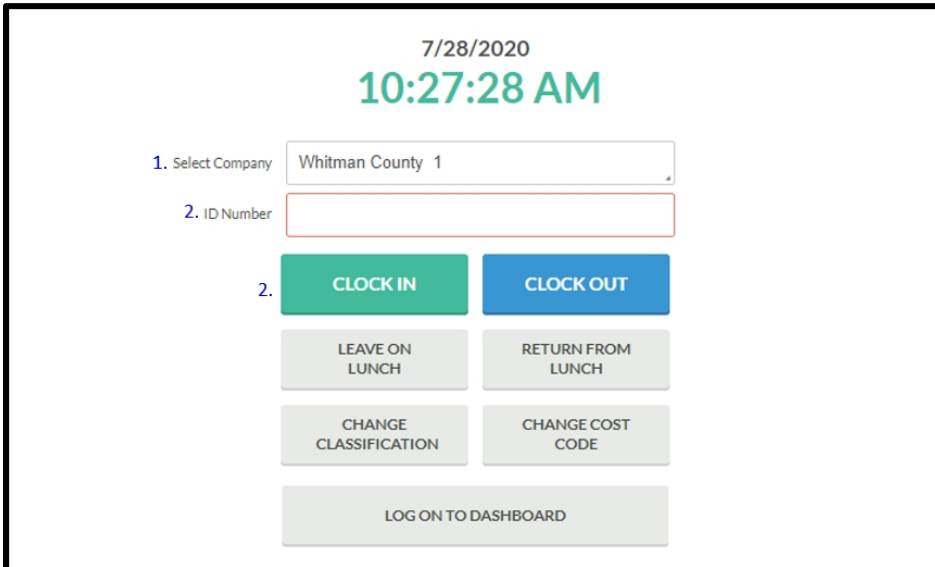


## Logging into TimeClock Plus (TCP) Reference Sheet

You will be sent the icon via email. Save to your desktop for easy access

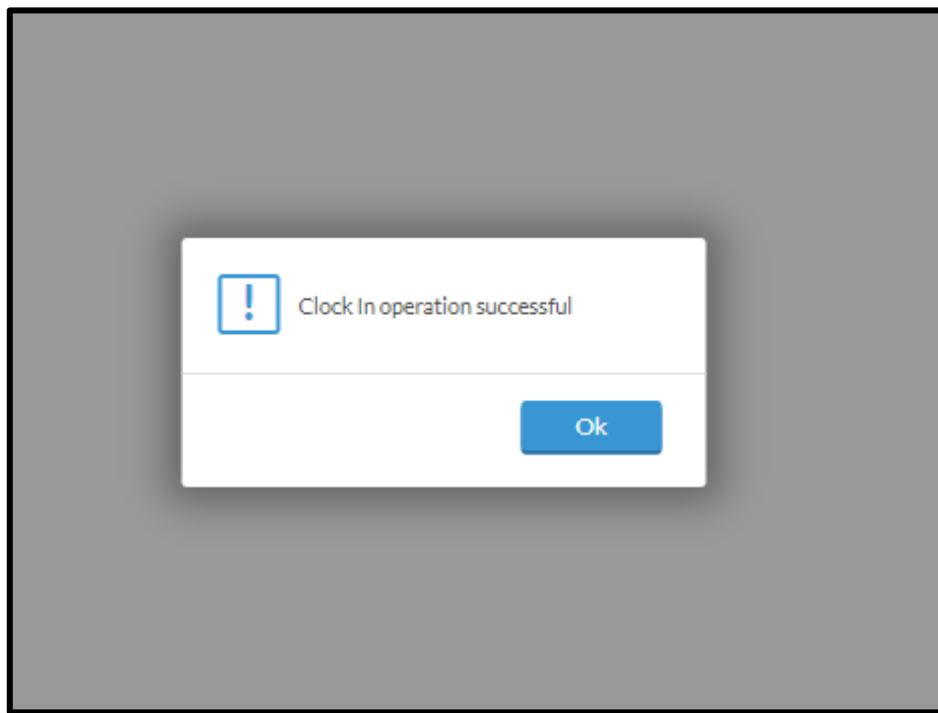
Click TCP Log On icon to open

1. **Select Company** – Leave at default of Whitman County 1
2. **Id Number** - Enter your Employee number at ID Number
  - Employee numbers are assigned at new hire and printed on employee badges
3. Click **CLOCK IN**



The screenshot shows the TimeClock Plus login screen. At the top, the date is 7/28/2020 and the time is 10:27:28 AM. Below the date and time, there are two input fields: "1. Select Company" with "Whitman County 1" selected, and "2. ID Number" which is empty. Below the input fields, there are several buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON LUNCH" (grey), "RETURN FROM LUNCH" (grey), "CHANGE CLASSIFICATION" (grey), "CHANGE COST CODE" (grey), and "LOG ON TO DASHBOARD" (grey).

4. Click OK at "Clock In operation successful"



5. System will return to the Clock in screen

**Notes:**

1. Do not use Leave on Lunch or Return from Lunch buttons. These have been disabled and may be used in the future. When leaving for lunch and out for the day;
  - Follow steps 1-5 EXCEPT
    - Click **CLOCK OUT**
  - Upon return from lunch
    - Click **CLOCK IN**
  - At end of day
    - Click **CLOCK OUT**
2. **CHANGE CLASSIFICATION** used to Changing a classification is used when the default classification needs to be changed. Reasons for changing would be when working out class.
  - An employee is "working out of class" when he/she is temporarily charged to perform duties of a higher rated position/classification.
3. Do not use **CHANGE COST CODE**

**To make corrections, request time off and see other information:**

Log in to TCP

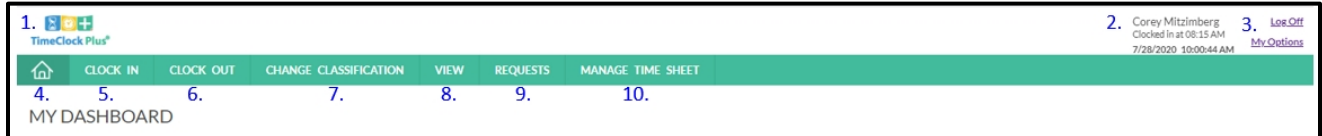
1. **Select Company** – Leave at default of Whitman County 1
2. **Id Number** - Enter your Employee number at ID Number
  - a. Employee numbers are assigned at new hire and printed on employee badges
3. **CLOCK IN** and **CLOCK OUT**
4. Click **LOG ON TO DASHBOARD** or press Enter

The screenshot shows a web interface for time tracking. At the top, the date is 7/28/2020 and the time is 10:27:28 AM. Below the time, there are two input fields: '1. Select Company' with a dropdown menu showing 'Whitman County 1', and '2. ID Number' with an empty text box. Below these fields are several buttons: '3. CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON LUNCH' (grey), 'RETURN FROM LUNCH' (grey), 'CHANGE CLASSIFICATION' (grey), 'CHANGE COST CODE' (grey), and '4. LOG ON TO DASHBOARD' (grey).

## MY DASHBOARD

My Dashboard page is used to Clock In or Out, Change Classification, View your time clocked, make time off Requests or Manage time sheets should you need to make a correction.

My Dashboard – Screen – *from top to bottom left to right*



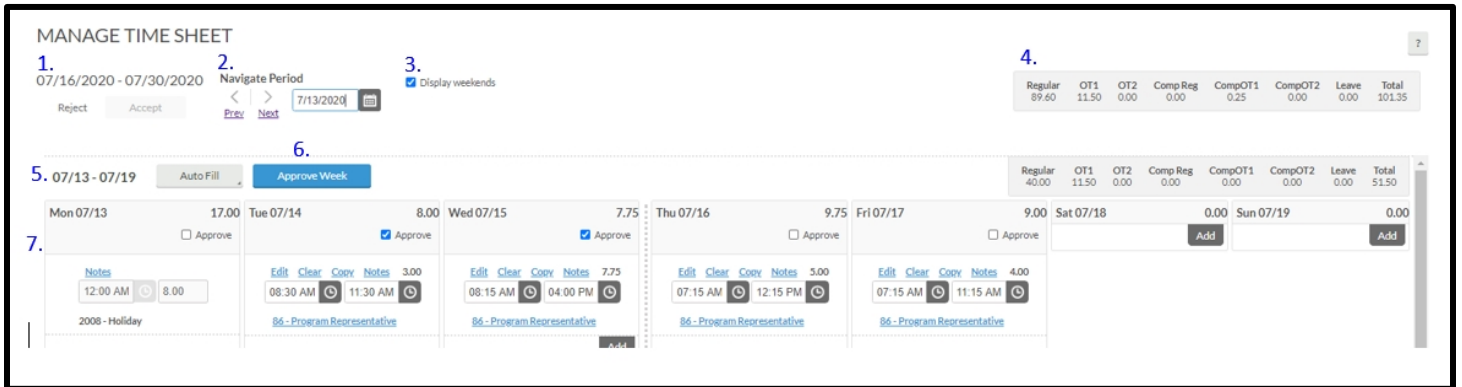
1. TimeclockPlus Logo	2. Employee name, last clocked time, date and current time	3. Log off My Options – Do not use
4. Home Key – Always shows, when click returns to MY DASHBOARD	5 – 10. Navigation through TCP	

### From MY DASHBOARD

2. **HOME** Button (4) – Clicking the House/Home button returns to MY DASHBOARD screen from any screen
3. **CLOCK IN** or **CLOCK OUT** (5-6) – Pressing Clock in or Out works the same as from the log in page. The “Clock in operation successful” pop-up will display
4. **CHANGE CLASSIFICATION** (7) – Changing a classification is used when the default classification needs to be changed. Reasons for changing would be when working out class.
  - o An employee is "working out of class" when he/she is temporarily charged to perform duties of a higher rated position/classification.
5. **VIEW** – (8) – Click for options. Allows review of;
  - o HOURS – View past hours clocked
  - o SCHEDULES – Not Used
  - o LAST PUNCH – Shows the last punch as well as the classification punched
  - o ACCRUALS – Displays available Annual Leave, Comp Time, Sick Bank and Sick Leave
  - o MESSAGES – Shows messages received
  - o COMP TIME ALLOCATION – Not Used
6. **REQUESTS** – (9) – Shows pending and approved leave times (Annual, Comp or Sick). Requests can be made from this screen by;
  - o Clicking the ADD green button or double click on date
    - Add Employee Request Pop up box
      1. Enter the date requested – *click small calendar to the left*
      2. Enter the start time of leave – *click small clock to the left*
      3. Enter the hours that will be missed
      4. Enter the days – *Open drop down by clicking grey arrow, right bottom corner of box*
      5. Select Leave Code – *Open drop down by clicking grey arrow, right bottom corner of box*
7. **MANAGE TIME SHEET** (10) – Allows edits to times clocked
  - o Edit – Click Edit on the date and time a correction is needed
    - Edit Segment pop-up – Time can be corrected as needed
    - Break Type – Do not use

- Classification – Edit as needed by using drop down
- Cost Code – If the code needs to be updated
- Note – Any edits should have a reason noted. This note can then be viewed by Supervisors to back-up the edit.
- Clear – Rarely used. Will clear all times listed
- Copy – Not Used
- Notes – Allows notes to be added for back up and to Supervisors, etc.

MANAGE TIME SHEET – Screen – *from top to bottom left to right*



1. Displays date showing	2. Navigation buttons. Allows viewing of previous or future weeks.	3. Gives the option of displaying weekend or not (uncheck)
4. Displays current hour count	5. Shares date range displayed	6. Clicking allows approval of all dates shown
7. Displays the week with option to Edit, Clear, Copy, add Notes or Add time.		