

TimeClock Plus



Employee Instructions

Clocking In/Out

TimeClock Plus[®]

1/27/2016
05:03:36 PM

Select Company: State Center CCD 1

External ID: Enter the user name assigned to you

1 CLOCK IN 4 CLOCK OUT

2 LEAVE ON BREAK 3 RETURN FROM BREAK

LOG ON TO DASHBOARD

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

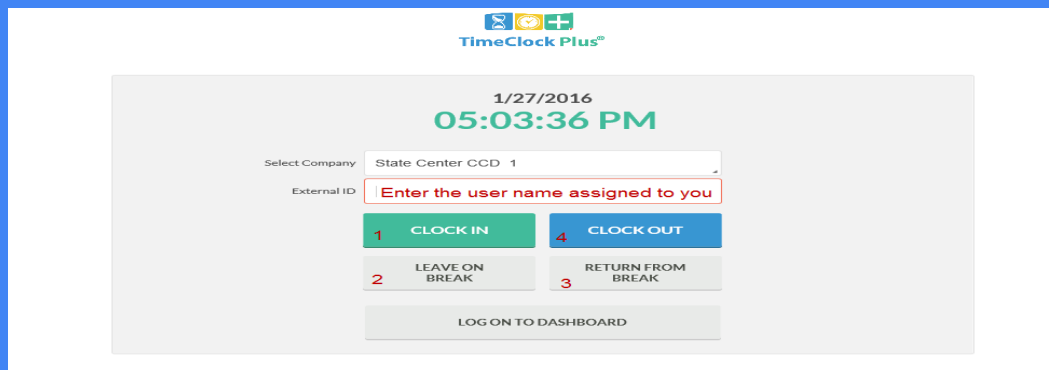
On your next clock in/out the system will prompt you to correct your “missed punch”.

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!



The screenshot shows the TimeClock Plus dashboard. At the top, there are icons for a clock, a person, and a plus sign, followed by the text "TimeClock Plus". Below this, the date "1/27/2016" and time "05:03:36 PM" are displayed. A dropdown menu for "Select Company" is set to "State Center CCD 1". Below that, the "External ID" field contains the text "Enter the user name assigned to you" in red. There are four buttons: "1 CLOCK IN" (green), "2 LEAVE ON BREAK" (grey), "3 RETURN FROM BREAK" (grey), and "4 CLOCK OUT" (blue). At the bottom, there is a "LOG ON TO DASHBOARD" button.

Log Into Dashboard

Enter External ID

Student =

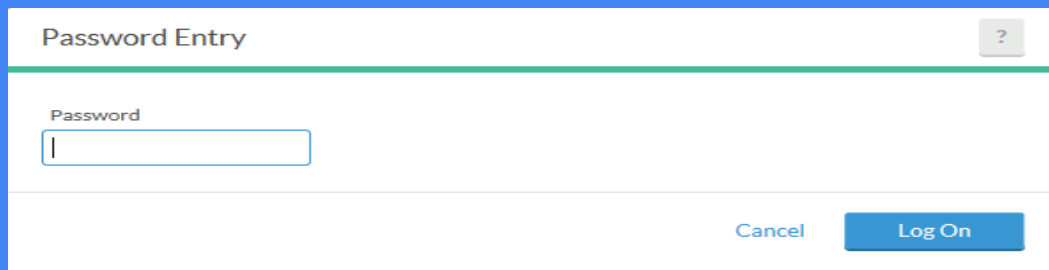
7 digit student ID number

i.e. 0123456

Provisional =

First Last Initial and 3 digit number

i.e. ka007



The screenshot shows a "Password Entry" form. It has a title bar with a question mark icon. Below the title bar, there is a "Password" label and a text input field. At the bottom of the form, there are two buttons: "Cancel" and "Log On".

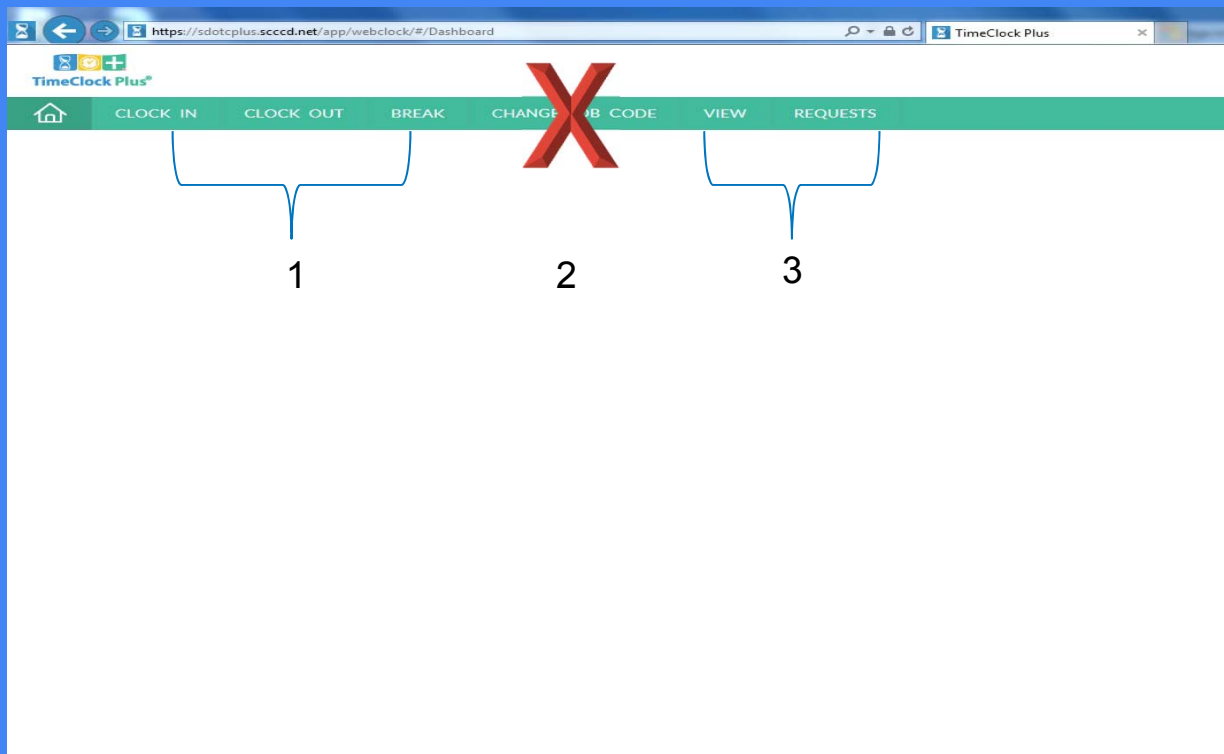
Enter Password

Students = Blackboard/Canvas

password

Provisionals = computer password

Your Dashboard

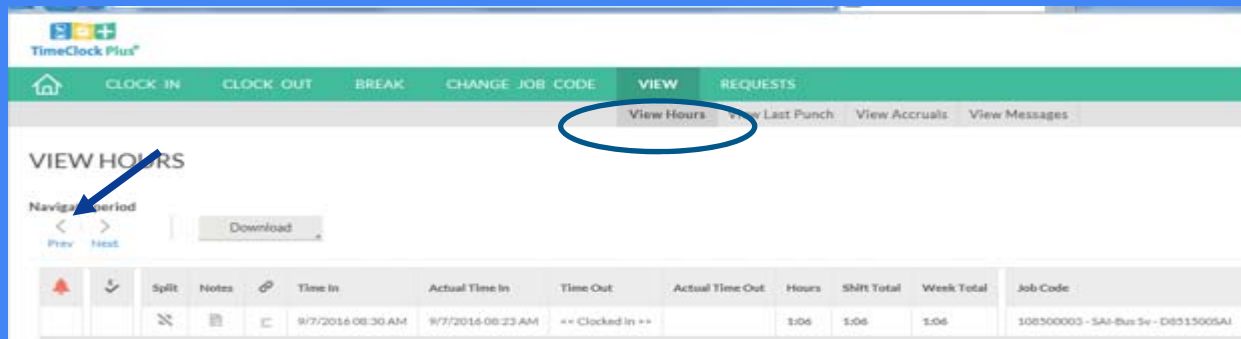


1. Other ways to
Clock In
Clock Out
Break

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

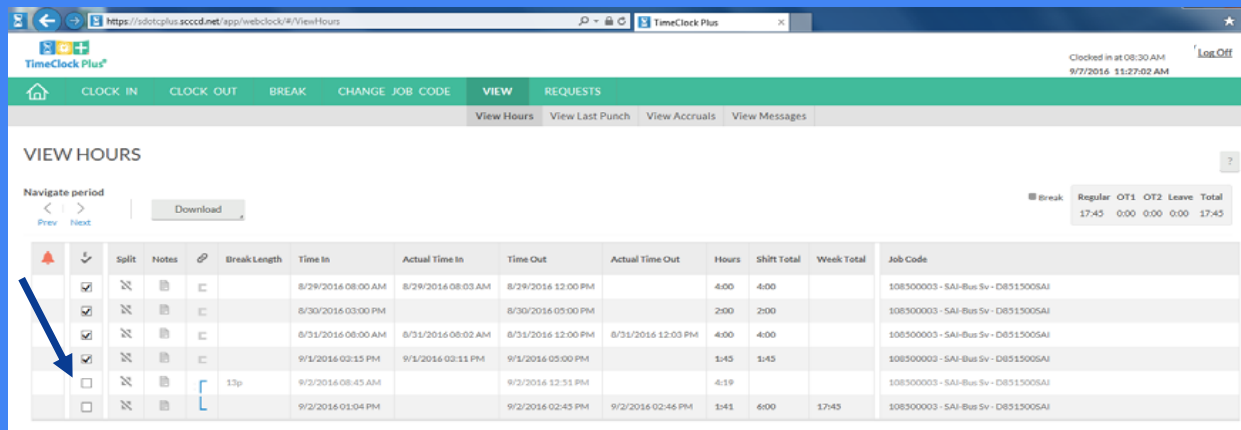
3. View and Request will
be used most from your
Dashboard

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

The screenshot shows the TimeClock Plus web application interface. The main heading is "VIEW REQUESTS". Below this, there are navigation tabs for "Calendar" and "List". A "Status" dropdown menu is visible. Below the status menu are three buttons: "+ Add", "Manage", and "Refresh". A calendar for September 2016 is displayed, showing dates from 20 to 18. The calendar grid shows dates with "+" signs, indicating available sick time. A blue circle highlights the "+ Add" button.

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

The screenshot shows a web form titled "Add Employee Request" for employee "Savahnary Vongthongdy [709005]". The form includes the following fields and callouts:

- 1**: "Date requested" field containing "9/7/2016" with a calendar icon.
- 2**: "Start time" field, currently empty, with a clock icon.
- 3**: "Hours" field containing "24.00".
- 4**: "Leave code" dropdown menu showing "Unspecified". Below it, a list of options is visible: "Unspecified", "7001 - Sick-Self", "7002 - Sick-Family Care", "7003 - Sick-Domestic Violence", and "7004 - Sick-FMLA".

Other form elements include a "Templates" section with "No records found", an "Accruals" button, and a "Description" field.

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

The screenshot shows the 'VIEW REQUESTS' page in TimeClock Plus. The user is Anthony Maggi, Clock ID: 411010194, with a last log off time of 9/29/16 04:33:29 PM. The interface includes navigation links for CLOCK IN, CLOCK OUT, BREAK, CHANGE JOB CODE, VIEW, and REQUESTS. Below the navigation is a 'VIEW REQUESTS' section with tabs for 'Calendar' and 'List'. A 'Status' dropdown is set to 'Pending'. There are buttons for '+ Add', 'Manage', and 'Refresh'. The main area displays a calendar for September 2016. A request is highlighted on Wednesday, September 14th, with a status of 'Pending (1)'. The request details are: 05:00 PM-4:00 PM, 7001 - Sick day.

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

The screenshot shows the 'VIEW REQUESTS' page in TimeClock Plus, identical to the previous one. However, the 'Status' dropdown is now set to 'Approved'. The request on Wednesday, September 14th, is now highlighted with a status of 'Approved (1)'. The request details remain: 05:00 PM-4:00 PM, 7001 - Sick day.

Questions?



TimeClock Plus[®]
a better sense of timeSM