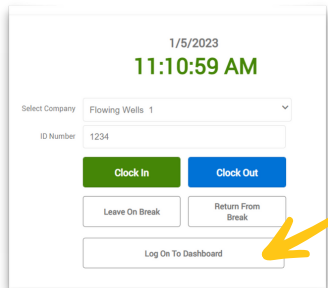




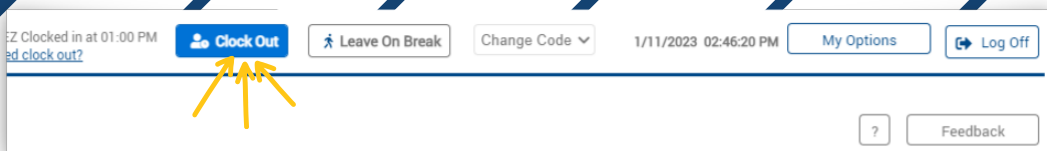
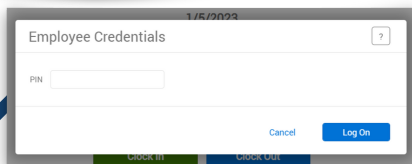
Access Timeclock Plus through a computer or Chromebook connected to the District Network.

TIMECLOCK PLUS



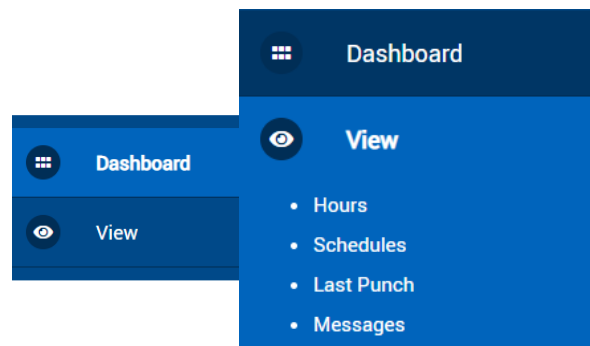
Clocking In and Out

- Enter your Employee ID Number.
- Click on "Log On to Dashboard"
- On the new screen - Enter Pin
 - Last 4 digits of your Social Security number.
- Use Clock In / Clock Out buttons on top of the page.



Viewing Hours Approving Hours Reading Messages

- Click on View to expand menu



To Approve Hours Worked

- Click on View then Hours
- Put a check in the box next to each line of hours worked in green E column - this means that you agree with the times listed
- Will say "Operation Successful" at the top
- To change weeks - click on Navigate Period arrows.

Navigate Period
 < >
 Prev Next
 01/08 - 01/14

Showing 6 records of 6

| | | Time In | Time Out | Hours | Shift Total | Day Total | Week Total | Job Code |
|-------------------------------------|---|--------------------|--------------------|-------|-------------|-----------|------------|-------------------------------|
| <input checked="" type="checkbox"/> | E | 1/9/2023 08:00 AM | 1/9/2023 12:22 PM | 4:22 | 4:22 | | | 521251602 - Payroll Associate |
| <input checked="" type="checkbox"/> | E | 1/9/2023 01:19 PM | 1/9/2023 05:00 PM | 3:41 | 3:41 | 8:03 | | 521251602 - Payroll Associate |
| <input checked="" type="checkbox"/> | E | 1/10/2023 08:00 AM | 1/10/2023 12:00 PM | 4:00 | 4:00 | | | 521251602 - Payroll Associate |
| <input checked="" type="checkbox"/> | E | 1/10/2023 01:00 PM | 1/10/2023 05:00 PM | 4:00 | 4:00 | 8:00 | | 521251602 - Payroll Associate |
| <input checked="" type="checkbox"/> | E | 1/11/2023 08:00 AM | 1/11/2023 12:00 PM | 4:00 | 4:00 | | | 521251602 - Payroll Associate |



Contact Admin Assistant or Supervisor if you need to make corrections

<https://235216.tcplusondemand.com/app/webclock/#/EmployeeLogOn/235216>

