

Employee Time Clock Process and Expectations

It is the expectation that hourly employees will record their daily time worked by using the timeclock device.

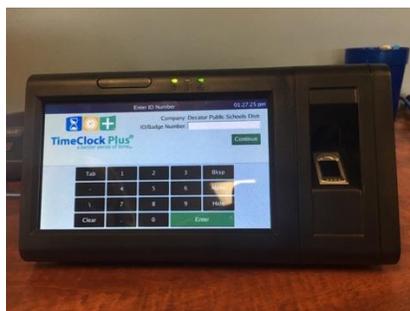
- Upon arrival to work, at the designated start time, the employee is responsible for clocking in using the timeclock device.
- Employees must clock out for the lunch break and clock back in to work at the end of the allotted lunch break.
- At the end of the assigned work day, the employee is responsible for clocking out.
- Employees will be responsible for verifying their time by either logging onto the TimeclockPlus website, by using the timeclock device, or using the TimeclockPlus App on a personal device.
 - Verifying the time is the employee's electronic signature of their timesheet or time worked.
 - Employees can verify daily but it is the expectation that they will verify at the end of each work week.

Clocking in

1. If you see a screen with a large digital clock, this is the screensaver for the device. Simply tap anywhere on the screen to begin.



2. Enter your employee ID
3. Hit Continue



4. Place your finger on the reader



5. You should receive a match successful screen



6. Clock in

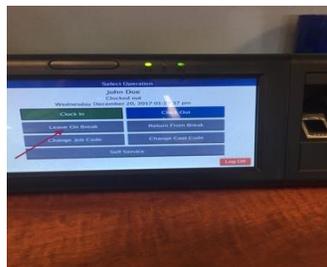


7. You should receive an operation successful screen



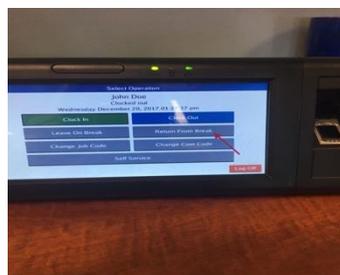
Leaving on lunch break/clocking out for lunch break

To leave on lunch break, you will follow steps 1-5 of clocking in. You will use the Leave on Break button to begin your lunch break. We do not have the ability to change the wording of this button so while it says leave on break, it is meant Leave on Lunch Break.



Returning from lunch break/clocking back in from lunch break

To return from lunch break, you will follow steps 1-5 of clocking in. You will use the Return from Break button to clock back in at the end of your lunch break. We do not have the ability to change the wording on this button so while it says return from break, it refers to Return from Lunch Break.



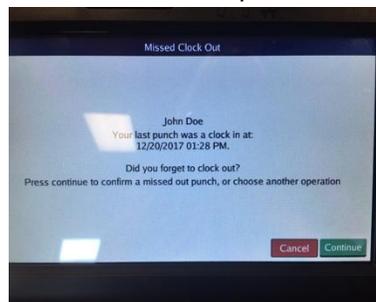
Clocking out

To clock out at the end of the work day, follow steps 1-5. Use the clock out button.

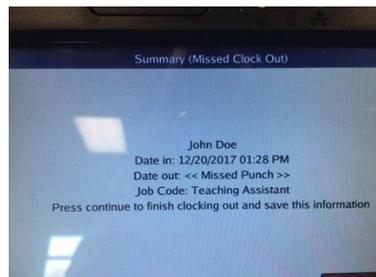


Missed punches

If you forget to clock in, clock out, clock out for lunch or clock back in from lunch, there is no need to panic. You will simply use the clock at your next scheduled clock operation and it will recognize that you forgot.



You will click continue to accept the missed punch. The clock will show you a summary of your missed punch. At that time, you should notify your direct supervisor and the department secretary that you have a missed punch. They will adjust the missed punch in the system.



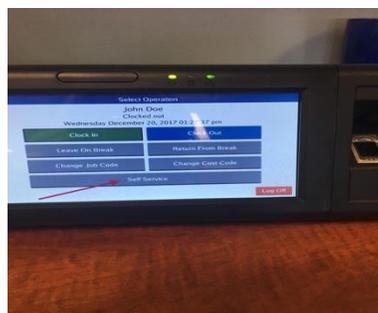
Verifying hours

Employees are required to verify their hours. The verification process ensures that the time is accurate and reflects time worked. Verifying hours can be done daily but must be done by the end of the work week.

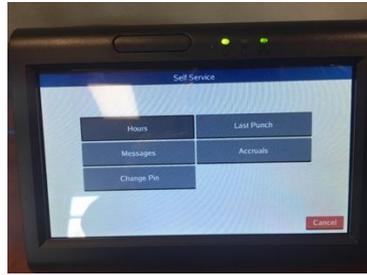
There are three ways an employee can verify their hours.

1. Verifying hours on the timeclock device

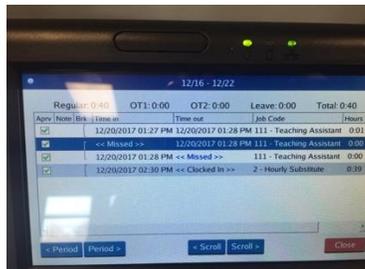
To verify hours on the device, follow steps 1-5 of logging on to the device. Select the self-service button on the device.



Select the Hours button.



This will display the current days worked. You will use the touch screen to select the boxes on the left-hand side of each work segment to verify those hours.

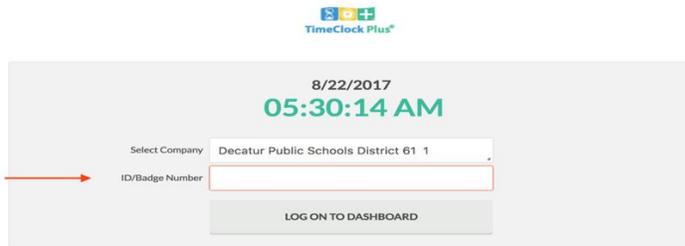


2. Verifying hours on the timeclock website

Employees can verify their hours by logging on to the TCP employee access website 24 hours a day/7 days a week to view and verify hours.

<https://251791.tcplusondemand.com/app/webclock/#/EmployeeLogOn/251791>

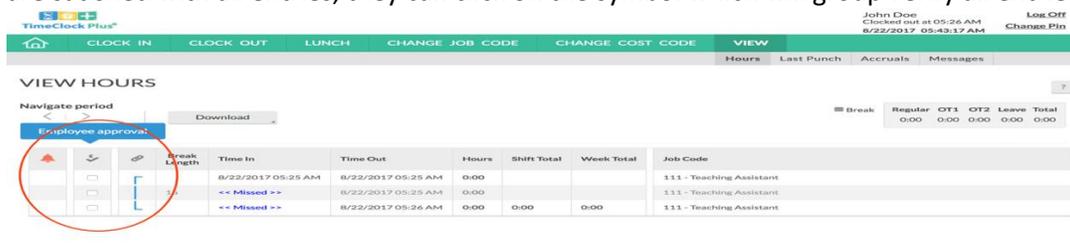
ID/Badge Number is the Employee ID #



To view and verify hours, use the View option and scroll down to the Hours Option



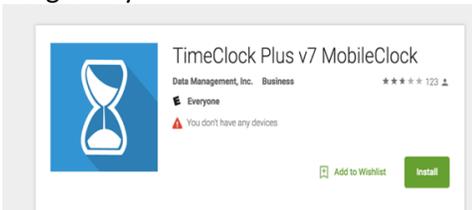
Employees can verify their hours by checking each box under the  symbol. Employees can check each box or if they are satisfied with all entries, they can click on the symbol which will group verify all entries.



3. Verifying hours using the mobile app on a personal device

Employees can opt to download the Timeclock Plus App from the App Store or Google Play onto a personal device. An employee can verify their hours from the mobile device but will not be able to clock in or out from the mobile device.

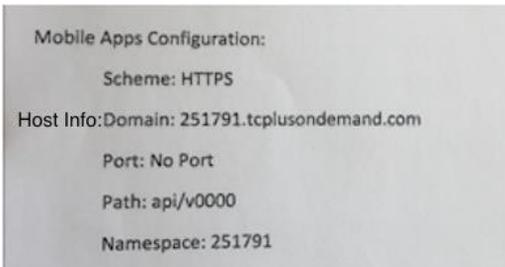
Google Play:



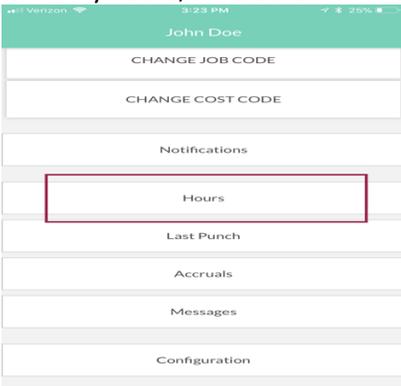
Apple app Store:



Once downloaded, you will configure the settings as follows:



To verify hours, select the Hours option on the app



This will display the current days worked. You will use the touch screen on your mobile device to select the boxes on the left-hand side of each work segment to verify those hours.

