

TimeClock Plus[®]

Website: <https://300271.tcplusondemand.com/app/manager/#/ManagerLogOn/300271>

➤ **To Login:**

- **User ID:** First Name Last Name (No Spaces, All Caps)
- **Password:** Supervisor#1 (First letter capital)

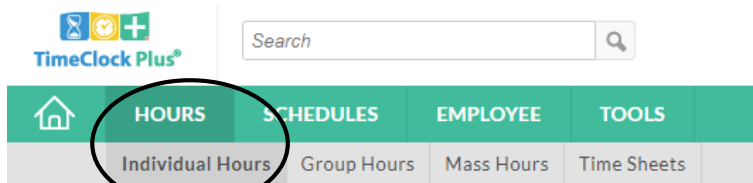


➤ **To Reset Password:**

- **Select:** 'Your Name' dropdown in the upper right-hand corner of the dashboard
- **Select:** 'My Options' and reset password

➤ **To Review Hours:**

- **Select:** 'Hours' then 'Individual Hours'
- **Select:** Intern's name to review hours



INDIVIDUAL HOURS ☆

Sort by: ID ↑ Employee Filter

Search

Showing 2 records of 2

500120	No employee is selected
500129	

TimeClock Plus[®]

➤ **To Add/Edit Hours:**

- **To Edit Hours:** ‘Right Click’ on the date & time and click ‘Edit’
- **To Add Hours:** Select ‘+Add’ and fill in the following information:

2/16/2020 to 2/29/2020 This Period

Start date Stop date Period

Showing 3 records of 3 Selected 0 records

<input type="checkbox"/>			Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Earnings Code
<input type="checkbox"/>				Y	<input type="checkbox"/>	2/17/2020 09:00 AM	2/17/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
<input type="checkbox"/>				Y	<input type="checkbox"/>	2/18/2020 09:00 AM	2/18/2020 02:00 PM	5.00	5.00		16 - WWCOMSKC
<input type="checkbox"/>				Y	<input type="checkbox"/>	2/19/2020 09:00 AM	2/19/2020 02:00 PM	5.00	5.00	15.00	16 - WWCOMSKC

➤ **To Fill In:**

- **Enter:** Date and Start/Stop Time
- If client worked the same hours for consecutive days, use the ‘Days’ option to enter more than 1 day at a time
- **Click:** Save

Add

Segment Length: 8.00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in

Time out

Break type

Earnings Code

Cost Center

Note

Days

➤ **To Approve Hours:**

- Select the [M] icon to approve the entire pay period (see above)
- The intern will check the [E] icon for their approval