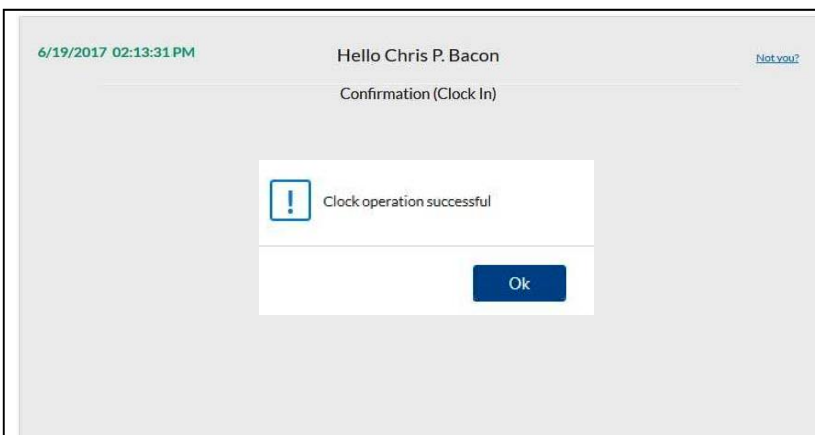
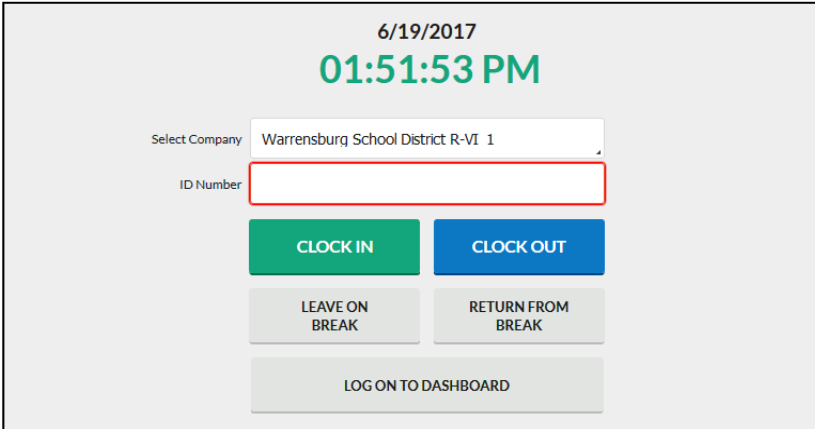


## WEB CLOCK LOGGING INTO WEB CLOCK



### Performing Quick Clock Operations:

1. Go to the [Web Clock](#). You will find the link on the District Web Site >Staff>Time Clock Plus.
2. Enter your Employee ID number, if a PIN is requested enter your Employee ID number. Click Log On.
3. Choose the option you would like to perform:  
Clock in **OR** Clock Out  
Leave on or Return from Break  
*If you are a full time employee an automatic break will be added for you.*
4. Choose *Continue* to confirm your choice
5. If you have more than one job duty they will display here, choose the job that you are clocking in to perform that day.
6. **Be sure to follow all of the on-screen instructions until you receive a *Clock Operation Successful* message** Click Ok

## TimeClock Plus V7 Mobile Web Clock



There is also a Mobile App for Time Clock Plus V7 which you will find free at the App Store. The MobileClock allows you to perform clock operations directly from your mobile device.

**The program has geo locating technology and will note the location of your punch.**

**Scheme:** HTTPS

**Domain:** 61977.tcplusedemand.com

**Port:** LEAVE BLANK

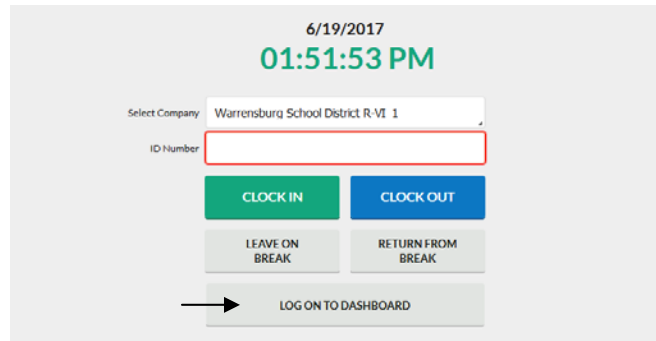
**Namespace:** 61977

Compatible with iPhone, iPad and iPod touch iOS 8.0 or later.

Android devices 4.0 and up.

## MY DASHBOARD

1. Navigate to the Web Clock
2. Enter your Employee ID and or PIN Number (employee ID #)
3. Choose Log On To Dashboard
4. Choose Continue to confirm your choice.



You may use the **DASHBOARD** feature to clock in or out, leave or return from break and view your hours. At the top right, you will see the server date and time as well as the button to Log Off. On the bar, you will see your name as well as your status (if you are clocked in, you will see the time you clocked in, and if you are on break, you will see the length of your break).

## APPROVING YOUR HOURS - VERY IMPORTANT

You are required to approve your hours and will do so from this screen. In order for your hours to export to the payroll system you must approve your hours. **If you do not do this step it will create an error in the system and you may not be paid.**

**VIEW HOURS**

Navigate period: 06/18 - 06/24

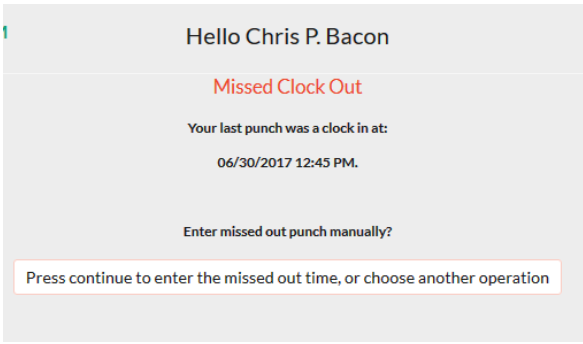
Download

Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
30u	6/19/2017 08:00 AM	6/19/2017 04:30 PM	8:00	8:00		8 - Custodian
30u	6/20/2017 08:00 AM	6/20/2017 04:30 PM	8:00	8:00		8 - Custodian
30u	6/21/2017 08:00 PM	<< Timesheet >>	7:30	7:30		8 - Custodian
30u	6/22/2017 08:00 AM	6/22/2017 02:15 PM	5:45	5:45	29:15	8 - Custodian

Summary: Break 29:15, OT1 0:00, OT2 0:00, Leave 0:00, Total 29:15

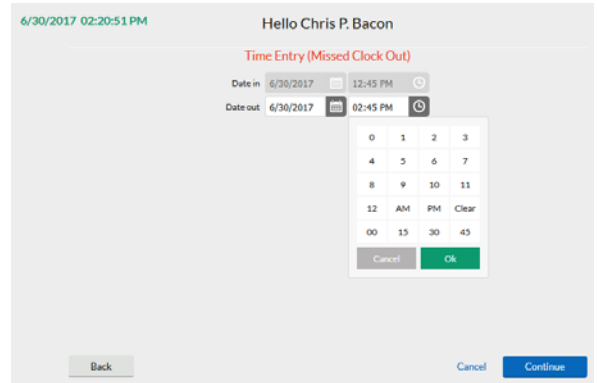
1. Select VIEW, then HOURS from the drop down choices
2. Select the appropriate time frame by using the NEXT and PREV buttons
3. All the hours for the time frame chosen will be seen as in the example to the left
4. To approve your hours for a specific day, click on the BOX in the column. If your hours for the entire time frame are correct and you wish to approve them all, then click the on column header (E)
5. After you have approved your hours click Log Off

If you notice an error in your hours please contact your building time keeper to have the error corrected **BEFORE YOU APPROVE YOUR HOURS.**



## I FORGOT TO CLOCK IN OR OUT - MISSED PUNCH

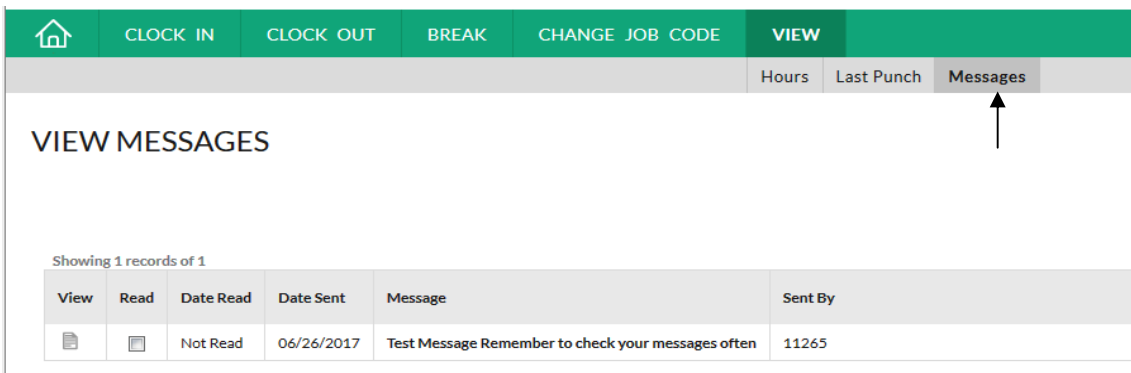
If you forgot to clock in/out for a shift and you attempt to clock in/out, you will be taken to the Missed Punches screen. You will be asked to confirm that you missed a punch and asked to manually enter the proper time for the missed punch.



Follow the prompts until you receive the Clock Operation Successful notification.



## Employee Messaging



The [View Messages](#) option allows you to view any messages sent through TimeClock Plus.

After selecting View Messages, you will be able to see a list of messages that have been sent.

Click on the [note icon](#) in the View Column to read the entire message, and check the [Read](#) to remove the message from your list.