



TimeClock Plus[®]

Employee Training

Hour Approval

July 2023



Outline of Content

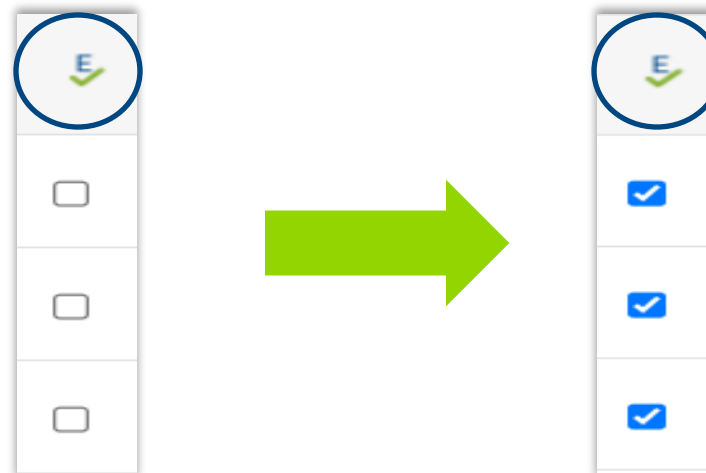
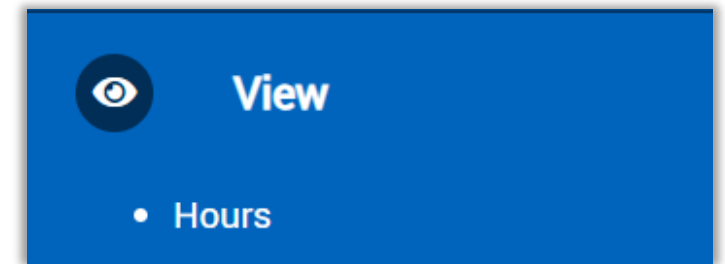
This document will cover the following subjects:

- Approving Hours in View – Hours Tab
- Approving Hours in Past/Future Periods
- Approving Hours on the Dashboard Widget
- Mass Approving Hours

Hour Approval | Approving Hours in View – Hours Tab

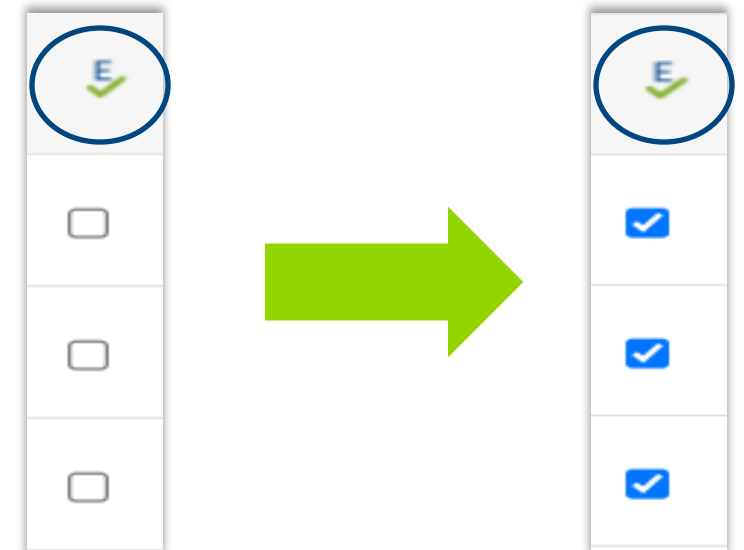
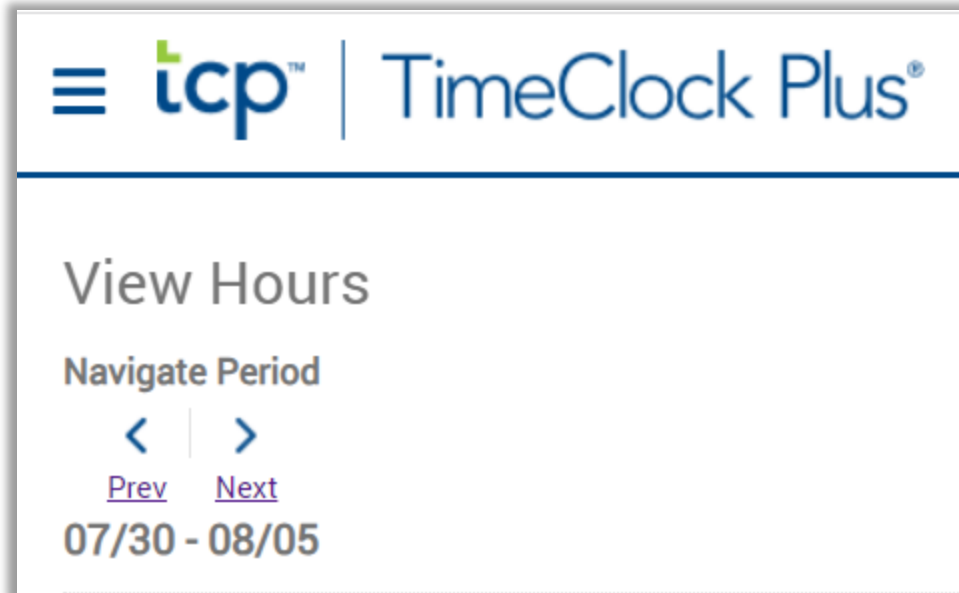
To approve hours, access the **WebClock** application

1. Enter **Employee ID** Number
2. Select **Log On To Dashboard**
3. On the left-hand side of the screen select the **View** option under the menu bar
 - Proceed to click on the **Hours** tab
4. Here you will see your hours within the current period
5. Under the **E** column you can click on the empty box to approve the hours for each segment throughout the period



Hour Approval | Approving Hours in Past/Future Periods


1. While viewing the hours in the Hours Tab you can navigate between past and future pay periods
2. To navigate to a previous period, select the **Prev** option under the Navigate Hours section
3. To navigate to a future period, select the **Next** option under the Navigate Hours section
4. Once at the desired pay period, under the **E** column you can click on the empty box to approve the hours for each segment throughout the period



Hour Approval | Approving Hours on Dashboard Widget

To approve hours in the Dashboard, access the **WebClock** application

1. Enter **Employee ID** Number
2. Select **Log On To Dashboard**
3. Once in the Dashboard, there will be a **My Hours** widget, displaying all posted hours within a period
4. To approve hours within this widget, click on the empty box under the **E** column to approve the hours for each segment throughout the period




My Hours

(129:00)

20

<input type="checkbox"/>	07/25 07:00 A - 04:00 P	2 - Support	9:00
<input type="checkbox"/>	07/26 07:00 A - 04:00 P	4 - Human Resources	9:00
<input type="checkbox"/>	07/27 07:00 A - 04:00 P	2 - Support	9:00
<input type="checkbox"/>	07/28 07:00 A - 03:00 P	101 - Sick	8:00





My Hours

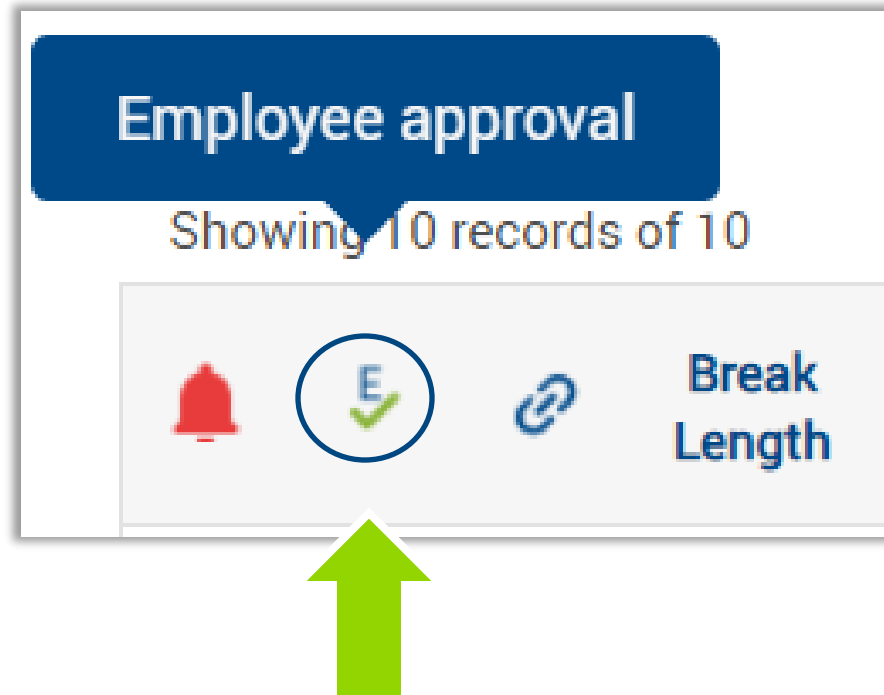
(129:00)

20

<input checked="" type="checkbox"/>	07/25 07:00 A - 04:00 P	2 - Support	9:00
<input checked="" type="checkbox"/>	07/26 07:00 A - 04:00 P	4 - Human Resources	9:00
<input checked="" type="checkbox"/>	07/27 07:00 A - 04:00 P	2 - Support	9:00
<input checked="" type="checkbox"/>	07/28 07:00 A - 03:00 P	101 - Sick	8:00

Hour Approval | Mass Approving Hours

1. When Navigating in the View – Hours Tab the system does provide you the ability to mass approve all provided hours with one click
 - **This option does not work when approving hours on the dashboard widget**
2. To mass approve all hours provided, simply click on the **E** button
3. Once you click the **E** button, the system will proceed to collectively approve all the provided hours.



		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input checked="" type="checkbox"/>	┐	60u	7/31/2023 08:00 AM	7/31/2023 12:00 PM	4:00			2 - Support
<input checked="" type="checkbox"/>	└		7/31/2023 01:00 PM	7/31/2023 05:00 PM	4:00	8:00		2 - Support
<input checked="" type="checkbox"/>	┐	60u	8/1/2023 08:00 AM	8/1/2023 12:00 PM	4:00			2 - Support
<input checked="" type="checkbox"/>	└		8/1/2023 01:00 PM	8/1/2023 05:00 PM	4:00	8:00		2 - Support
<input checked="" type="checkbox"/>	┐	60u	8/2/2023 08:00 AM	8/2/2023 12:00 PM	4:00			2 - Support
<input checked="" type="checkbox"/>	└		8/2/2023 01:00 PM	8/2/2023 05:00 PM	4:00	8:00		2 - Support



Reference Material

Knowledge Base:

[TimeClock Plus Articles](#)

Customer Support Portal:

[TCP Support Portal](#)

Customer Support:

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| TimeClock Plus®

Employee Training

Time Off Requests

September 2023



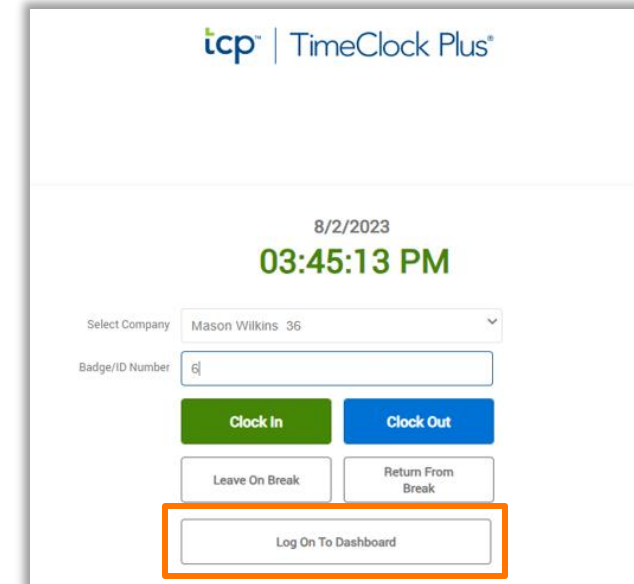
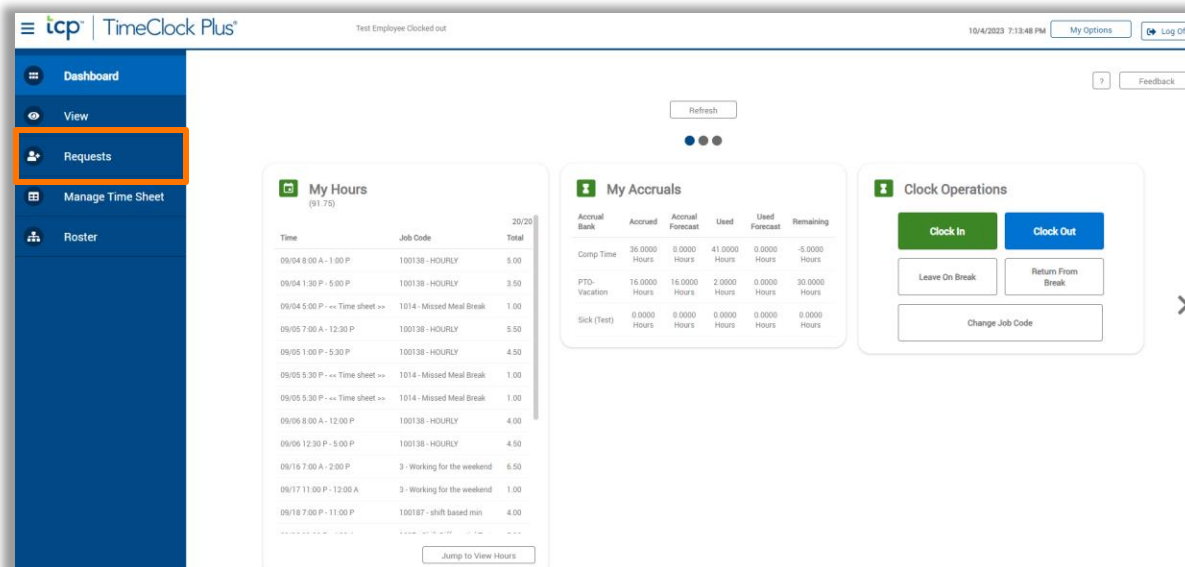
Outline of Content

This document will cover the following subjects:

- Time Off Request
 - Navigate to the Time Off Request Screen
 - Submit Time Off Request
 - Reviewing Accruals Balance

Time Off Requests | Navigating to Requests

1. Access the TCP WebClock platform.
2. Enter your **Employee ID**.
3. Click on **Log on to Dashboard**.
4. Choose **Requests** from the main menu to navigate to the **View Requests** screen.



Time Off Requests | Submitting a Time Off Request

- Create a Time off request by either clicking the green **Add** button or the **+** symbol on the day you require.

The screenshot displays the TimeClock Plus web interface. At the top, the header includes the 'icp' logo, 'TimeClock Plus' text, a user status 'Test Employee Clocked out', the date and time '10/4/2023 7:51:35 PM', and buttons for 'My Options' and 'Log Off'. Below the header, the 'View Requests' section is active, with tabs for 'Calendar', 'List', and 'Leave Bids'. A navigation bar contains filters for 'Status', 'Sub Assignment', 'FMLA', 'Leave Calendar', and a dropdown for 'Company Default'. Below this is a toolbar with a green '+ Add' button, a 'Manage' dropdown, a 'Refresh' button, and navigation arrows. The main area is a calendar for October 2023. The calendar grid shows days of the week (Sun to Sat) and dates. Each date cell contains a '+ 0 entered' or '+ 0 of 5 used' status. The date '4' (Wednesday) is highlighted in yellow. The interface is clean and professional, with a white background and blue accents.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 0 entered	2 0 entered	3 0 entered	4 0 entered	5 0 entered	6 0 entered	7 0 entered
8 0 entered	9 0 entered	10 0 entered	11 0 entered	12 0 entered	13 0 entered	14 0 entered
15 0 entered	16 0 entered	17 0 entered	18 0 entered	19 0 entered	20 0 entered	21 0 entered
22 0 entered	23 0 of 5 used	24 0 entered	25 0 entered	26 0 entered	27 0 of 0 used	28 0 entered
29 0 entered	30 0 entered	31 0 entered	1 0 entered	2 0 entered	3 0 entered	4 0 entered
5 0 entered	6 0 entered	7 0 entered	8 0 entered	9 0 entered	10 0 entered	11 0 entered

Time Off Requests | Submitting a Time Off Request

1. Begin by initiating a time off request, selecting either the green **Add** button or the + symbol on the specific day you wish to request time off.
2. Adjust the request information as necessary.
3. For multi-day requests, utilize the day drop-down menu (taking weekends into consideration).
4. Press the **Save** button to submit your time off request.

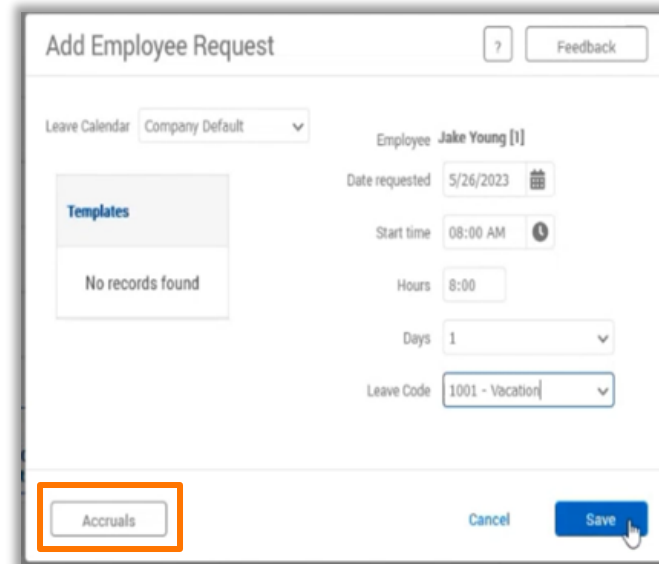
The screenshot shows a modal window titled "Add Employee Request" overlaid on a calendar interface for May 2023. The modal contains the following fields and controls:

- Leave Calendar:** A dropdown menu set to "Company Default".
- Employee:** A text field displaying "Jake Young [1]".
- Date requested:** A date picker set to "5/26/2023".
- Start time:** A time picker set to "08:00 AM".
- Hours:** A text input field containing "8:00".
- Days:** A dropdown menu set to "1".
- Leave Code:** A dropdown menu set to "1001 - Vacation".
- Templates:** A section with a "No records found" message.
- Buttons:** "Accruals", "Cancel", and a blue "Save" button with a mouse cursor clicking it.
- Feedback:** A button with a question mark icon and the text "Feedback".

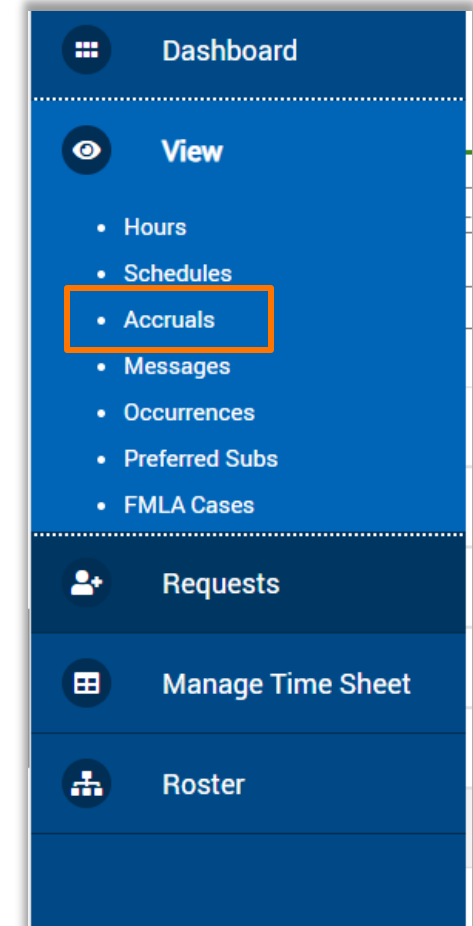
Time Off Requests | Reviewing Accruals

To access your remaining accrual balances, you have two options:

- Choose the **Accruals** option within the Add Employee Request screen.
- Alternatively, access it from the main menu by selecting **View** > **Accruals**.

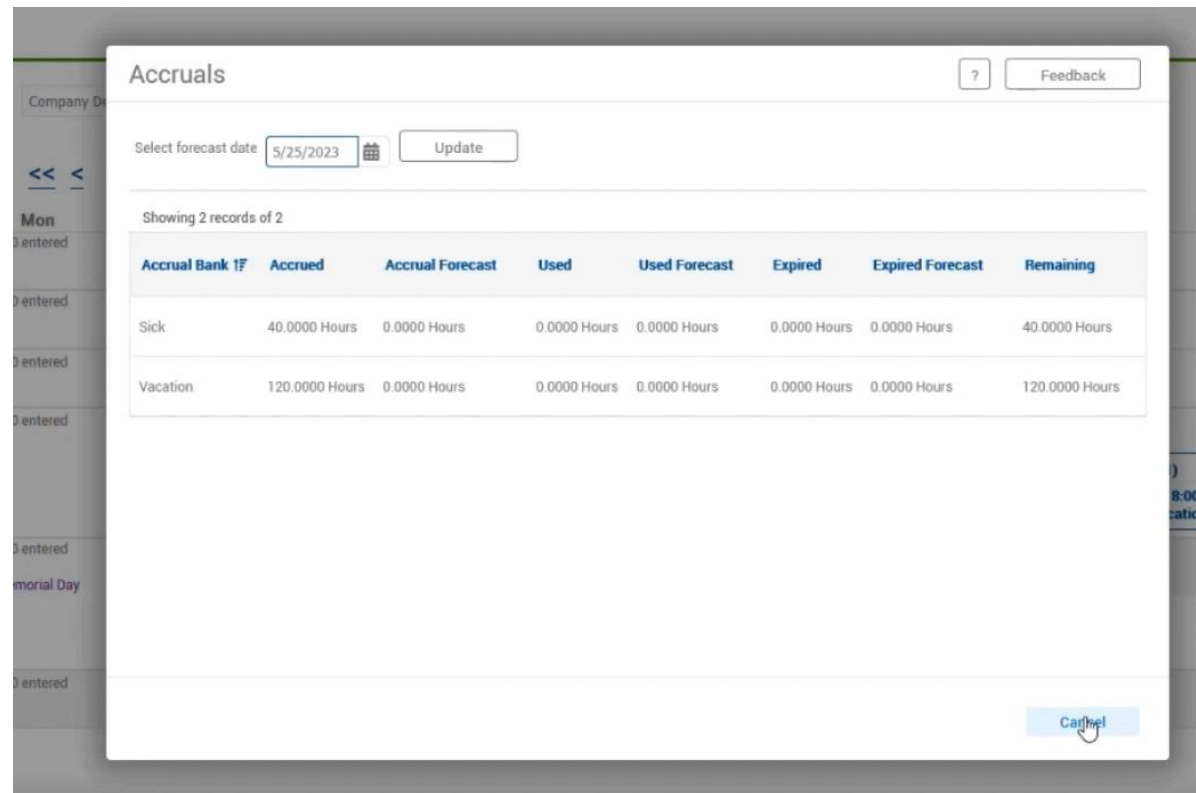


The screenshot shows the 'Add Employee Request' form. At the bottom left, the 'Accruals' button is highlighted with an orange box. The form includes fields for 'Leave Calendar' (set to 'Company Default'), 'Employee' (Jake Young [1]), 'Date requested' (5/26/2023), 'Start time' (08:00 AM), 'Hours' (8:00), 'Days' (1), and 'Leave Code' (1001 - Vacation). There is a 'Templates' section on the left that says 'No records found'. At the bottom right, there are 'Cancel' and 'Save' buttons.



Time Off Requests | Reviewing Accruals

- You have the option to modify the **Forecast date** to view upcoming time off requests, ensuring that there won't be any conflicts with your remaining hours when submitting new time-off requests.



The screenshot shows a modal window titled "Accruals" with a "Feedback" button. It features a "Select forecast date" field set to "5/25/2023" with a calendar icon and an "Update" button. Below this, it says "Showing 2 records of 2". A table displays accrual data for two categories: Sick and Vacation. The table has columns for Accrual Bank, Accrued, Accrual Forecast, Used, Used Forecast, Expired, Expired Forecast, and Remaining. The Sick bank shows 40,000 hours accrued and 40,000 hours remaining. The Vacation bank shows 120,000 hours accrued and 120,000 hours remaining. A "Cancel" button is at the bottom right.

Accrual Bank 1F	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Sick	40.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	40.0000 Hours
Vacation	120.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	120.0000 Hours



Reference Material

Knowledge Base:

[TimeClock Plus Articles](#)

Customer Support Portal:

[TCP Support Portal](#)

Customer Support:

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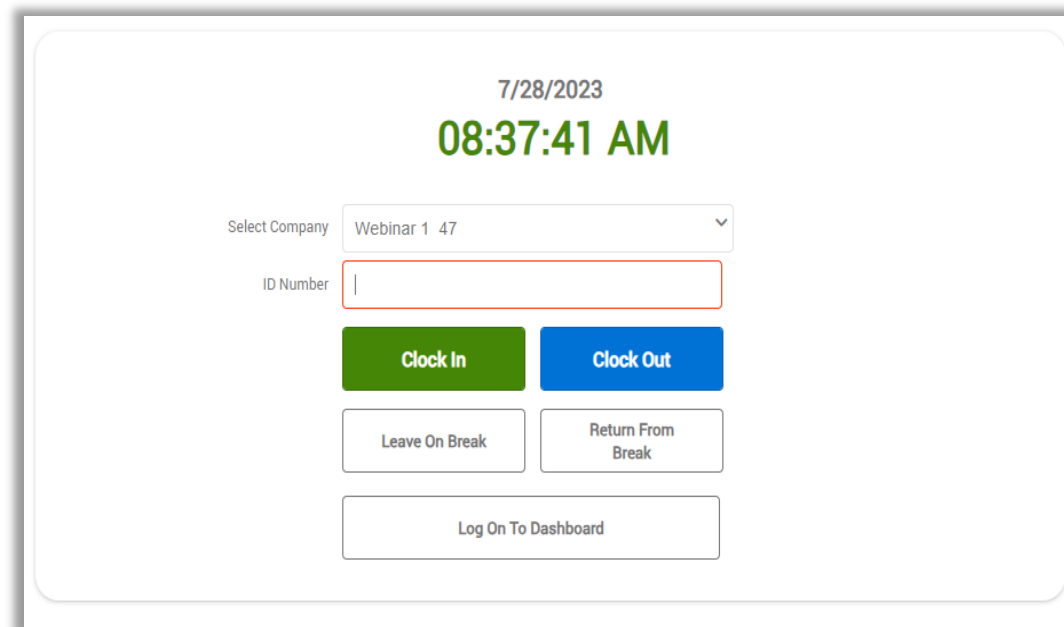
Clock Operations

August 2023

Outline of Content

This document will cover the following subjects:

- Clock Operations
 - Clocking In
 - Leaving for Break
 - Return from Break
 - Clocking Out

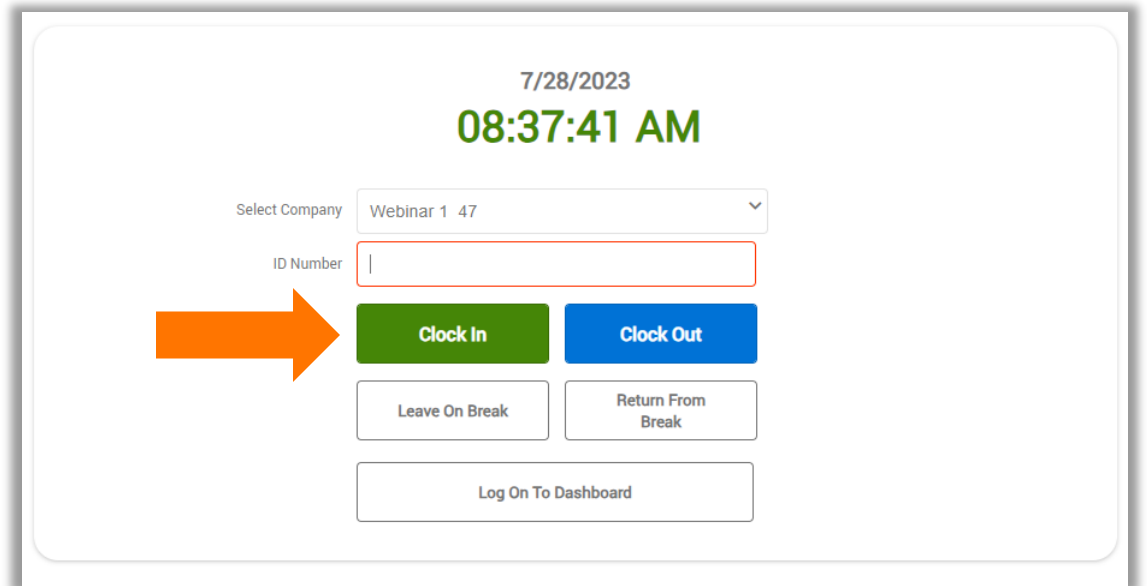


The screenshot displays the TimeClock Plus mobile application interface. At the top, the date "7/28/2023" is shown in a small font, followed by the time "08:37:41 AM" in a large, bold green font. Below the time, there is a "Select Company" dropdown menu currently set to "Webinar 1 47". Underneath this is an "ID Number" input field with a red border. The interface features four main action buttons: a green "Clock In" button, a blue "Clock Out" button, a white "Leave On Break" button, and a white "Return From Break" button. At the bottom, there is a white button labeled "Log On To Dashboard".

Clock Operations | Submitting a Clock In Operation

To Clock In, access the **WebClock** application

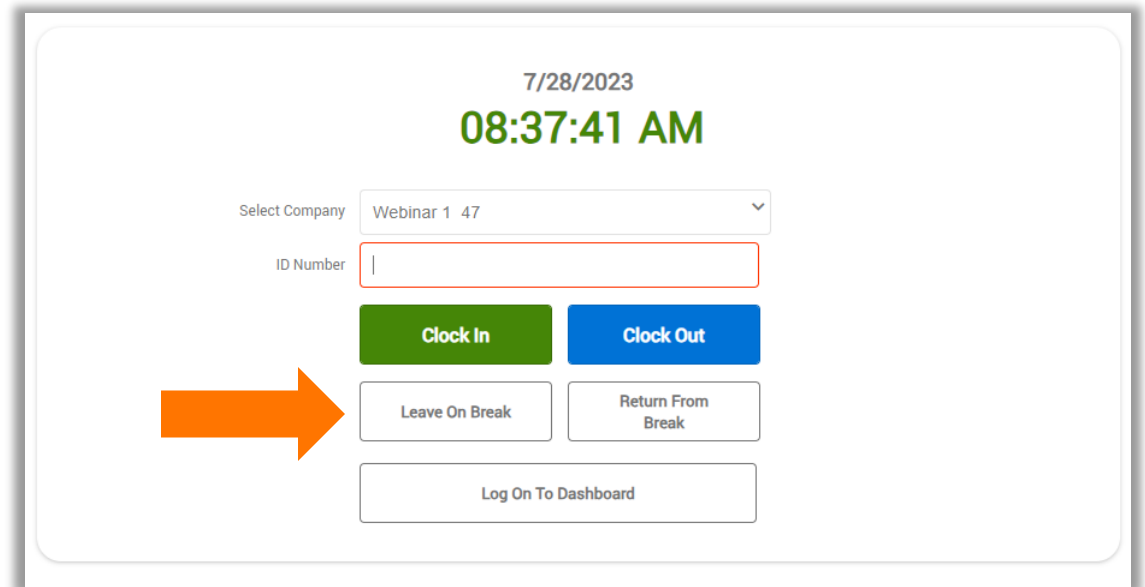
1. Enter your **Employee ID** Number
2. Select **Clock In**
3. Confirm the name is correct and select **Continue**
4. If enabled, you will be prompted to select a **Job Code** and then select **Continue**
5. The system will then present a Confirmation screen to let you know that the clock operation is successful. Select **OK** to complete this clock operation



The screenshot displays the WebClock application interface. At the top, the date "7/28/2023" and the time "08:37:41 AM" are shown in green. Below this, there is a "Select Company" dropdown menu with "Webinar 1 47" selected. Underneath is an "ID Number" input field, which is currently empty and highlighted with a red border. A large orange arrow points from the left towards the "Clock In" button, which is a green button. To the right of the "Clock In" button is a blue "Clock Out" button. Below these two buttons are two white buttons: "Leave On Break" and "Return From Break". At the bottom of the interface is a white button labeled "Log On To Dashboard".

Clock Operations | Leave On Break Operation

1. Enter **Employee ID** Number
2. Select **Leave On Break**
3. Confirm the name is correct and select **Continue**
4. The system will then present a Confirmation screen to let you know that the clock operation is successful. Select **OK** to complete this clock operation



7/28/2023
08:37:41 AM

Select Company Webinar 1 47

ID Number

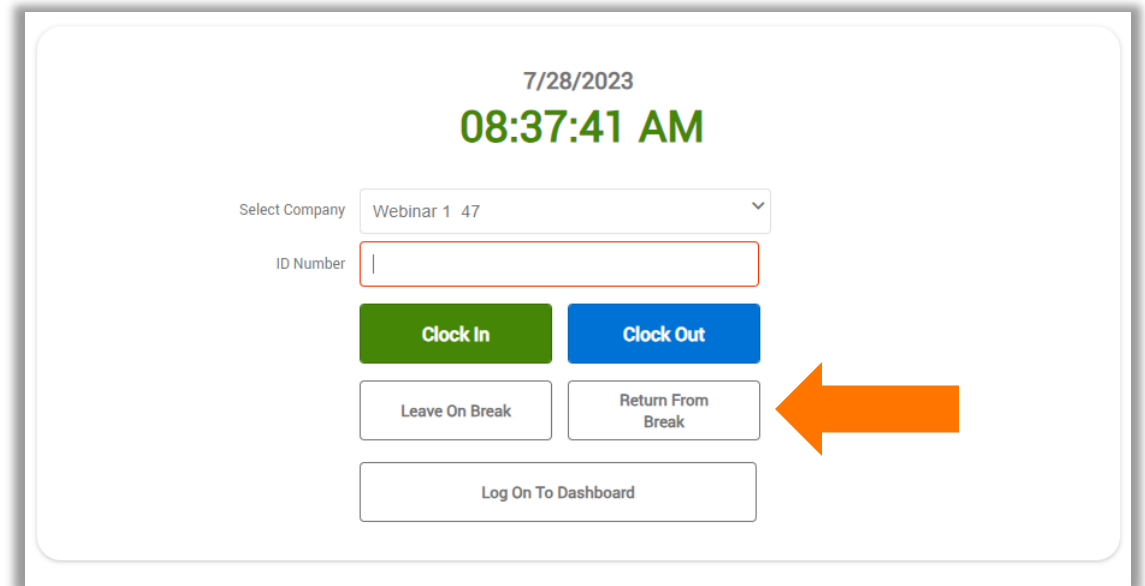
Clock In Clock Out

Leave On Break Return From Break

Log On To Dashboard

Clock Operations | Return From Break Operation

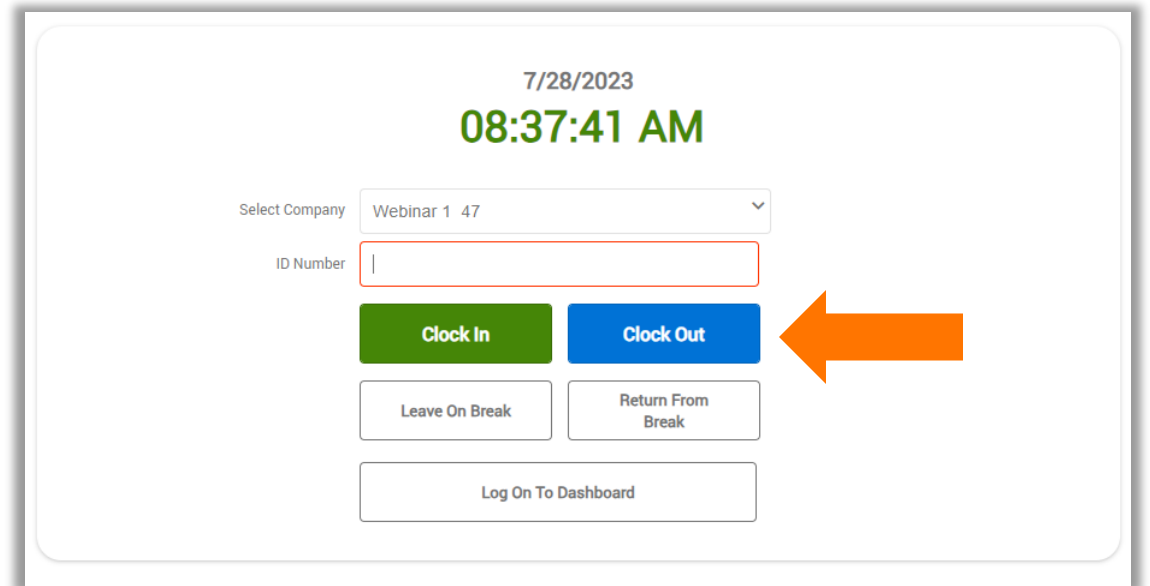
1. Enter **Employee ID** Number
2. Select **Return From Break**
3. Confirm the name is correct and select **Continue**
4. The system will then present a Confirmation screen to let you know that the clock operation is successful. Select **OK** to complete this clock operation



The screenshot displays the TimeClock Plus interface for the date 7/28/2023, showing the time 08:37:41 AM. The interface includes a 'Select Company' dropdown menu set to 'Webinar 1 47' and an 'ID Number' input field. Below these are four buttons: 'Clock In' (green), 'Clock Out' (blue), 'Leave On Break' (white), and 'Return From Break' (white). An orange arrow points to the 'Return From Break' button. At the bottom is a 'Log On To Dashboard' button.

Clock Operations | Submitting a Clock Out Operation

1. Enter **Employee ID** Number
2. Select **Clock Out**
3. Confirm the name is correct and select **Continue**
4. The system will then present a confirmation screen to let you know that the clock operations is successful. Select **OK** to complete this clock operation



The screenshot displays the TimeClock Plus interface for the date 7/28/2023, showing the time 08:37:41 AM. The interface includes a 'Select Company' dropdown menu set to 'Webinar 1 47', an 'ID Number' input field, and several action buttons: 'Clock In' (green), 'Clock Out' (blue), 'Leave On Break' (white), 'Return From Break' (white), and 'Log On To Dashboard' (white). An orange arrow points to the 'Clock Out' button, indicating the next step in the process.



Reference Material

Knowledge Base:

[TimeClock Plus Articles](#)

Customer Support Portal:

[TCP Support Portal](#)

Customer Support:

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Employee Training

Clock Operations: Missed Punches

August 2023



Outline of Content

This document will cover the following subjects:

- Missed Clock Out Operation
- Missed Clock In Operation
- Reference Material

Clock Operations | Missed Clock Out Punch Operation

A **Missed Clock Out** punch occurs when an employee tries to clock in but didn't clock out from their previous work segment.

- Enter Employee ID and perform clock in operation as normal.
- System will prompt you with a **Missed Clock Out** confirmation screen.
- Select **Continue** to confirm missed out
- Enter data related to your missed out punch and select **Continue** to confirm your time entry.

8/2/2023 02:59:25 PM Hello Test Employee [Not you?](#)

Missed Clock Out

Your last punch was a clock in at:
08/02/2023 02:21 PM.

Did you forget to clock out?

Press continue to confirm a missed out punch, or choose another operation

8/2/2023 03:05:27 PM Hello Test Employee [Not you?](#)

Time Entry (Missed Clock Out)

Date in 8/2/2023 02:21 PM

Date out 8/2/2023 02:45 PM

Note

Clock Operations | Missed Clock Out Punch Continued

- After submitting your missed clock in data, review the **Summary (Missed Clock Out)** prompt to ensure the time entry is correct.
- Once verified select **Continue** to submit the missed punch and proceed with your clock operation.

The screenshot shows a mobile application interface for a missed clock out. At the top left, the date and time '8/2/2023 03:08:45 PM' are displayed in green. At the top right, the text 'Hello Test Employee' is shown next to a link that says 'Not you?'. The main heading is 'Summary (Missed Clock Out)' in red. Below this, the following details are listed: 'Date in 08/02/2023 02:21 PM', 'Date out 08/02/2023 02:45 PM', 'Job Code Maintenance', and 'Note Missed out'. A red-bordered box contains the instruction 'Press continue to finish clocking out and save this information'. At the bottom, there are three buttons: 'Back' (white with black text), 'Cancel' (white with black text), and 'Continue' (blue with white text).

Clock Operations | Missed Clock In Punch Operation

A **Missed Clock In** punch occurs when an employee tries to clock out but didn't clock in from their previous work segment.

- Enter Employee ID and perform clock out operation as normal.
- System will prompt you with **Missed In** confirmation screen.
- Select **Continue** to confirm missed clock in
- Enter data related to your missed in punch and select **Continue** to confirm your time entry.

8/3/2023 01:42:52 PM Hello Test Employee [Not you?](#)

Missed Clock In

Your last punch was a clock out at:
08/03/2023 01:39 PM.

Did you forget to clock in?

Press continue to confirm a missed in punch, or choose another operation

[Back](#) [Cancel](#) [Continue](#)

8/24/2023 11:35:33 AM Hello Test Employee [Not you?](#)

Time Entry (Missed Clock In)

Date in 8/24/2023 11:35 AM

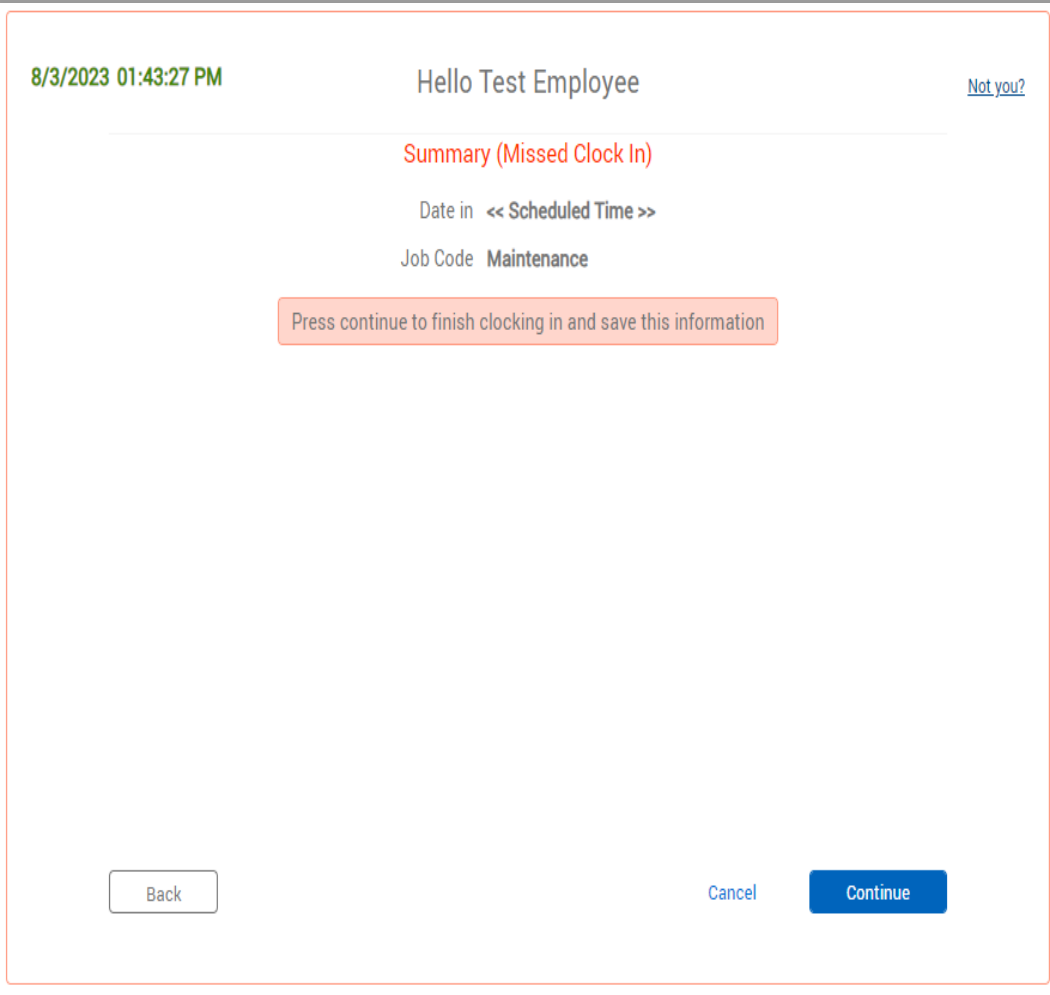
Date out 8/24/2023 11:35 AM

Note

[Back](#) [Cancel](#) [Continue](#)

Clock Operations | Missed Clock In Punch Continued

- After submitting your missed clock in data, review the **Summary (Missed Clock In)** prompt to ensure the time entry is correct.
- Once verified select **Continue** to submit the missed punch and proceed with your clock operation.



The screenshot displays a web interface for a missed clock-in summary. At the top left, the date and time '8/3/2023 01:43:27 PM' are shown in green. To the right, it says 'Hello Test Employee' with a link 'Not you?'. The main heading is 'Summary (Missed Clock In)' in red. Below this, the 'Date in' is set to '<< Scheduled Time >>' and the 'Job Code' is 'Maintenance'. A light orange box contains the instruction 'Press continue to finish clocking in and save this information'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'.

8/3/2023 01:43:27 PM

Hello Test Employee [Not you?](#)

Summary (Missed Clock In)

Date in << Scheduled Time >>

Job Code Maintenance

Press continue to finish clocking in and save this information

Back Cancel Continue



Reference Material

Knowledge Base:

[TimeClock Plus Articles](#)

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