



TimeClock Plus[®]
a better sense of time_{SM}

QUICK START GUIDE



TimeClock Plus®

TIMECLOCK PLUS V7 USER QUICK START GUIDE

Click on the link: <https://299780.tcplusedemand.com/app/webclock/#/EmployeeLogOn/299780/1>

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

The screenshot shows a web browser window with the TimeClock Plus login interface. The browser's menu is open, and the 'More tools' option is highlighted with a red circle. A red arrow points to the three-dot menu icon in the top right corner of the browser window.

Return to your desktop and Verify the link was added correctly



TIMECLOCK PLUS

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OPERATING INSTRUCTIONS CLOCK IN / CLOCK OUT

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

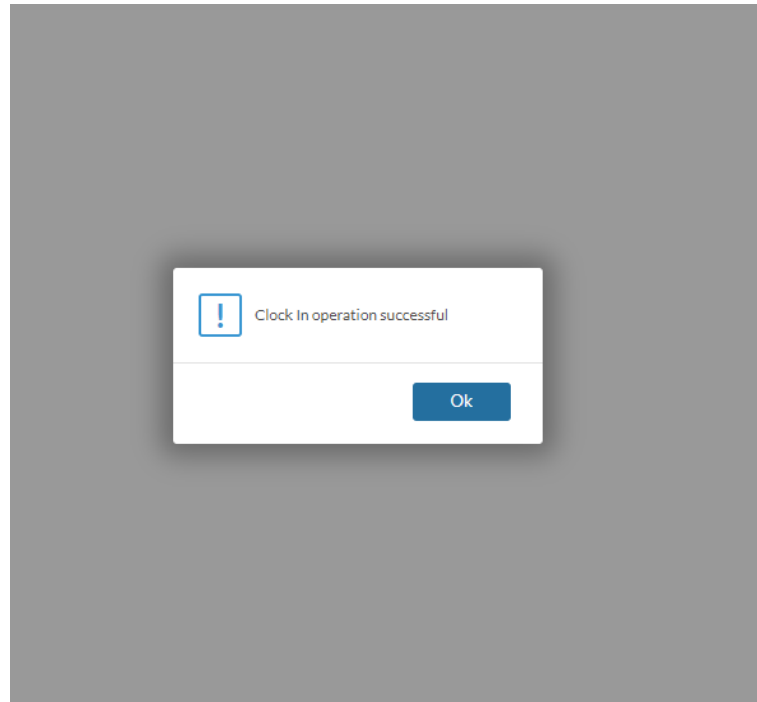
The screenshot shows the TimeClock Plus interface for a user on 1/2/2020 at 10:22:46 AM. The user has selected 'Navajo Preparatory School 1' as their company. The ID Number field is empty and highlighted with a red border. A red arrow points to the 'CLOCK IN' button, which is green. Other buttons include 'CLOCK OUT' (blue), 'LEAVE ON LUNCH' (grey), 'RETURN FROM LUNCH' (grey), 'CHANGE JOB CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).

Confirm Successful Punch

The screenshot shows a confirmation screen with the date and time '11/11/2019 03:11:47 PM' in the top left. The text 'Hello Marco Polo' is displayed in the top center, with a 'Not you?' link to the right. Below this, it says 'Confirmation (Clock In)'. At the bottom right, there are 'Cancel' and 'Continue' buttons.



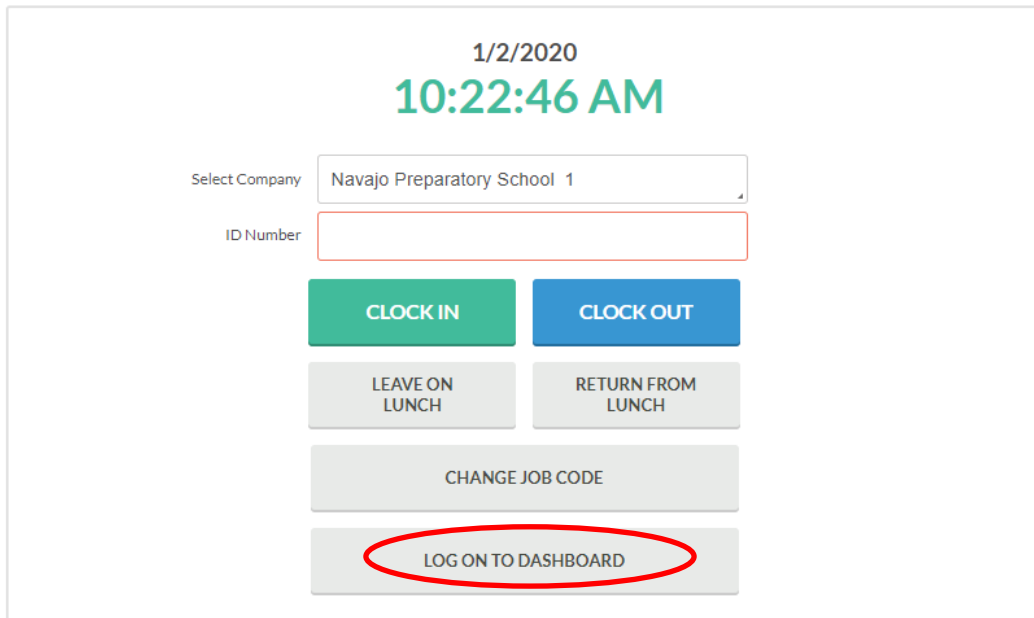
Clock In Successful



REVIEW AND APPROVE HOURS

Log On To Dashboard

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



1/2/2020
10:22:46 AM

Select Company Navajo Preparatory School 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON LUNCH RETURN FROM LUNCH

CHANGE JOB CODE

LOG ON TO DASHBOARD

View Hours: Select View>Hours

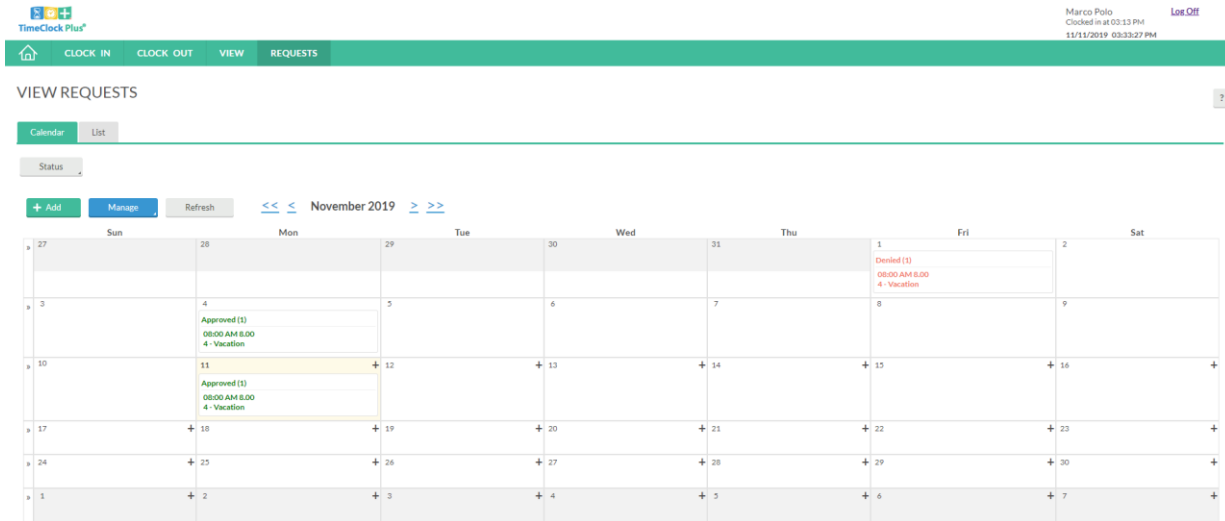
Approve Hours

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.*

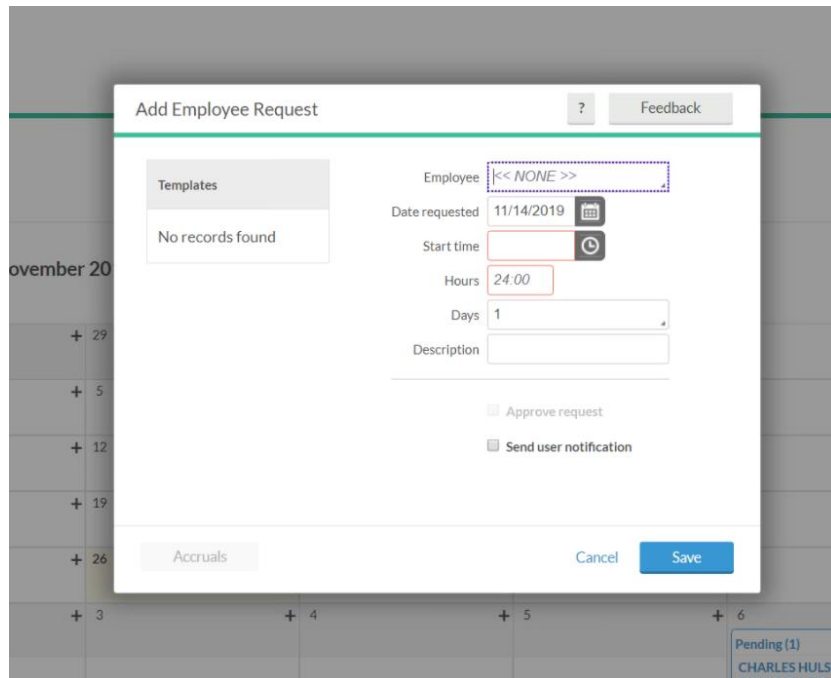
*Select the box to approve hours

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

Employee: Marco Polo [1]

Date requested: 11/14/2019

Start time: 01:00 PM

Hours: 4:00

Days: 1

Leave Code: 3 - Sick

Accruals Cancel Save

Add Employee Request

Employee: Marco Polo [1]

Date requested: 11/14/2019

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Code: 4 - Vacation

Accruals Cancel Save