Time Clock Plus

User Guide



To Log in:

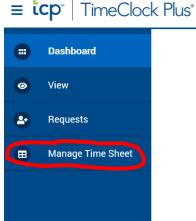
- 1. Go to the Time Clock Plus webpage.
 - a. <u>https://231777.tcplusondemand.com/app/webclock/#/EmployeeLogOn/231777</u> **icp**⁻ | TimeClock Plus*

	6/22/2022	
	10:52:41 AM	
Select Company	Alamance Community College 1	~
External ID		
	Log On To Dashboard	

- b.
- c. Highly recommend bookmarking the login page for quick and easy access for daily use.
- 2. Use your ACC login and password.
 - a. This is the same as your computer login.

To Record Time Worked:

1. In the top left corner in the menu of the Dashboard page, click on "Manage Time Sheet."



a.2. Enter time by clicking "Add" under the day of the week you are working.

Wed 06/22	0:00
	Add

b. The "Edit Segment" box will appear. Here is where you enter Time In and Time Out (when you started work and ended work).

a.

	Segment Length: 8:00	D
Time in 6/22/2022	08:00 AM	
Time out 6/22/2022 🛗	04:00 PM	
Break type << NONE >>	~	
Job Code	····· v	
Cost Code << NONE >>	✓ Select	
Note		

- d. Use the calendar and clock buttons to adjust date and time if needed. You can also type the dates and time by clicking in the boxes with your cursor.
- e. Click save once edits are completed.

To Request Leave:

a.

1. Click "Requests" in the top left corner menu of your dashboard page.

≡t	cp " TimeCloc	k Plus°
•	Dashboard	
0	View	
20	Requests	
	Manage Time Sheet	

b. A calendar will appear on the screen.

Status ~	FMLA~	Leave Calendar	Company Default	~									
+ Add	Manage ~	Refresh	<u> << <</u>	August 2022	<u>> >></u>								
	Sun		Mon		Tue		Wed		Thu		Fri		Sat
» 31	0 entered	1	2 entered	(†) 2	2 entered	+ 3	2 entered	+ 4	2 entered	+ 5	2 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 entered	+ 24	0 entered	+ 25	0 entered	+ 26	0 entered	+ 27	0 entered
28	0 entered	29	0 entered	+ 30	0 entered	+ 31	0 entered	+ 1	0 entered	+ 2	0 entered	+ 3	0 entered

- d. Requests can be added by clicking the + on the corner of any day in the month or the green "+Add" button on the left above the calendar.
- e. In the "Add Employee Request" box, you can select a template from the left side or customize your time off by typing when you will begin your time off in "Start

Time," type how many hours you will be off in the "Hours" box, and select your Leave Code from the "Leave Code" drop down menu.

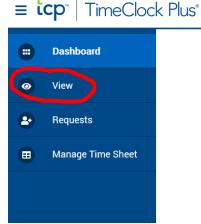
Add Emp	loyee Request		?	Feedback
Leave Calendar	Company Default	Employee Date requested	6/22/2022	
Templates	^	Start time	08:00 AM	
<< NONE >>		Hours	4:00	
4 hrs - FRIDA	Y	Days Leave Code	1 22 - Vacation	✓
8 Hours of Le	ave 🗸	Description		
Accruals			Cancel	Save

- g. You can also select how many days you will be taking for leave by using the "Days" drop down menu and you can add a leave description if you choose.
- h. Click "Save" when edits are complete.

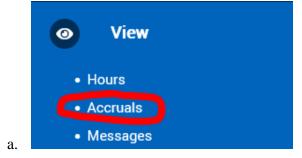
To View Accruals:

f.

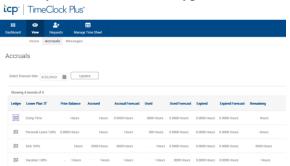
1. Click "View" in the top left corner menu of the Dashboard page.



a.2. Click "Accruals" from the drop down menu.



3. A list of all of your accruals for all types of leave will appear.



4. By clicking on the comment bubbles under "Ledger" on the left hand side, you can view a more detailed accrual history.

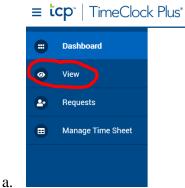
ashboard		💁 quests Manaj	ge Time Sheet						
	Hours Accru	als Messages							
Accrua	als								
Select fore	ecast date 6/22/20	22 🛗 Uj	pdate						
		22 🗰 Uj	pdate						
	ecast date 6/22/20	22 🗰 Uj	pdate						
Showing		22	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Showing Ledger	4 records of 4 Leave Plan 17	Prior Balance	Accrued						
Showing Ledger	4 records of 4				Used	Used Forecast		Expired Forecast	Remaining
Showing Ledger	4 records of 4 Leave Plan 17	Prior Balance	Accrued			0.0000 Hours		0.0000 Hours	
Showing Ledger	4 records of 4 Leave Plan 17 Comp Time	Prior Balance	Accrued Hours	0.0000 Hours	0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	. Hours

To View Messages:

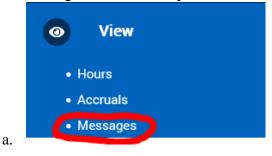
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1. Click "View" in the left top corner menu.



2. Click "Messages" from the drop down menu.



3. A list of messages will populate, if you have any.

١	/iew	Mes	sages				
	Showir	ng 27 rec	ords of 27				
	View	Read	Date Sent †₹	Message		Sent By	
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	E						
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4. You can click the comment bubbles under "View" on the top left corner of the list to view the whole message.

V	iew	Mes	sages			
	Showin	ig 27 reci	ords of 27			
	View	Read	Date Sent †₹	Message	Sent By	
	E	۵				
	j:F					
	æ					

5. Messages can be marked as read by clicking the check boxes in the "Read" column of the list beside any message from the list.

View	Mes	sages				
Showin View		Date Sent 17	Message		Sent By	

To View Hours Entered for the Week:

1. Click "View" in the left top corner menu.



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2. Click "Hours" from the drop down menu.

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3. Worked hours that have been entered for the week will populate here.

V	iew	Но	urs												
	< Prev	le Per Next													
	Show	ring 6 n	ecords	of 6											
	٠	Ş	₿	Comp Time	Notes	Edited	в	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Labor Code
	•	۲	۲			۲	¢	Mon 6/20/2022 07:30 AM	Mon 6/20/2022 12:15 PM	4:45	4:45				
	•	۲	۲			۲	c	Mon 6/20/2022 01:15 PM	Mon 6/20/2022 05:30 PM	4:15	4:15	9:00			

4. Notes for any date can be entered by clicking the comment bubbles in the "Notes" column.

liew	Но	urs												
< Prev	e Peri Next - 06/3													
Show	ing 6 re	ecords	of 6											
Show	ing 6 re	ecords (of 6 Comp Time	Notes	Edited	в	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Labor Code
٠		₿		Notes	Edited Y	e c		Time Out Mon 6/20/2022 12:15 PM			Day Total	Week Total	Job Code	Labor Code

5. Previous or future weeks can be viewed by clicking "Prev" or "Next" under "Navigate Period." The dates for the week that is being viewed will also show up here.

View Hours Navigate Period $\langle \rangle$ Prev Next 06/19-06/25

Dashboard Overview:

Your Dashboard is a brief summary of all recorded hours, leave requests, accruals, and messages for your account.

	Refresh								
		••	Þ						
	O My Messages		My Hours (107:00)		20	Leave Requests			
	Read Sent By Message				20/20 ^	Date	Time	Leave Code	Approval
		Ę	Time	Job Code	Total	06/13/2022 08:00 AM	9:00	22 - Vacation	Approved
		8	06/06 07:30 A - 12:30 P		5:00	06/14/2022 08:00 AM	9:00	22 - Vacation	Approved
		Ø	06/06 01:30 P - 05:30 P		4:00				
		Ø	06/07 07:30 A - 12:30 P		5:00				
		(8	06/07 01:30 P - 05:30 P		4:00				
		×	06/08 07:30 A - 12:15 P		4:45			Jump to	Requests
					4:45				
		۲) 06/08 01:15 P - 05:30 P		4:15	My Accru	als		
		۲) 06/09 07:30 A - 12:15 P		4:45	Leave Prior Plan Balance		ccrual Used	Used Forecast
			06/09 01:15 P - 05:30 P		4:15	Comp Time Hours	Hours H	lours Hours	Hours

Messages

• Here you can see some of your messages and use the scroll bar at the bottom of the list to view the messages.

• My Hours

• You can see hours that have been entered and can click the "Jump to View Hours" button at the bottom of the list to view all entered worked hours,

Leave Requests

• You can view recent leave requests and see the approval status for those requests. You can click the "Jump to Requests" button at the bottom of the list to view the Leave Request calendar.

• My Accruals

• A brief summary of all types of leave hours accrued and used.

To Log Off:

1. Simply click the "Log Off" bottom that appears in the top right corner of any page you view in Time Clock Plus.

9/1/2022 02:39:35 PM	My Options	🕞 Log Off
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