



TimeClock Plus®

Employee Training

Hour Approval

July 2023



Outline of Content



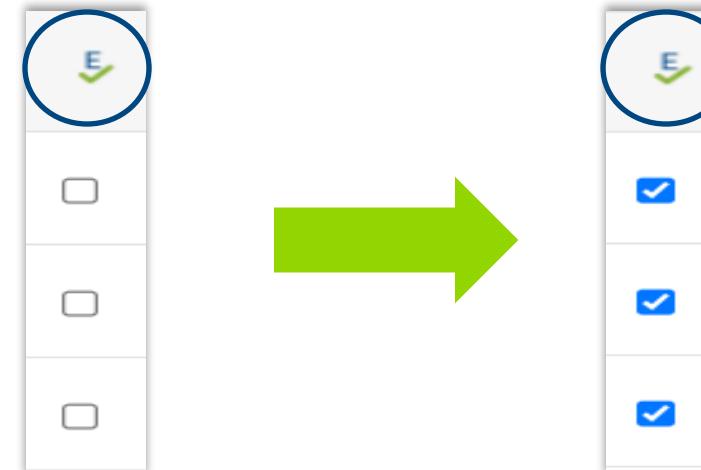
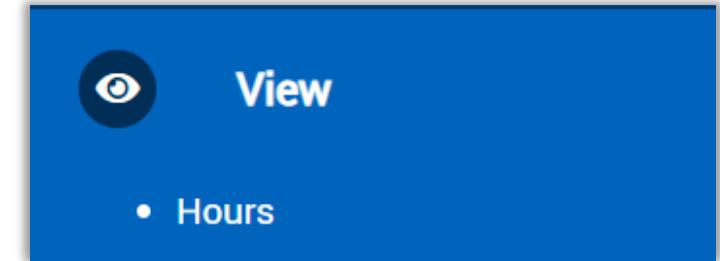
This document will cover the following subjects:

- 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

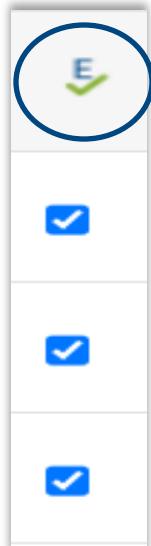
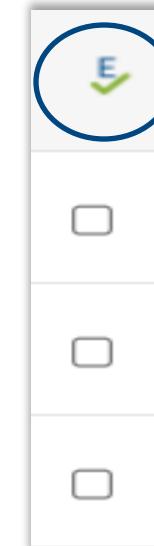
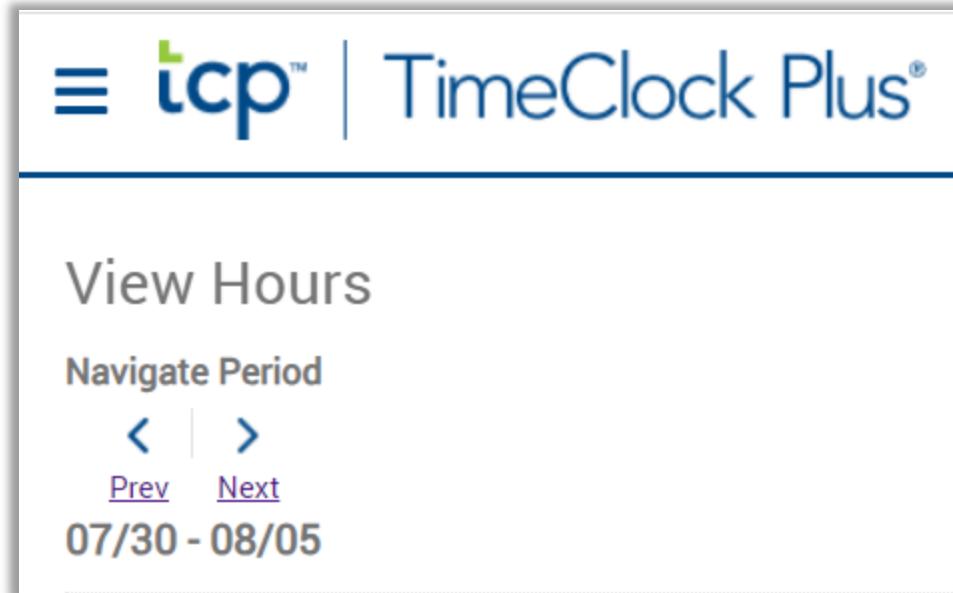
To approve hours, access the **WebClock** application

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

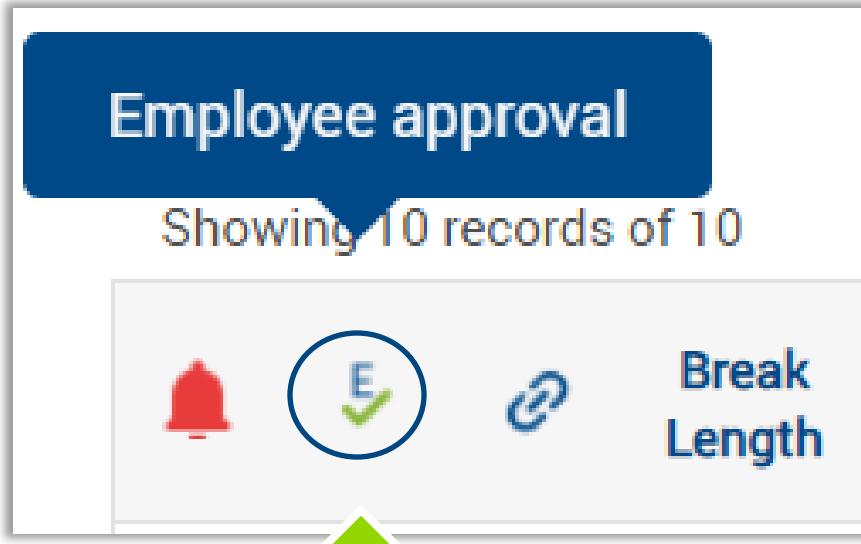
My Hours		20
(129:00)		
<input type="checkbox"/>	07/25 07:00 A - 04:00 P	2 - Support
<input type="checkbox"/>	07/26 07:00 A - 04:00 P	4 - Human Resources
<input type="checkbox"/>	07/27 07:00 A - 04:00 P	2 - Support
<input type="checkbox"/>	07/28 07:00 A - 03:00 P	101 - Sick



My Hours		20
(129:00)		
<input checked="" type="checkbox"/>	07/25 07:00 A - 04:00 P	2 - Support
<input checked="" type="checkbox"/>	07/26 07:00 A - 04:00 P	4 - Human Resources
<input checked="" type="checkbox"/>	07/27 07:00 A - 04:00 P	2 - Support
<input checked="" type="checkbox"/>	07/28 07:00 A - 03:00 P	101 - Sick

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"/>	Γ 60u	7/31/2023 08:00 AM	7/31/2023 12:00 PM	4:00			2 - Support
<input checked="" type="checkbox"/>	Λ	7/31/2023 01:00 PM	7/31/2023 05:00 PM	4:00	8:00		2 - Support
<input checked="" type="checkbox"/>	Γ 60u	8/1/2023 08:00 AM	8/1/2023 12:00 PM	4:00			2 - Support
<input checked="" type="checkbox"/>	Λ	8/1/2023 01:00 PM	8/1/2023 05:00 PM	4:00	8:00		2 - Support
<input checked="" type="checkbox"/>	Γ 60u	8/2/2023 08:00 AM	8/2/2023 12:00 PM	4:00			2 - Support
<input checked="" type="checkbox"/>	Λ	8/2/2023 01:00 PM	8/2/2023 05:00 PM	4:00	8:00		2 - Support



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Reference Material

Knowledge Base:

[TimeClock Plus Articles](#)

Customer Support Portal:

[TCP Support Portal](#)



Customer Support:

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Employee Training

Time Off Requests

September 2023



Outline of Content

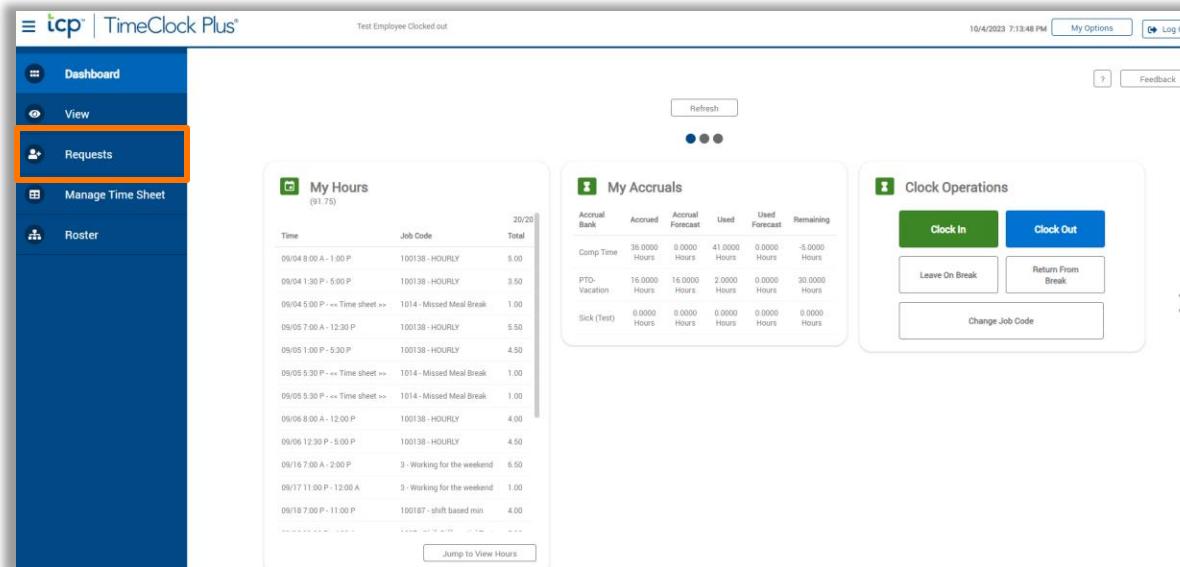


This document will cover the following subjects:

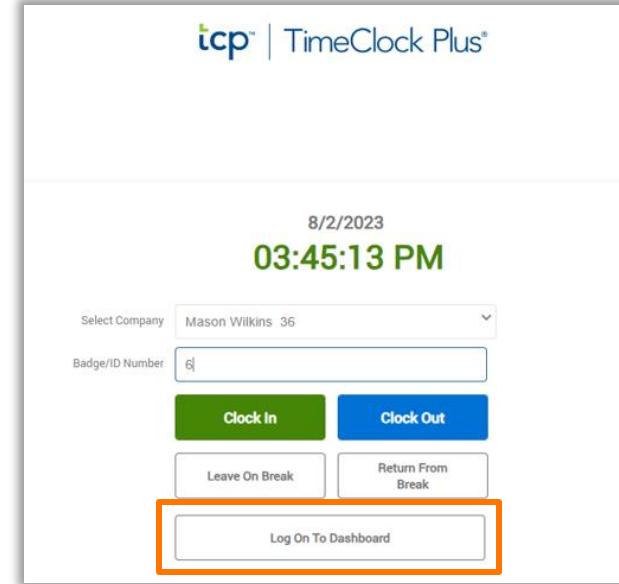
- Time Off Request
 - Navigate to the Time Off Request Screen
 - Submit Time Off Request
 - Reviewing Accruals Balance

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.



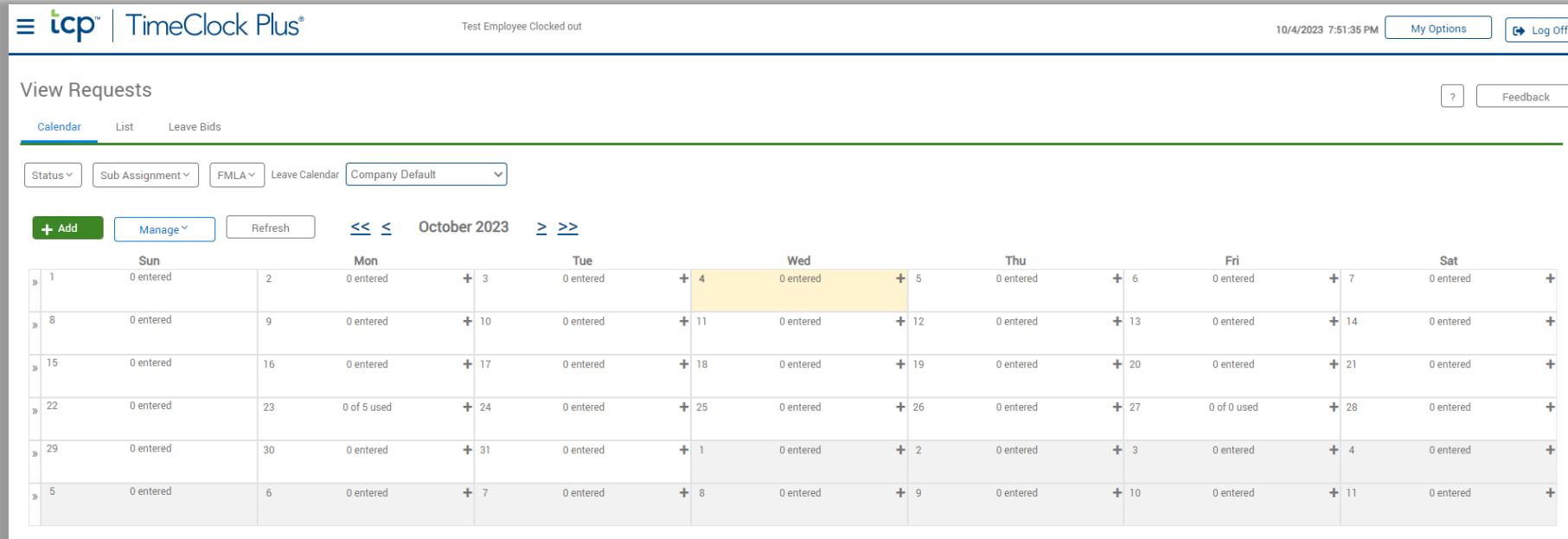
The screenshot shows the TCP WebClock platform's main dashboard. On the left, a vertical navigation menu is displayed with the following items: Dashboard (selected), View, Requests (highlighted with an orange box), Manage Time Sheet, and Roster. The main content area features three cards: 'My Hours' (listing time entries for various shifts and job codes), 'My Accruals' (showing accruals and forecasts for different categories), and 'Clock Operations' (with buttons for Clock In, Clock Out, Leave On Break, and Return From Break). At the bottom of the main content area is a 'Jump to View Hours' button.



The screenshot shows the TCP WebClock platform's login or log-on screen. It includes fields for 'Select Company' (set to 'Mason Wilkins 36'), 'Badge/ID Number' (containing the value '6'), and two large buttons: 'Clock In' (green) and 'Clock Out' (blue). Below these are smaller buttons for 'Leave On Break' and 'Return From Break'. At the bottom of the screen is a large button labeled 'Log On To Dashboard', which is highlighted with an orange box.

Time Off Requests | Submitting a Time Off Request

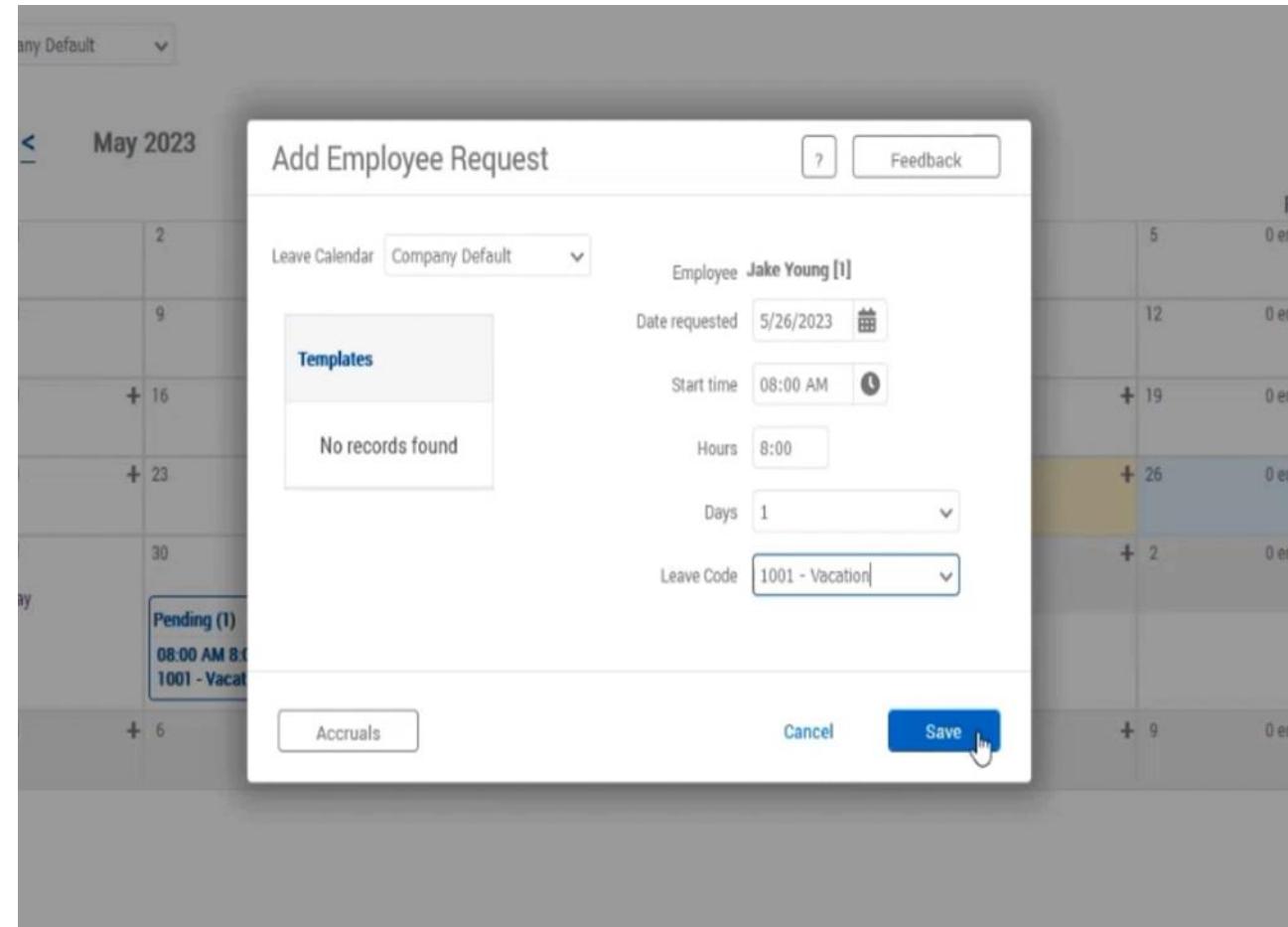
- Create a Time off request by either clicking the green **Add** button or the + symbol on the day you require.



The screenshot shows the TimeClock Plus software interface for managing time off requests. The top navigation bar includes the logo, the title "TimeClock Plus", and user information like "Test Employee Clocked out". The date "10/4/2023 7:51:35 PM" and links for "My Options" and "Log Off" are also present. The main content area is titled "View Requests" and features a "Calendar" tab selected. Below the calendar are buttons for "Status", "Sub Assignment", "FMLA", "Leave Calendar", and "Company Default". The calendar itself shows the month of October 2023. Each day of the week has a header. The days are numbered sequentially. The 4th of October is highlighted with a yellow background, and a green "Add" button is positioned above the calendar grid. The rest of the days show the count of entered time off requests. For example, October 1st has 0 entered, while October 2nd has 2 entered. The 4th of October has 4 entered, and the 5th has 5 entered.

Time Off Requests | Submitting a Time Off Request

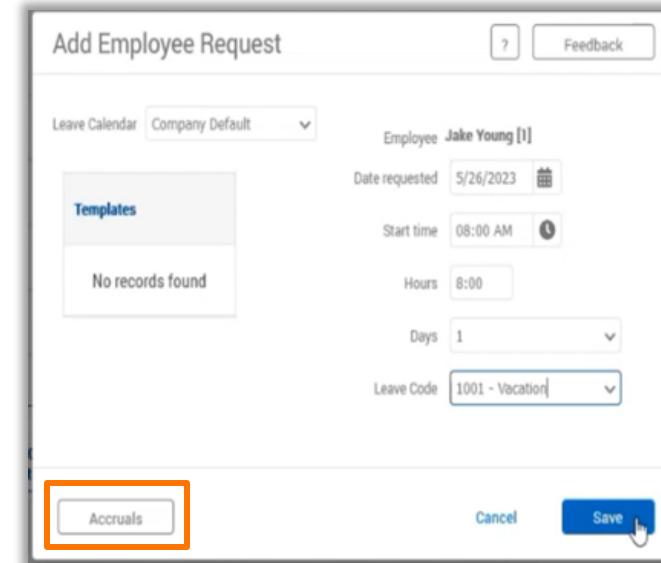
1. Begin by initiating a time off request, selecting either the green **Add** button or the **+** symbol on the specific day you wish to request time off.
2. Adjust the request information as necessary.
3. For multi-day requests, utilize the day drop-down menu (taking weekends into consideration).
4.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



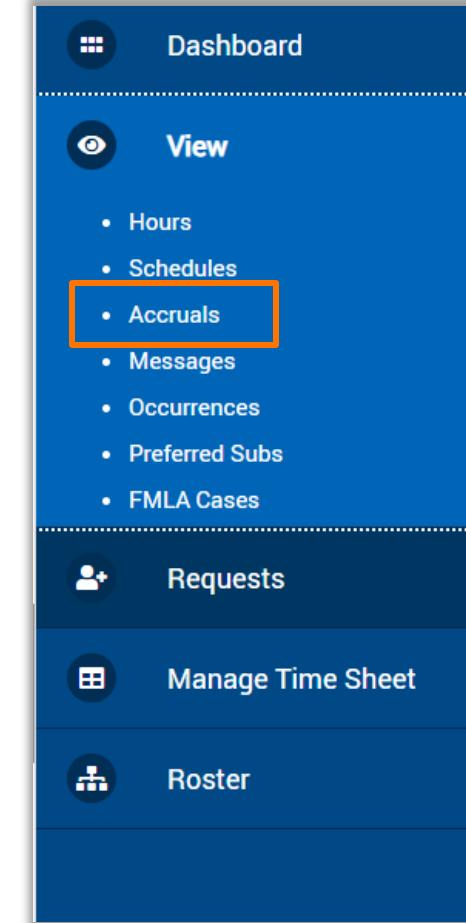
Time Off Requests | Reviewing Accruals

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**.

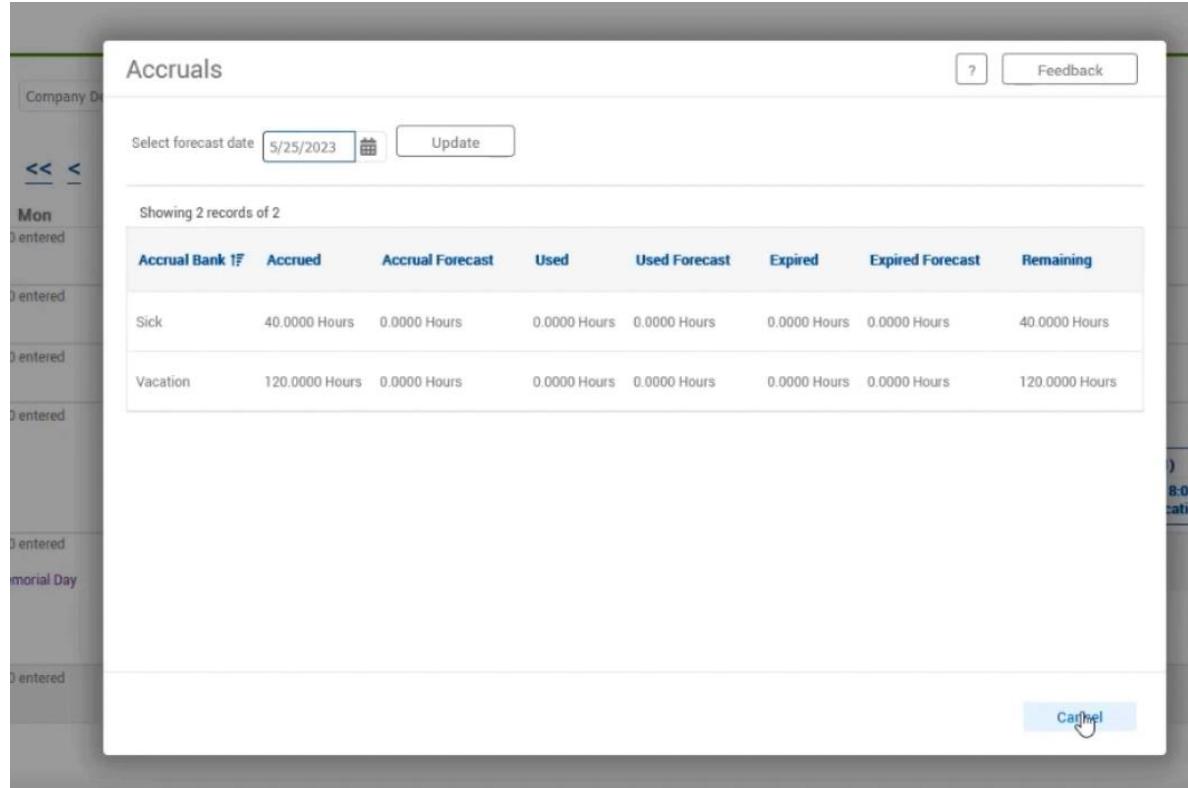


The screenshot shows the 'Add Employee Request' dialog box. It includes fields for 'Leave Calendar' (set to 'Company Default'), 'Employee' (set to 'Jake Young [1]'), 'Date requested' (set to '5/26/2023'), 'Start time' (set to '08:00 AM'), 'Hours' (set to '8:00'), 'Days' (set to '1'), and 'Leave Code'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



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 software interface for managing accruals. At the top, there is a header with a question mark icon and a 'Feedback' button. Below the header, a date input field shows '5/25/2023' with a calendar icon and an 'Update' button. The main area displays a table with two rows of data. The columns are labeled: Accrual Bank, Accrued, Accrual Forecast, Used, Used Forecast, Expired, Expired Forecast, and Remaining. The data for 'Sick' is: Accrued 40.0000 Hours, Forecast 0.0000 Hours, Used 0.0000 Hours, Forecast 0.0000 Hours, Expired 0.0000 Hours, Forecast 0.0000 Hours, Remaining 40.0000 Hours. The data for 'Vacation' is: Accrued 120.0000 Hours, Forecast 0.0000 Hours, Used 0.0000 Hours, Forecast 0.0000 Hours, Expired 0.0000 Hours, Forecast 0.0000 Hours, Remaining 120.0000 Hours. At the bottom right of the window is a 'Cancel' button.

Accrual Bank	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



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Reference Material

Knowledge Base:

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Employee Training

Clock Operations

August 2023

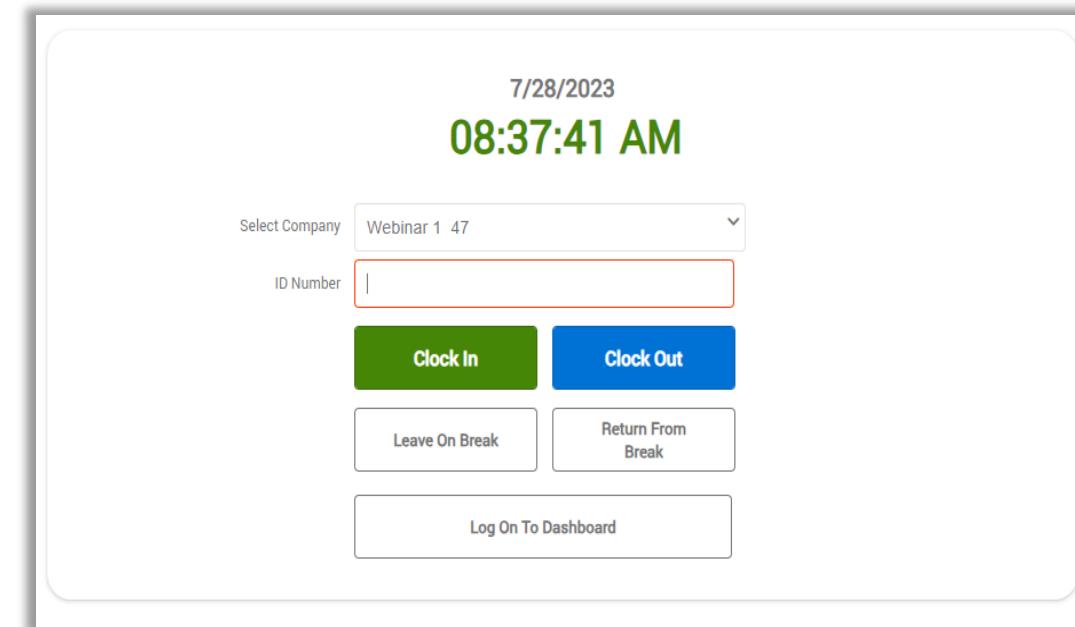


Outline of Content



This document will cover the following subjects:

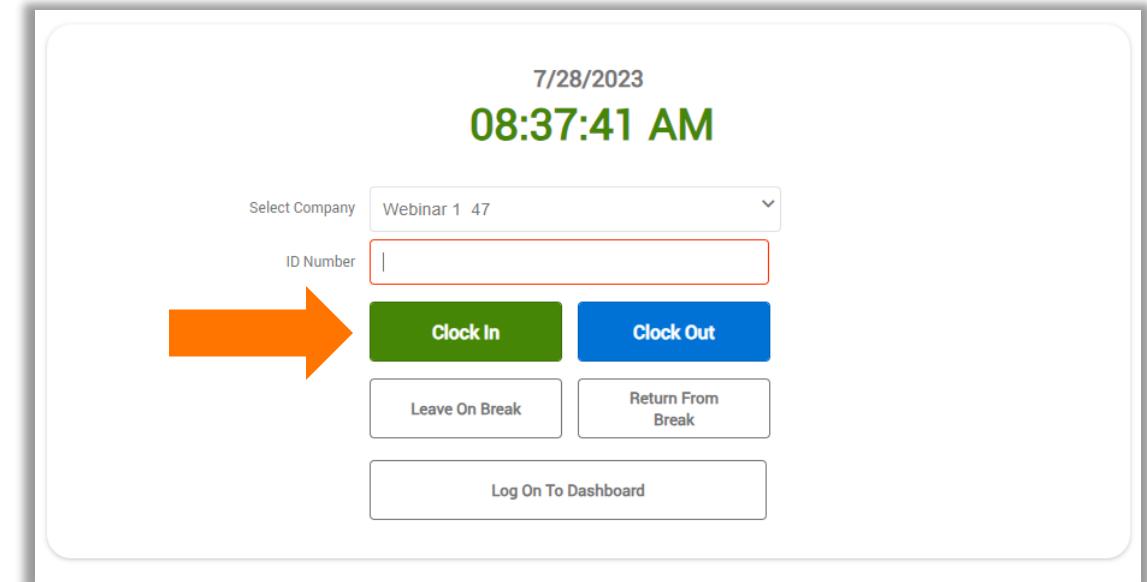
- Clock Operations
 - Clocking In
 - Leaving for Break
 - Return from Break
 - Clocking Out



Clock Operations | Submitting a Clock In Operation

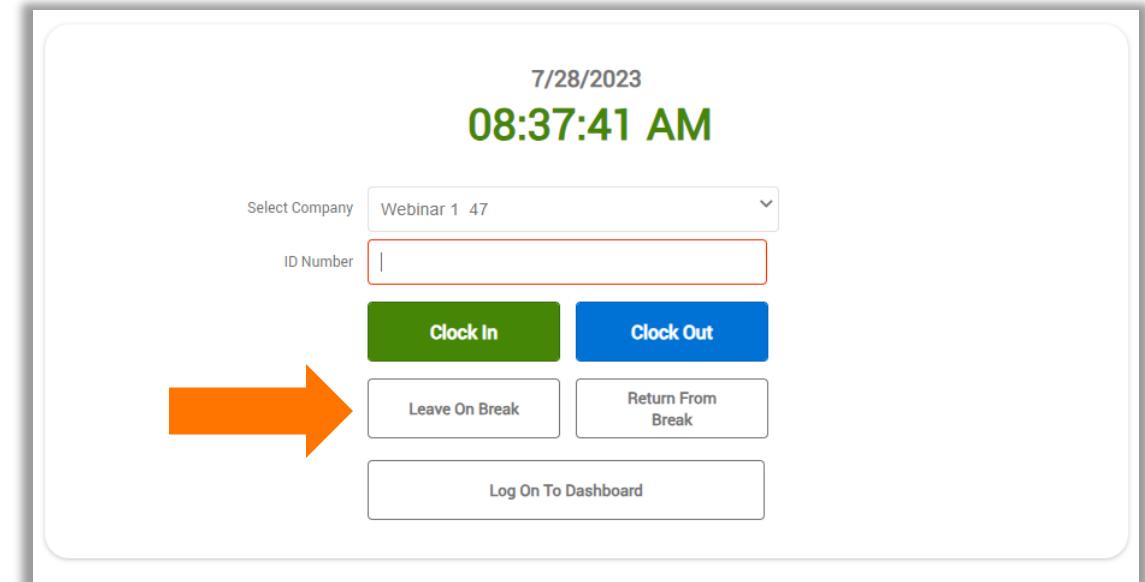
To Clock In, access the **WebClock** application

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



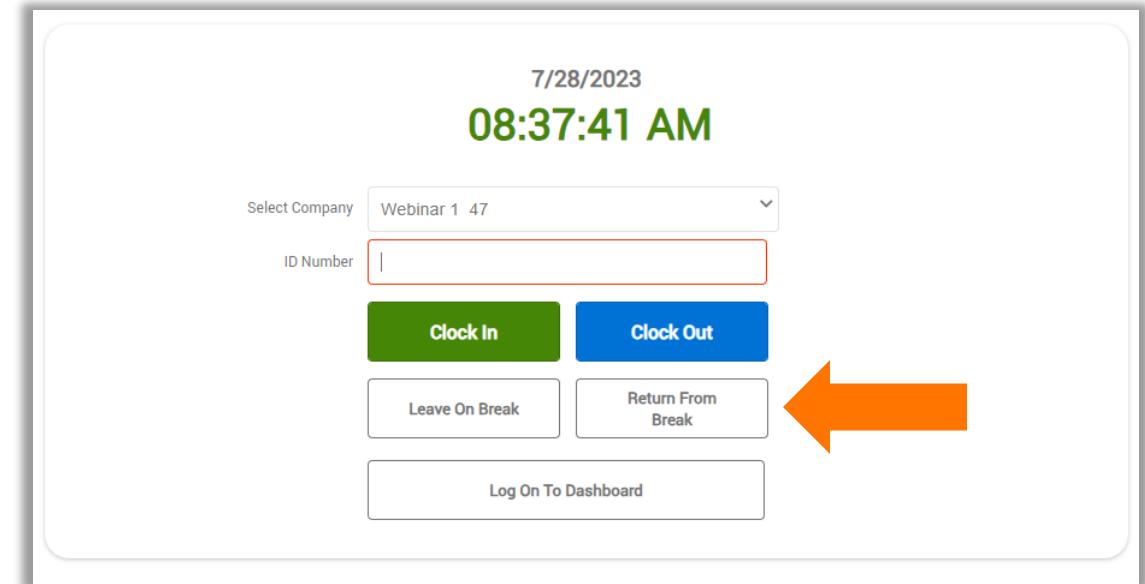
Clock Operations | Leave On Break Operation

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



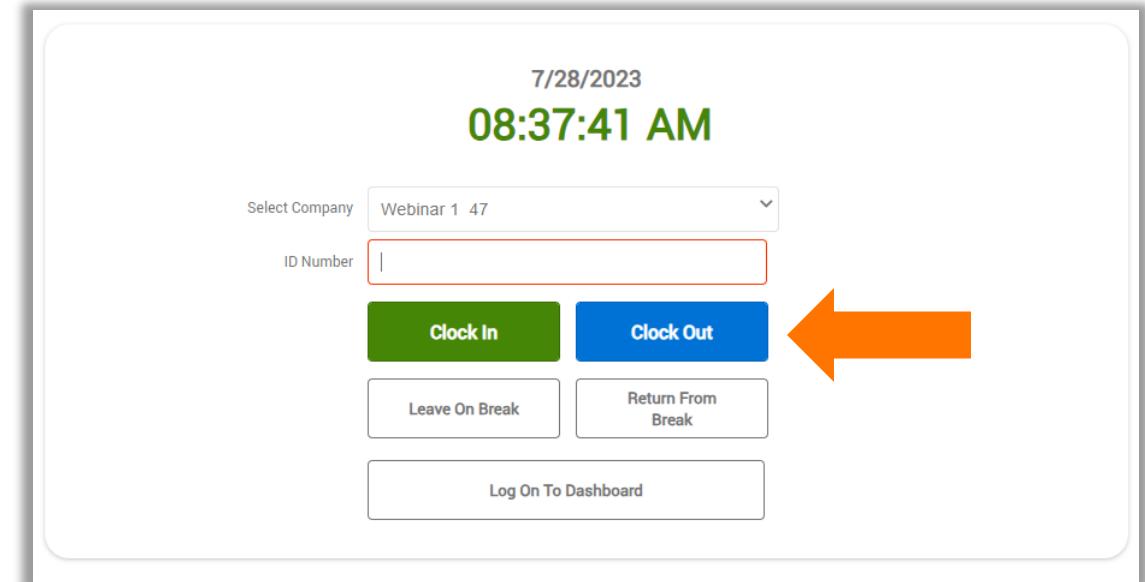
Clock Operations | Return From Break Operation

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



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





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Reference Material

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Employee Training

Clock Operations: Missed Punches

August 2023



Outline of Content

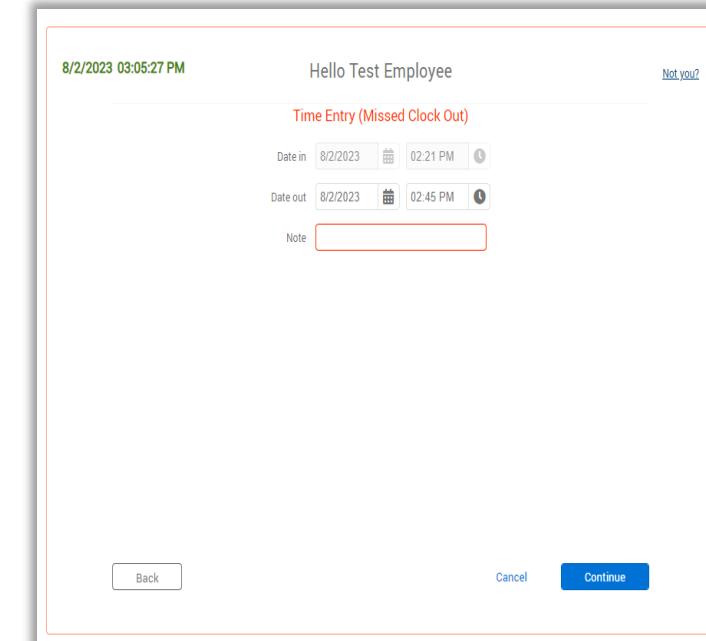
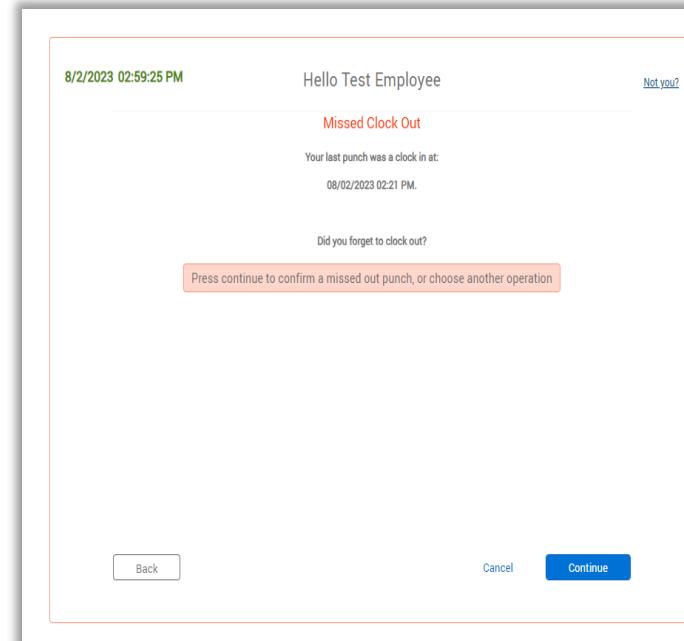
This document will cover the following subjects:

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

Clock Operations | Missed Clock Out Punch Operation

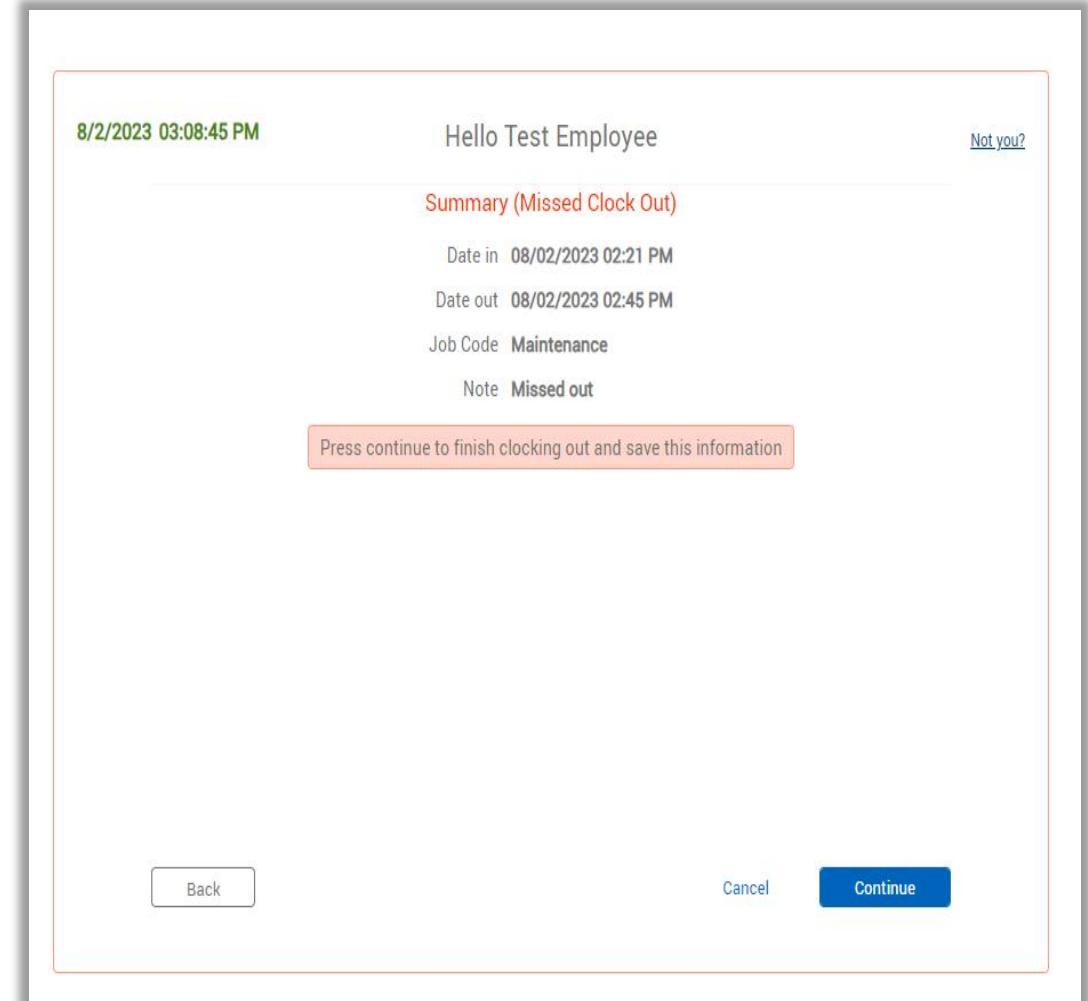
A **Missed Clock Out** punch occurs when an employee tries to clock in but didn't clock out from their previous work segment.

- 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.



Clock Operations | Missed Clock Out Punch Continued

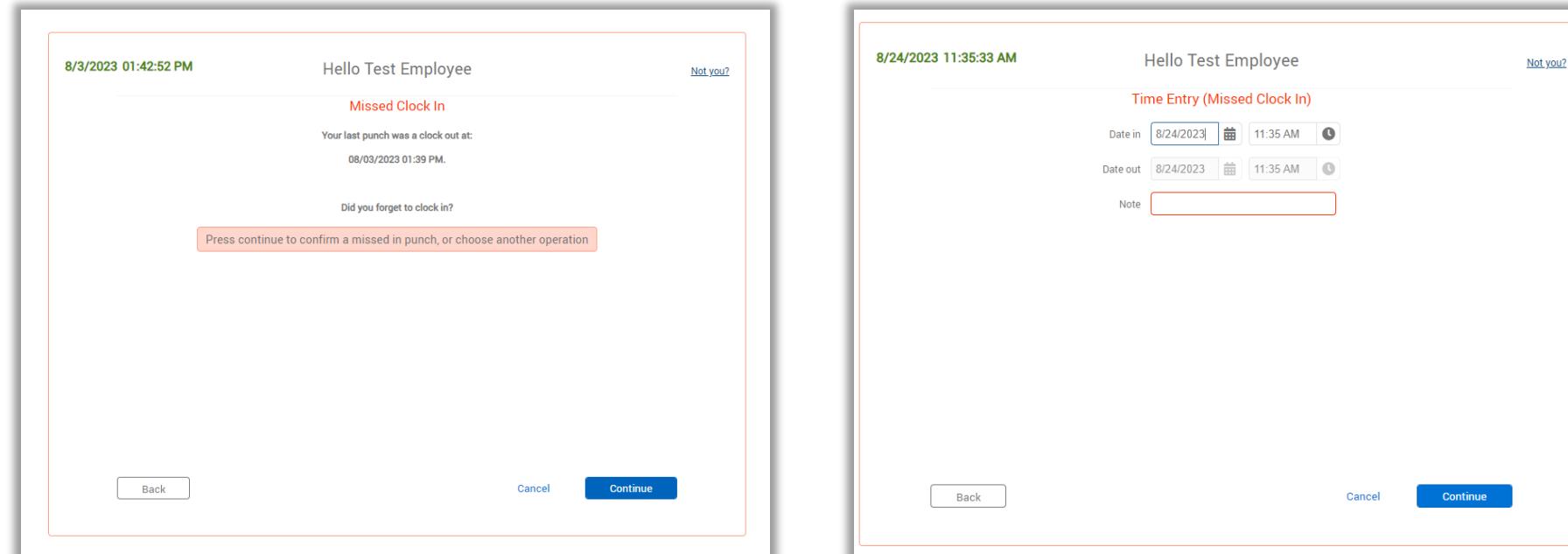
- After submitting your missed clock in data, review the **Summary (Missed Clock Out)** prompt to ensure the time entry is correct.
- Once verified select **Continue** to submit the missed punch and proceed with your clock operation.



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.



The image displays two screenshots of a software interface for clock operations. The left screenshot shows a 'Missed Clock In' confirmation screen with a 'Continue' button highlighted. The right screenshot shows a 'Time Entry (Missed Clock In)' screen with date and time fields and a 'Continue' button.

Left Screenshot: Missed Clock In Confirmation

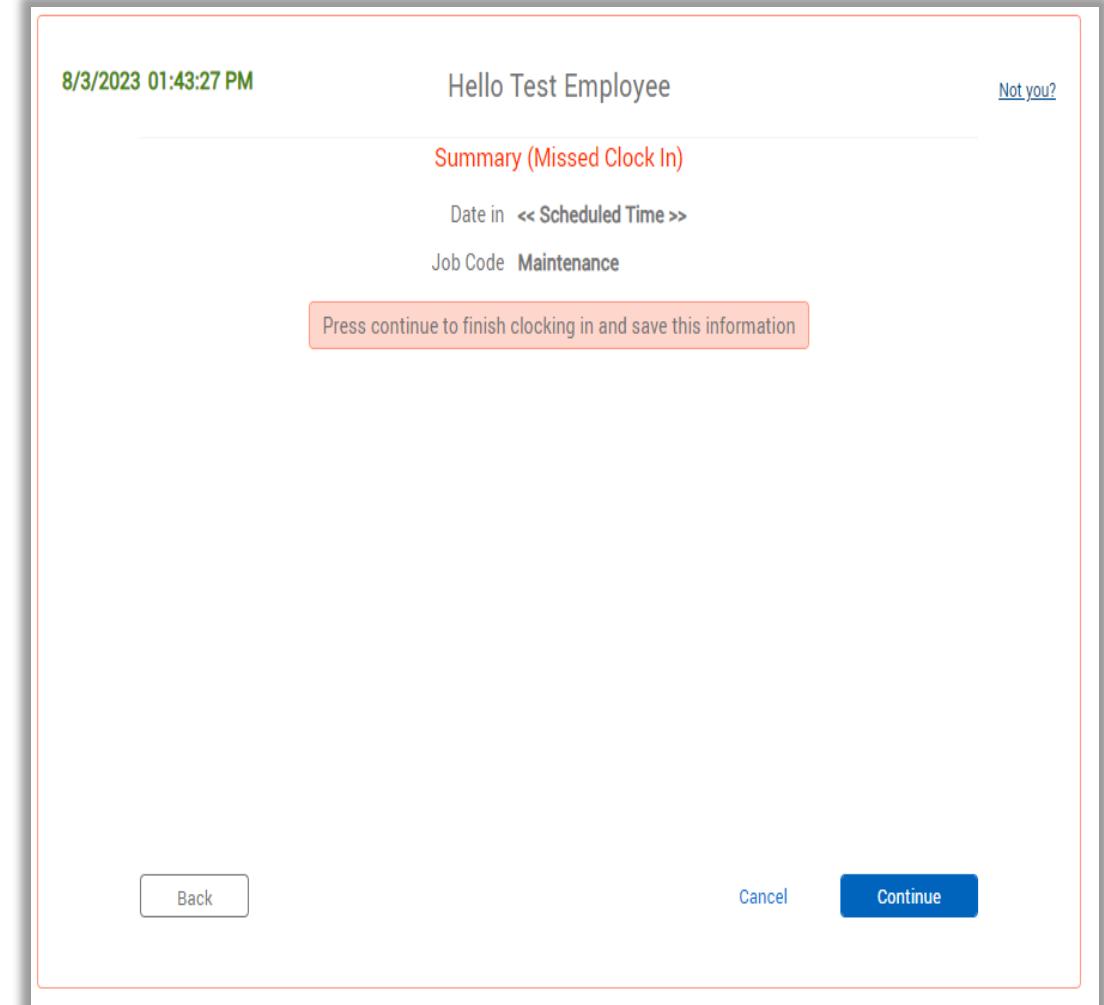
- Date: 8/3/2023 01:42:52 PM
- Employee: Hello Test Employee
- Link: [Not you?](#)
- Message: Missed Clock In
- Text: Your last punch was a clock out at: 08/03/2023 01:39 PM.
- Text: Did you forget to clock in?
- Text: Press continue to confirm a missed in punch, or choose another operation
- Buttons: Back, Cancel, Continue

Right Screenshot: Time Entry (Missed Clock In)

- Date: 8/24/2023 11:35:33 AM
- Employee: Hello Test Employee
- Link: [Not you?](#)
- Section: Time Entry (Missed Clock In)
- Text: Date in: 8/24/2023, 11:35 AM
- Text: Date out: 8/24/2023, 11:35 AM
- Text: Note: (empty)
- Buttons: 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.





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Reference Material

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