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# EMPLOYEES

**HOW TO ENTER TIME IN TIMECLOCK PLUS,  
VIEW STATUS OF SUBMITTED ENTRIES,  
AND DOWNLOAD TIME ENTRY REPORTS**

**FOR QUESTIONS, PLEASE CONTACT [TIMECLOCKPLUS@RSD7.NET](mailto:TIMECLOCKPLUS@RSD7.NET)**

# WAYS TO ACCESS TCP

[WWW.REYNOLDS.K12.OR.US/TEACHER](http://WWW.REYNOLDS.K12.OR.US/TEACHER)

[WWW.REYNOLDS.K12.OR.US/OFFICE](http://WWW.REYNOLDS.K12.OR.US/OFFICE)

#35

#28

The image displays three overlapping screenshots of the Reynolds School District website, illustrating different access points for TimeClock Plus:

- Left Screenshot:** Shows the "District Teacher Links" page. A link for "TimeClock Plus" is visible in the browser's address bar.
- Middle Screenshot:** Shows the "District Office Links" page. A link for "TimeClock Plus" is visible in the browser's address bar.
- Right Screenshot:** Shows the "TimeClock Plus" page directly. The page includes a navigation menu with "About", "Parents", "Students", "Our Schools", and "Contact". A search bar is present. The main content area features a "TimeClock Plus" heading, a "TimeClock Plus Login Website" button, and a "TimeClock Plus Documents" button. A sidebar on the left lists various site sections like "About", "Mission/Vision", "School Board", etc.

FOR QUESTIONS, PLEASE CONTACT [TIMECLOCKPLUS@RSD7.NET](mailto:TIMECLOCKPLUS@RSD7.NET)

# TIMECLOCK PLUS LOGIN PAGE

<https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594>

**External ID:** Enter the same login as your RSD computer/email login.

For temps who do not use an RSD computer/email login, enter your first initial and last name (ex: mjordan)

**Password:** Your password is the same as your RSD computer/email password.

Temps: Default password is either PEID plus two zeroes or just PEID (example: 99999900 or 999999)

If you are having issues logging in, contact Payroll at [TimeClockPlus@rsd7.net](mailto:TimeClockPlus@rsd7.net)

Although change PIN is a function shown on the website, it is disabled and you must contact [TimeClockPlus@rsd7.net](mailto:TimeClockPlus@rsd7.net) for help.

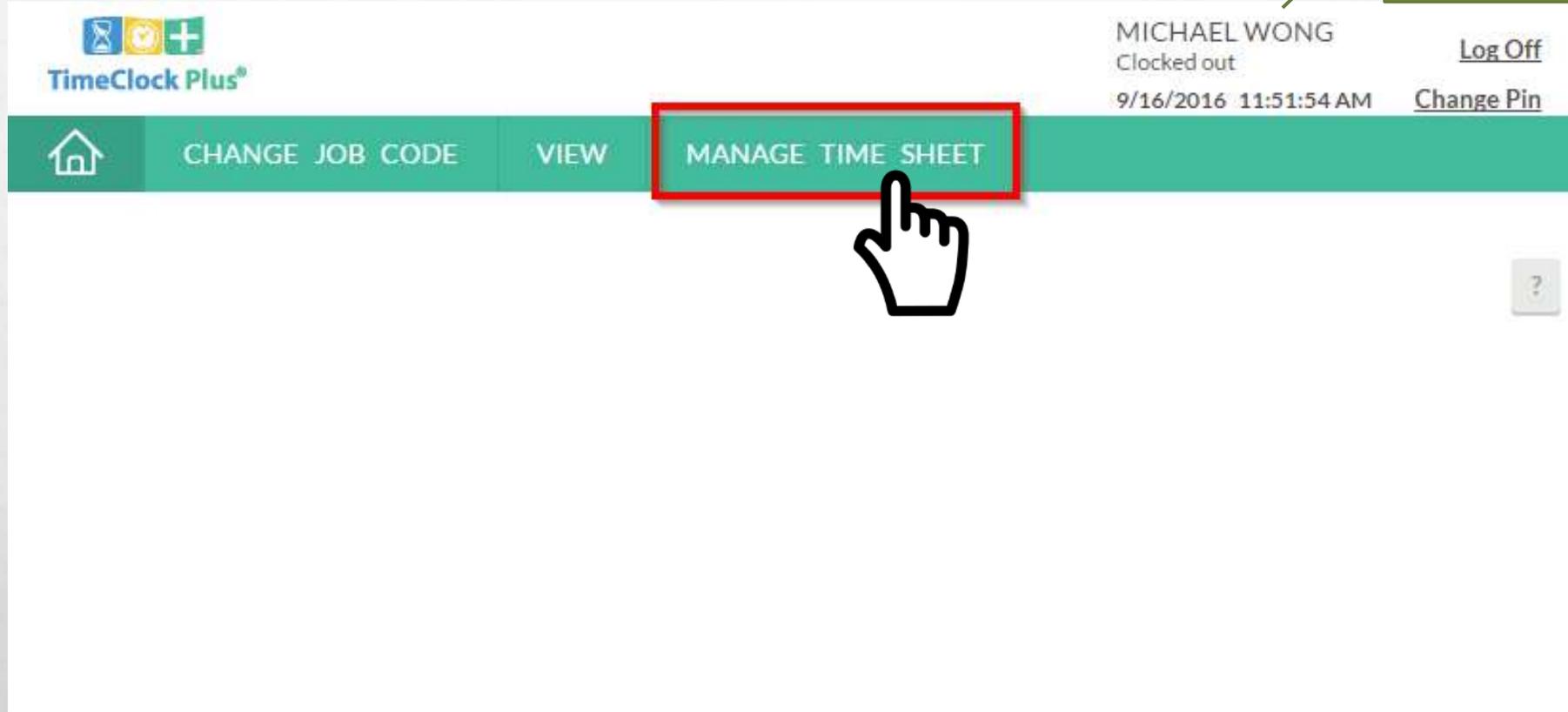


The screenshot displays the TimeClock Plus login interface. At the top, the logo and the date "Sep 16, 2016" are visible. The main login form includes a "Select Company" dropdown menu currently set to "Reynolds School District #7 1", an "External ID" input field, and a "LOG ON TO DASHBOARD" button. A green arrow points from this button to a "Password Entry" modal window. This modal has a "Password" input field and "Cancel" and "Log On" buttons at the bottom right.

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# TIMECLOCK PLUS DASH BOARD

- **CLICK THE MANAGE TIME SHEET TAB TO NAVIGATE TO THE TIME ENTRY PAGE**



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# HOW TO ENTER TIME

**TimeClock Plus**

CHANGE JOB CODE VIEW **MANAGE TIME SHEET**

## MANAGE TIME SHEET

09/11/2016 - 09/17/2016

Reject Accept

**Navigate Period**  Display weekends

< | >   
 P Next

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09/11 - 09/17

Mon 09/12	0.00	Tue 09/13	0.00	Wed 09/14	0.00
	Add		Add		Add

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# HOW TO ENTER TIME

TimeClock Plus®

CHANGE JOB CODE VIEW **MANAGE TIME SHEET**

## MANAGE TIME SHEET

09/11/2016 - 09/17/2016 **Navigate Period**  Display weekends

Reject Accept < | >   
Prev Next

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09/11 - 09/17

Mon 09/12	0.00	Tue 09/13	0.00	Wed 09/14	0.00
	<b>Add</b>		<b>Add</b>		<b>Add</b>

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# HOW TO ENTER TIME

- **CLICK ON “EDIT” TO OPEN THE EDIT SEGMENT WINDOW**

The screenshot displays the 'MANAGE TIME SHEET' interface. At the top, there is a navigation bar with a home icon, 'CHANGE JOB CODE', 'VIEW', and 'MANAGE TIME SHEET'. Below this, the title 'MANAGE TIME SHEET' is followed by the date range '09/11/2016 - 09/17/2016'. There are 'Reject' and 'Accept' buttons, and a 'Navigate Period' section with 'Prev' and 'Next' buttons and a calendar icon. A 'Display weekends' checkbox is also present. Below the date range, there is an 'Approve Week' button. The main area shows a table with columns for 'Mon 09/12', 'Tue 09/13', and 'Wed 09/14', each with a '0.00' value and an 'Add' button. The 'Mon 09/12' row is expanded to show an 'Edit' button (highlighted with a red box and a hand cursor), 'Clear', and 'Copy' buttons. Below these are input fields for 'AM', a clock icon, and '0:00'. There is also a 'Personal Pay (explain)' field and an 'Add' button at the bottom of the expanded row.

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# HOW TO ENTER TIME

- **STEP 3. ENTER TIME, NUMBER OF HOURS, PICK JOB CODE FROM DROP-DOWN, TYPE REASON IN THE NOTE FIELD, AND CLICK SAVE.**

**ENTER HOURS,  
PICK JOB CODE,  
ADD A NOTE**

The image displays three overlapping screenshots of the 'Edit Segment' form, illustrating the steps to enter time data:

- Top-left screenshot:** Shows the 'Edit Segment' form with fields for 'Time in' (9/12/2016 09:00 AM), 'Hours' (0:00), 'Job Code' (504100 - Temp Hours (Use N...)), 'Substitute for' (<< NONE >>), and 'Note'.
- Middle screenshot:** Shows the 'Job Code' dropdown menu open, with a hand cursor pointing to the selected option '504100 - Temp Hours (Use N...)'.
- Bottom-right screenshot:** Shows the 'Note' field containing the text 'move class room', which is highlighted with a red box. A hand cursor is pointing to the 'Save' button.

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# HOW TO ENTER TIME

1. CLICK CHECK BOXES TO APPROVE ENTRIES BY DAY
2. THEN CLICK THE ACCEPT BUTTON TO SAVE CHANGES. USE THE APPROVE WEEK BUTTON TO APPROVE ALL.

TimeClock Plus<sup>®</sup>

MICHAEL WONG  
Clocked out  
9/16/2016 11:55:37 AM [Log Off](#) [Change Pin](#)

CHANGE JOB CODE VIEW **MANAGE TIME SHEET**

### MANAGE TIME SHEET

09/11/2016 - 09/17/2016 **Accept**  Display weekends

Regular	OT1	OT2	Leave	Total
8.00	0.00	0.00	0.00	8.00

09/11 - 09/17 **Approve Week**

Regular	OT1	OT2	Leave	Total
8.00	0.00	0.00	0.00	8.00

Day	Time	Buttons
Mon 09/12	8.00	<input type="checkbox"/> Approve Add
Tue 09/13	0.00	Add
Wed 09/14	0.00	Add
Thu 09/15	0.00	Add
Fri 09/16	0.00	Add

09:00 AM 8:00 PM

1 - Additional Pay (explain) Add

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# HOW TO CHECK THE STATUS OF A SUBMITTED TIME ENTRY

WE ENCOURAGE YOU TO DOUBLE CHECK YOUR ENTRIES TO ENSURE THAT YOU ARE PAID CORRECTLY 😊

The screenshot displays the TimeClock Plus web interface. At the top right, the user is identified as NUTHATHAI NICOLAESCU, who is clocked out on 9/16/2016 at 10:09:52 AM. The main navigation bar includes 'CHANGE JOB CODE', 'VIEW', and 'MANAGE TIME SHEET'. Below this, there are links for 'View Hours', 'View Last Punch', and 'View Messages'. The 'VIEW HOURS' section is active, showing a table of time entries for the period 09/11-09/17. A hand cursor points to a red notification bell icon in the table's left column. A dropdown menu is open over this icon, showing 'Requires Approval' with two options: 'Manager' and 'Other'. The table below has columns for 'Notes', 'Time In', 'Time Out', 'Hours', 'Shift Total', 'Week Total', and 'Job Code'. The entry shown is for 9/11/2016 at 08:00 AM, with 8.00 hours and a job code of '1 - Additional Pay (explain)'.

Notes	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	9/11/2016 08:00 AM	<< Time sheet >>	8.00	8.00	8.00	1 - Additional Pay (explain)

For questions, please contact [TimeClockPlus@rsd7.net](mailto:TimeClockPlus@rsd7.net)

# HOW TO DOWNLOAD TIME ENTRY REPORT

- **EMPLOYEE CAN DOWNLOAD A REPORT OF THEIR TIME ENTRIES**

The screenshot shows the TimeClock Plus user interface. At the top right, the user is identified as NUTHATHAI NICOLAESCU, who is clocked out on 9/16/2016 at 10:13:55 AM. The main navigation bar includes options like 'CHANGE JOB CODE', 'VIEW', and 'MANAGE TIME SHEET'. Under the 'VIEW' section, there are links for 'View Hours', 'View Last Punch', and 'View Messages'. The 'VIEW HOURS' section is active, showing a 'Navigate period' of 09/11-09/17. A 'Download' menu is open, with 'HTML' selected. A table displays time entry data for 09/16/2016, including 'Time Out', 'Hours', 'Shift Total', 'Week Total', and 'Job Code'. A 'Processing' dialog box is overlaid on the screen, indicating that the process is complete (100%) and successful. The dialog box shows 'Success 1', 'Elapsed 0:00', and 'Remaining 0 min'. A 'Download' button is highlighted with a hand cursor.

Regular	OT1	OT2	Leave	Total
8.00	0.00	0.00	0.00	8.00

Time Out	Hours	Shift Total	Week Total	Job Code
10:00 AM << Time sheet >>	8.00	8.00	8.00	1 - Additional Pay (explain)

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# TIME ENTRY REPORT

**Hours for the week of 09/11/2016 to 09/18/2016**  
For [REDACTED]

Time in	Time out	Job Code	Brk	Hours	Shift total	Week total
9/11/2016 08:00 AM	Time sheet	1 - Additional Pay (explain)	[	8.00	8.00	8.00

**PEID and name of employee**

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