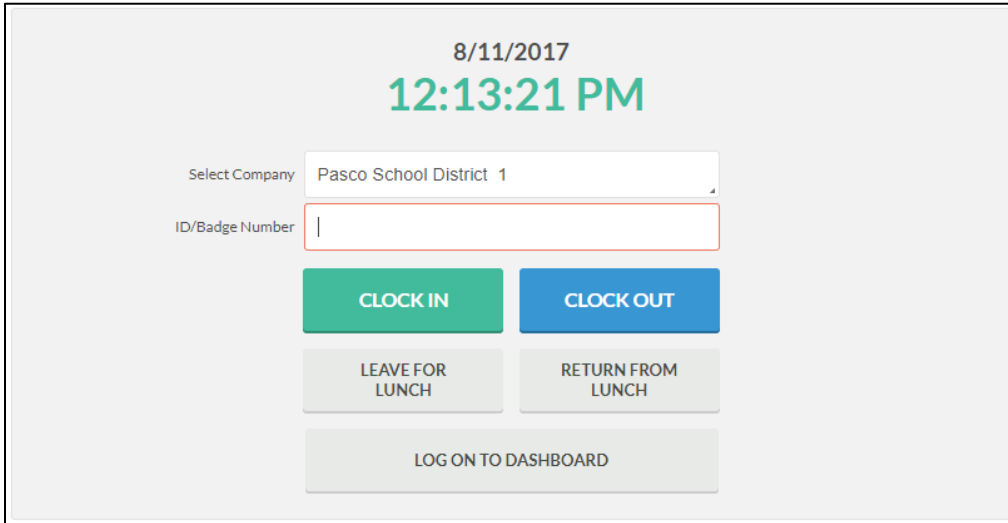


WebClock Clock Functions


Basic WebClock Usage

- WebClock located at: <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
- ID/Badge Number is the user's Employee ID number
- User PIN number is the last four digits of SSN

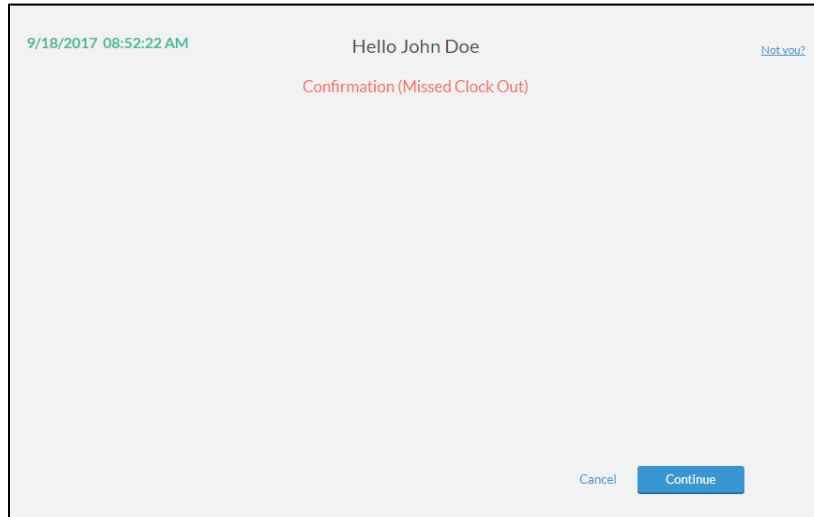


Clock In or Clock Out for work day

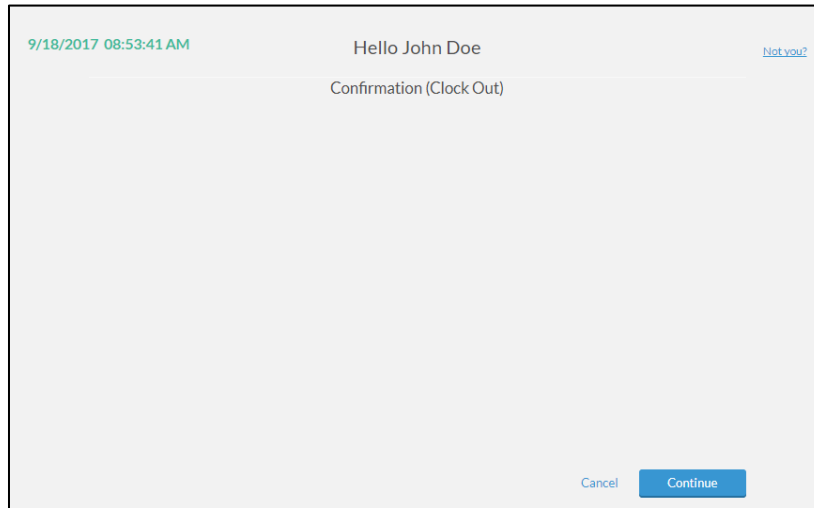
1. Input employee ID number in the **ID/Badge Number** field
2. Click **CLOCK IN** or **CLOCK OUT**
3. Input PIN number and click **Log On**



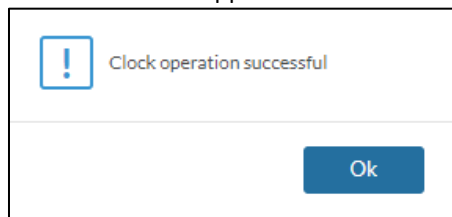
- a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details



4. A confirmation screen appears – click **Continue** to complete function, or **Cancel** to discard it

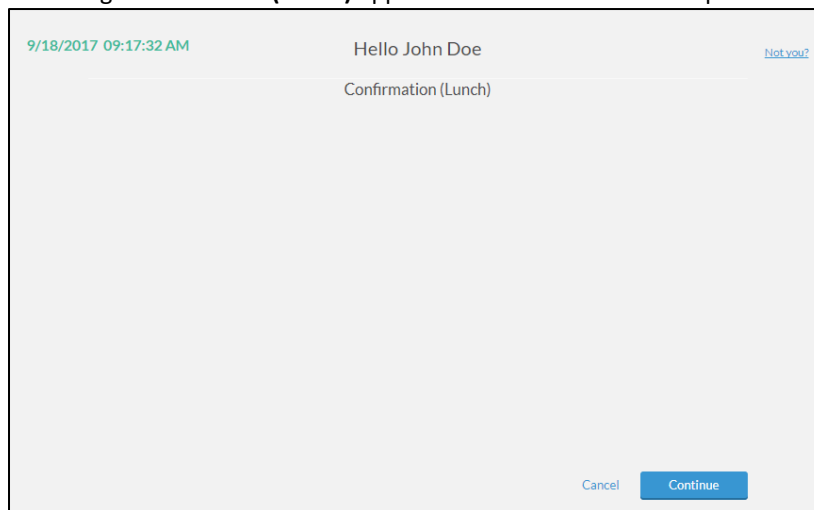


- a. Users with multiple jobs must select the appropriate job and click **Continue**
5. The confirmation message **Clock operation successful** appears – click **Ok**



Leave for break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field
2. Click **LEAVE FOR BREAK**
3. Input PIN number and click **Log On**
 - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
4. A confirmation screen stating **Confirmation (Break)** appears – click **Continue** to complete function, or **Cancel** to discard it

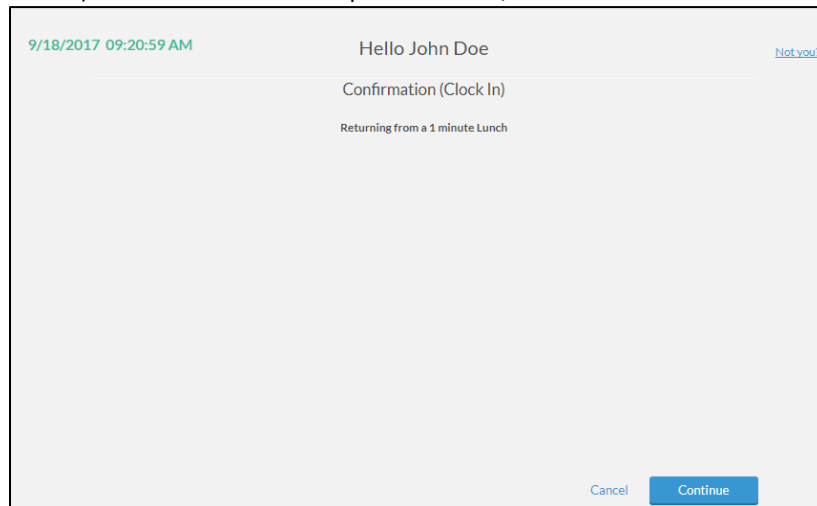


1. The confirmation message **Clock operation successful** appears – click **Ok**

Return from break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field
2. Click **RETURN FROM BREAK**
3. Input PIN number and click **Log On**
 - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details

4. A confirmation screen stating **Confirmation (Clock In) Returning from a _ minute Break** appears (_ will be replaced with the time clocked out for break) – click **Continue** to complete function, or **Cancel** to discard it

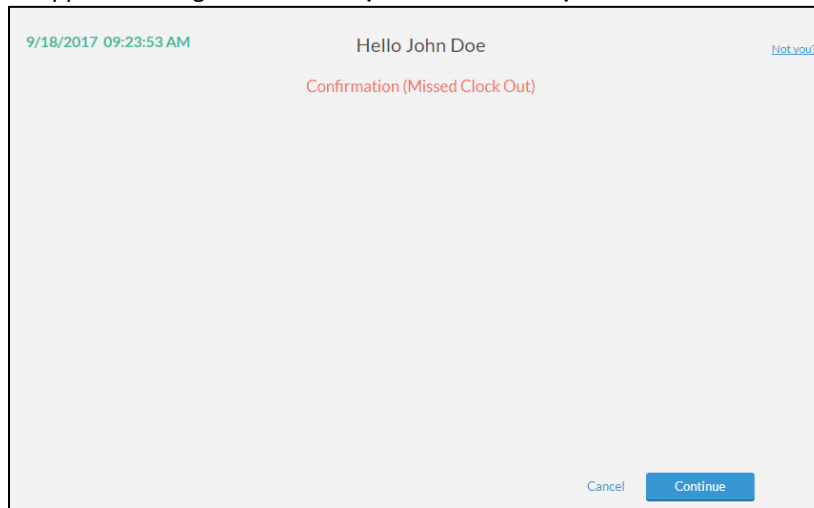


1. The confirmation message **Clock operation successful** appears – click **Ok**

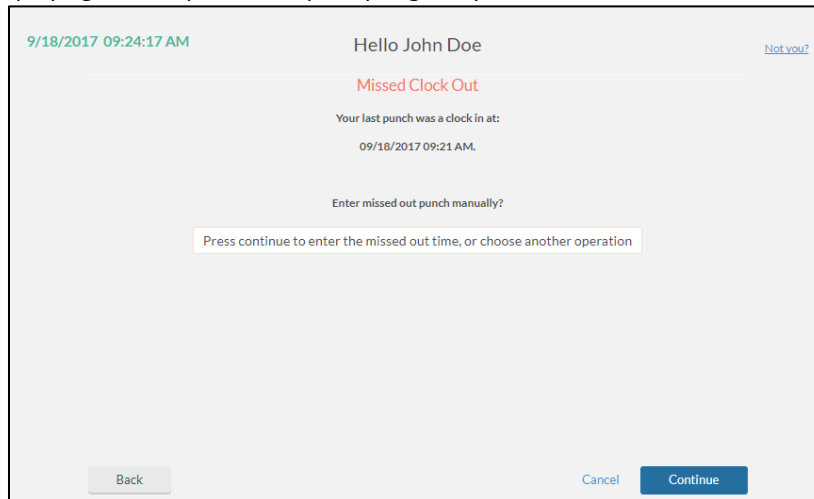
Correct Missed Punch

Correct missed clock out on the WebClock

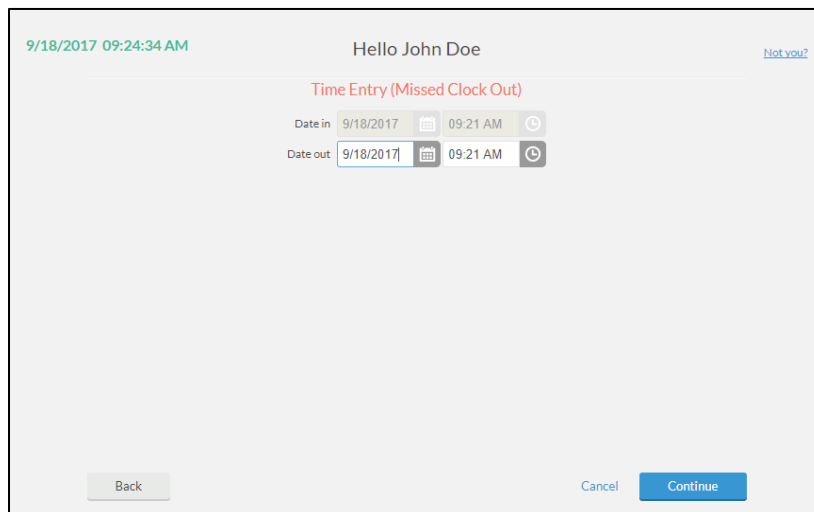
1. Input employee ID number in the **ID/Badge Number** field
2. Click **CLOCK IN** or **RETURN FROM BREAK**
3. Input PIN number and click **Log On**
4. A confirmation screen appears stating **Confirmation (Missed Clock Out)** – click **Continue**



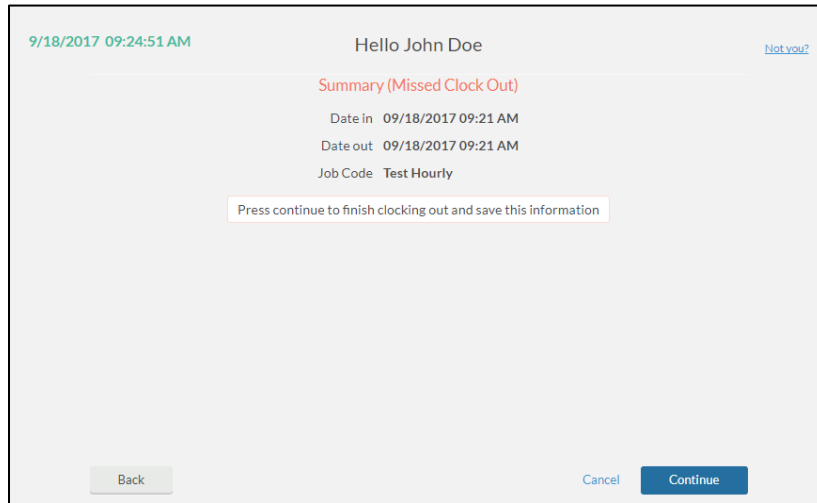
5. A screen appears displaying the last punch and prompting entry of missed clock out – click **Continue**



6. Input the date and time of the missed clock out and click **Continue**



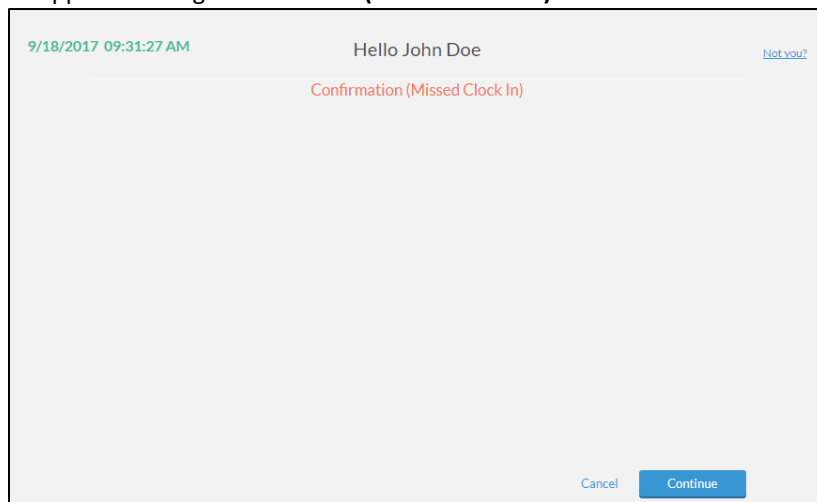
7. A summary screen appears displaying the corrected punch – click **Continue** to finish clock out and save the corrected punch



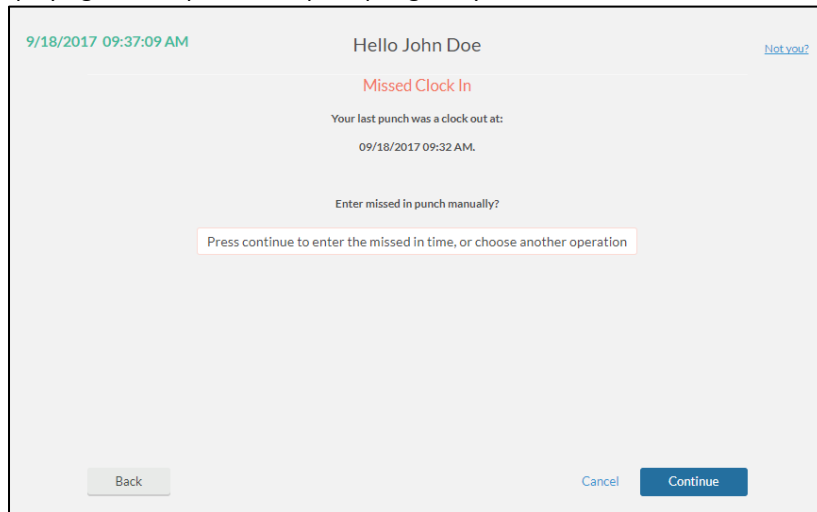
- a. Users with multiple jobs must select the appropriate job and click **Continue**
8. The confirmation message **Clock operation successful** appears – click **Ok**
 9. User is now clocked into the system and missed punch is corrected – *no additional operations are needed*

Correct missed clock in on the WebClock

1. Input employee ID number in the **ID/Badge Number** field
2. Click **CLOCK OUT** or **LEAVE FOR BREAK**
3. Input PIN number and click **Log On**
4. A confirmation screen appears stating **Confirmation (Missed Clock In)** – click **Continue**



5. A screen appears displaying the last punch and prompting entry of missed clock in – click **Continue**



6. Input the date and time of the missed clock out and click **Continue**

9/18/2017 09:37:32 AM Hello John Doe [Not you?](#)

Time Entry (Missed Clock In)

Date in 9/18/2017 09:37 AM

Date out 9/18/2017 09:37 AM

Back Cancel Continue

7. A summary screen appears displaying the corrected punch – click **Continue** to finish clock in and save the corrected punch

9/18/2017 09:37:46 AM Hello John Doe [Not you?](#)

Summary (Missed Clock In)

Date In 09/18/2017 09:37 AM

Job Code Test Hourly

Press continue to finish clocking in and save this information

Back Cancel Continue

- a. Users with multiple jobs must select the appropriate job and click **Continue**
8. The confirmation message **Clock operation successful** appears – click **Ok**
9. User is now clocked out of the system and missed punch is corrected – *no additional operations are needed*

Time Off Requests

Submit Time Off Request (Using Calendar)

1. Navigate to the Web Clock at <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
5. Click **Requests**

Home | CLOCK IN | CLOCK OUT | BREAK | CHANGE JOB CODE | CHANGE COST CODE | VIEW | **REQUESTS** | MANAGE TIME SHEET

VIEW REQUESTS

Calendar | List

Status | Sub assignment | FMLA

+ Add | Manage | Refresh

<< | < | September 2017 | > | >>

Sun	Mon	Tue	Wed	Thu
27	28	29	30	31

6. Click the plus symbol (+) on the calendar for the date of the request

Mon	Tue	Wed	Thu	Fri
2 +	3 +	4 +	5 +	6 +
9 +	10 +	11 +	12 +	13 +
16 +	17 +	18 +	19 +	20 +

7. Select or input the amount of time requested
 - a. For full or half days, select the desired request type and duration from the templates on the left
 - i. If applicable, change the start time in the **Start time** field

Add Employee Request

Employee: John Doe [2]

Date requested: 10/4/2017

Start time: 08:00 AM

Hours: 7:30

Days: 1

Leave Code: 300 - Vacation

Accruals | Cancel | Save

- b. For entries that are not a full or half day, select the desired leave type as **Other**
 - i. If applicable, change the start time in the **Start time** field
 - ii. Input the number of hours for the leave request in the **Hours** field, in decimal format – for example, to request five and a half hours, input 5.5; to request three and a quarter hours, input 3.25

8. For multi-day requests of the same leave type and duration, select the number of days from the Days drop-down

9. Click **Save** – leaves populate on the calendar in status **Pending** and the message **Operation Successful** appears

Submit Time Off Request (Using Add Button)

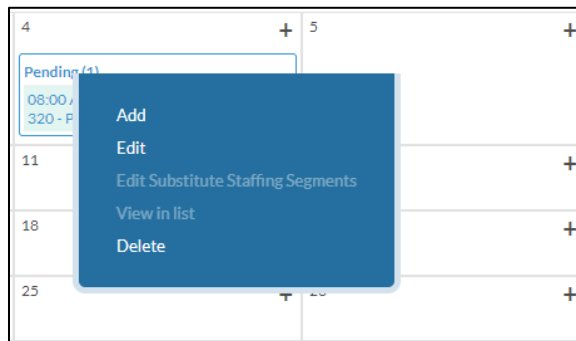
1. Navigate to the Web Clock at <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user’s Social Security Number) and click **Log On**
5. Click **Requests**
6. Click **Add**

- Select the date by clicking the calendar icon next to **Date requested**

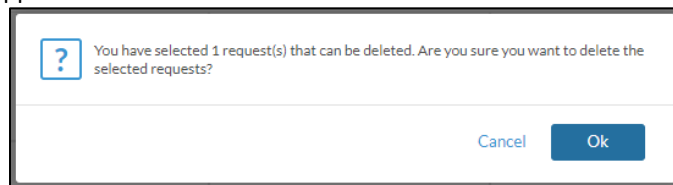
- Select or input the amount of time requested
 - For full or half days, select the desired request type and duration from the templates on the left
 - If applicable, change the start time in the **Start time** field
 - For entries that are not a full or half day, select the desired leave type as **Other**
 - If applicable, change the start time in the **Start time** field
 - Input the number of hours for the leave request in the **Hours** field, in decimal format – for example, to request five and a half hours, input 5.5; to request three and a quarter hours, input 3.25
- For multi-day requests **of the same leave type and duration**, select the number of days from the **Days** drop-down
- Click **Save** – leaves populate on the calendar in status **Pending** and the message **Operation Successful** appears

Cancel Single Time Off Request (Using Calendar)

- Sign in to the Web Clock and navigate to **Requests** as noted in steps 1 – 5 in **Submit Time Off Request**
- Right-click on the request that will be canceled – request must be in status **Pending**
- A drop-down menu appears – click **Delete**



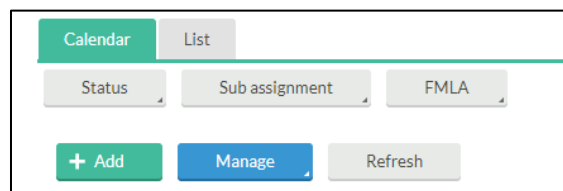
- A confirmation message appears – click **OK** to confirm deletion or **Cancel** to cancel deletion



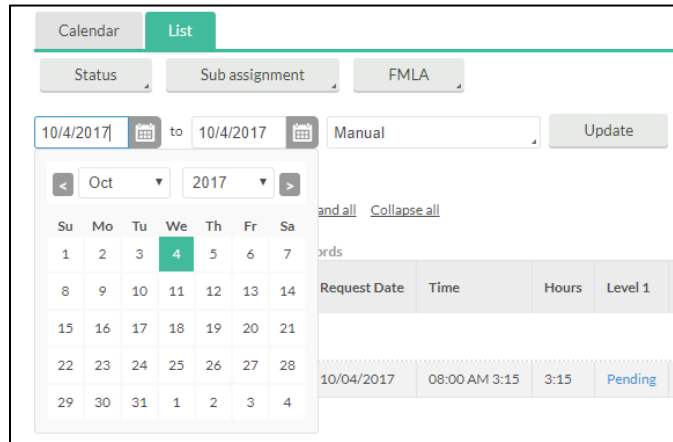
- The leave request is removed from the calendar and the message **Operation Successful** appears

Cancel One or More Time Off Requests (Using Manage)

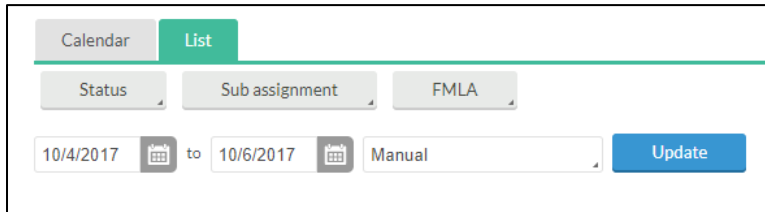
- Sign in to the Web Clock and navigate to **Requests** as noted in steps 1 – 5 in **Submit Time Off Request**
- Click **List**



3. Select a date range by using the calendar icons

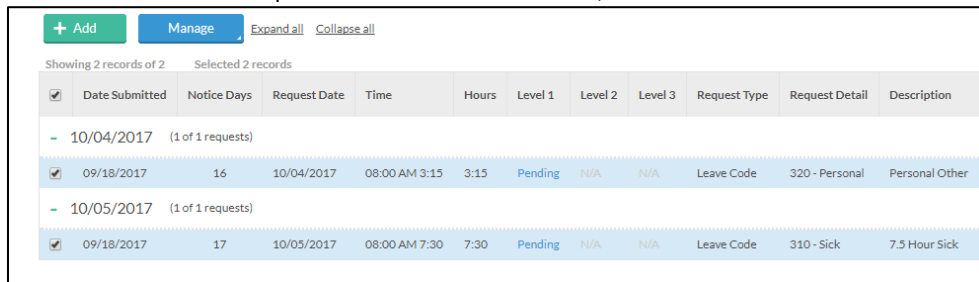


4. Click **Update**



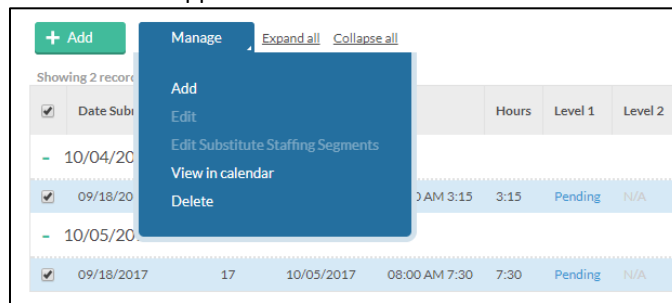
5. Click **Expand all** to display all pending requests within the selected date range

6. Click the checkboxes next to each request date that will be deleted, or use the box next to **Date Submitted** to select all

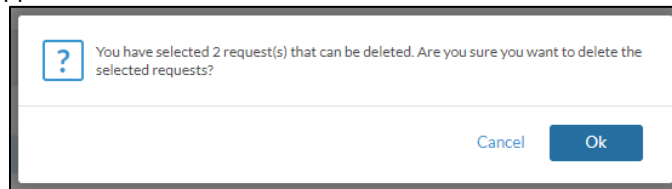


7. Click **Manage**

8. Click **Delete** in the drop-down menu that appears



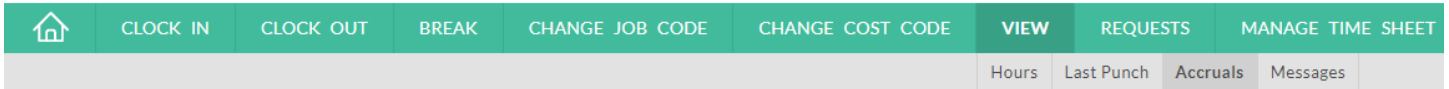
9. A confirmation message appears – click **OK** to confirm deletion or **Cancel** to cancel deletion



10. The leave request(s) is (are) removed from the list and the message **Operation Successful** appears

View Leave Accrual Balances

1. Sign in to the Web Clock as noted in steps 1 – 4 in **Submit Time Off Request**
2. Click **View** and select **Accruals**

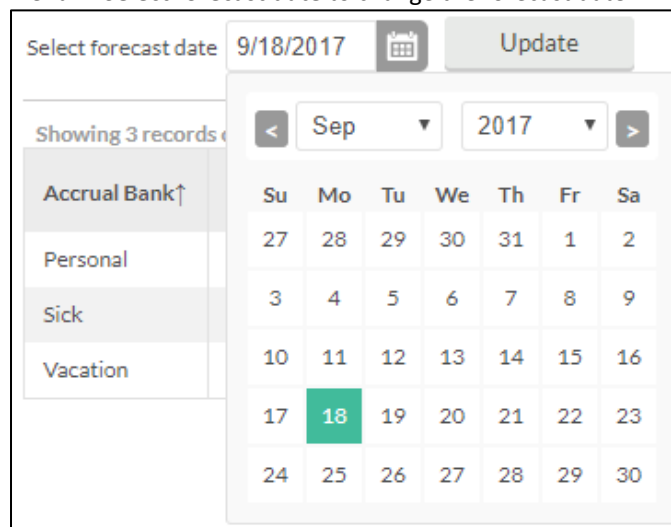


ACCRAUALS

3. The current accruals appear, separated by accrual type (sick, personal, etc.)

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Personal	0.0000	0.0000	0.0000	0.0000	0.0000
Sick	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	0.0000	0.0000	0.0000	0.0000	0.0000

4. The **Used Forecast** column shows all approved leave that has not yet been processed and is prior to the date in **Select forecast date**
 - a. Use the calendar menu in **Select forecast date** to change the forecast date



- b. Once a date is selected, click **Update**
- c. The **Used Forecast** field updates and the message **Operation Successful** appears

Time Sheets (Exempt employees only)

Input Time

1. Navigate to the Web Clock at <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
5. Click **MANAGE TIME SHEET**



MANAGE TIME SHEET

08/19/2017 - 08/25/2017 **Navigate Period** Display weekends

Reject Accept < | >
Prev Next

Regular	OT1	OT2	Leave	Total
3:51	0:00	0:00	0:00	3:51

08/19 - 08/25 Auto Fill Approve Week

Regular	OT1	OT2	Leave	Total
3:51	0:00	0:00	0:00	3:51

Mon 08/21	Tue 08/22	Wed 08/23	Thu 08/24	Fri 08/25
3:51 <input type="checkbox"/> Approve Clear 07:46 AM << Clocked In >> 5104 - SYSTEMS ANALYST <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>

6. Navigate to the week to be managed using the **Navigate Period** arrow keys

09/16/2017 - 09/22/2017 **Navigate Period** Display weekends

Reject Accept < | >
Prev Next

7. Click **Add** on the first work day of the week

09/23 - 09/29

Regular	OT1	OT2	Leave	Total
0:00	0:00	0:00	0:00	0:00

Mon 09/25	Tue 09/26	Wed 09/27	Thu 09/28	Fri 09/29
0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>	0:00 <input type="button" value="Add"/>

8. Select the start time for the work day and the number of paid hours

Mon 09/25 8:00
 Approve

[Edit](#) [Clear](#) [Copy](#)

09:00 AM 8:00

5104 - SYSTEMS ANALYST

9. Click **Accept** to lock in time – the message **Operation Successful** appears

Operation successful

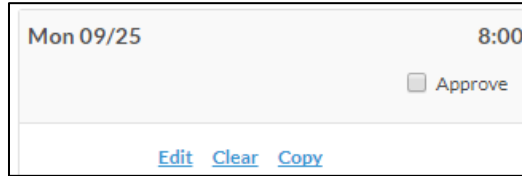
MANAGE TIME SHEET

09/23/2017 - 09/29/2017 **Navigate Period**

Reject Accept < | >
Prev Next

Add additional work days

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 – 5 above
2. Click **Copy** on the day that is to be duplicated

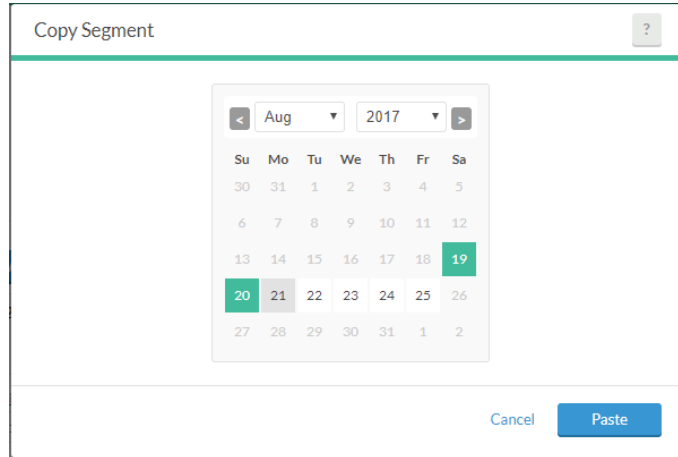


Mon 09/25 8:00

Approve

[Edit](#) [Clear](#) [Copy](#)

3. Select one or more dates from the calendar and click **Paste**



Copy Segment ?

< Aug 2017 >

Su	Mo	Tu	We	Th	Fr	Sa
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	31	1	2

Cancel Paste

4. Click **Accept** to lock in time – the message **Operation Successful** appears

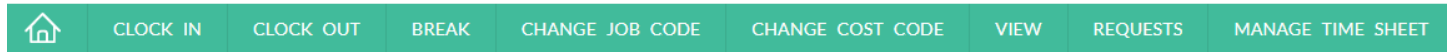
Delete work day

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 – 5 above
2. Click **Clear** on the day that is to be deleted – the selected day is immediately deleted
3. Click **Accept** to lock in changes – the message **Operation Successful** appears

Change Active Job (Employees with multiple jobs only)

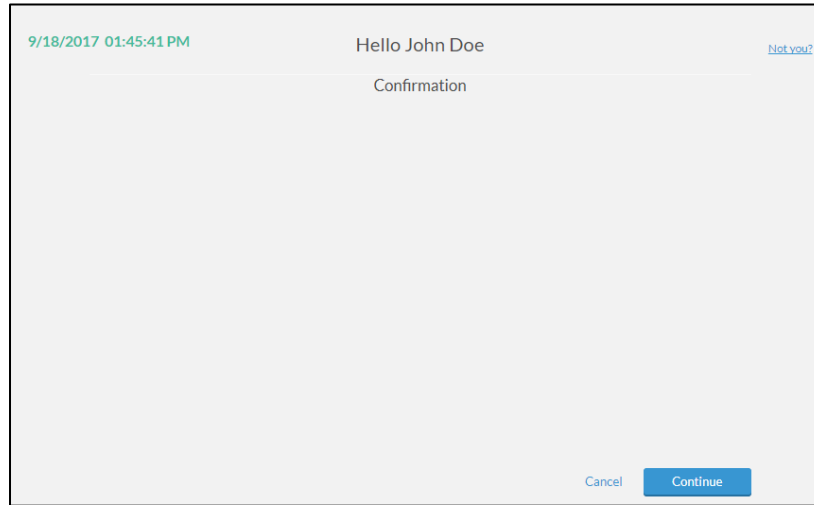
Input Time

1. *Employee must be clocked in prior to changing active job*
2. Navigate to the Web Clock at <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
3. Input employee ID number in the **ID/Badge Number** field
4. Click **LOG ON TO DASHBOARD**
5. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
6. Click **Change Job Code**

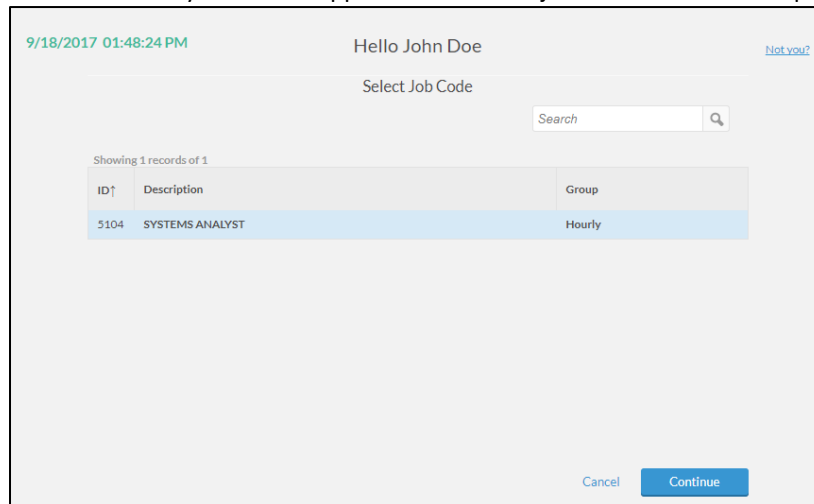


CHANGE JOB CODE

7. A confirmation screen appears – click **Continue** to proceed or **Cancel** to abort



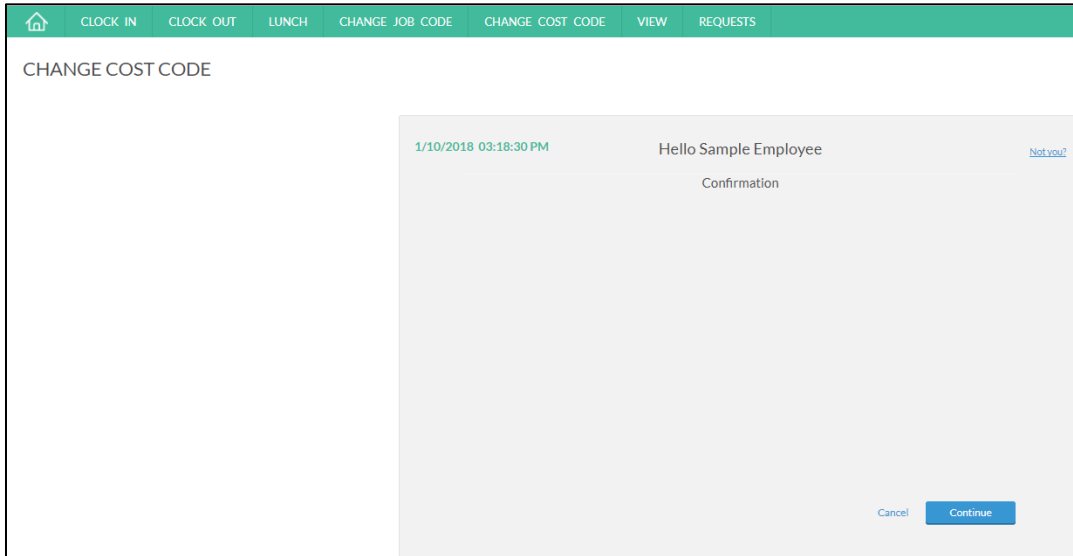
8. A list of all jobs that are not currently clocked in appears – select the job to make active and press **Continue**



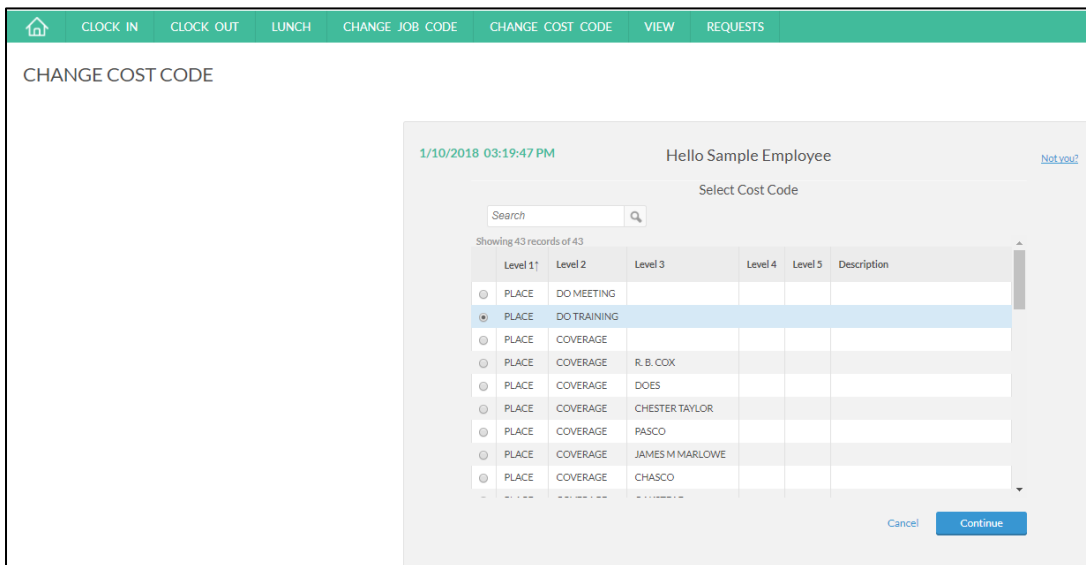
9. The message **Clock operation successful** appears – press **Ok**

Change Cost Code on Web Clock

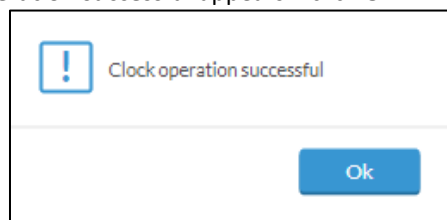
1. Navigate to the Web Clock at <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
5. Click **CHANGE COST CODE**



6. Click **Continue**
7. Select cost code from the list



8. Click **Continue**
9. The confirmation message **Clock operation successful** appears – click **Ok**



WebClock Dashboard

Access Dashboard

1. Navigate to the Web Clock at <https://62026.tcplusondemand.com/app/webclock/#/EmployeeLogOn/62026/1>
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**

View Hours

1. Sign into dashboard as noted in steps 1 – 3 of **Access Dashboard**
2. Click **View** and select **Hours**



3. A list of all punches for the current week appears

VIEW HOURS

Navigate period: 09/16 - 09/22

Download

			Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
				9/18/2017 08:53 AM	9/18/2017 08:54 AM	0:01	0:01		1 - Test Hourly
			2u	9/18/2017 08:55 AM	9/18/2017 09:19 AM	0:24			1 - Test Hourly
				9/18/2017 09:21 AM	9/18/2017 09:21 AM	0:00	0:24		1 - Test Hourly

- a. Segments connected via brackets are part of the same shift (from punch in to punch out)
- b. Segments highlighted in blue represent a corrected punch (due to a missed punch)

View Last Punch

1. Sign into dashboard as noted in steps 1 – 3 of **Access Dashboard**
2. Click **View** and select **Last Punch**



3. A list of the last punch (in or out) appears

LAST PUNCH (CLOCKED OUT)

John Doe

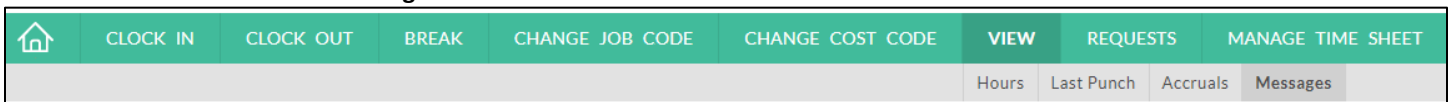
Clocked in at 9/18/2017 09:37 AM

Clocked out at 9/18/2017 09:37 AM

Job Code 1 - Test Hourly

View and Manage Messages

1. Sign into dashboard as noted in steps 1 – 3 of **Access Dashboard**
2. Click **View** and select **Messages**



- A list of all messages appears

VIEW MESSAGES

Showing 1 records of 1

View	Read	Date Read	Date Sent	Message	Sent By
	<input type="checkbox"/>	Not Read	09/18/2017	This is a sample message	JVOGEL

- Click the icon under **View** to view the message in its entirety – click **Cancel** once done

Message Detail ?

This is a sample message

Cancel

- Most messages remain until marked as **Read** – click the box under **Read** and click **Mark as read** to acknowledge message

VIEW MESSAGES ?

Mark as read

Showing 1 records of 1

View	Read	Date Read	Date Sent	Message	Sent By
	<input checked="" type="checkbox"/>	Not Read	09/18/2017	This is a sample message	JVOGEL

- All selected messages will disappear once **Mark as read** is clicked

Sign Out of Dashboard

- User is already signed in to dashboard
- Click **Log Off** in the upper-right corner of the screen

John Doe
 Clocked in at 01:47 PM
 9/18/2017 01:51:22 PM [Log Off](#)

[Home](#)
[CLOCK IN](#)
[CLOCK OUT](#)
[BREAK](#)
[CHANGE JOB CODE](#)
[CHANGE COST CODE](#)
[VIEW](#)
[REQUESTS](#)
[MANAGE TIME SHEET](#)

- User is logged out of TimeClock Plus