



Timeclock Plus Employee Manual

MSD of Washington Township



Timeclock Plus Employee Manual

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Clock Operations (clocking in/out) – 2 Options

Option 1: Timeclock Plus Employee Website

1. Timeclock Employee Website:

<https://185479.tcplusondemand.com/app/webclock/#/EmployeeLogOn/185479/1>



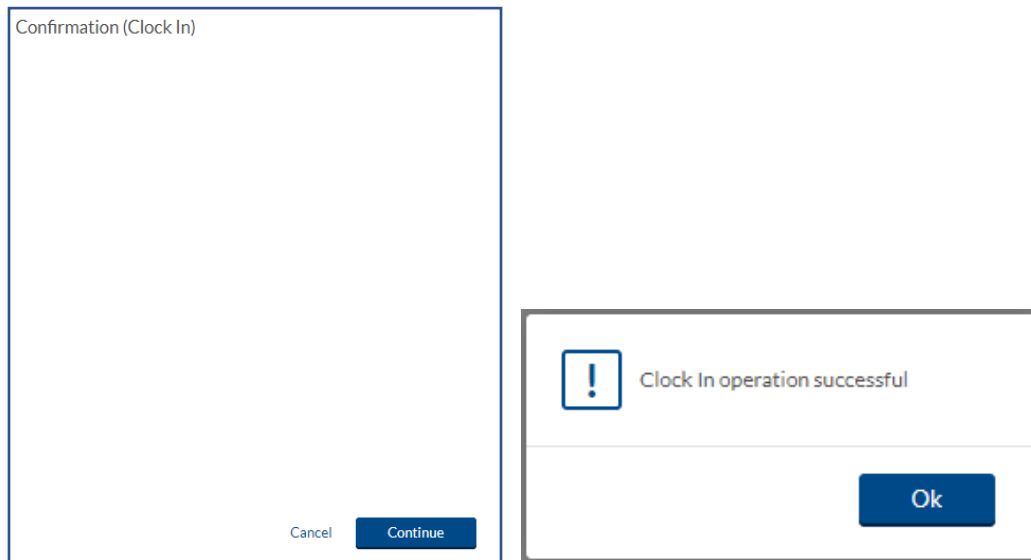
2. To log-in, enter your badge number (located on the side of your badge next to your photo).
3. Choose to clock in, clock out or the Dashboard.
4. A new screen will pop up entitled “Employee Credentials”. Your PIN number is the last 4 digits of your SSN. Click “Log On”.



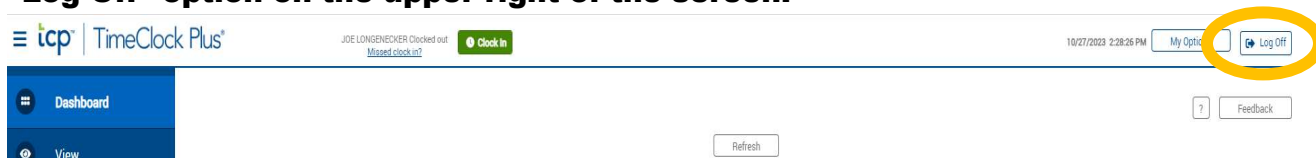
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5. If you choose to:

- a. **Clock in:** clock in for work. The system will have a confirmation screen and you must hit the “Continue” button. You will receive the message that the clock in was successful. <<NOTE: if you do not hit the continue button, you are not clocked in.>>



- b. **Clock out:** clock out for work. The system will have a confirmation screen and you must hit the “Continue” button. You will receive the message that the clock in was successful. <<NOTE: if you do not hit the continue button, you are not clocked out.>>
- c. **Log on to Dashboard:** To view hours, requests, leave accruals, etc. You can also clock in/out or change positions from the Dashboard. To log out, use the “Log Off” option on the upper right of the screen.

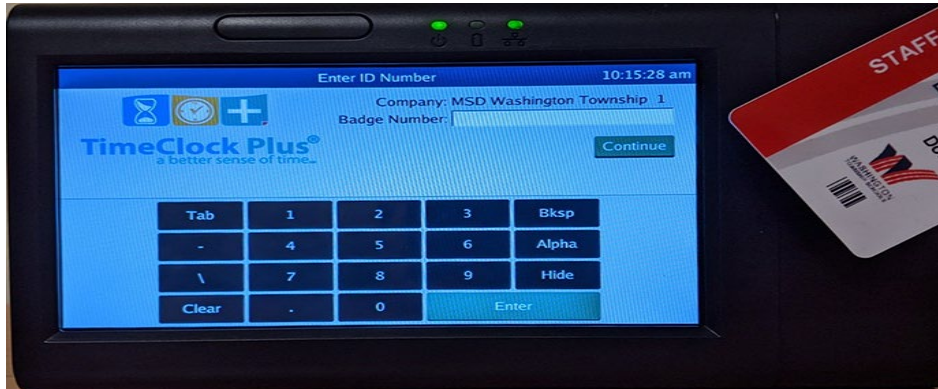




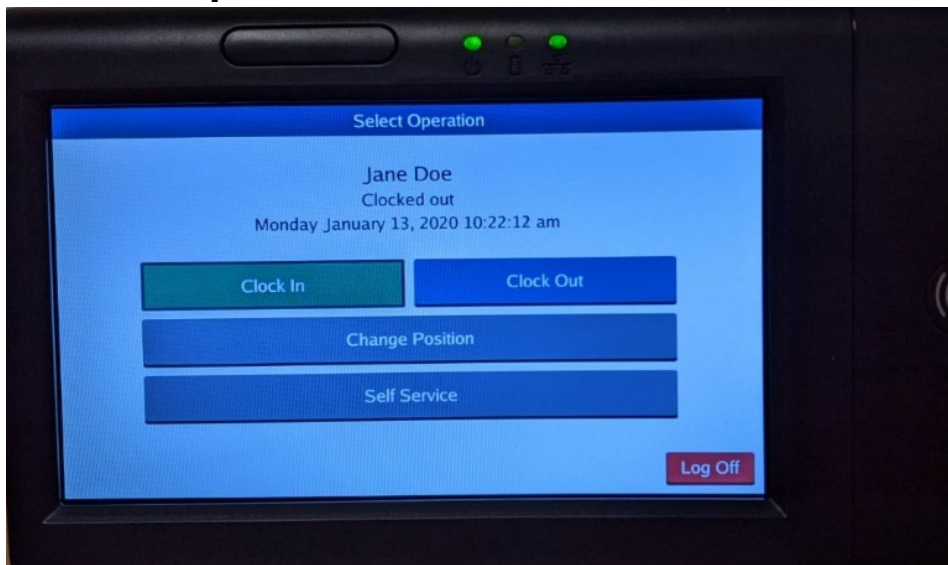
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Option 2: Timeclock Employee Device

1. Place your badge near the clock on the right-hand side OR Type in your badge number located next to your picture. IF you type in your badge number, you will need to enter your PIN (the last 4 digits of your SSN).



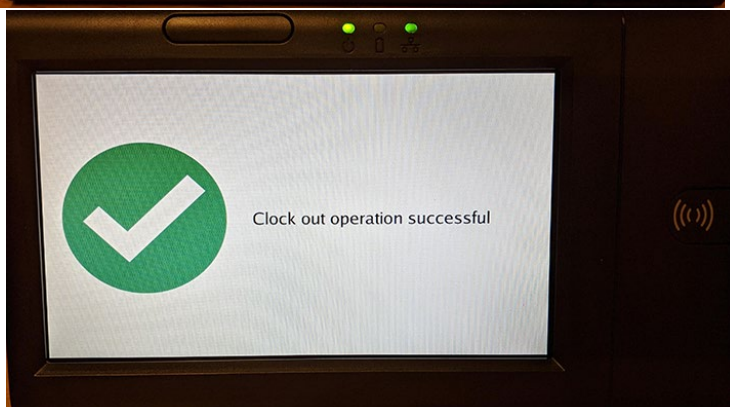
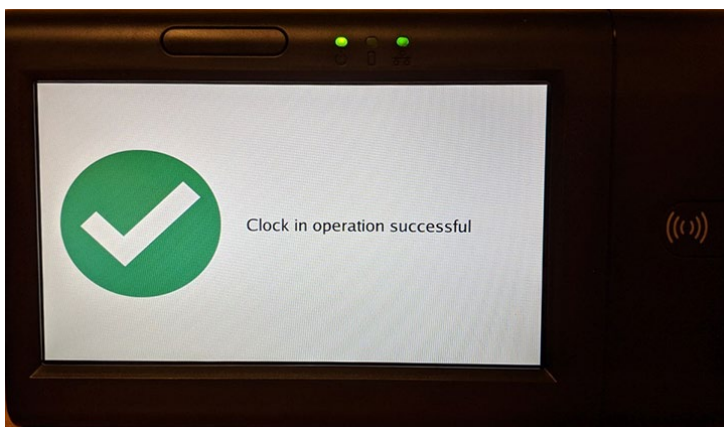
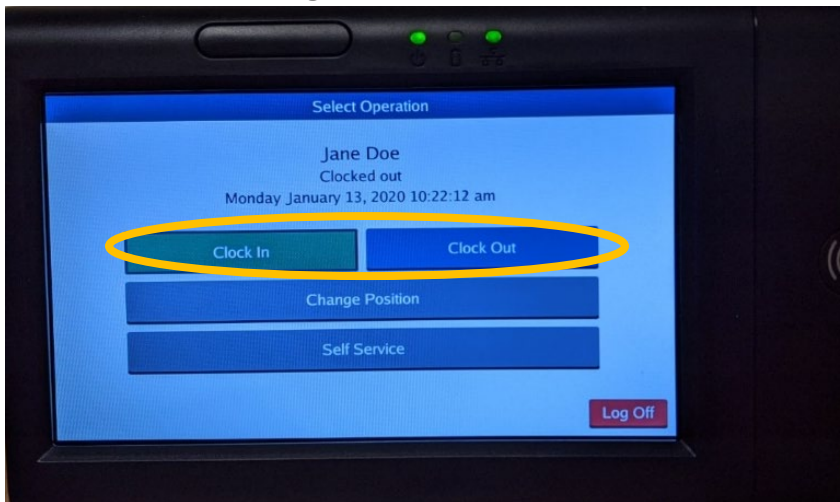
2. Select the operation to use





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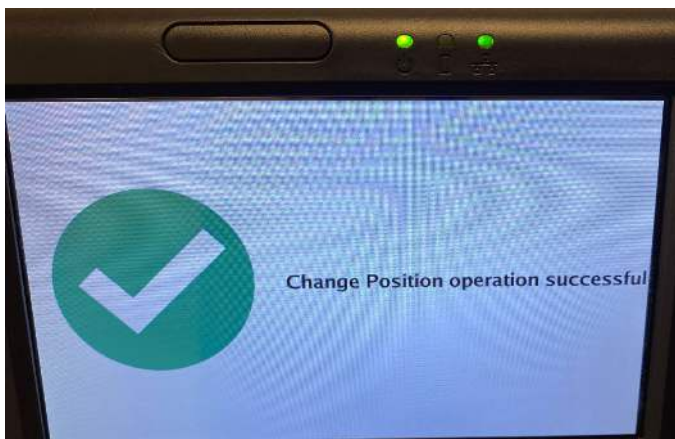
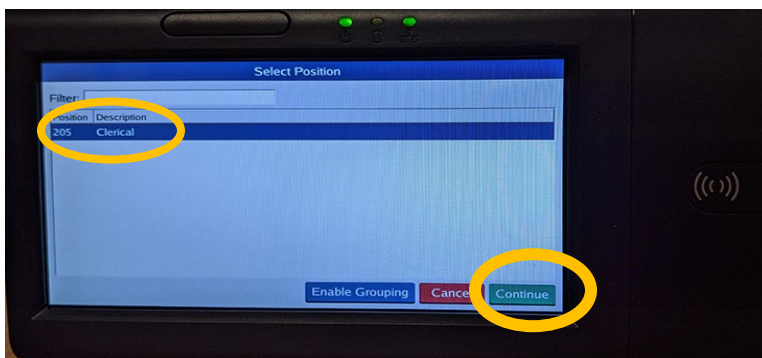
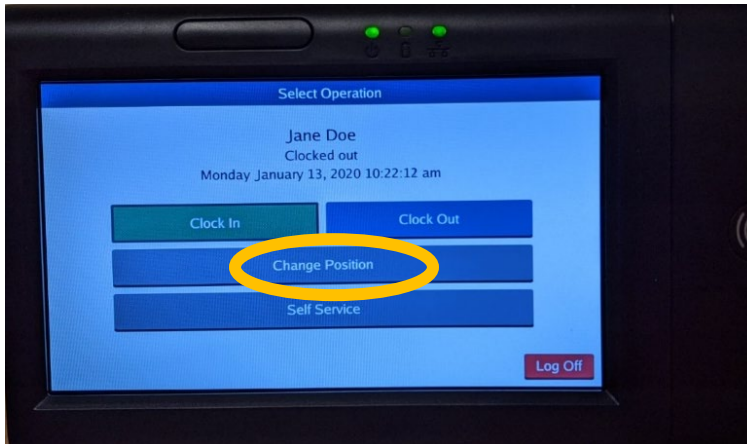
- a. **Clock in or Out:** Once you select either one of these options, you will see one of the following screens:





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- b. **Change Positions:** Select the “Change Position” then choose the new position code. Touch the green “Continue” button. Timeclock will let you know if the change is successful.

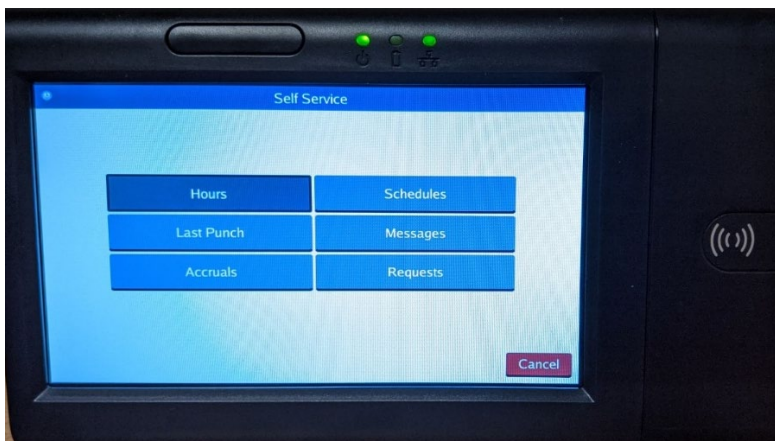
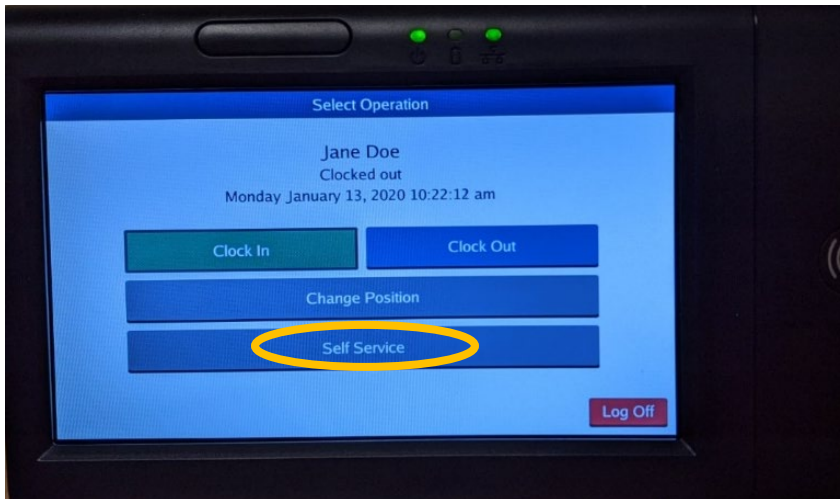




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NOTE: You can change your position code while you are clocked in or as part of your clock in process.

- c. **Self Service:** View hours, last punch, accruals (leave balances), messages and leave requests.



Missed Clock In/Clock Out Punches:

If you forgot to clock in or clock out, Timeclock will generate a **Missed Punch** during your next clock operation. The **Missed Punch** is a way for Timeclock Plus to track when a clock operation is missed but still allows you to continue with your current clock operation while tracking the **Missed Punch**.



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1. If you have a Missed Punch when you clock in/out, the first screen you will see is a confirmation (Missed Clock In/Out).

- **To verify this is correct, you will click “Continue”**
- **If you click Cancel, the entire clock operation will be canceled and a Missed Punch will not be created and you will NOT be able to clock in/out**

A screenshot of a mobile application interface. At the top left, it shows the date and time '3/19/2021 9:17:08 AM'. In the center, it says 'Hello JOE LONGENECKER' followed by 'Confirmation (Missed Clock Out)' in red text. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

2. Timeclock will let you know what your last operation was. Select “Continue”.

A screenshot of a mobile application interface. At the top left, it shows the date and time '3/19/2021 9:19:14 AM'. In the center, it says 'Hello JOE LONGENECKER' followed by 'Missed Clock Out' in red text. Below this, it says 'Your last punch was a clock in at: 03/19/2021 9:15 AM.' and 'Did you forget to clock out?'. A red box contains the text 'Press continue to confirm a missed out punch, or choose another operation'. At the bottom left, there is a 'Back' button. At the bottom right, there are 'Cancel' and 'Continue' buttons.

3. The next screen is the summary of your missed punch. Select “Continue”.



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3/19/2021 9:20:37 AM

Hello JOE LONGENECKER

[Not you?](#)

Summary (Missed Clock Out)

Date in 03/19/2021 9:15 AM

Date out << Missed Punch >>

Position Technology

Press continue to finish clocking out and save this information

Back

Cancel

Continue

4. Timeclock will display the operation is complete.

!

Clock In operation successful

Ok

5. You must notify your administrative assistant/principal/assistant principal/manager of your missed time so that they can adjust accordingly.



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Employee View/Approval of Time: 2 Options

Weekly task to be done every Friday by midnight. If working the weekend, these hours must be approved by Sunday evening.

Option1: Using Webclock (computer)

- 1. From the main menu, you will enter your badge number, your PIN number (which is the last 4 digits of your social security number) and click **LOG ON TO DASHBOARD**.



3/18/2021
1:39:25 PM

Select Company

MSD Washington Township 1

Badge Number

CLOCK IN

CLOCK OUT

LOG ON TO DASHBOARD

- 2. From the Dashboard, click **VIEW**.

tcp | TimeClock Plus

JOE LONGENOCKER clocked out at 10:45 AM
MyClockPlus.com

Click In

10/27/2023 10:41:45 AM

My Opt

Dashboard

View

Requests

Refresh

My Hours

0

Leave Requests

0

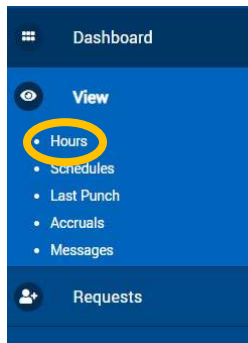
My Messages

0

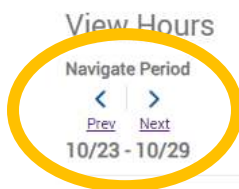


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3. Click on the HOURS tab.



4. You can see all time segments for the current weeks and can use the navigation arrows in the top left to view previous weeks.




Showing 1 records of 1

	Notes	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Position	Labor Code
<input type="checkbox"/>		10/27/2023 10:45 AM	10/27/2023 10:40 AM	10/27/2023 10:45 AM	10/27/2023 10:41 AM	0:00	0:00	0:00	205 - Clerical	

5. You will check the box under the column to approve each of your time segments. This is your electronic signature verifying your hours are correct. If you have questions about your time segment(s), contact your supervisor/administrative assistant/manager prior to approving.

Showing 1 records of 1

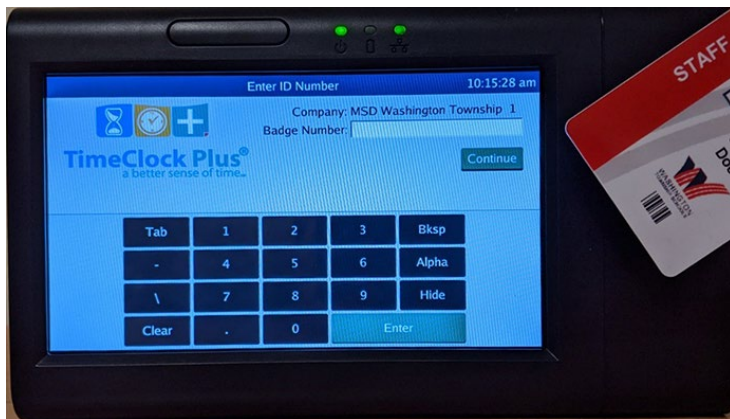
	Notes	Time In	Actual Time In	Time Out	Actual Time Out	Hours
<input type="checkbox"/>		10/27/2023 10:45 AM	10/27/2023 10:40 AM	10/27/2023 10:45 AM	10/27/2023 10:41 AM	0:00



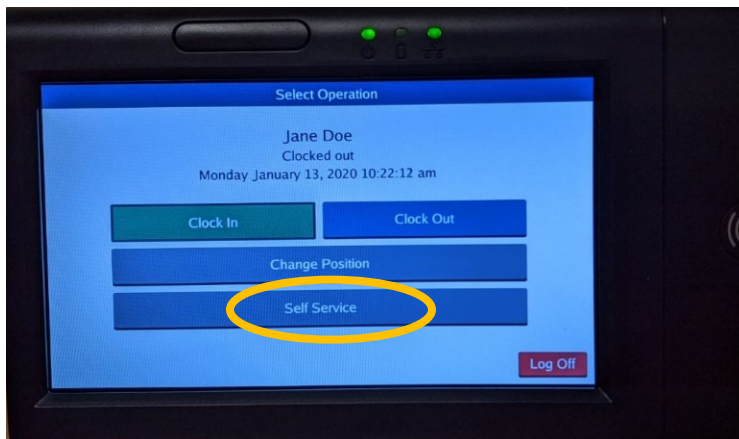
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Option 2: Timeclock Employee Device

1. **Place your badge near the clock on the right-hand side OR Type in your badge number located next to your picture. IF you type in your badge number, you will need to enter your PIN (the last 4 digits of your SSN).**



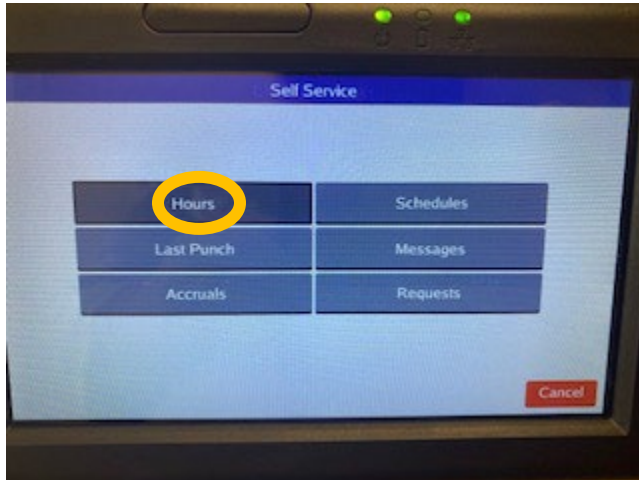
2. **Tap Self Service.**



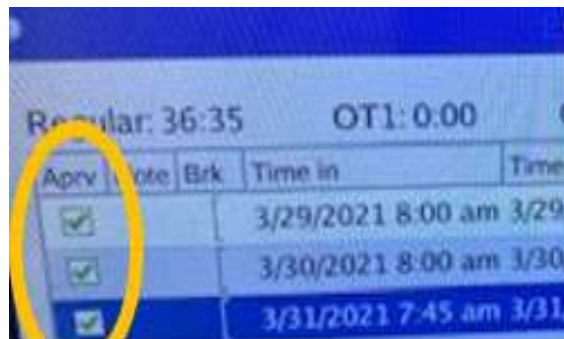
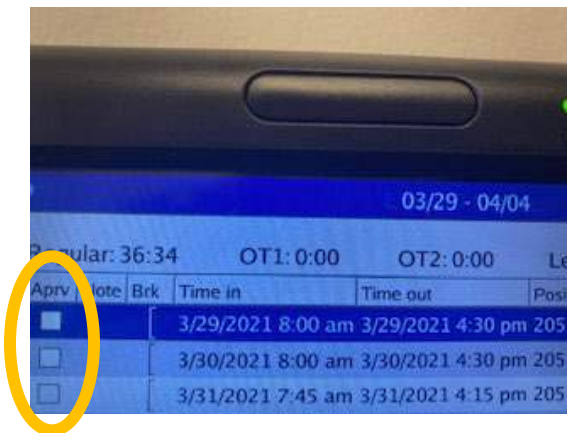


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3. Tap the Hours button.



4. After reviewing and ready to approve, press your finger on the square to the left of each time segment and a green checkmark will appear. This means that you have approved that time segment. Once you have approved all of your time, press the **Close** button.





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View/Submit Time Off Requests: 2 Options

Option 1: Timeclock website

1. **Log onto the Timeclock employee website and select “Log On To Dashboard”**

3/18/2021
1:39:25 PM

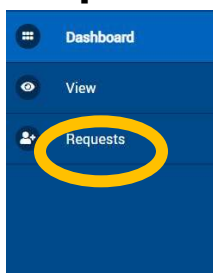
Select Company MSD Washington Township 1

Badge Number

CLOCK IN CLOCK OUT

LOG ON TO DASHBOARD

2. **You can view your leave requests from your dashboard by going to “Requests”.**



Refresh

Date	Time	Leave Code	Approval
10/31/2023 7:00 AM	8:00	2 - PRSN BUS	Pending



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3. From the request menu, you can view Pending, Approved and Denied leave requests.

View Requests

View Requests

Calendar List

Status ▾

+ Add Manage Refresh << ≤ October 2023 ≥ >>

Sun	Mon	Tue	Wed	Thu	Fri
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31	1	2	3
5	6	7	8	9	10

Tooltip for 27: Pending (1)
7:00 AM - 3:00 PM
2 - PRSN BUS

4. To add a Time Off Request, click the **+ Add** button.
5. Type in the date of your request
6. Enter start time. For example, type 800a and Timeclock will change it to 8:00 a.m.
7. Enter how many hours you are requesting off.
IMPORTANT: When absences are imported into

Add Employee Request

Employee JOE LONGENECKER [4153]

Date requested: 11/7/2023

Start time: 8:00 AM

Hours: 8:00

Days: 3

Leave Code: 218 - Professional Develop

Description:

Accruals Cancel Save

the Payroll system, absences are converted to ½ or full days based on your scheduled work hours per day that is in the Payroll system.

8. Select how many consecutive days you want off.
9. Select the leave code.
10. To submit the time off request, click **Save**.
11. An email is automatically sent to your manager who will need to approve the leave request. Once the time off has been approved, you will see the time off segment switch from “Pending” to “Approved”. <<NOTE: You can edit or delete



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a **PENDING** leave request, however, you cannot edit or delete an **APPROVED** leave request. If you need the leave request to be deleted or edited, you will need to contact to your Timeclock supervisor/manager.>>

Home	HOURS	SCHEDULES	EMPLOYEE	REPORTS	TOOLS	CONFIGURATION	COMPANY	
					Import	Export	Employee Status	Requests
								Other Tools
								Request Manager

REQUEST MANAGER ☆

Calendar

List

Status

Requests per calendar day10Apply

+ Add

Manage

<< < April 2021 > >>

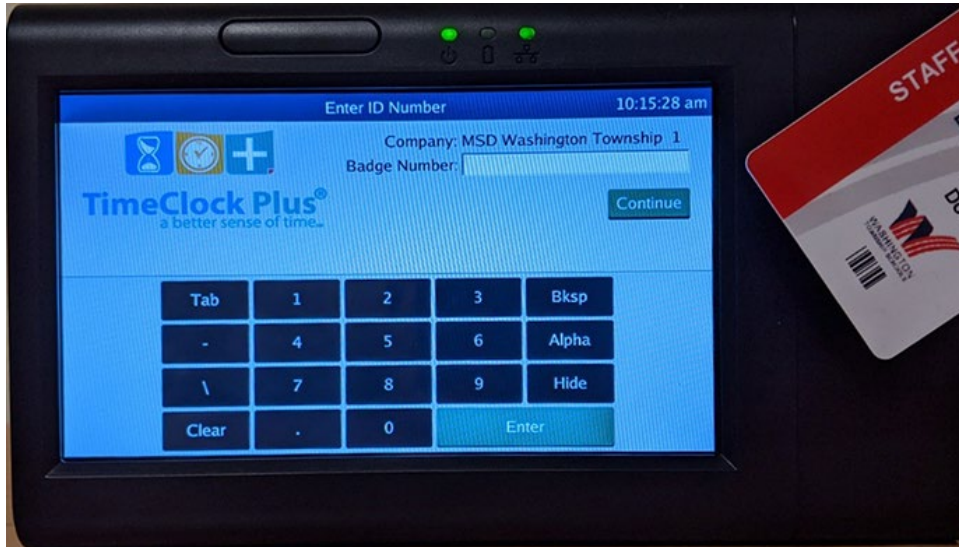
Sun	Mon	Tue	Wed	Thu
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
				Approved (1) MICKEY MOUSE 8:00 AM - 4:00 PM 1 · ILLNESS



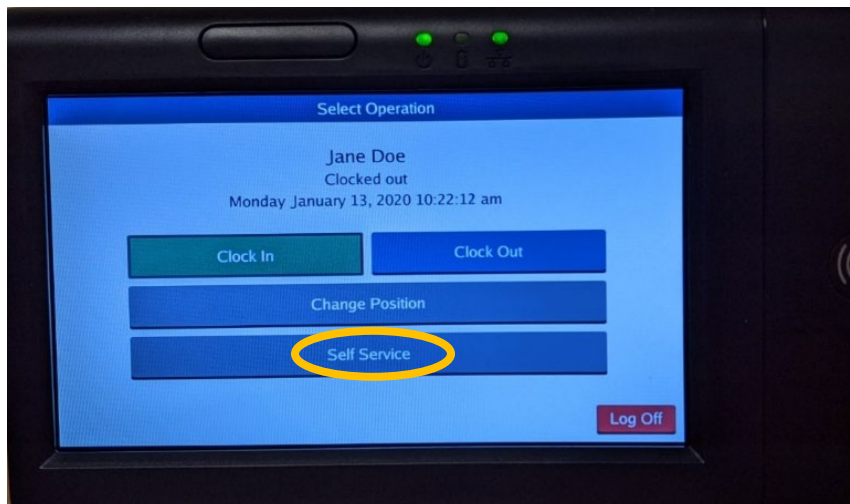
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Option 2: Timeclock Employee Device

1. Place your badge near the clock on the right-hand side OR Type in your badge number located next to your picture. IF you type in your badge number, you will need to enter your PIN (the last 4 digits of your SSN).



2. Select Self Service



3. Tap the Requests button.



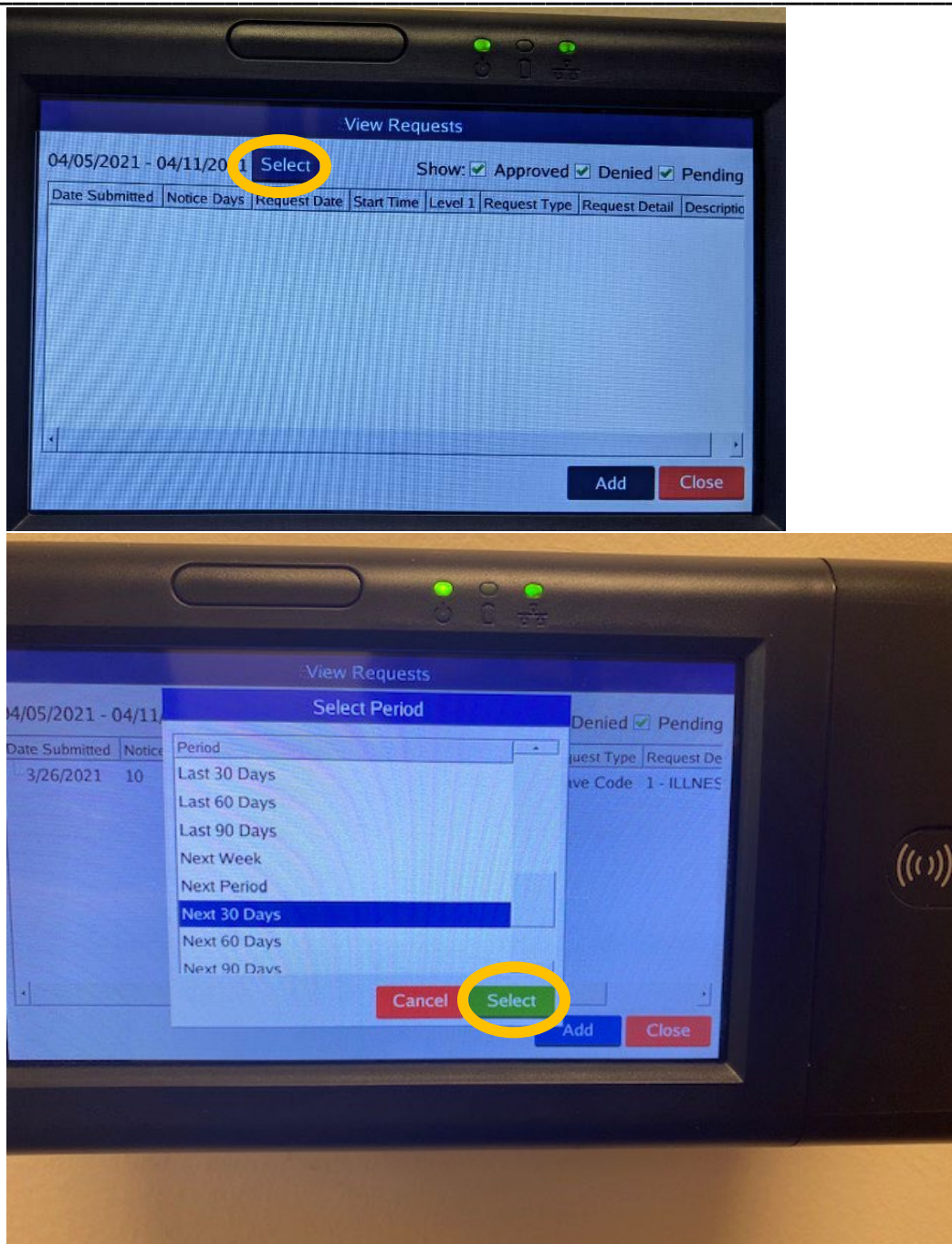
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4. **You can either view your Requests or Add a new leave request.**
 - a. **View Requests:** Tap on the Select button and choose from the dropdown menu whether to look at past or current leave requests. Once you've chosen the period, click the Select button.



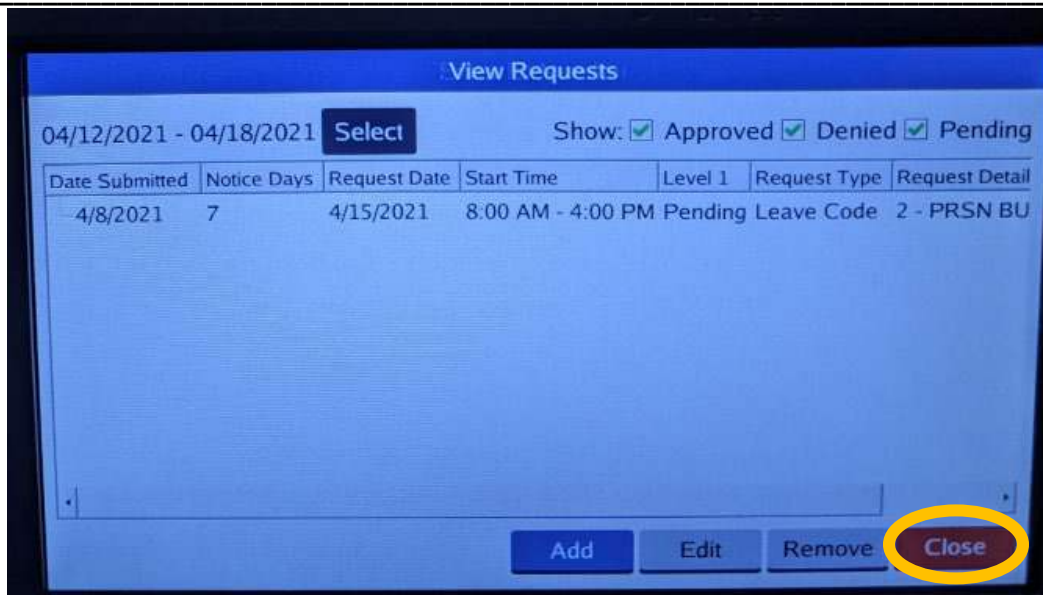
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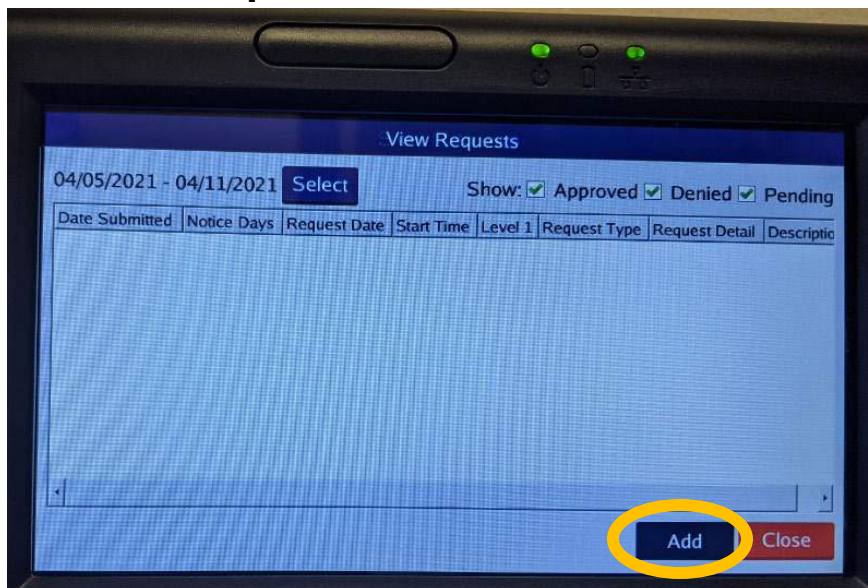
Once you have viewed the request(s), select the Close button.



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b. Add Leave Requests: Click on the Add button.



1. Click the Edit button.



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Add Employee Request

Templates

Name:

Date requested: 04/08/2021 **Edit**

Start time: Not set **Edit**

Hours:

Days: 1

Leave Code: **Edit**

Description:

Cancel Save

2. Select the date of the request and click OK.

Date/Time Entry

4/8/2021

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Ok Cancel

Edit Edit Edit

Cancel Save

3. Click the 2nd edit button to put in start time.



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Add Employee Request

Templates

Name: T

Date requested: 04/08/2021

Start time: Not set

Hours:

Days: 1

Leave Code:

Description:

- 4. Type in start time. For example, if you begin at 7:00 a.m., type in 700 then choose AM.**

Add Employee Request

emplates

Date/Time Entry

12:00 am

1 2 3 AM

4 5 6

7 8 9 PM

C 0



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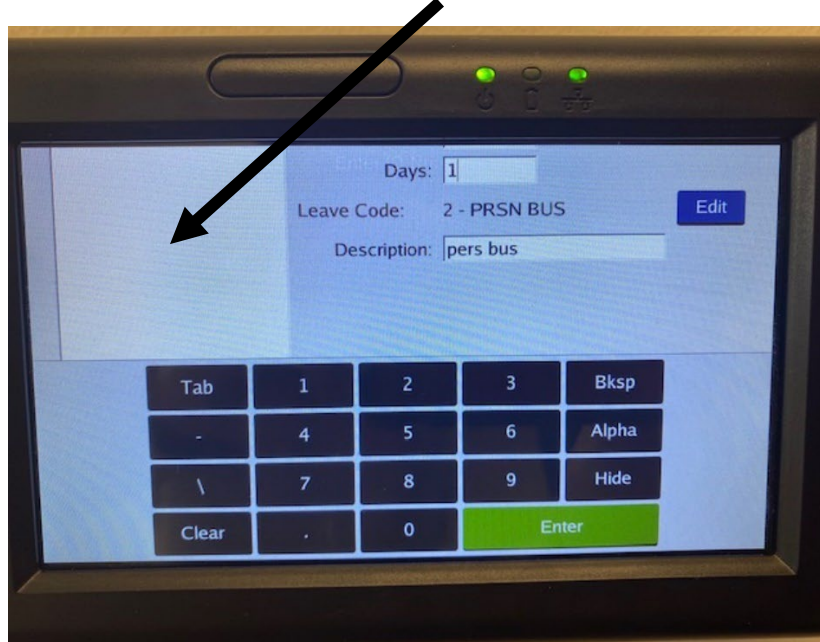
5. Then select the number of hours you want off (the hours are converted into either a ½ day or full day once the hours are imported into the Payroll system) and the number of days. Tap the “Enter” button.

6. Select the “Edit” button to the right of “Leave Code”. Choose your leave code and tap the “Select” button.



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7. You will need to type in a note in the description box, then tap anywhere on the large white square to exit the key pad.



8. Once you check over your information, hit the “Save” button. An email is automatically sent to your supervisor informing them of your leave request.

