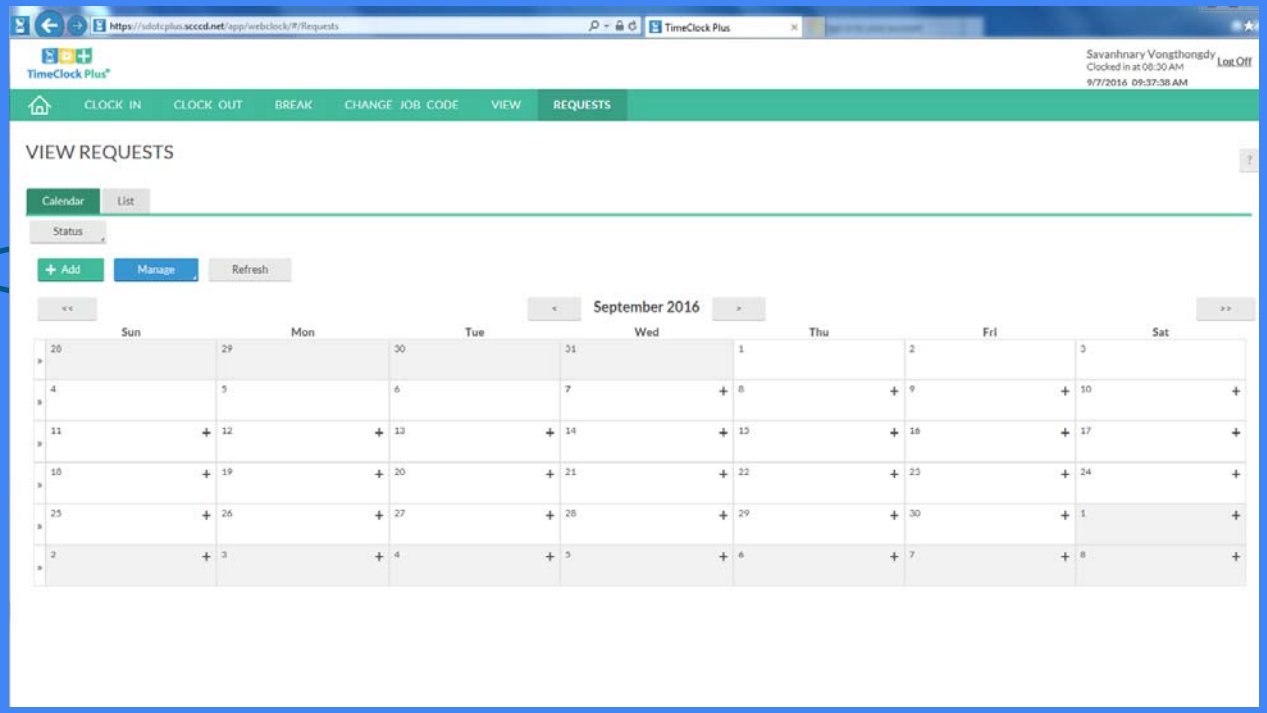
That's It!

I was out sick yesterday

Let your manager know you were out sick with the date and the number of hours and why you were out sick (i.e. Self, Family Care, Domestic Violence, FMLA) – They will add these hours into TimeClock Plus

Your manager may still have you complete the Non-Bargaining Union Absence Slip for their convenience/tracking

Requesting Future Sick Time

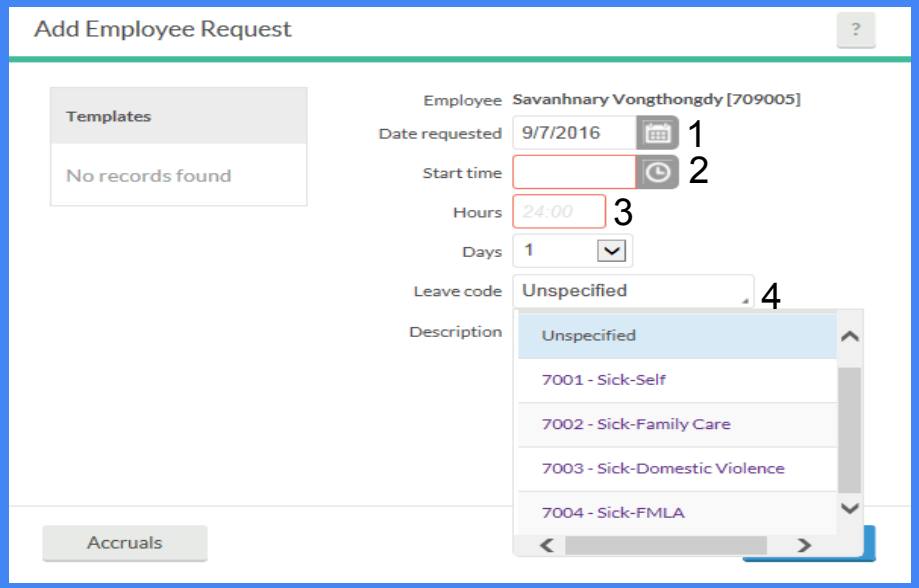


If you have a future appointment that can be covered by using sick time, you will put in a request to your manager (be sure to confirm if you have enough sick time available to use and that you haven't used more than 24 hours this fiscal year

Click on Requests

Click on Add

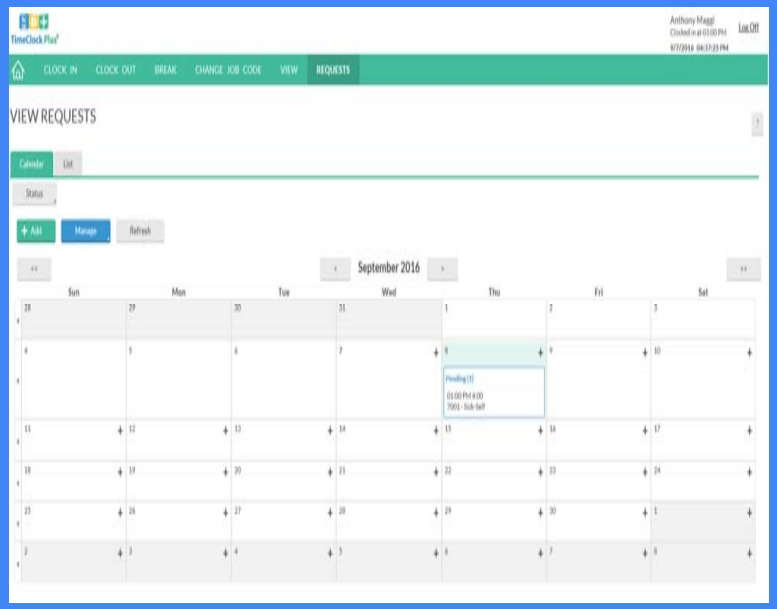
Adding Employee Request



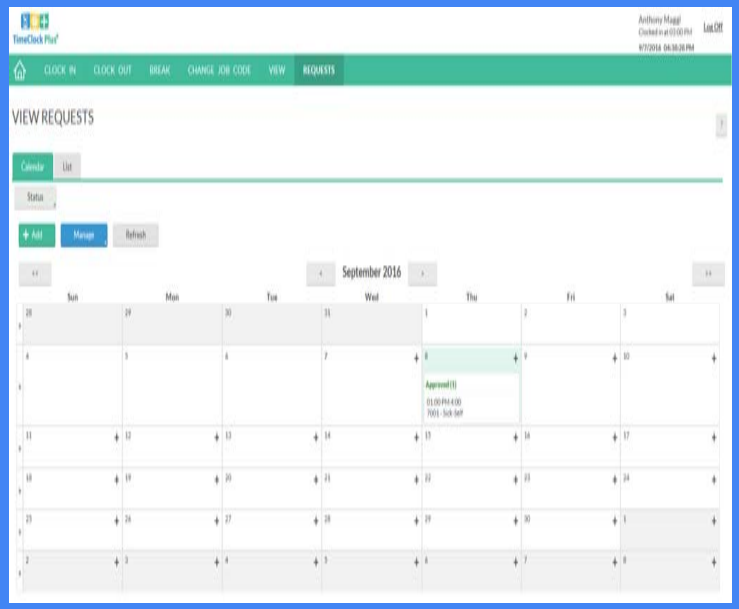
1. Choose Date
2. Enter Leave Start Time
3. Enter total hours to be out
4. Choose the appropriate Sick Leave Code from the drop down list
5. Add a note, recommended
6. Click OK

Approved Employee Requests

The request will show Pending while your Manager approves it



Once your Manager has approved your request, it will record on your timesheet



Questions?