

TimeClock Plus - Physical Time Clock Essentials Training Guide

Clock Operations

Clocking In

1. Press **Clock In**.
2. Enter your employee number and press **Yes/Enter**.
3. On the confirmation screen, if the name is correct, press **Yes/Enter**.
4. If more than one clockable job code is assigned, it will prompt for a job code. Choose the job code (press F1 or F2 to scroll) and press **Yes/Enter**.

Clocking Out

1. Press **Clock Out**.
2. Enter your employee number and press **Yes/Enter**.
3. On the confirmation screen, if the name is correct, press **Yes/Enter**.

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, there is a Change Job Code option to allow the employee to move between job codes.



5. Click the **Change Job Code** button.
6. Enter your employee number and press Yes/Enter.
7. Click **Continue** on the confirmation screen.
8. Select the job code and click **OK**.
9. Click **OK** on the successful message.
10. Click **OK** on the successful message

To View and approve your time

To approve your hours, please use the On Screen Time Clock

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.**