TimeClock Plus®
a better sense of time℠

QUICK START GUIDE

TIMECLOCK PLUS V7 USER QUICK START GUIDE

Click on the link: https://299780.tcplusondemand.com/app/webclock/#/EmployeeLogOn/299780/1

Add Link to Desktop: Click on the three dots in top corner>More Tools>Create Shortcut

Return to your desktop and Verify the link was added correctly

TimeClock Plus®

OPERATING INSTRUCTIONS CLOCK IN / CLOCK OUT

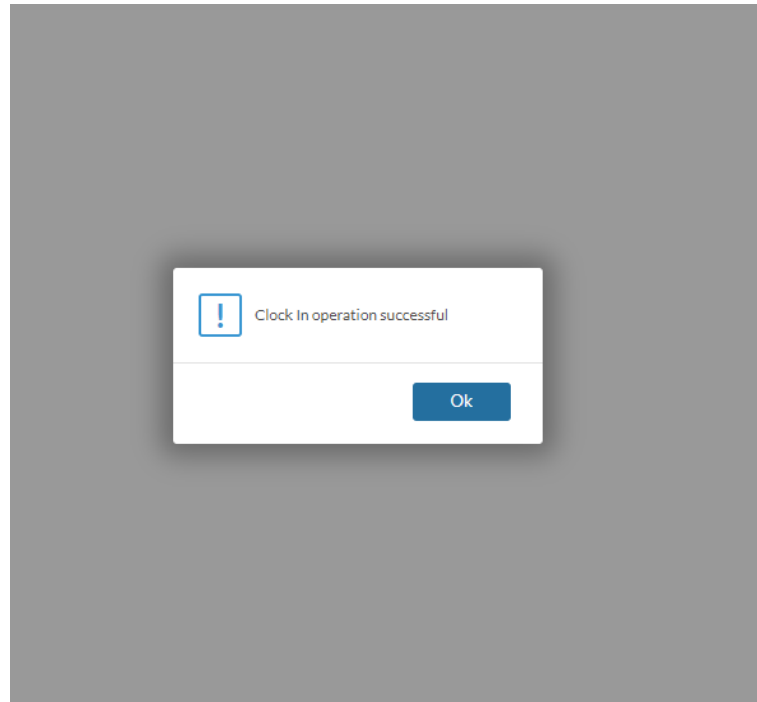Enter your Employee ID number in the ID Number section. Chose
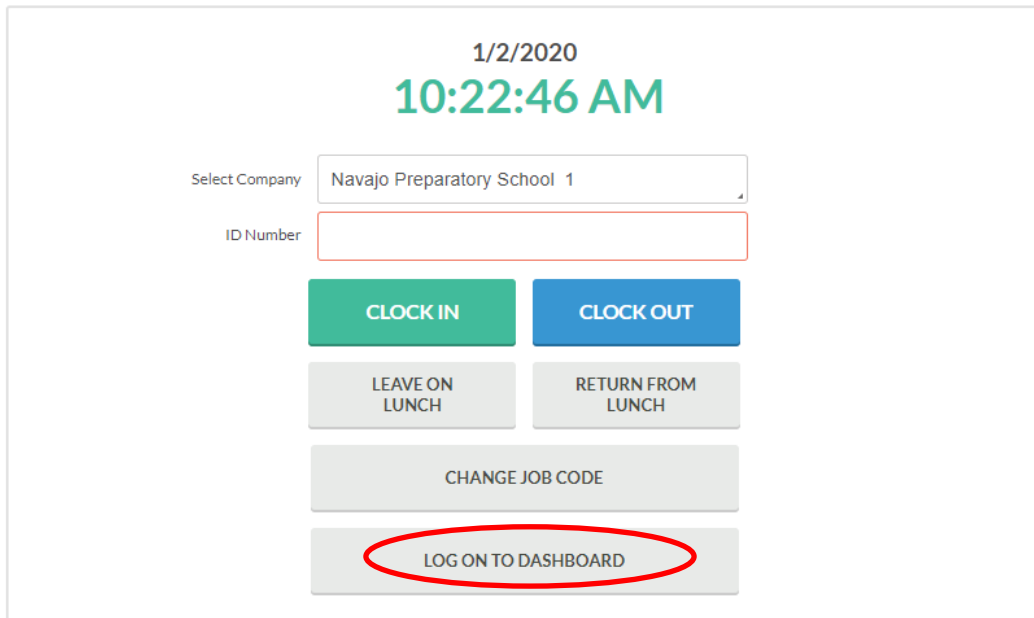
option for CLOCK IN.

Confirm Successful Punch

Clock In Successful

REVIEW AND APPROVE HOURS

Log On To Dashboard

Enter Employee ID number in ID Number Field, select Log On To Dashboard

View Hours: Select View>Hours

Approve Hours

At the end of each week, employees will approve their hours prior to payroll processing by checking the box in column "E" ahead of each day's time punches. By doing so you are acknowledging accuracy and approving payment. _This check mark system will be considered your electronic signature for timecard approval purposes._

*Select the box to approve hours

ADD SICK TIME OR VACATION TIME TO TIME CARD

Select REQUESTS on the Menu Bar
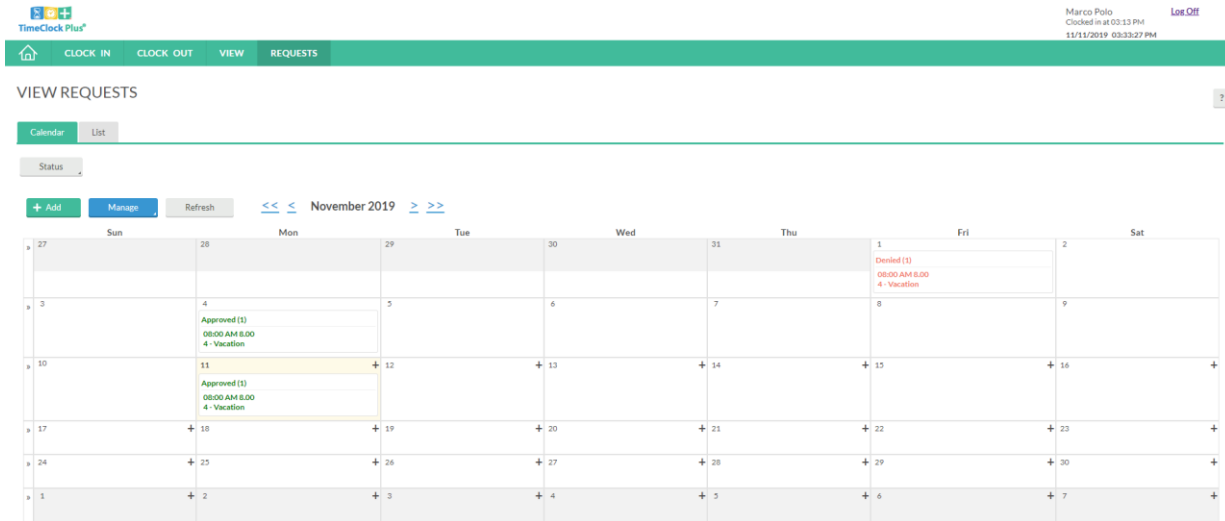
Select the Day for input **(click on the + sign).**

*Employee will select number of hours and type of leave (See below for examples).

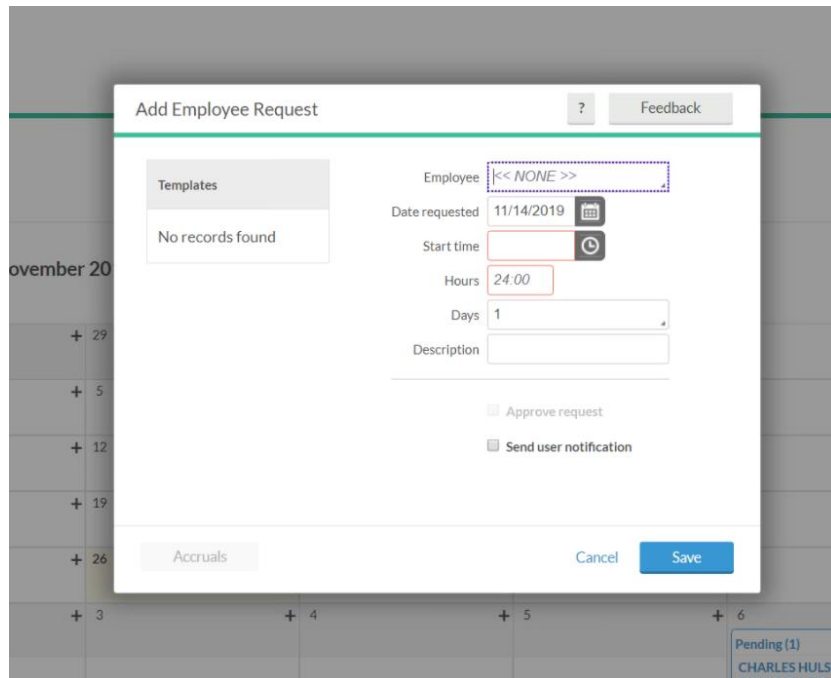### Add Employee Request   ?

Templates		Employee	Marco Polo [1]
		Date requested	11/14/2019
No records found		Start time	01:00 PM
		Hours	4:00
		Days	1
		Leave Code	3 - Sick

Accruals   Cancel   **Save**

Add Employee Request   ?

Templates		Employee	Marco Polo [1]
		Date requested	11/14/2019
No records found		Start time	08:00 AM
		Hours	8:00
		Days	1
		Leave Code	4 - Vacation

Accruals   Cancel   **Save**