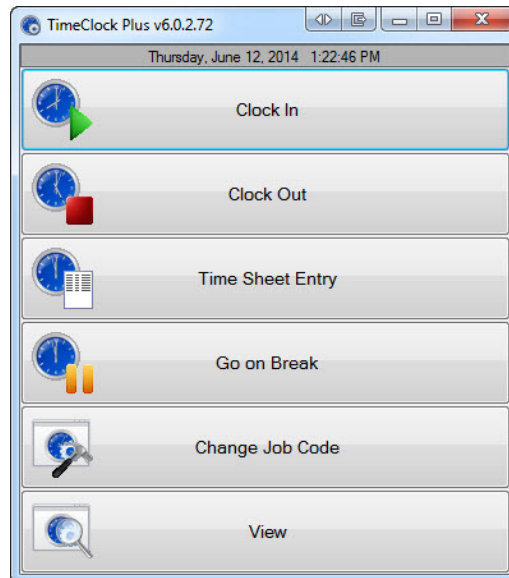


# TimeClock Plus - On-Screen TimeClock Essentials Training Guide

On-Screen TimeClock allows employees to clock in and out from a PC. It can also be used to enter time sheets, go on break, change job code, and perform other tasks (refer to the section: **Viewing Other Information**).

1. Launch On-Screen TimeClock (**District Applications>TimeClock**).
  - a. You may wish to move this Icon to your desktop for ease of access.



## Clocking In

1. Click the **Clock In** button.
2. Enter your employee login and password and click **OK**.
3. Click **Continue** on the confirmation screen.
4. Select the job code and click **OK**.
5. Click **OK** on the successful message.

## Clocking Out

1. Click the **Clock Out** button.
2. Enter your employee login and password and click **OK**.
3. Click **Continue** on the confirmation screen.
4. Click **OK** on the successful message.

## Going On a Break

In situations where unpaid and/or paid breaks are tracked, a break minimum is enforced, or break rounding rules are in effect, there is a Break option.

1. Click the **Go on Break** button.
2. Select the break type (if there is more than one break type).
3. Enter your employee number and press Yes/Enter.
4. Click **Continue** on the confirmation screen.

## Changing Job Code



In situations where the employee has more than one clockable job code because time in different departments or tasks is being tracked, there is a Change Job Code option to allow the employee to move between job codes.

1. Click the **Change Job Code** button.
2. Enter your employee login and password and click **OK**.
3. Click **Continue** on the confirmation screen.
4. Select the job code and click **OK**.
5. Click **OK** on the successful message.
6. Click **OK** on the successful message

## **To View and approve your time**

1. Click the **View** button.
2. Enter your employee login and password and click **OK**.
3. Click the **View** button to see a drop down menu of items that can be viewed.
  - **Hours** (view, approve/unapprove, submit shift notes, or split)
  - **Schedule**
  - **Last punch**
  - **Accruals**
  - **Messages** (messages from management)

Select **Hours** from the drop

- a. The current week will be displayed with your time segments
  - a. The top of the box will tell you what week you are looking at it should say "Your Name – View Hours 06/xx/2014-06/xx/2014"
    - i. Our weeks run from Sunday to Saturday
- b. You can scroll backwards week by week to see all of the weeks in which you have time recorded using the scroll buttons   on the bottom right section of the box.
- c. To approve your time simply click in the Approved box to the left of each time segment.

**Hours must be approved on a weekly basis,  
no later than Tuesday of the following week.**

## **TIMECLOCK REQUEST TIME OFF**

On main TimeClock Plus screen click VIEW

- Click "request"
- Enter date
- Enter start time
- Enter ending time
- Days if applicable
- Leave code – use drop down for all codes
- Notes – enter description if wanted ( ex: kids doc apt)
- Click ok

Request will be emailed to your supervisor for approval.

Employee will receive email from supervisor letting them know if approved or denied