

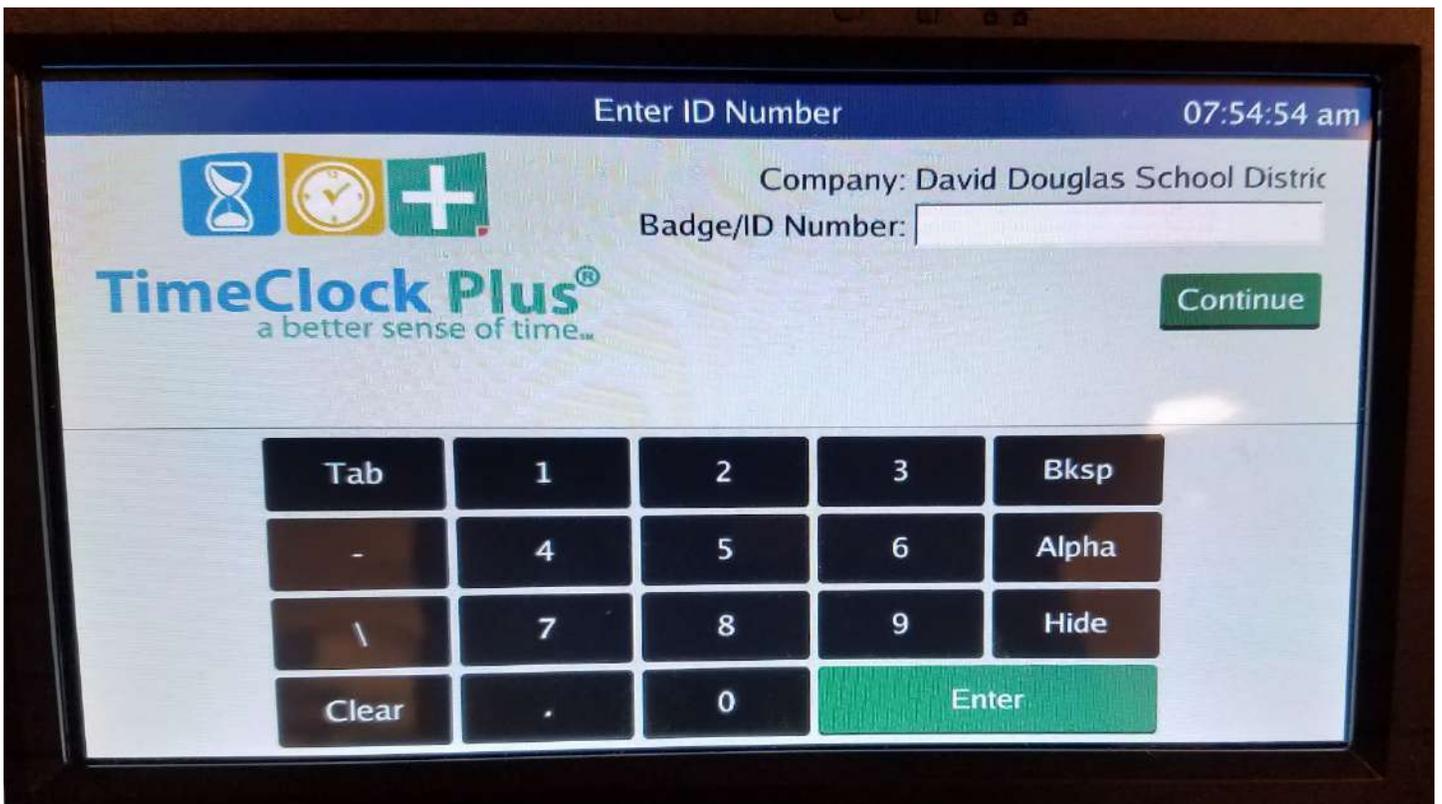
TimeClock Plus - Employee TimeClock Guide

Table of Contents

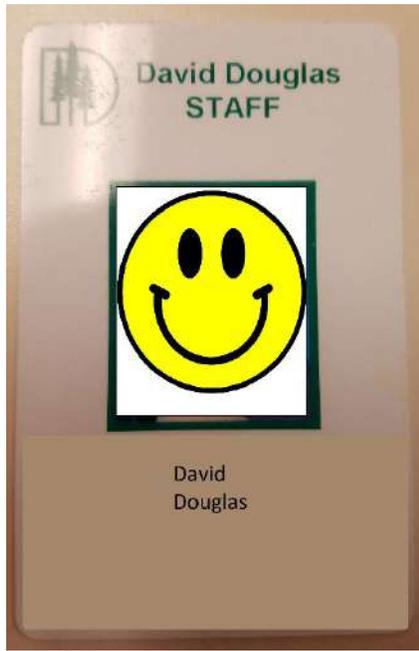
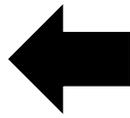
Basic Screens In/Out	1
Missed Punches.....	4
Self Service	9
Multiple Positions and Job Code Changes	10
Requesting/Entering Leaves.....	13
Verifying/Approving Time	23

Basic Screens In/Out

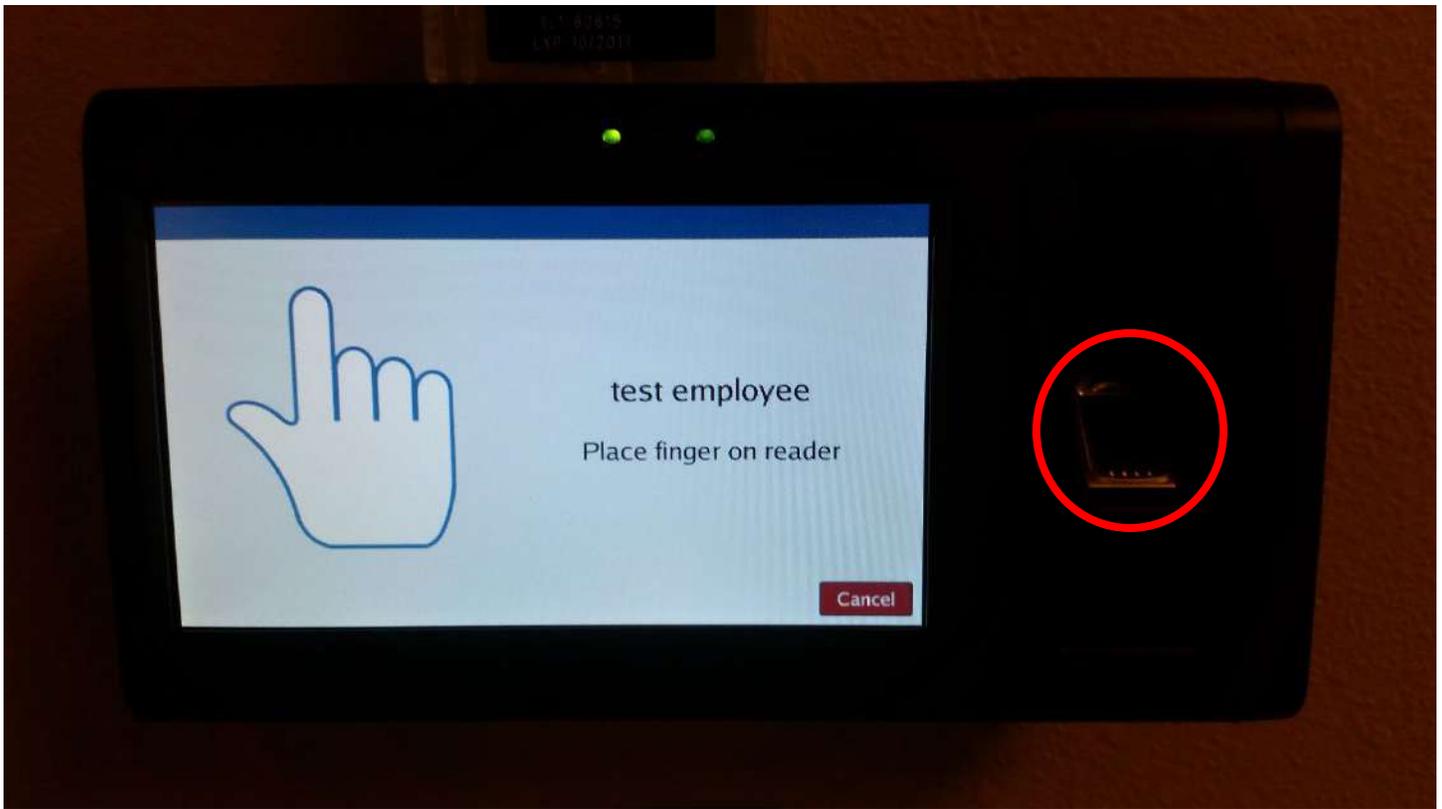
There are two screens when you first come to the time clock:



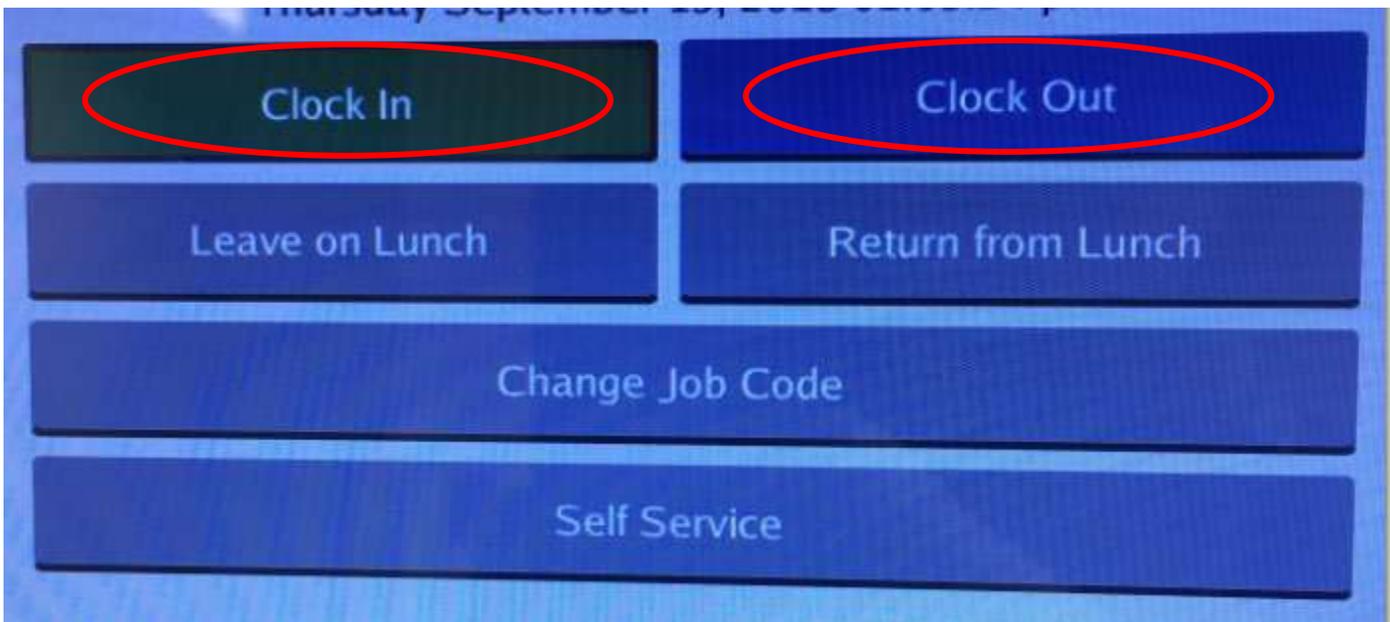
To clock in, you place/touch your badge to the sensor bar.



It will then direct you to put your finger on the fingerprint reader

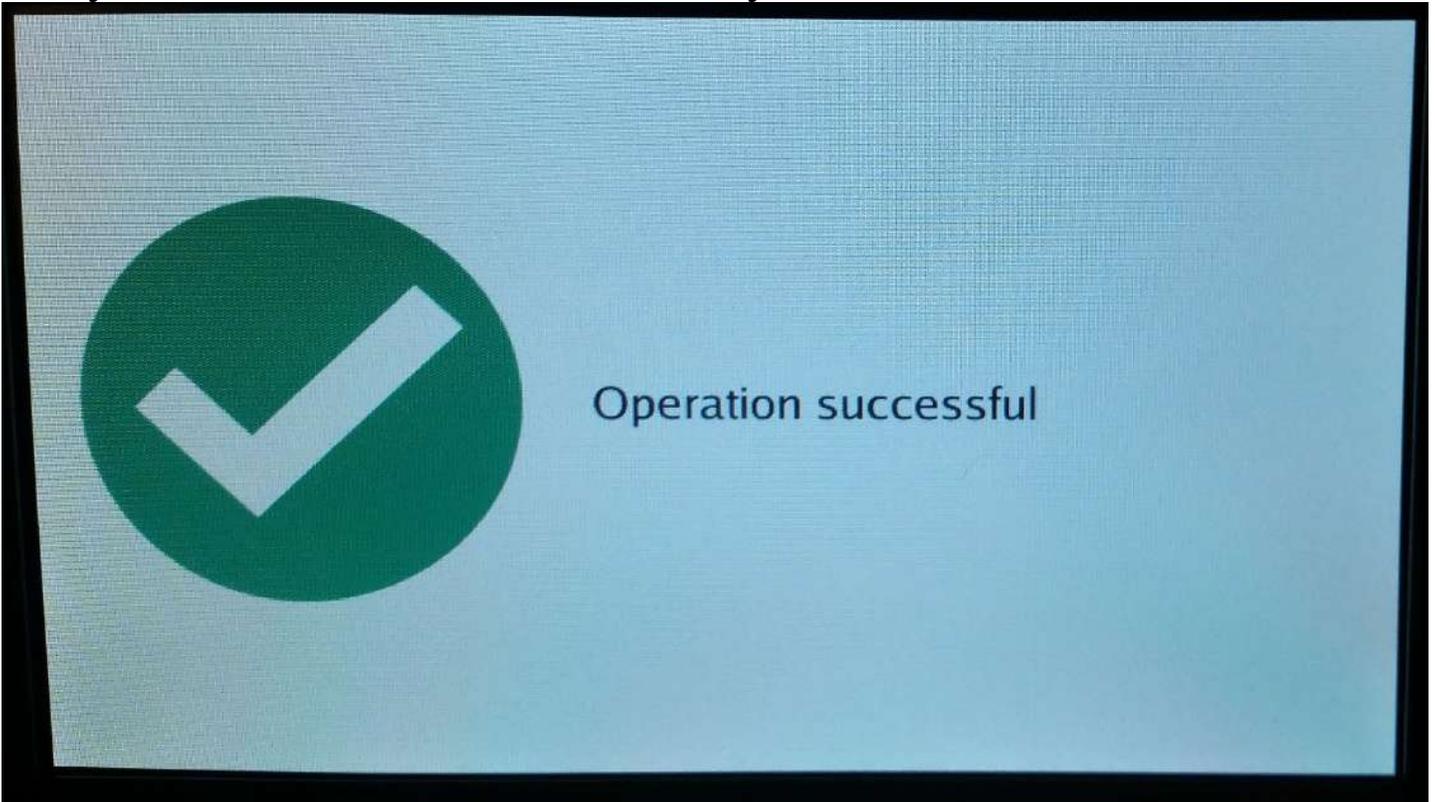


After a couple of seconds, it will go to the next screen:



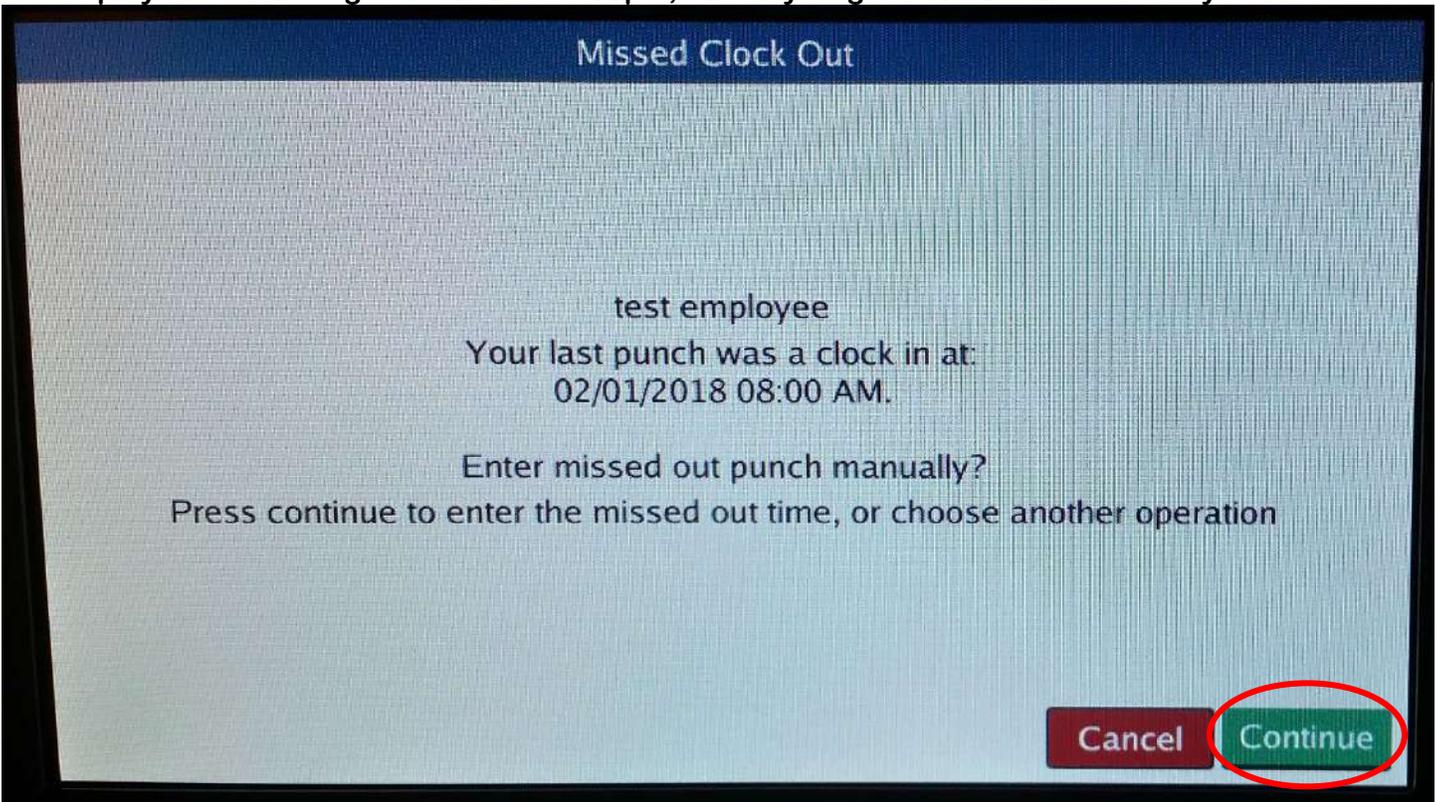
- **Clock In:** select this button when you start your day
- **Clock Out:** select this button when you leave for the day
- **Leave On Break:** select this button when you go to lunch
- **Return From Break:** select this button when you come back from lunch

When you Clock In or Clock Out the screen should say this:

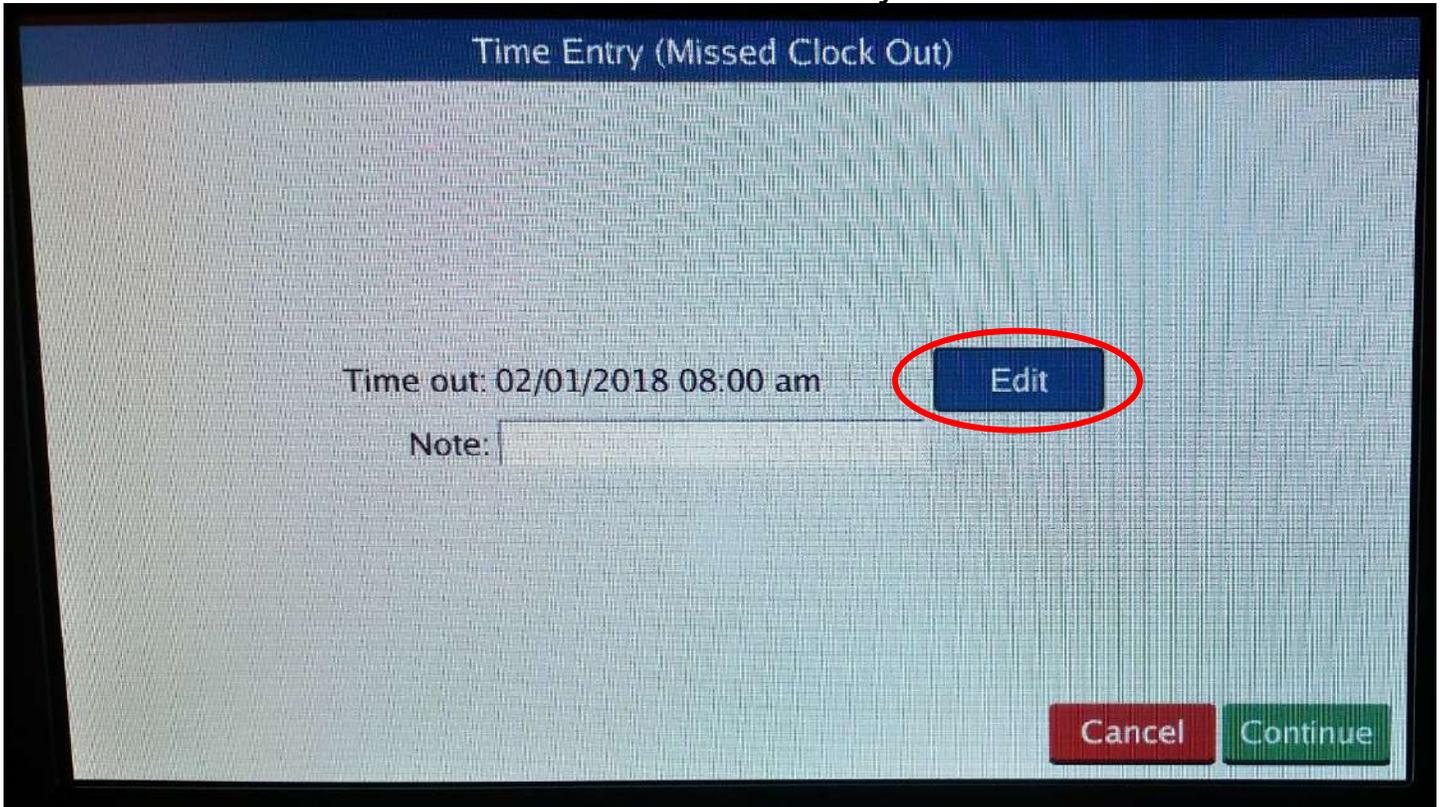


Missed Punches

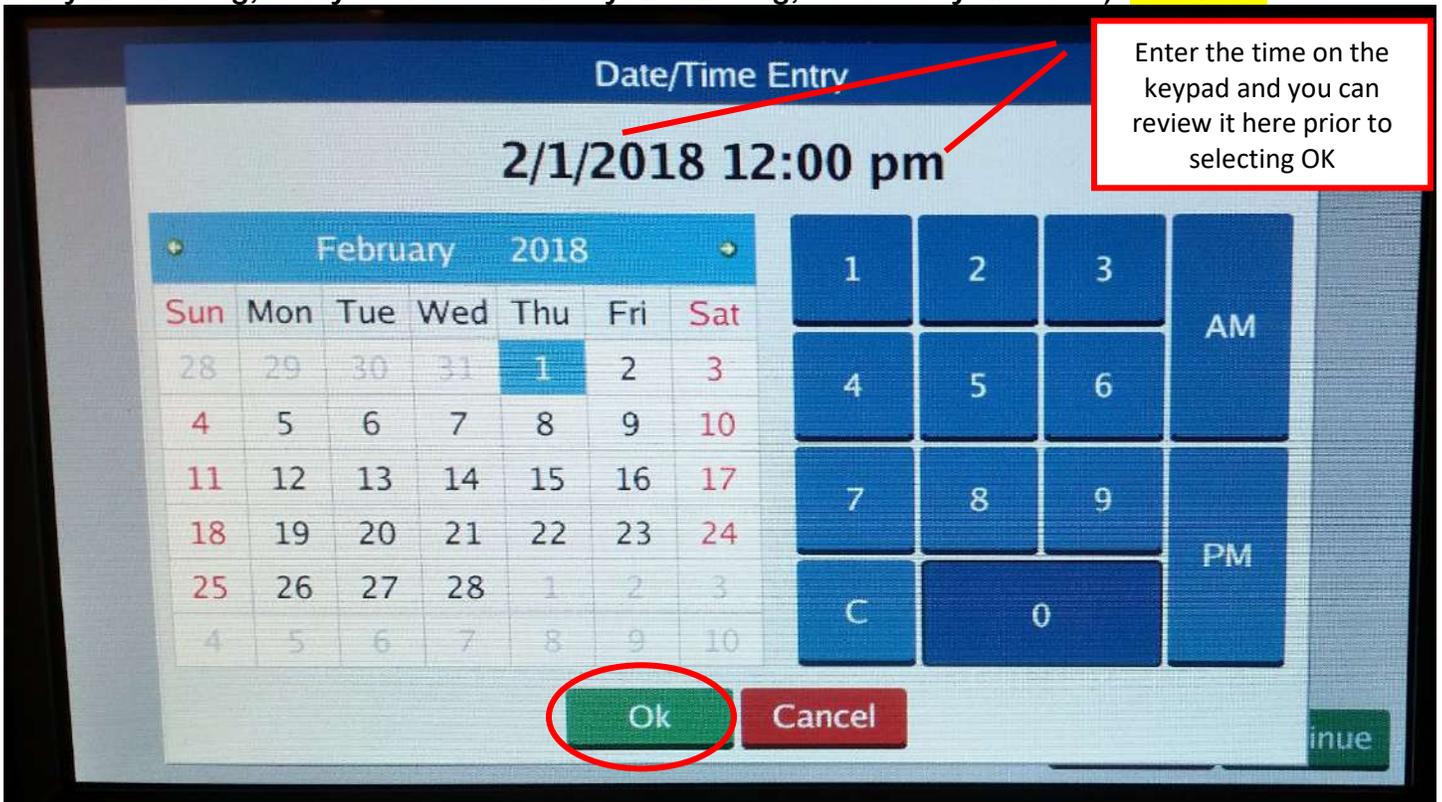
If you see this screen, you have a missed punch and you will need to fix your time. In this example, the employee is returning from lunch at 1:00pm, but they forgot to clock out when they left at Noon:



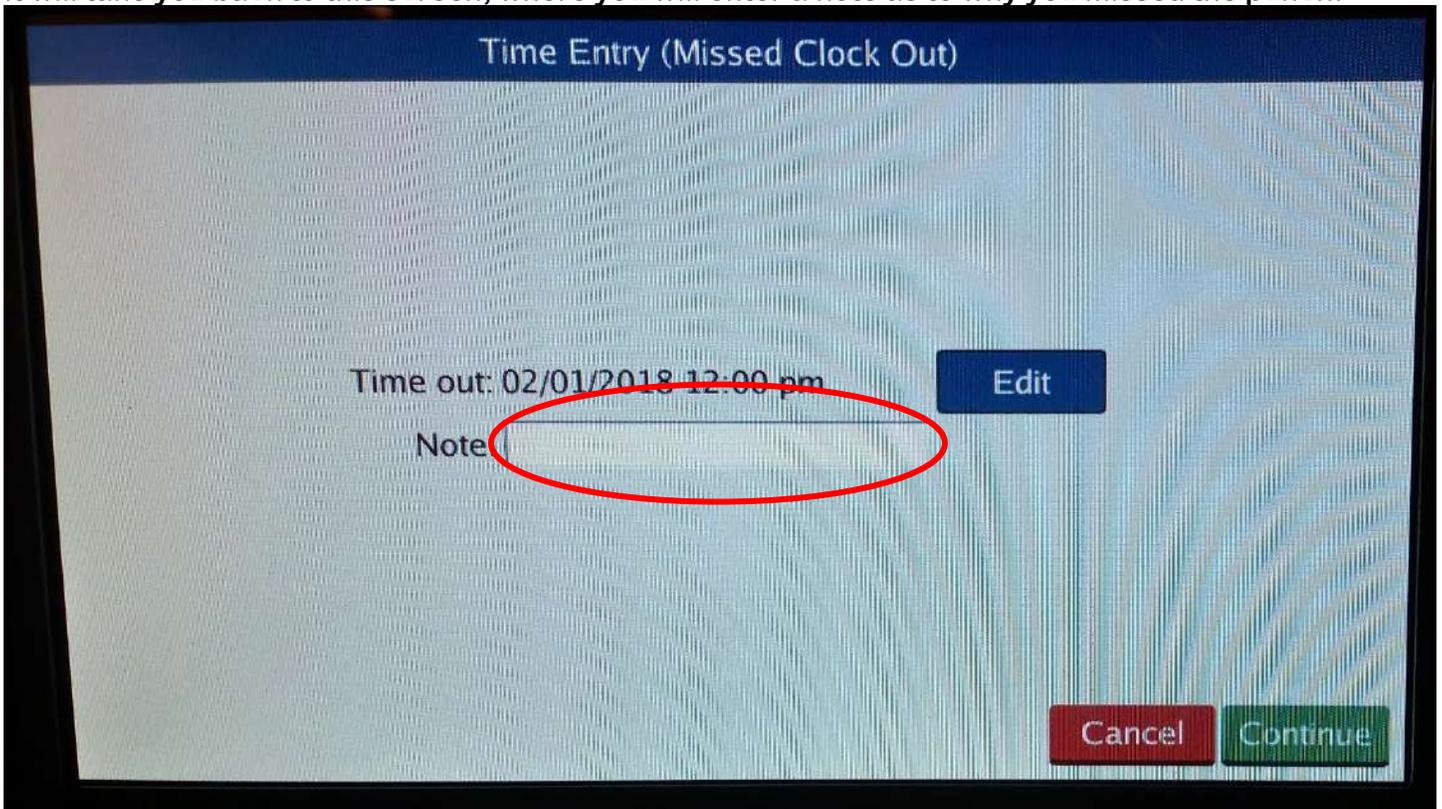
You will want to select Continue. And then on the next screen you will select edit.



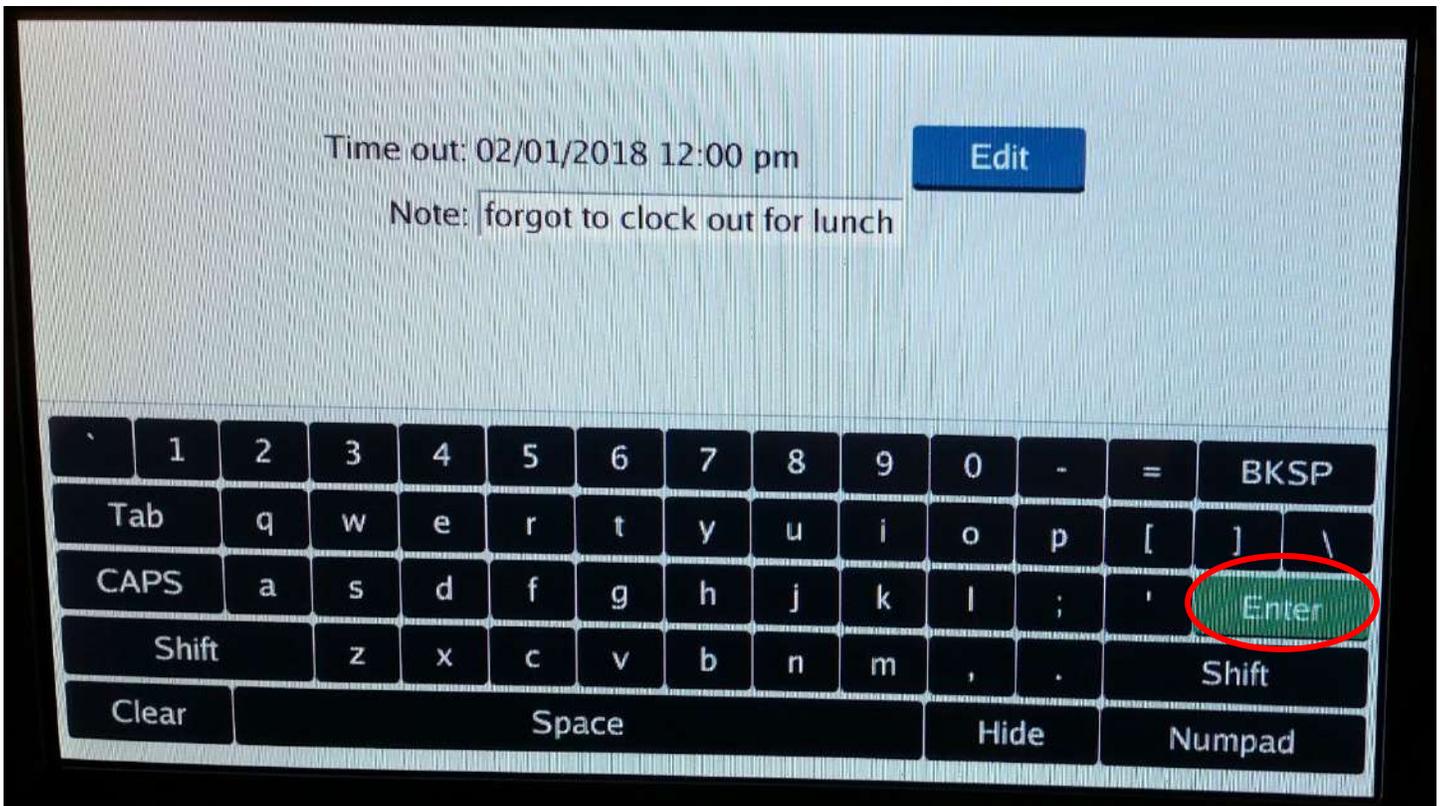
In the next screen, you will enter in the time you would have clocked out. (Note: this is not necessarily when your shift SHOULD HAVE started or ended. The time should be when you walked into your building, ready for work or out of your building, done with your work.). **Select Ok**



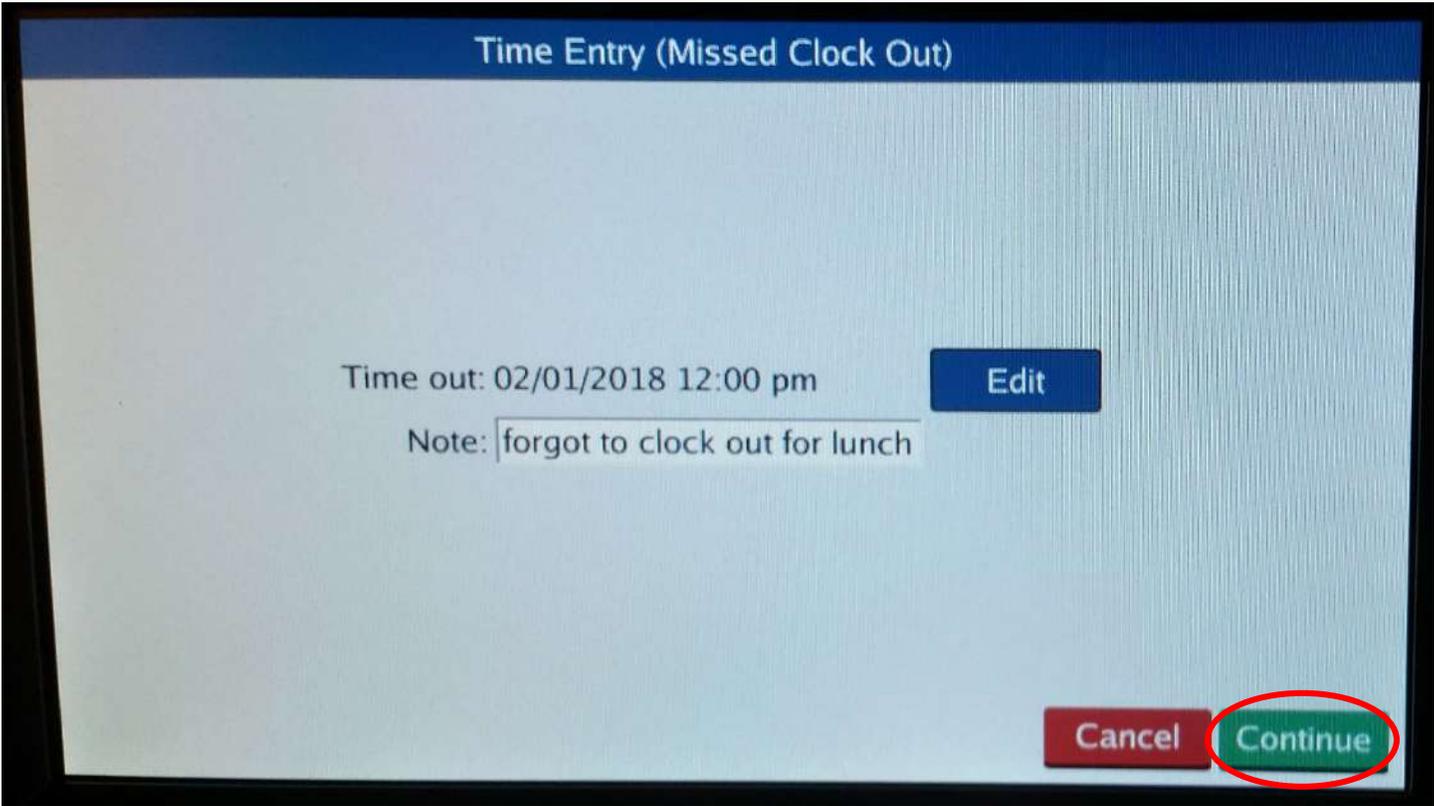
It will take you back to this screen, where you will enter a note as to why you missed the punch.



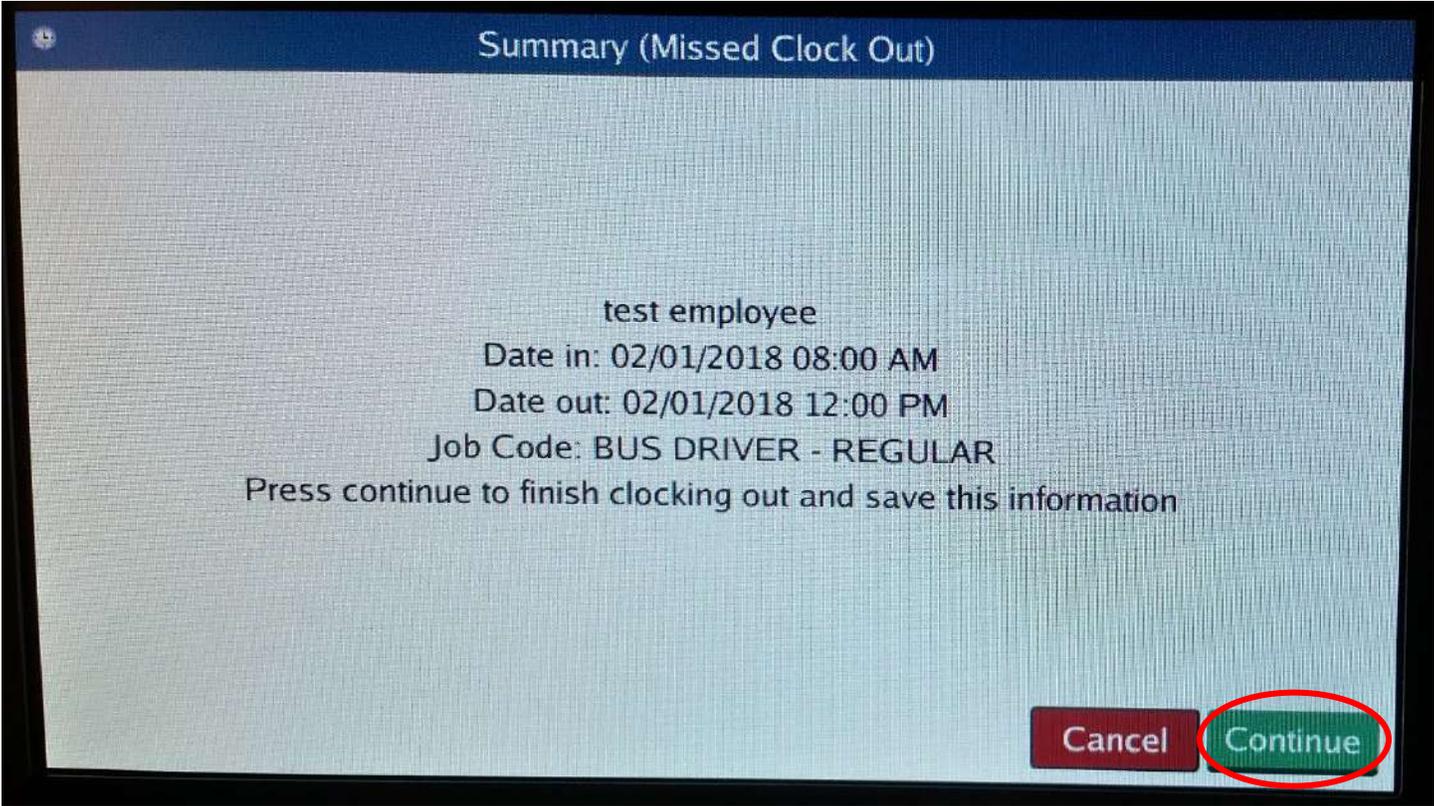
Select the Note field to bring up the keyboard and enter your reason then select Enter.



Double check your entry and select Continue.



There will be a confirmation screen and you will select continue and then you will see the Operation Successful screen.

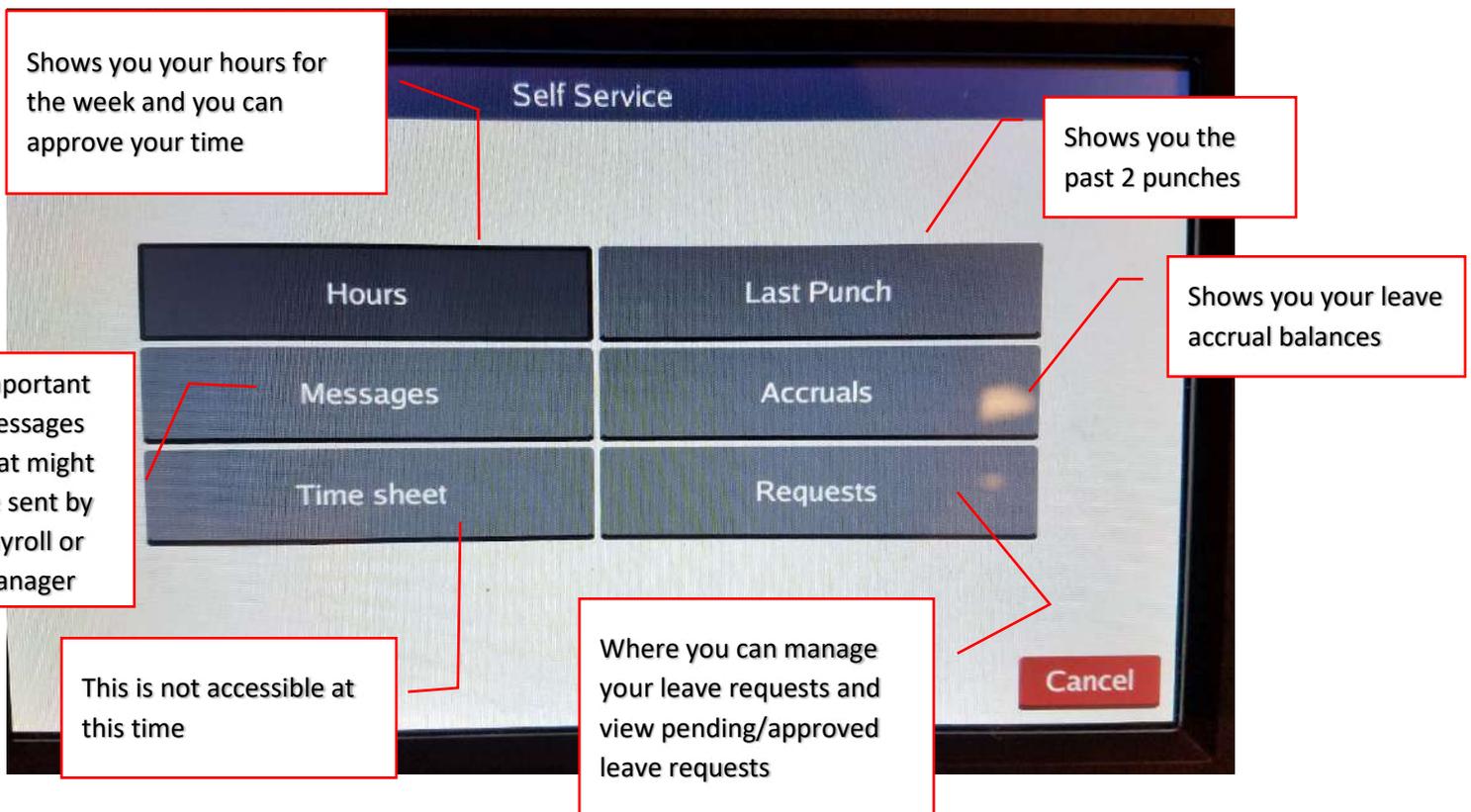
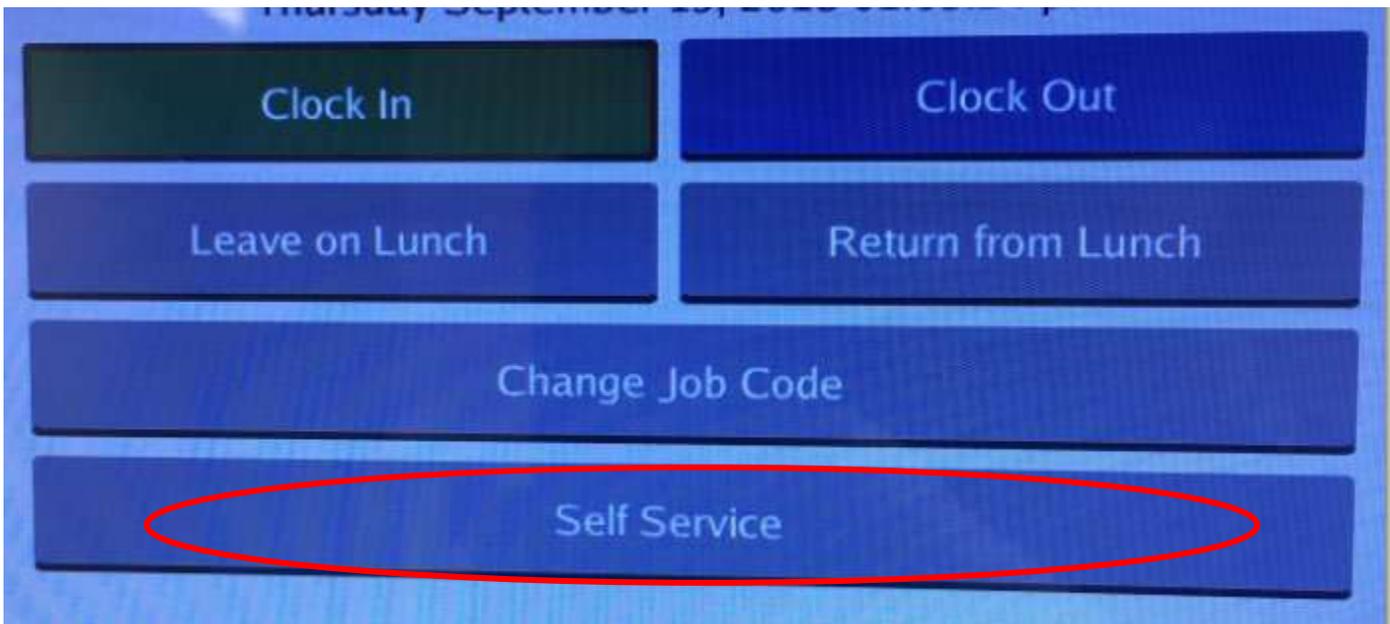




Operation successful

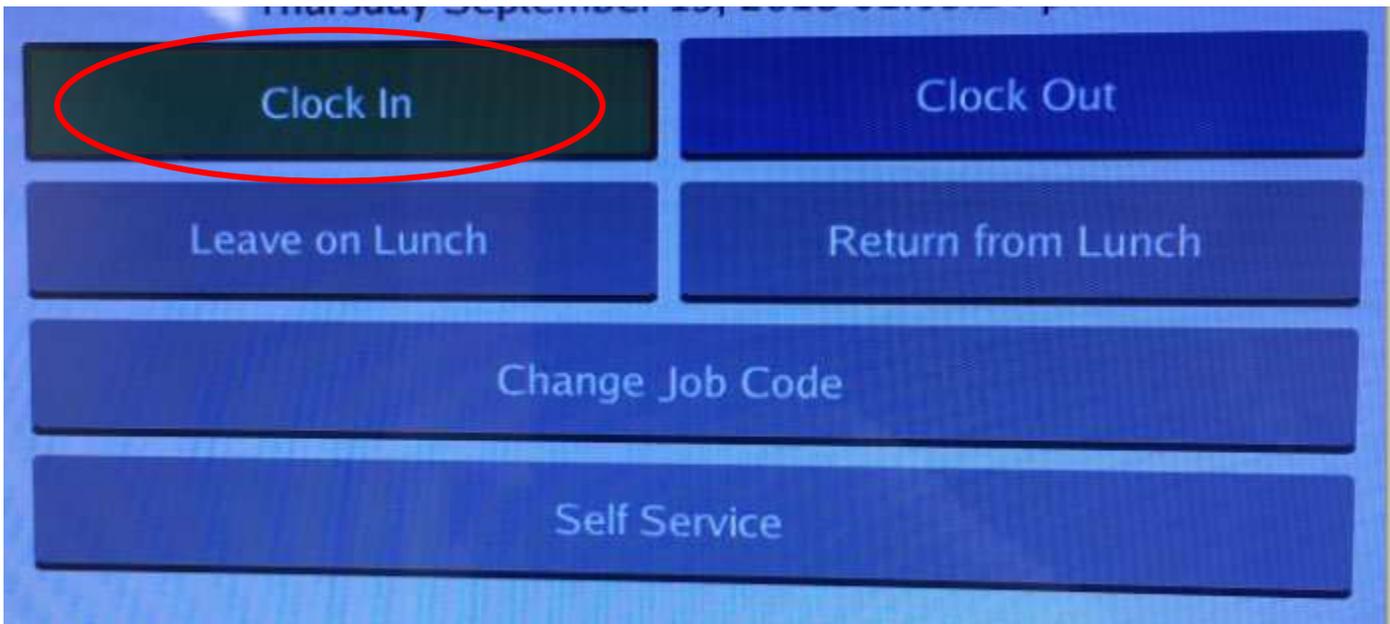
Self Service

Another function of the time clock is the Self Service screen. To get to it, you place/touch your badge to the sensor bar, place your finger on the fingerprint reader and then it will take you to this screen again. Select Self Service:

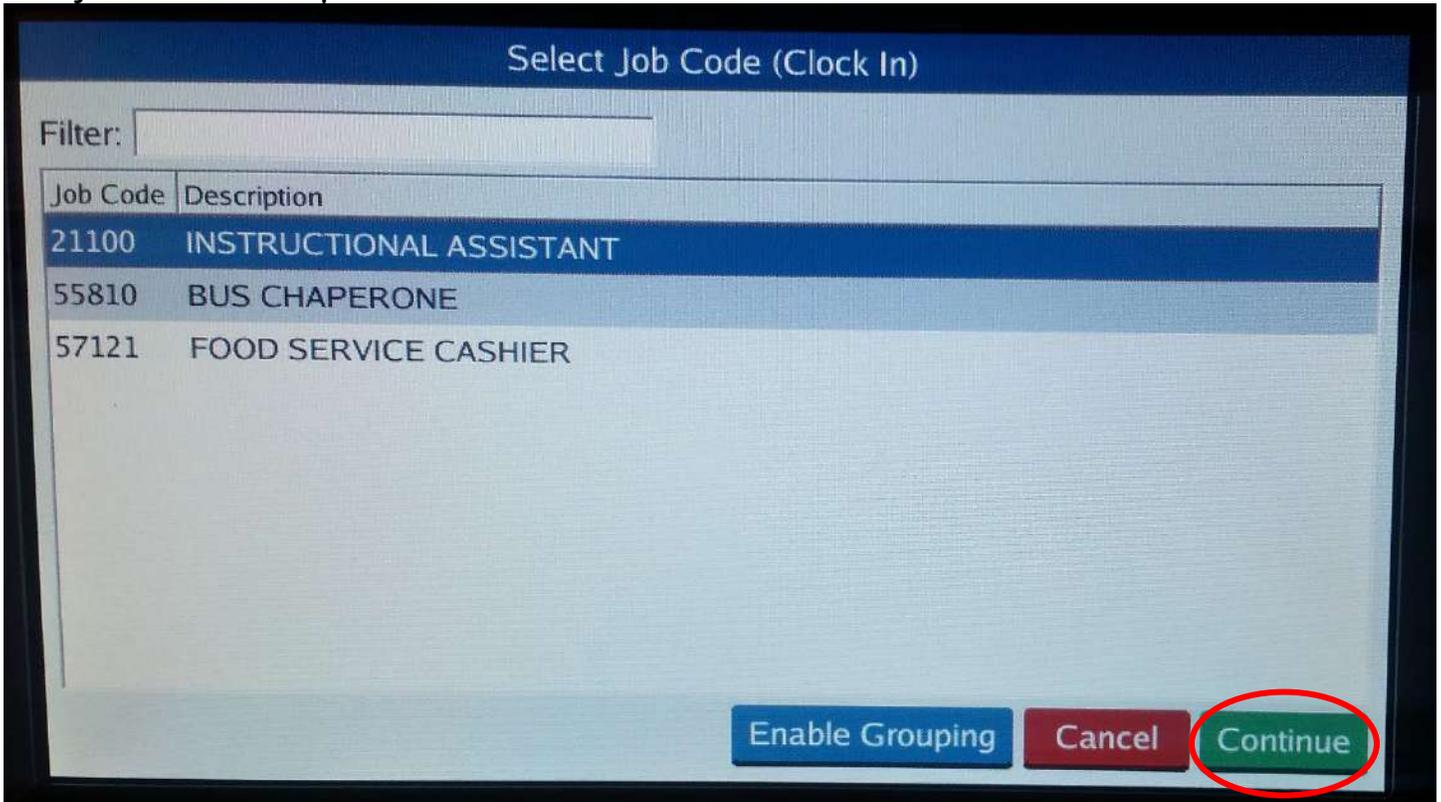


Multiple Positions and Job Code Changes

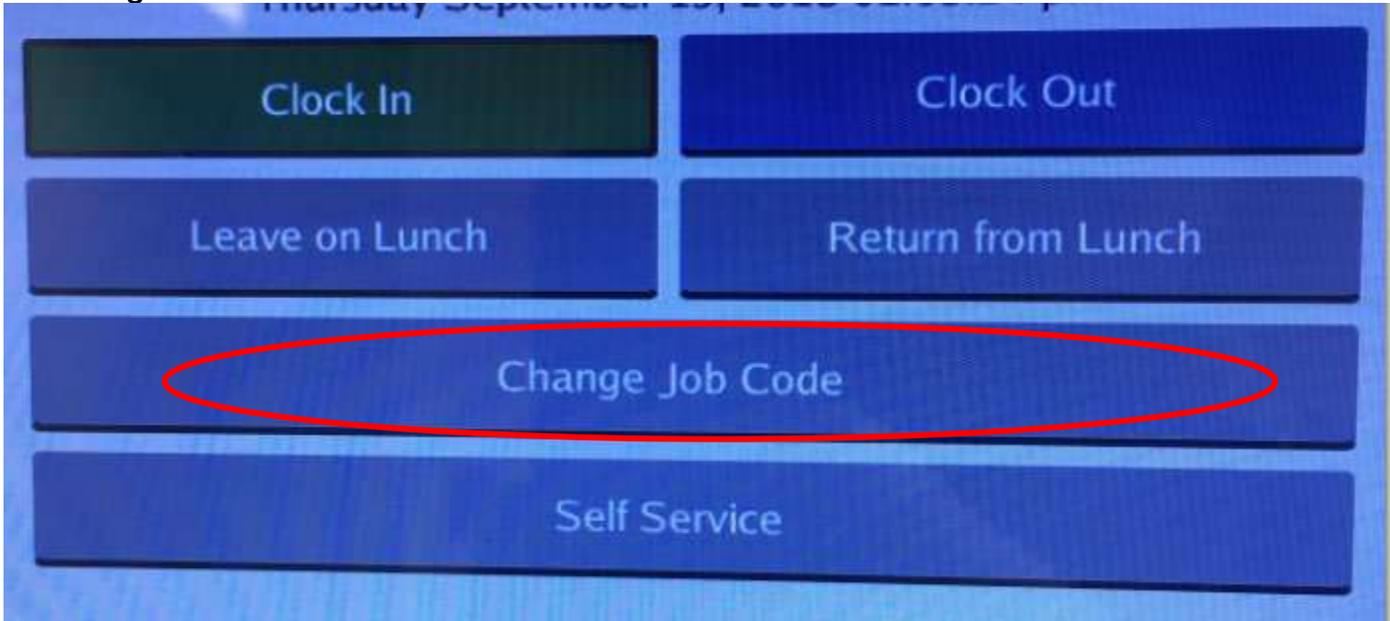
TimeClock Plus uses Job Codes for multiple positions. If you have more than one position you will be able to select one position when you clock in. Place/touch your badge to the sensor bar, place your finger on the fingerprint reader and then it will take you to this screen again. Select Clock In:



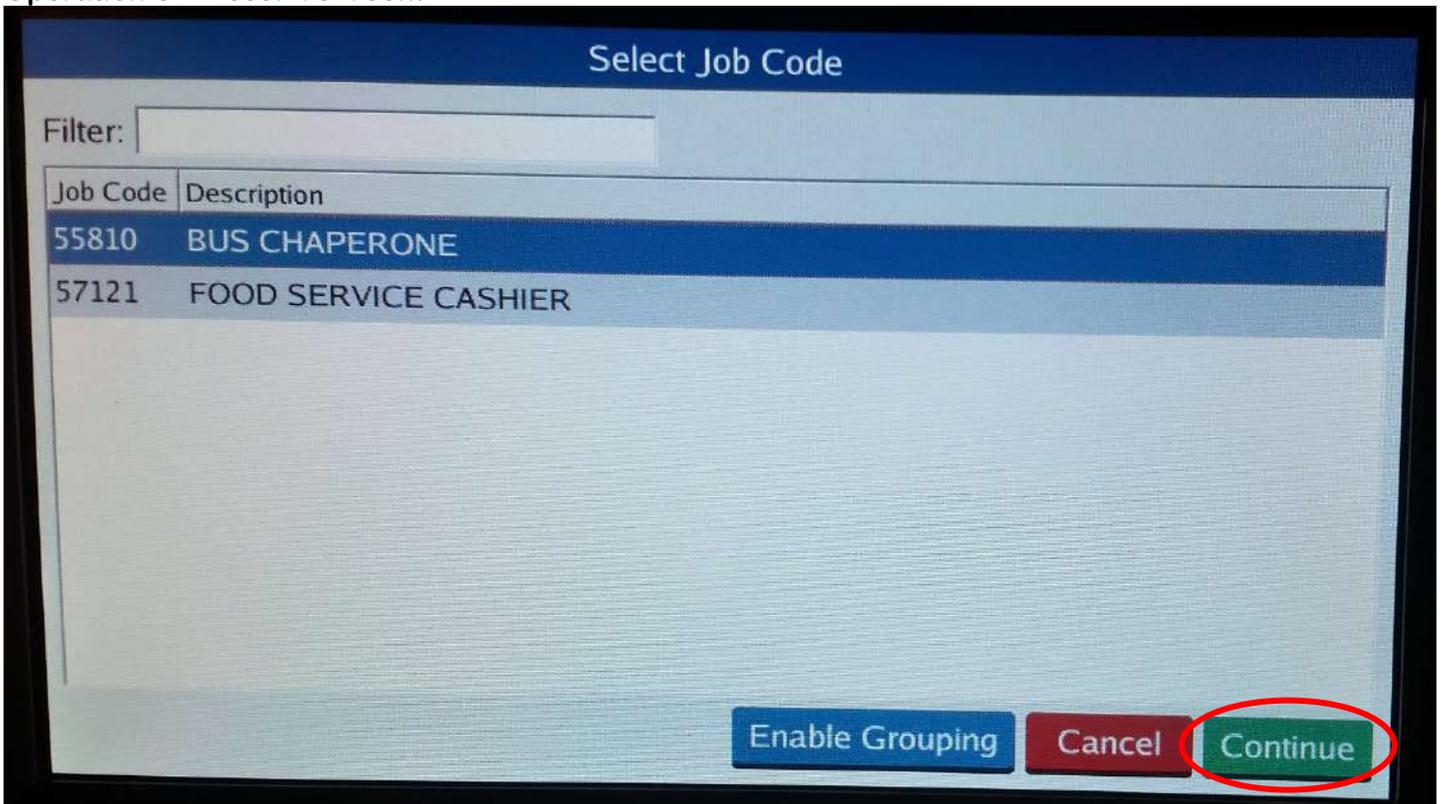
You will then see this screen. Select the job code for what you are doing then select Continue and then you will see the Operation Successful screen.

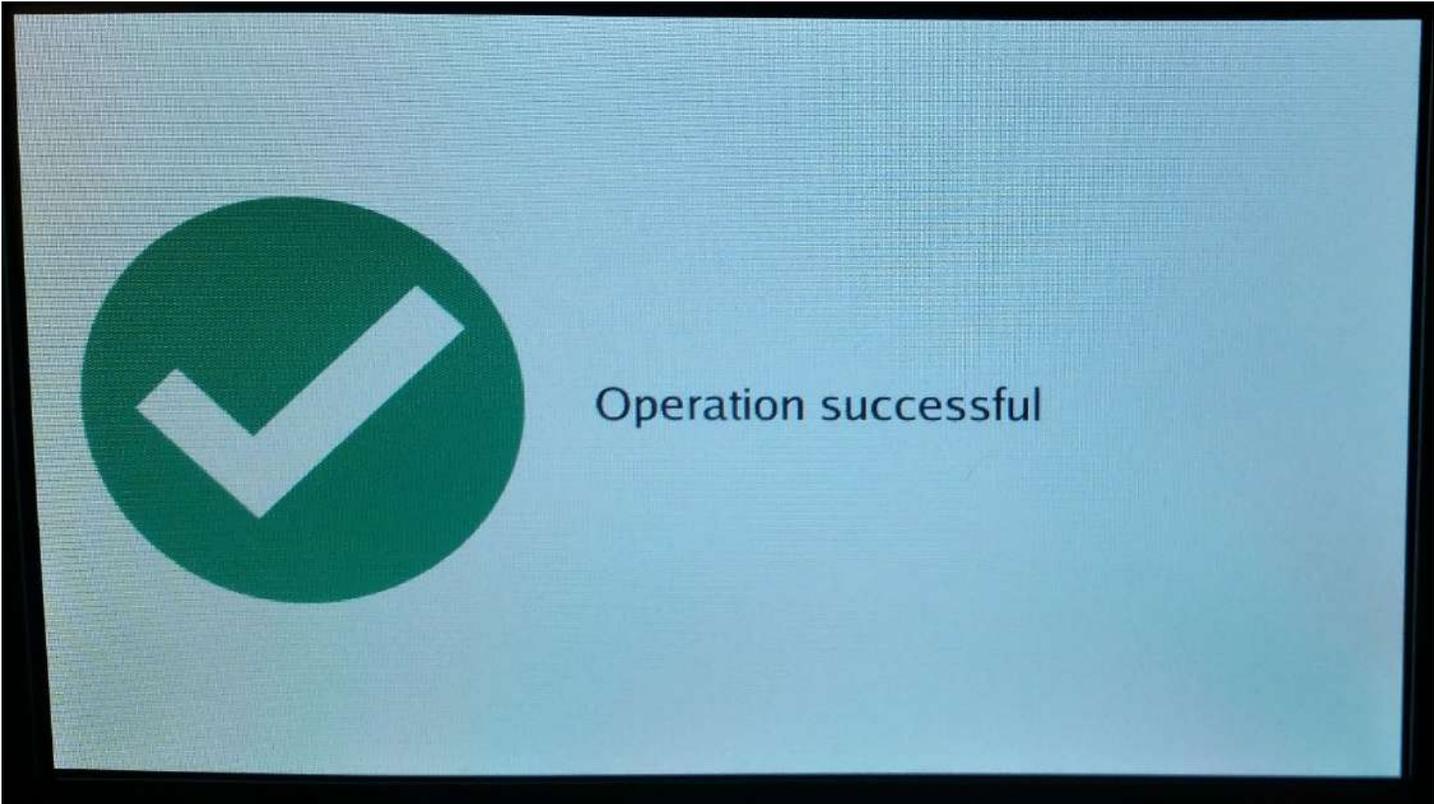


If you have more than one job code you will be able to change it after you Clock In. Place/touch your badge to the sensor bar, place your finger on the fingerprint reader and then it will take you to this screen again. Select Job Code:

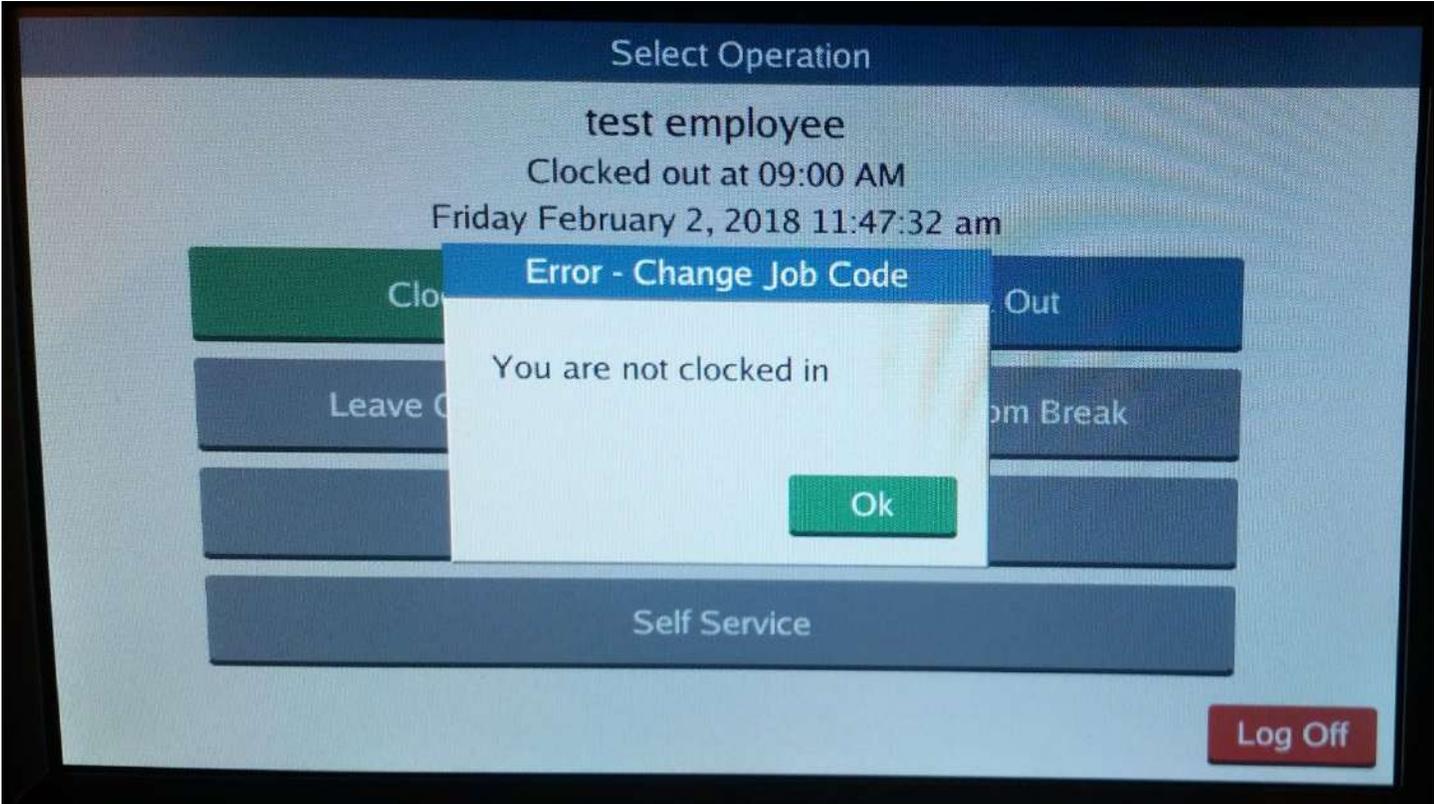


Select the new job code for what you are doing then select Continue and then you will see the Operation Successful screen.





If you are not Clocked In then you will receive the following error message. You will need to Clock In and select a job code before you can change job codes.



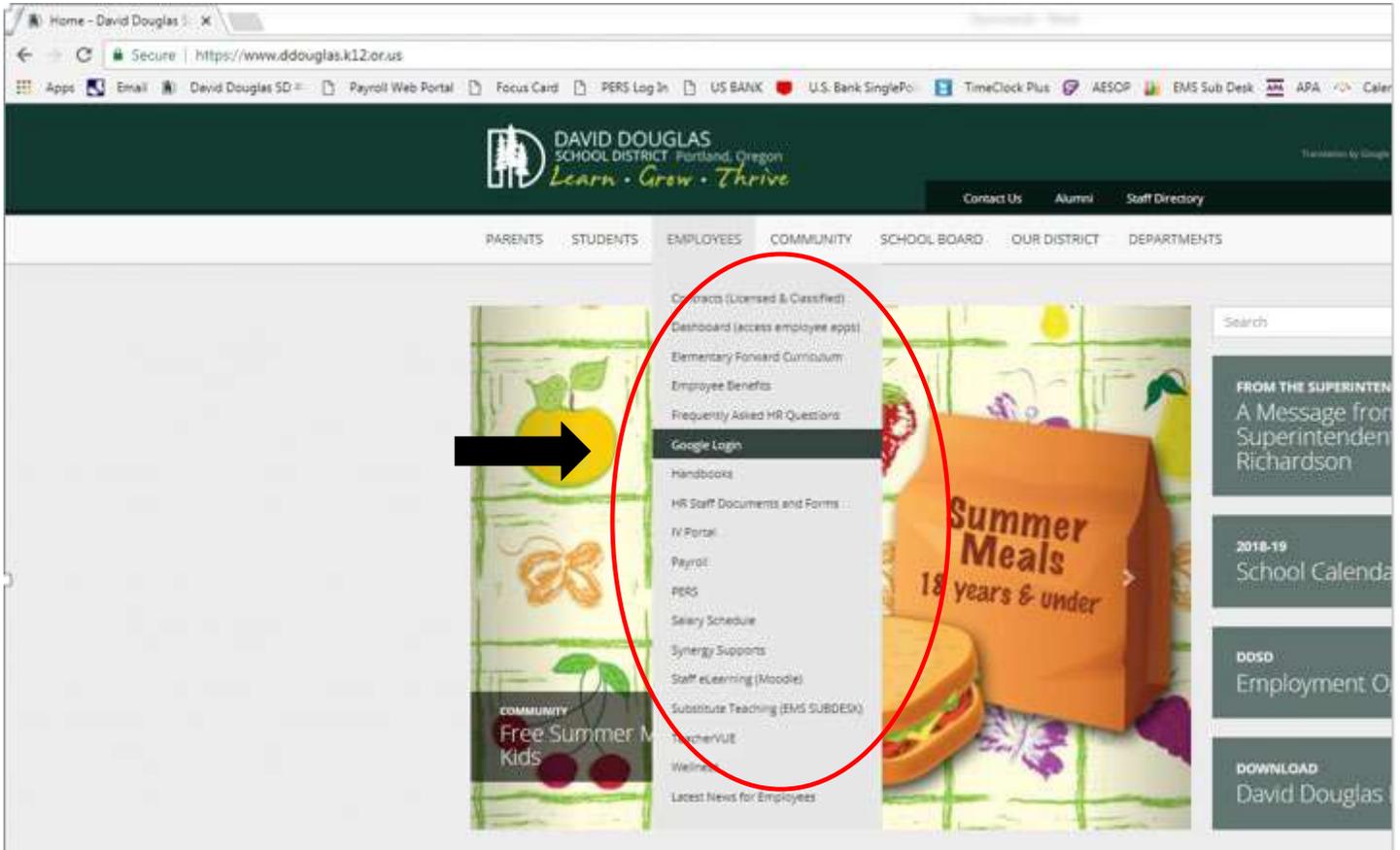
Requesting/Entering Leaves

- Online
- Time Clocks
- Mobile App

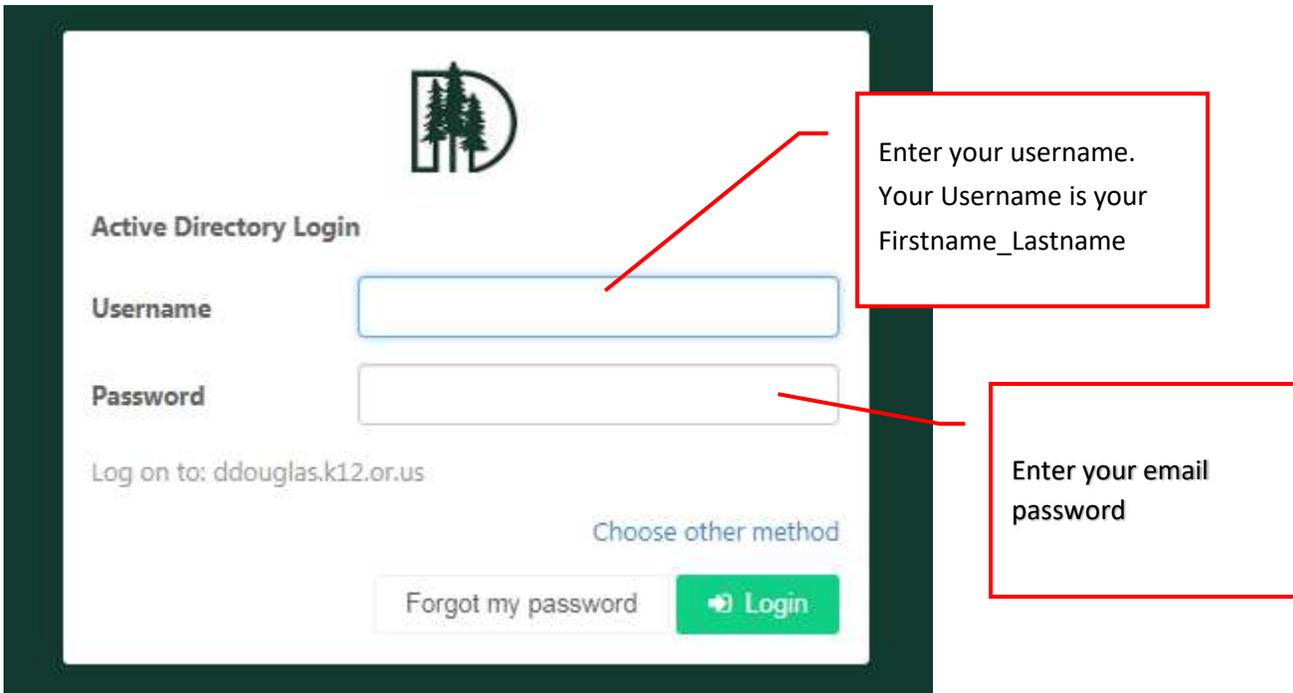
Online

On the computer, go to the David Douglas School District website: www.ddouglas.k12.or.us

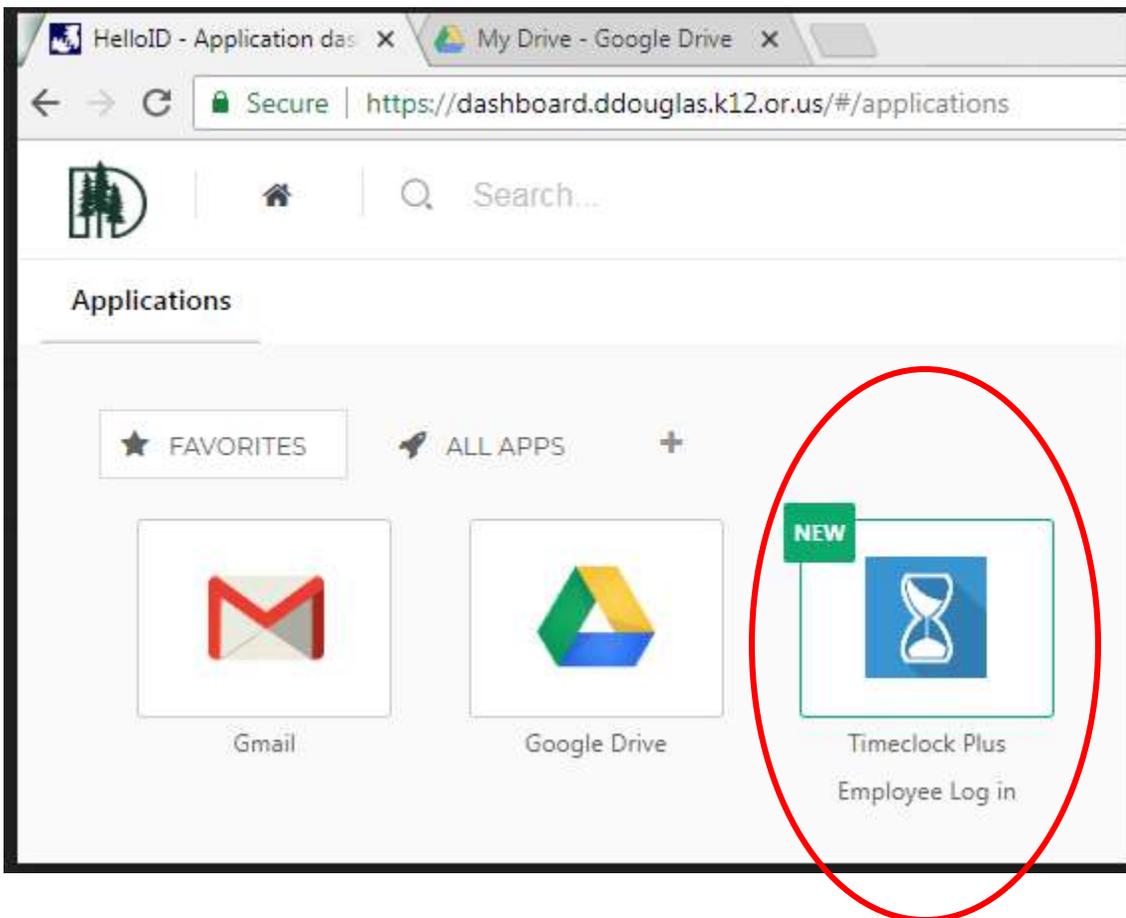
- Hover the mouse over EMPLOYEES
- When the drop down menu appears, click on “Google Login”

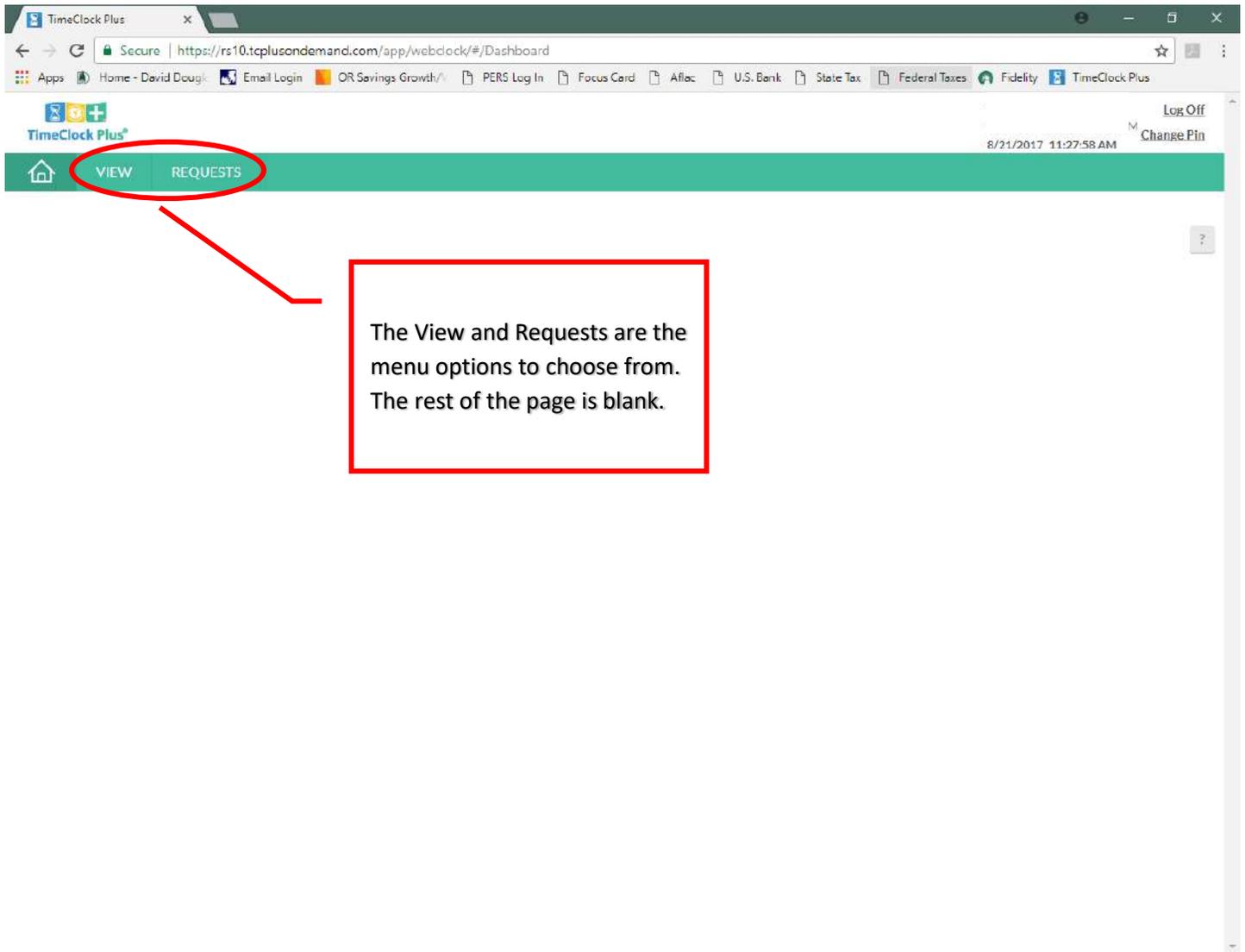


On the next screen, enter your username and password and click Login



On the next screen, click the "Timeclock Plus Employee Log in" icon





The View and Requests are the menu options to choose from. The rest of the page is blank.

The screenshot shows the TimeClock Plus web application interface. At the top, the browser address bar displays the URL <https://rs10.tclplusondemand.com/app/webclock/#/Requests>. The user is identified as Tracie Martin, who clocked in at 08/17 10:00 AM on 8/21/2017 at 11:40:37 AM. The navigation menu includes 'VIEW' and 'REQUESTS', with 'REQUESTS' highlighted in green and circled in red. Below the navigation, the 'VIEW REQUESTS' section has tabs for 'Calendar' and 'List'. There are filters for 'Status', 'Sub assignment', and 'FMLA'. Action buttons include '+ Add', 'Manage', and 'Refresh'. A calendar for October 2017 is displayed, with a blue arrow pointing from the '+ Add' button to the calendar grid. The calendar grid shows dates from 1 to 31, with a '+' sign in the top right corner of each date cell. The date 18 is highlighted in light blue.

To enter requests for Sick leave, Emergency, Personal Business and other leaves you can either select the green [+Add] button at the top or the [+] sign on the calendar for the date you are entering the requested leave. The next screen is where you will fill in the details.

The screenshot shows the 'Add Employee Request' form in the TimeClock Plus application. The form is overlaid on a calendar view. Red callout boxes provide instructions for various fields:

- Check the date and verify this is the correct date you want to request leave for.** (Points to the Date requested field, which is set to 10/18/2017)
- Start time is a default time and can be changed** (Points to the Start time field, which is set to 08:00 AM)
- How many hours you will be gone or were gone** (Points to the Hours field, which is set to 8.00)
- If your leave is longer than 1 day in a row, you will put in the number of days you will be gone and it will fill in the consecutive days** (Points to the Days dropdown menu, which is set to 1)
- The leave code will autofill. Make sure to select the correct leave template to the left of the window.** (Points to the Templates list on the left, which includes options like Compassionate Leave, Emergency Leave, Jury Duty, Personal Business, and School Closure)
- A description must be entered.** (Points to the Description text input field)

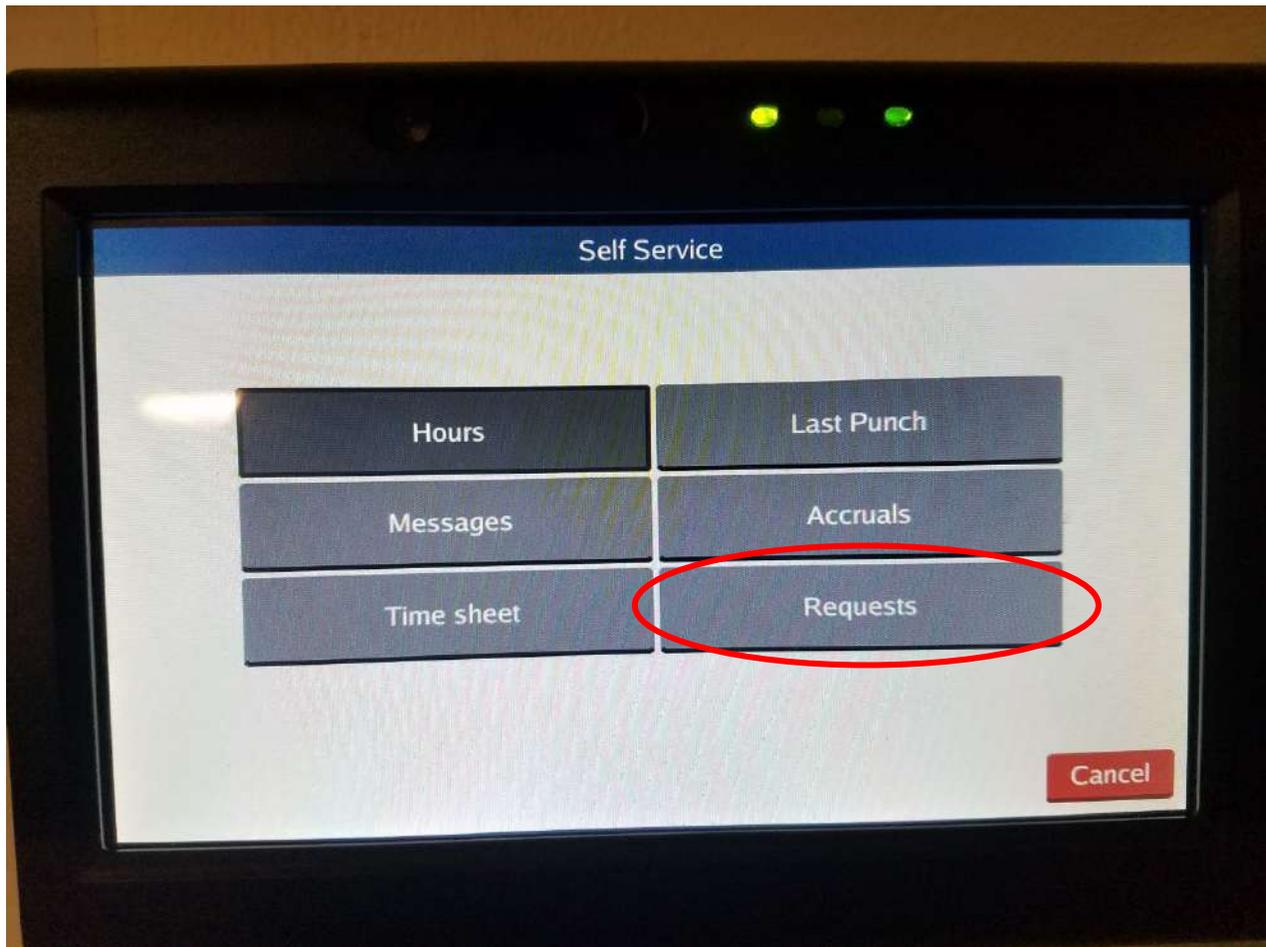
The form also includes an 'Accruals' button at the bottom left and 'Cancel' and 'Save' buttons at the bottom right.

Click Save and your request will send a notification to your supervisor, who will then approve or deny leave. You can check on the status of your leave by either logging into the time clock and looking at your request page or logging in online to the requests screen.

Using the Time Clock

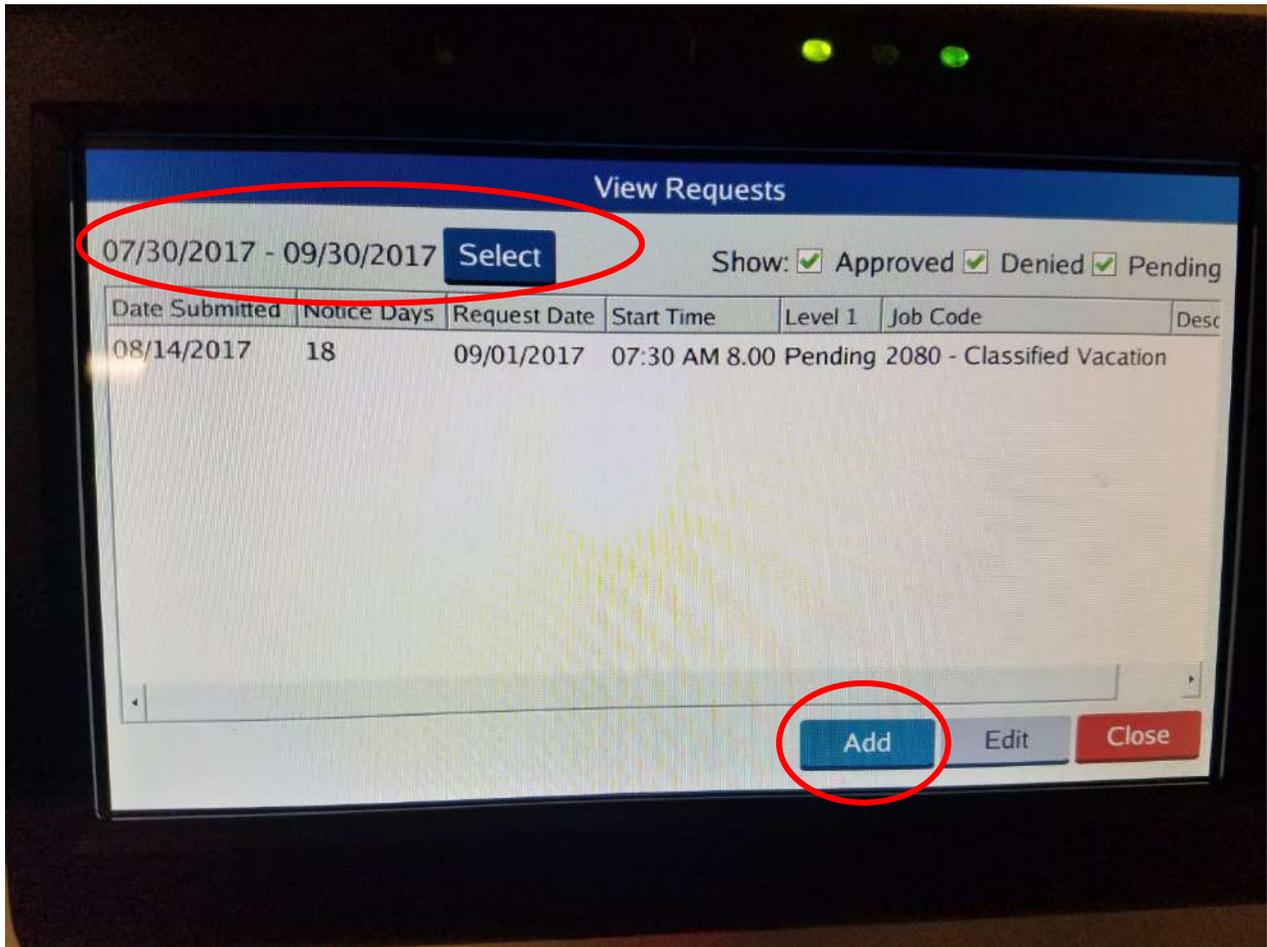
Swipe your badge or enter your number and then click on Self Service

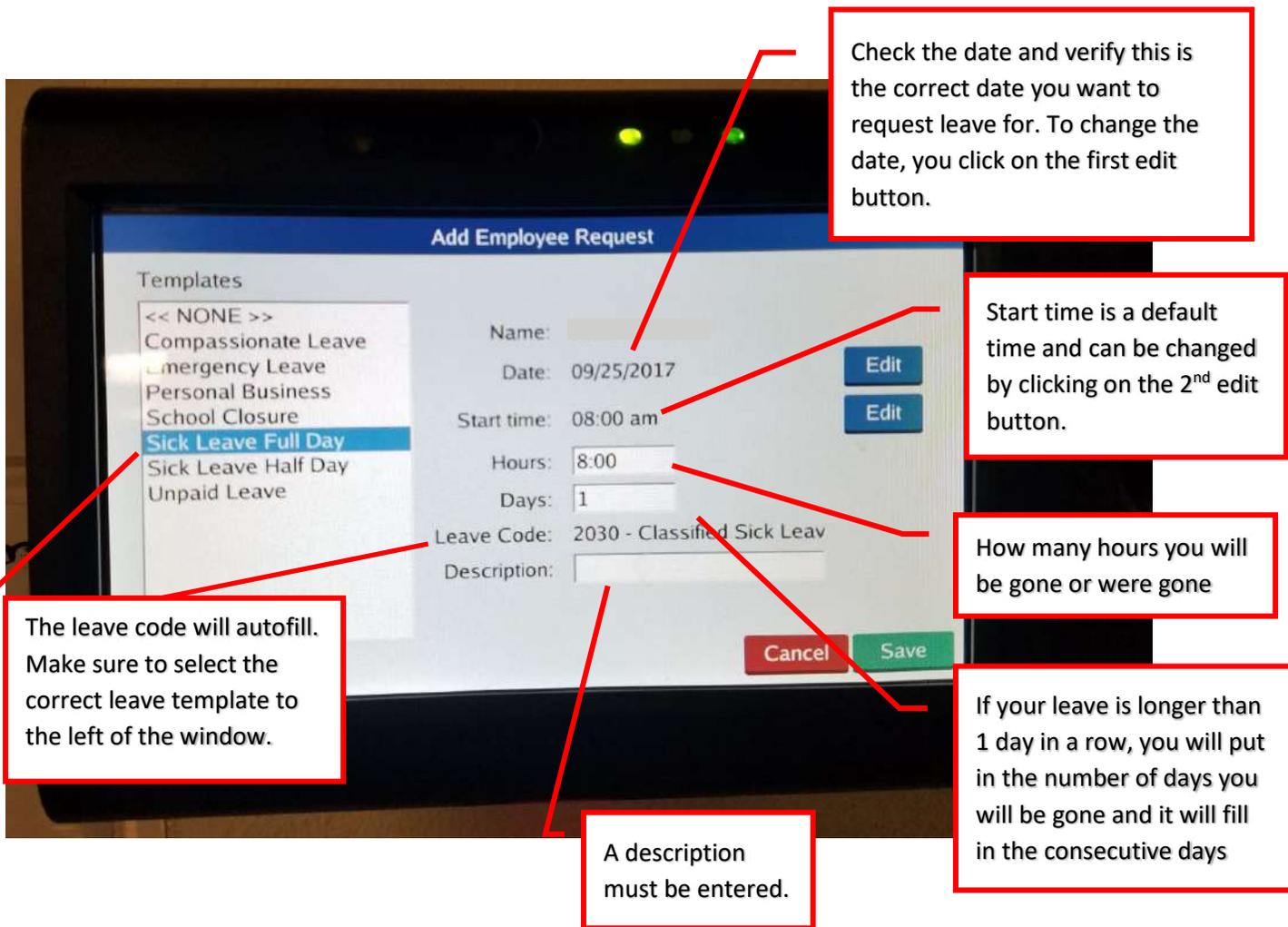
Click on Requests



This screen will show you approved, pending or denied requests. Note: these will only show for the time period showing here. You are able to change the time period by clicking on Select and choosing the time period from the drop down menu.

To add a request, you click Add.



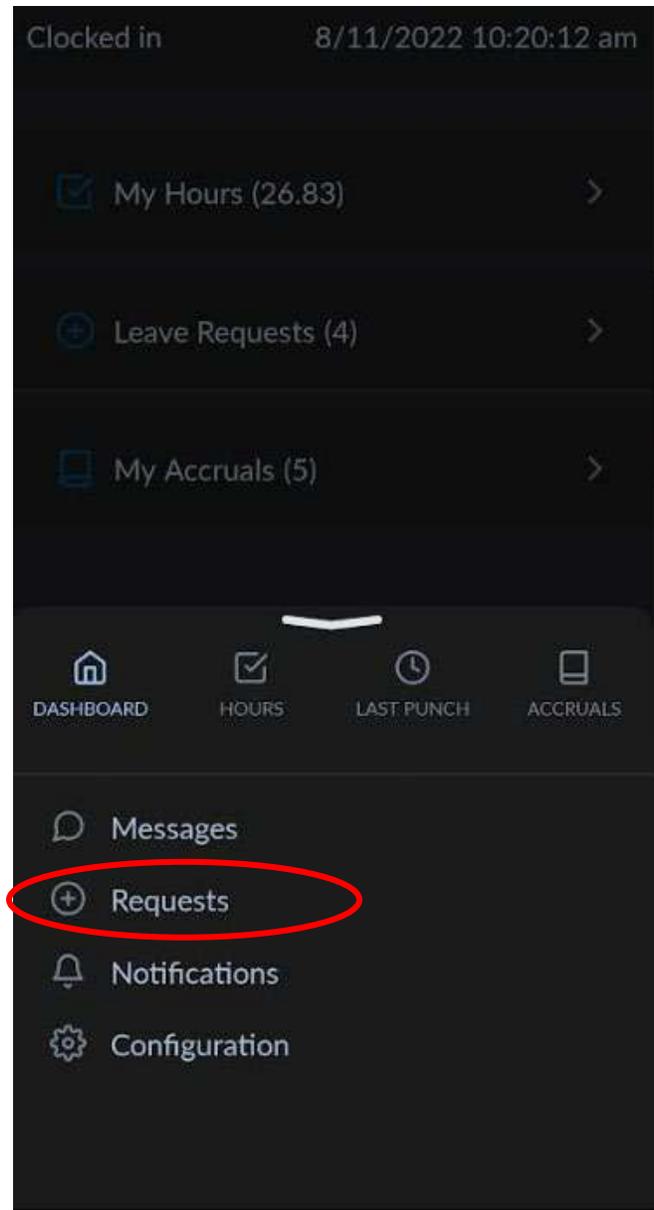
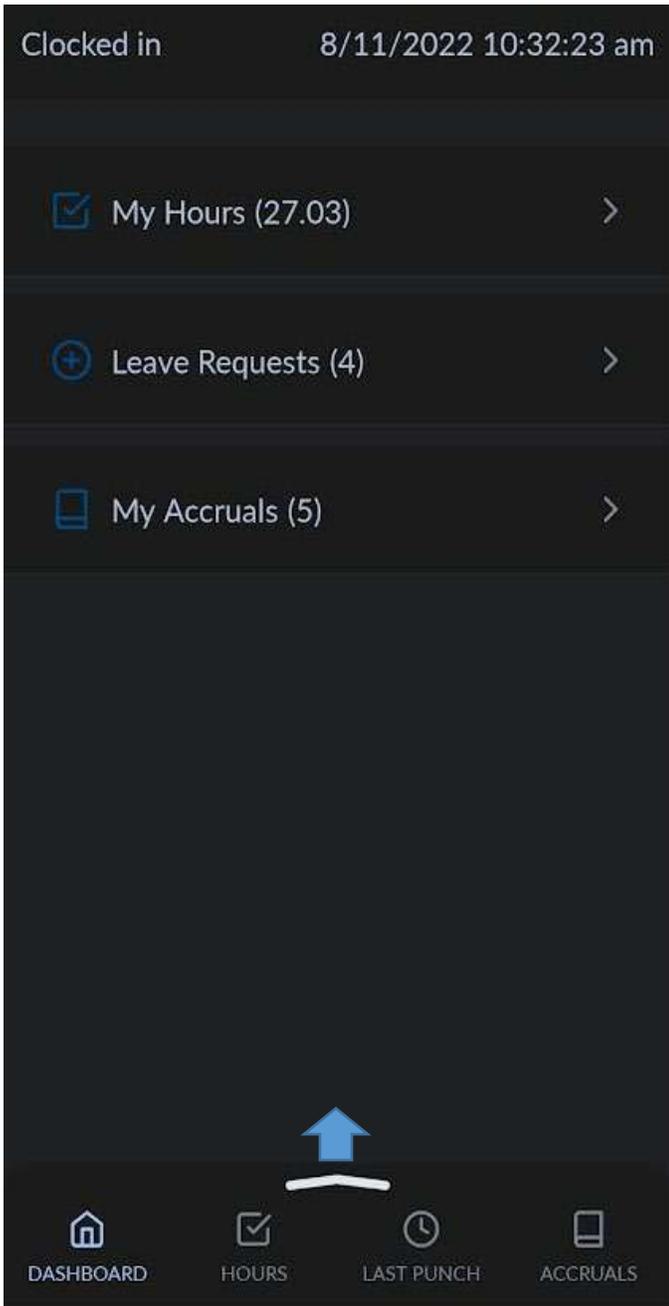


Once you are finished, you will need to “hide” either the keyboard or number keypad to be able to click on Save. A message will show, once you have saved, letting you know that your leave has been sent to your supervisor for review.

Note: If you do not have enough leave hours in your leave bank, it will not let you enter the leave request. Also, you must take into consideration that your leave will not deduct from your leave bank until we close payroll for the week/month.

Using the Mobile App

Swipe up from the bottom and then select Requests



Select the ⊕ sign in the upper right-hand corner to add a request:

NOTE: The request screen only shows 1 week at a time. If you would like to view previous or future requests you will need to select ← or →

← Add Employee Request ⊕

Templates
Classified

Date requested 8/11/2022 Start time 08:00 am

Hours 8.00 Days 1

Leave Code
2030 - Classified Sick Leave

Description
Description

SAVE

Enter the following to complete a request:

- Select your Template
- Enter the Date you are requesting
- Enter in the start time of your request
- Enter the number of hours you are requesting
- Enter the number of days you are requesting
(This field includes weekend dates)
- Enter in the leave code you are wanting to use
- Provide a description of why the leave is being requested (please provide a detailed enough description that there are no questions as to why the leave is being taken). Example: Taking care of sick child INSTEAD of stating just sick leave in the description.

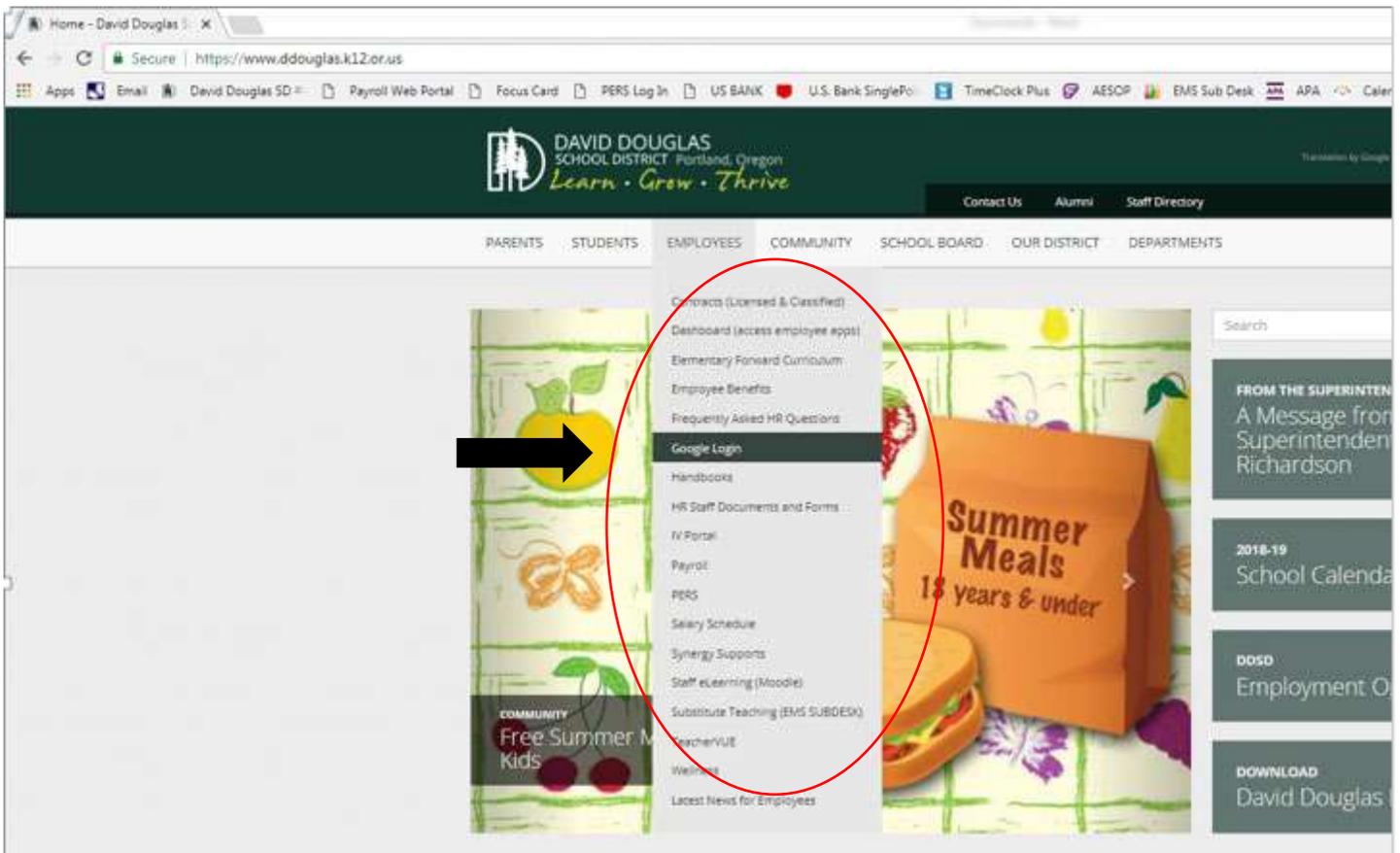
Verifying/Approving Time

- Online
- Time Clocks
- Mobile App

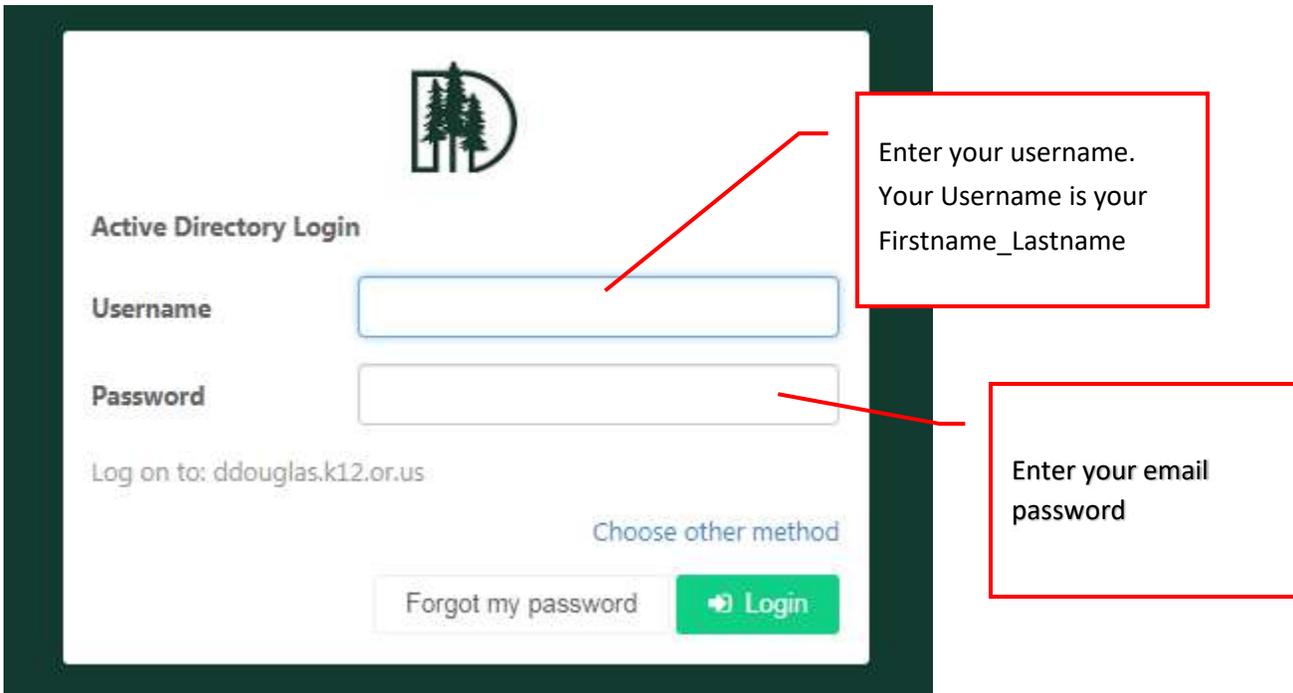
Online

On the computer, go to the David Douglas School District website: www.ddouglas.k12.or.us

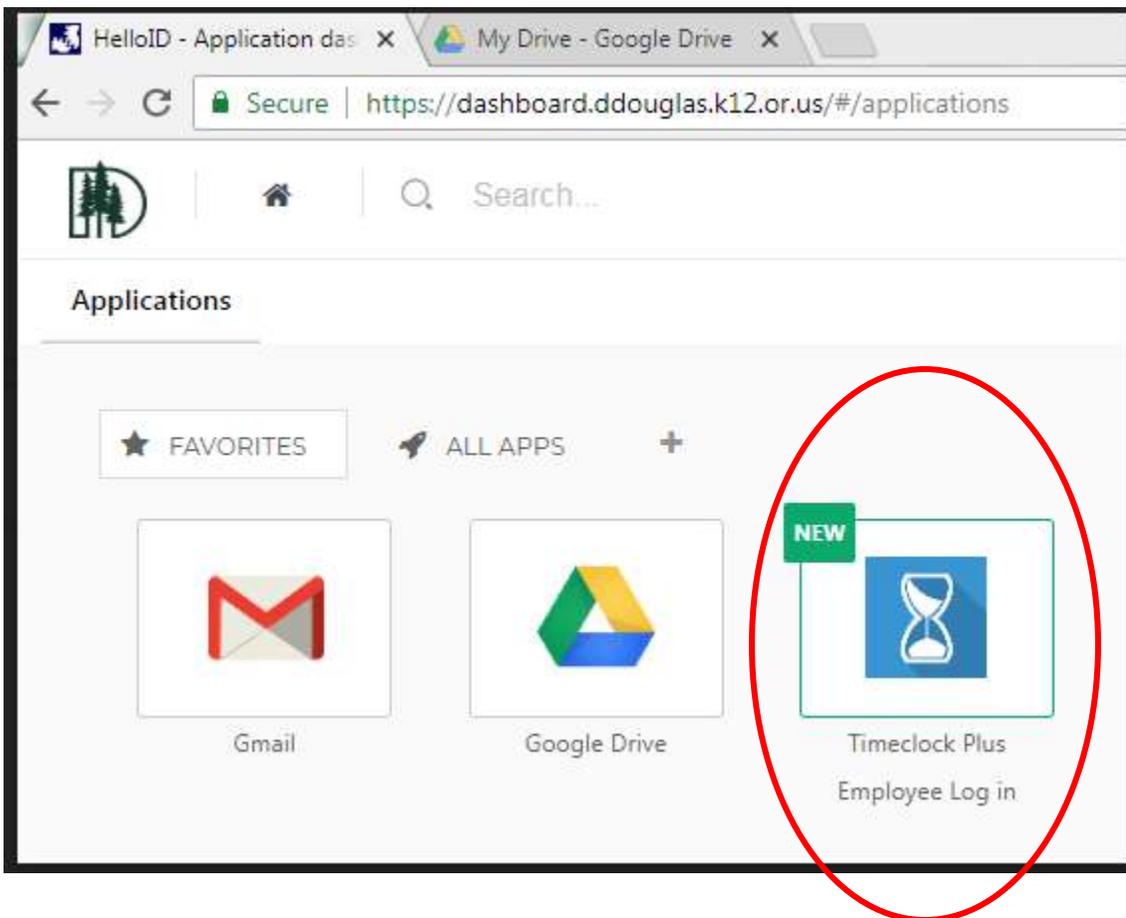
- Hover the mouse over EMPLOYEES
- When the drop down menu appears, click on “Google Login”

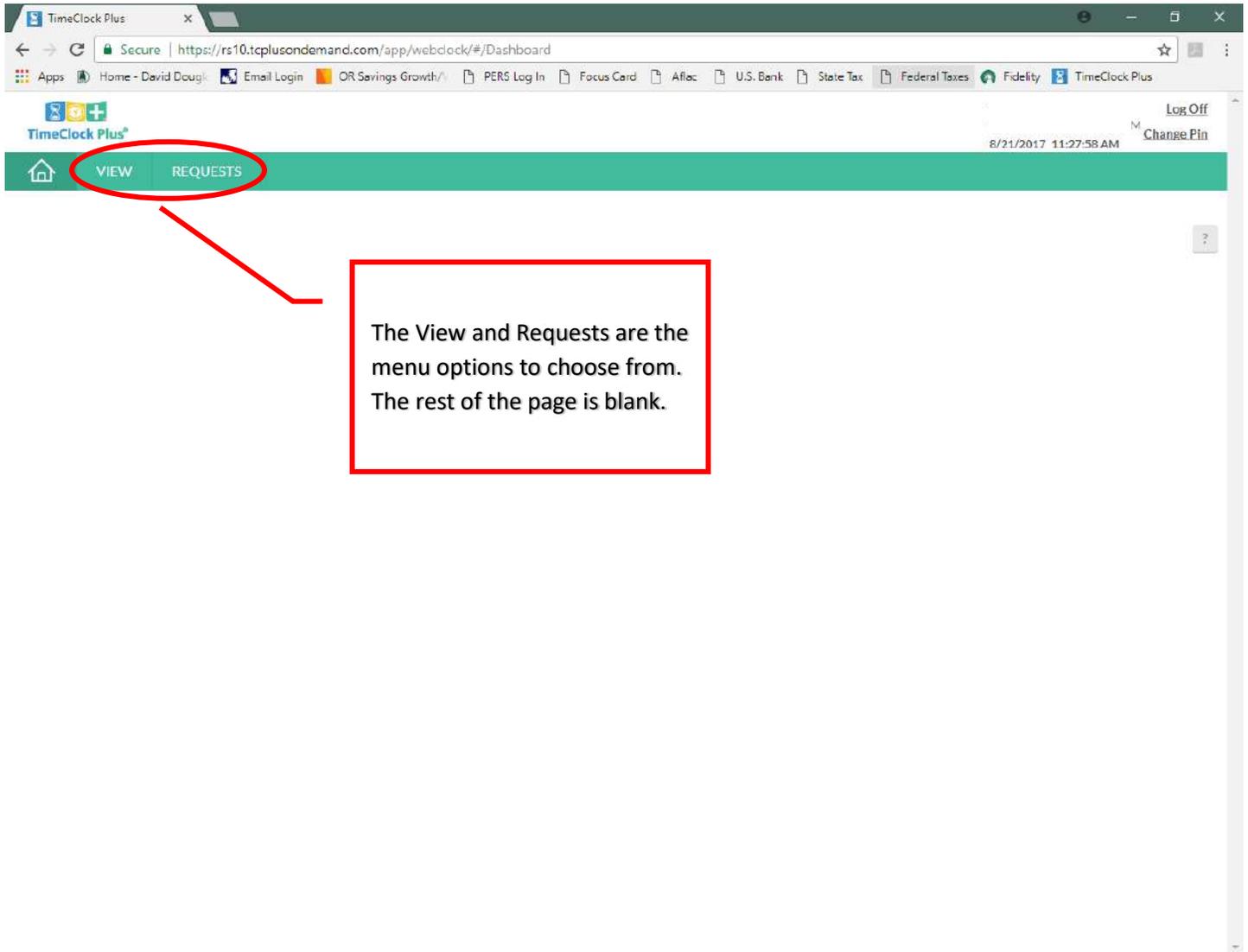


On the next screen, enter your username and password and click Login



On the next screen, click the "Timeclock Plus Employee Log in" icon





The View and Requests are the menu options to choose from. The rest of the page is blank.

Tracie Martin
 Clock In at 07:30 AM
 1/26/2018 09:08:51 AM
 Log Off
 Change Pin

VIEW REQUESTS
 Hours Last Punch Accruals Messages

VIEW HOURS

Navigate Period
 < >
 Prev Next
 01/22 - 01/28

Download

Break Regular OT1 OT2 Leave Total
 33.63 0.00 0.00 0.00 33.63

		Notes	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
			30u	1/22/2018 07:30 AM	1/22/2018 07:29 AM	1/22/2018 12:19 PM		4.82				52125 - ACCOUNTING CLERK 5
				1/22/2018 12:49 PM		1/22/2018 04:00 PM	1/22/2018 04:05 PM	3.18	8.00	8.00		52125 - ACCOUNTING CLERK 5
				1/23/2018 07:30 AM	1/23/2018 07:31 AM	1/23/2018 12:30 PM	1/23/2018 12:28 PM	5.00	5.00			52125 - ACCOUNTING CLERK 5
				1/23/2018 01:00 PM	1/23/2018 12:58 PM	1/23/2018 04:00 PM		3.00	3.00	8.00		52125 - ACCOUNTING CLERK 5
			30u	1/24/2018 07:30 AM	1/24/2018 07:35 AM	1/24/2018 12:27 PM		4.95				52125 - ACCOUNTING CLERK 5
				1/24/2018 12:57 PM		1/24/2018 04:00 PM	1/24/2018 04:06 PM	3.05	8.00	8.00		52125 - ACCOUNTING CLERK 5
				1/25/2018 07:45 AM	1/25/2018 07:43 AM	1/25/2018 12:30 PM	1/25/2018 12:27 PM	4.75	4.75			52125 - ACCOUNTING CLERK 5
				1/25/2018 01:00 PM	1/25/2018 12:57 PM	1/25/2018 04:15 PM	1/25/2018 04:20 PM	3.25	3.25	8.00		52125 - ACCOUNTING CLERK 5
				1/26/2018 07:30 AM		<< Clock In >>		1.63	1.63	1.63	33.63	52125 - ACCOUNTING CLERK 5

Click on View and then Hours. Your hours will show for one week at a time, with the default setting showing the current week's hours.

The  column shows any exceptions for those time segments (missed punch, missing break, etc).

The  column is where the employee will check mark the boxes as they view and approve their time, just as they would on their time card and sign.

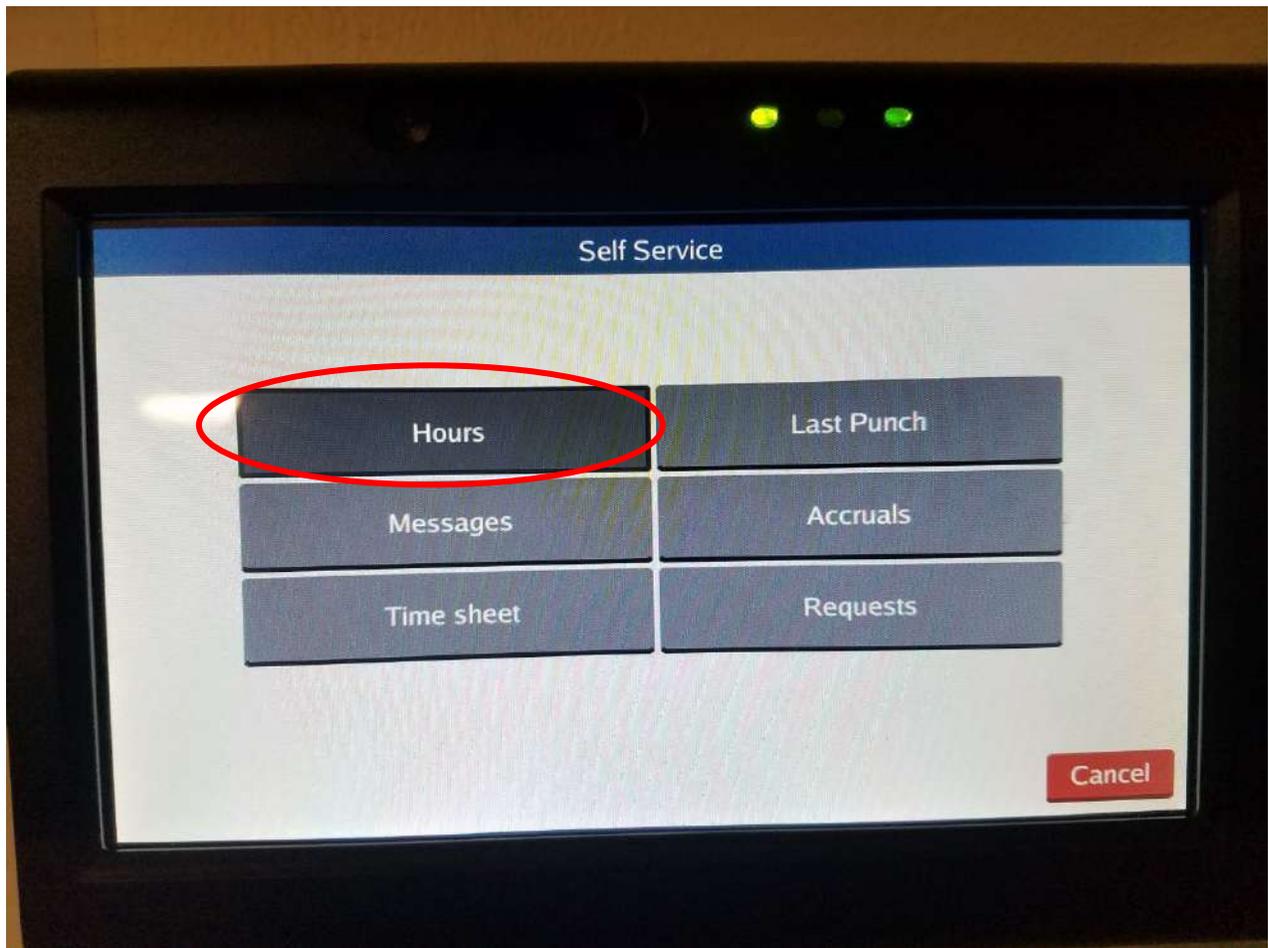
The  column is where notes can be read or added. Supervisors, secretaries and payroll are able to add notes to a time segment and they can be viewed here. Also, employees are able to add a note to a time segment to explain long hours, exceptions to their normal work schedule, etc.

NOTE: There isn't a save button when you check mark your time. It automatically saves the check mark as you click on each box.

Using the Time Clocks

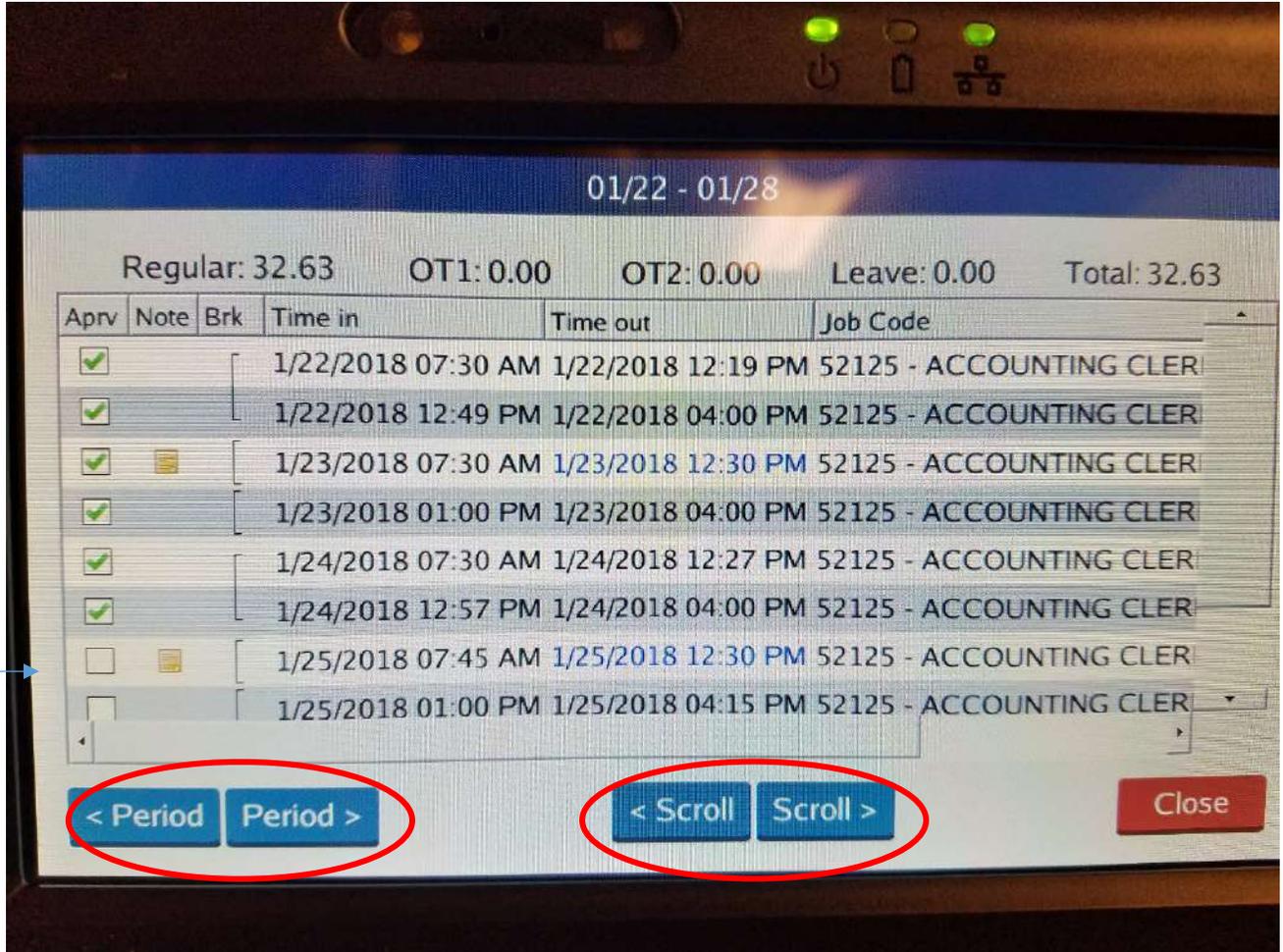
Swipe your badge or enter your number and then click on Self Service

Click on Hours



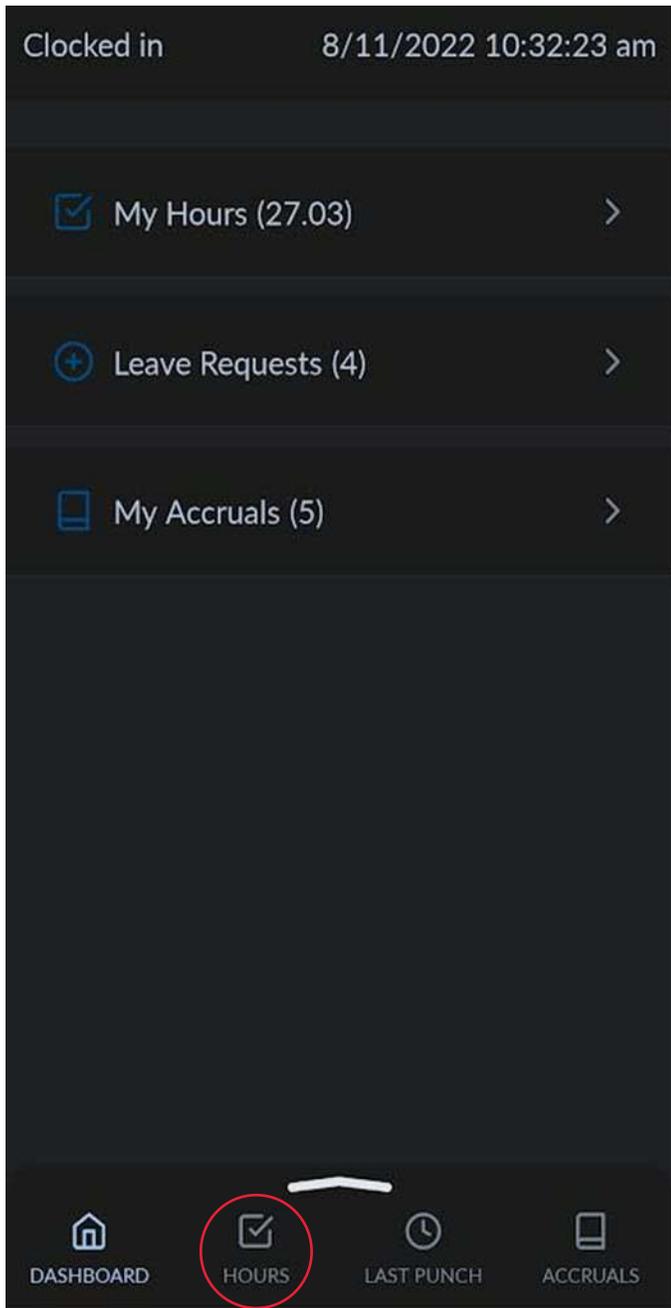
This screen will show your hours for the current week. To view hours for a prior week, click on <Period. You will not be able to see the full screen, but you can use the < Scroll or Scroll > buttons to move the screen left or right. You can also use the scroll bar. To move the screen up and down, use the scroll bar on the right side of the screen.

To approve your hours, touch the box for each time segment. This will add a check mark showing you have viewed and approved your hours. NOTE: It takes a second or two for the check mark to appear.



Using the Mobile App

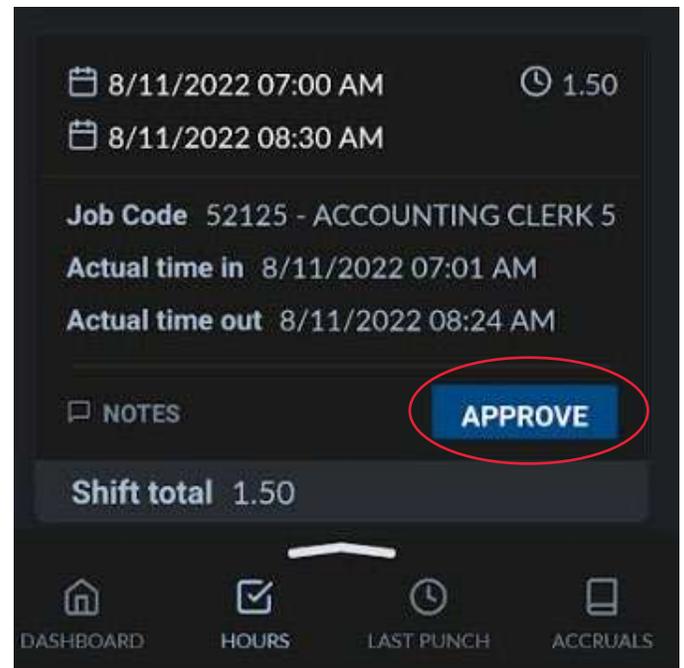
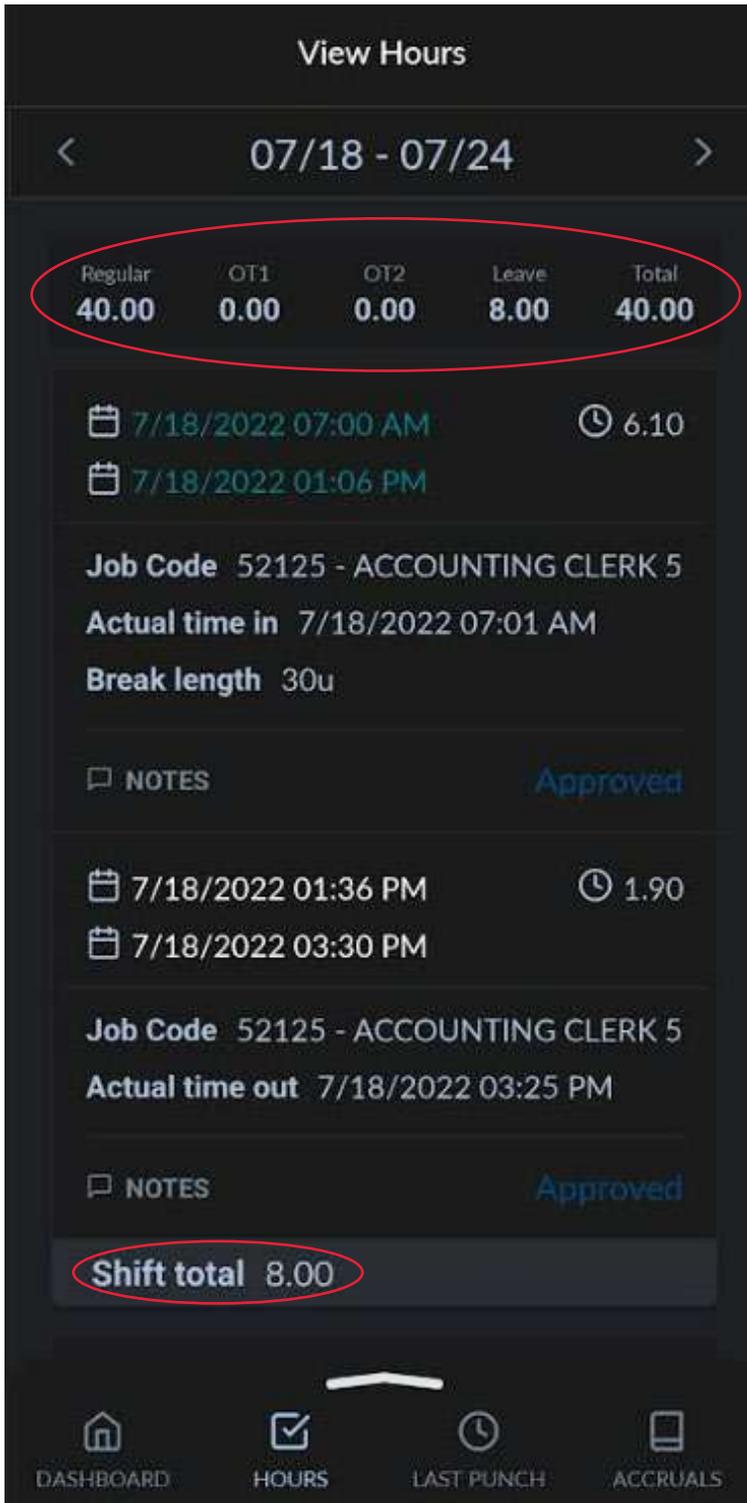
Select hours on the bottom of the screen



This screen shows only 1 week at a time. You will need to click on < or > in order to see prior or future weeks. As hours are added for the week, you will have to scroll down to see more days. Your total hours for the week are shown at the very top of the screen (See below).

In the example below, the Shift total on 7/18/22 shows 8 hours between the two time segments because the employee correctly used the Lunch Out and Lunch In buttons on the time clock.

To approve your time, select the APPROVE button on the right-hand side of each time segment. It will show as unapproved once you approve the segment.



If you want to add a note to a segment, go to the segment and select Notes and then select the + sign in the upper right-hand corner. This will bring up another screen where a note can be added. Once you have entered the note, select ADD to add the note to the segment.

