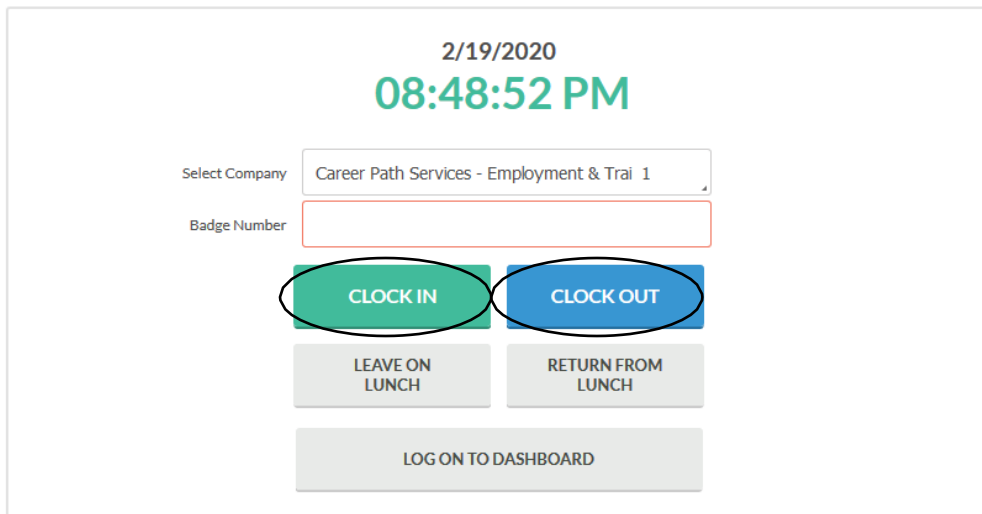


TimeClock Plus®

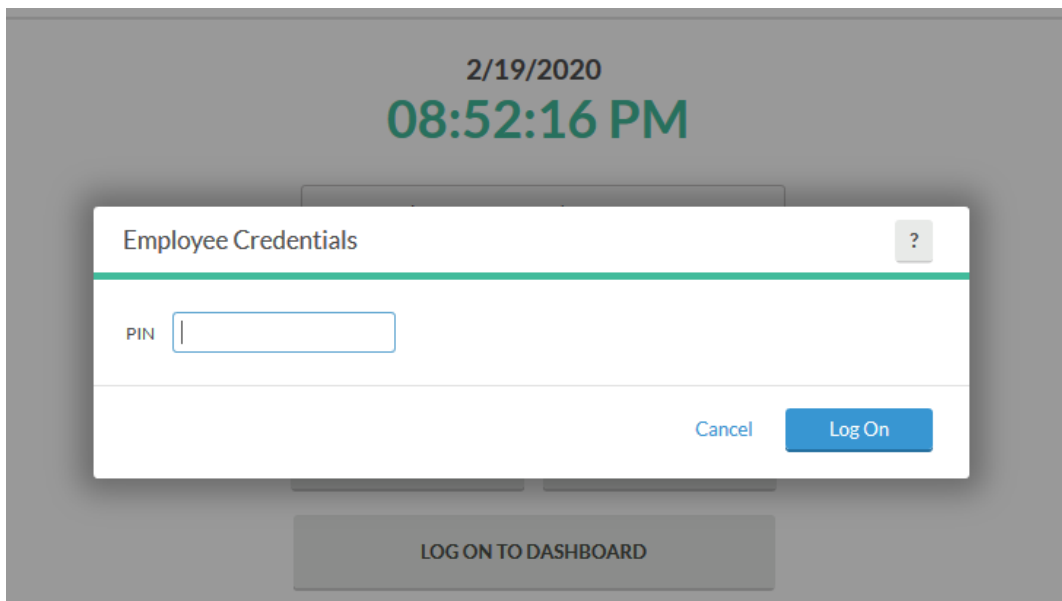
Website: <https://300271.tcplusondemand.com/app/webclock/#/EmployeeLogOn/300271/1>

To Clock In/Out Daily:



Badge Number: First Name Last Name (No Spaces, All Caps)

Clock In/Clock Out

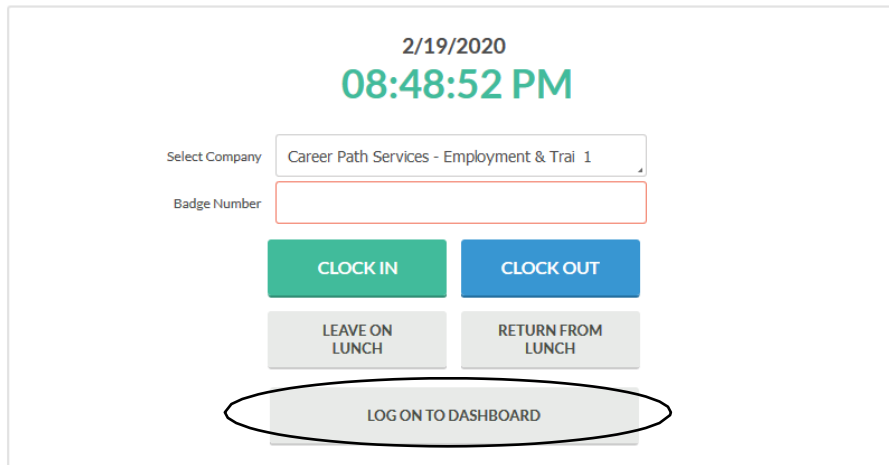


PIN: 1234 (Log On)

Confirm punch, click **Continue**

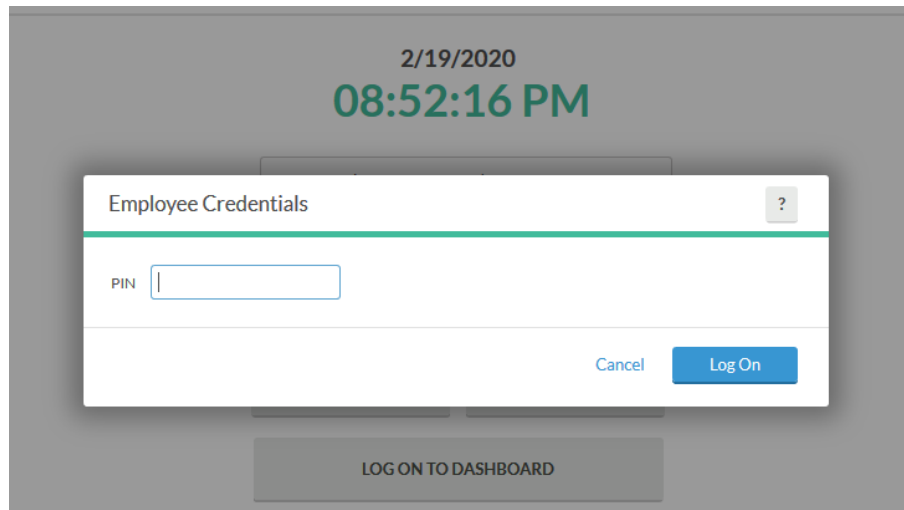
***Repeat for lunch breaks and clocking out**

To View Dashboard: Allows you to Clock In/Out, View Hours, View Schedule, and Request Sick Leave



Badge Number: First Name Last Name (No Spaces, All Caps)

Log On To Dashboard



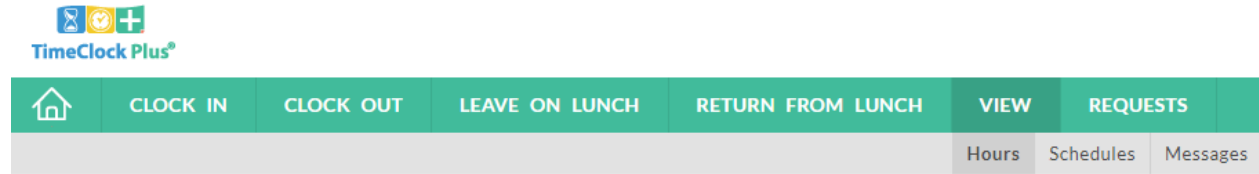
PIN: 1234 (Log On)



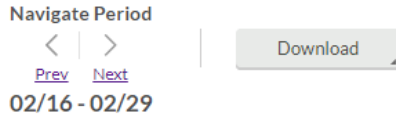
MY DASHBOARD

*****Select 'My Options' and reset PIN*****

To Approve Hours: Login to your Dashboard (see previous steps)



VIEW HOURS

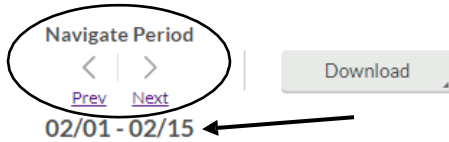


Showing 1 records of 1

		Notes			Time In	Time Out	Hours	Shift Total	Week Total	Earnings Code
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Select the 'View' tab, then 'Hours'
(Navigate to the correct pay period)

VIEW HOURS



Showing 8 records of 8

		Notes			Time In	Time Out	Hours	Shift Total	Week Total	Earnings Code
					2/3/2020 09:00 AM	2/3/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
					2/4/2020 09:00 AM	2/4/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
					2/5/2020 09:00 AM	2/5/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
					2/6/2020 09:00 AM	2/6/2020 02:00 PM	5.00	5.00	20.00	16 - WWCOMSKC
					2/10/2020 09:00 AM	2/10/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
					2/11/2020 09:00 AM	2/11/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
					2/12/2020 09:00 AM	2/12/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
					2/13/2020 09:00 AM	2/13/2020 02:00 PM	5.00	5.00	20.00	16 - WWCOMSKC

To Approve Hours – Click the E Checkmark (above)
Click 'Yes' to agree

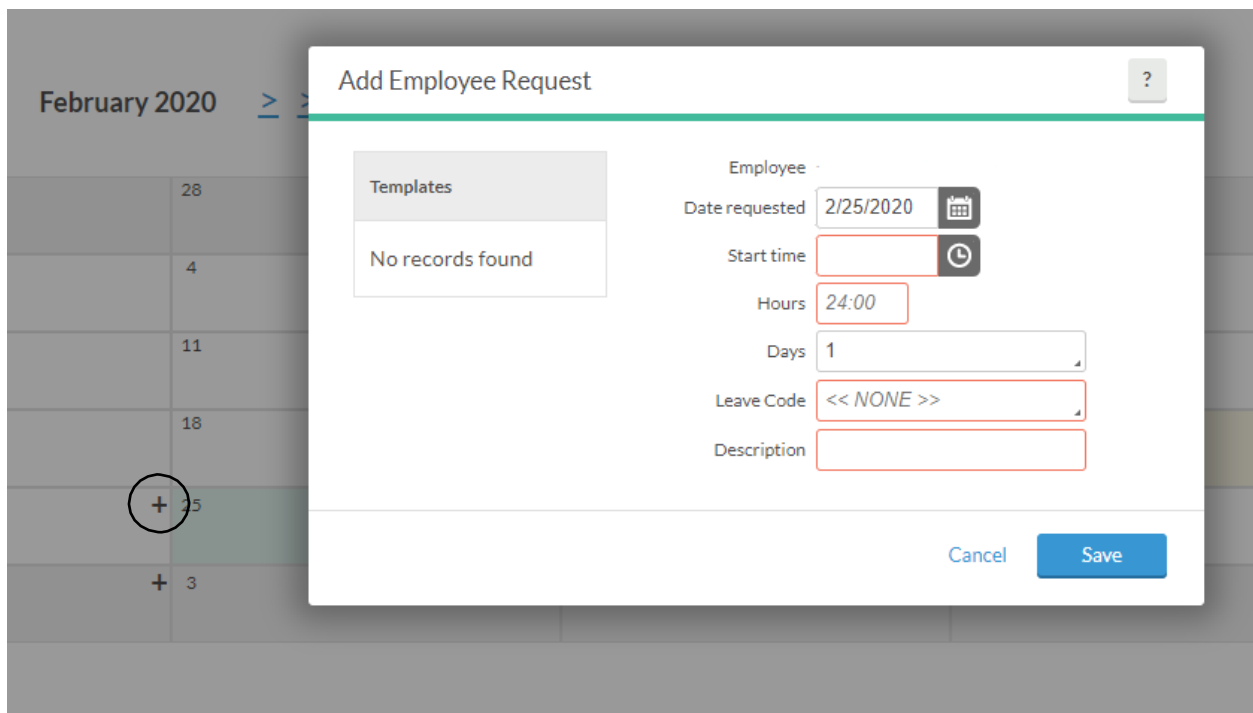
To Request Sick Leave: Login to your Dashboard (see previous steps)



VIEW REQUESTS



Select the (+) on the day you would like to use Sick Leave hours



Enter the following information:

*Your normal start time

*The number of hours you are requesting

*Leave Code: Sick Leave for 30/40 Hrs Worked

*Enter a description (i.e. Sick)

Click 'Save'

***Request will be sent to your practitioner for approval**

***Remember: You have to be in the program 90 days before using Sick Leave and you cannot go below 0 hours.**