

Time Clock Process and Expectations 2022

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

- Upon arrival to work, at the designated start time, the employee is responsible for clocking in using the time clock device.
- Employees must clock out for the lunch break and clock back in to work at the end of the allotted lunch break.
 - Employees will not clock in or out for breaks.
- 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 time clock 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.
- Employees will use AESOP to record absences for personal time, sick time, and vacation days.

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. Clock in

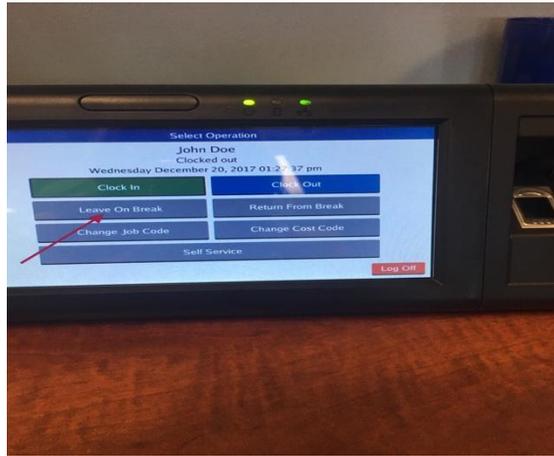


5. You should receive an operation successful screen



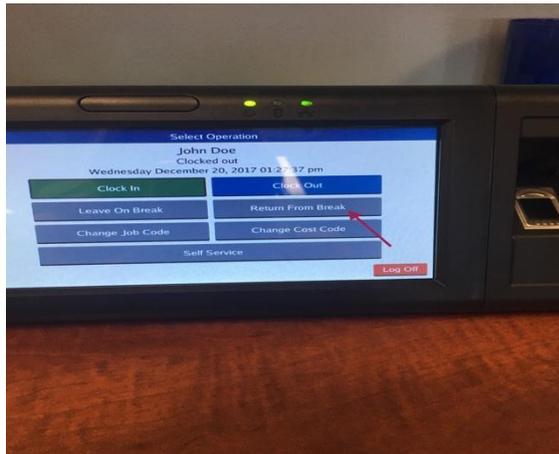
Leaving on lunch break/clocking out for lunch break

To leave on lunch break, you will follow steps 1-3 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 means Leave on Lunch Break.



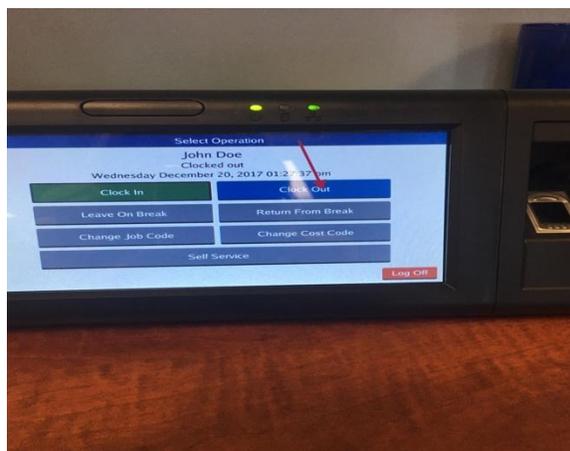
Returning from lunch break/clocking back in from lunch break

To return from lunch break, you will follow steps 1-3 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.



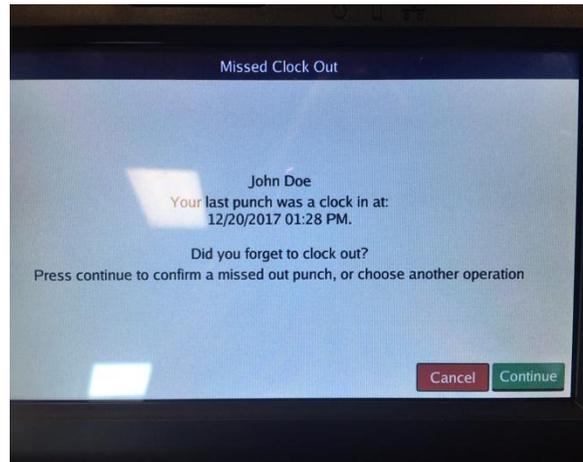
Clocking out

To clock out at the end of the work day, follow steps 1-3. Use the clock out button.

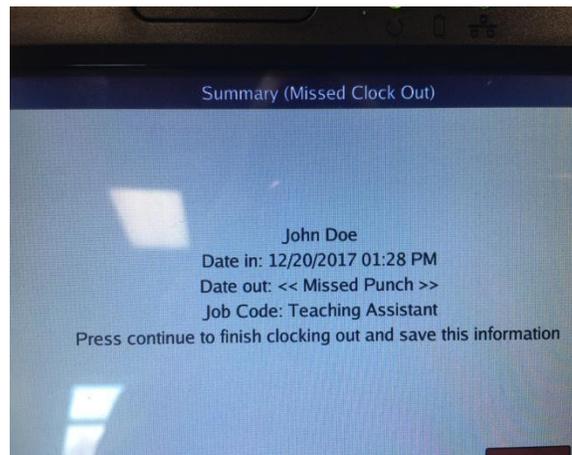


Missed punches

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.



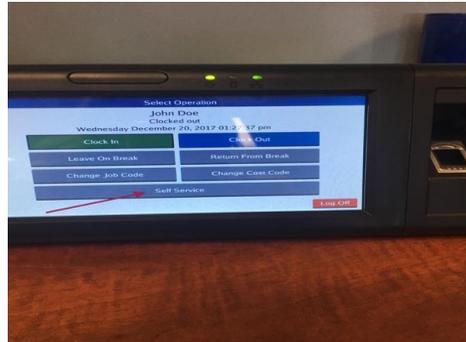
Verifying hours

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.

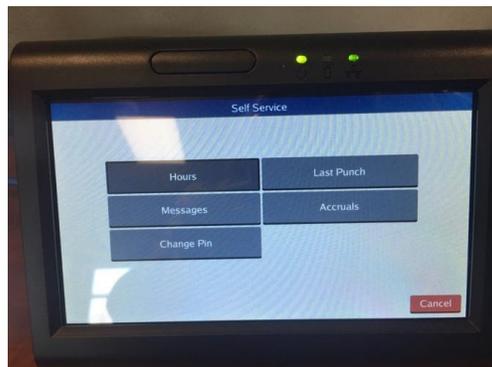
There are three ways an employee can verify their hours.

1.Verifying hours on the timeclock device

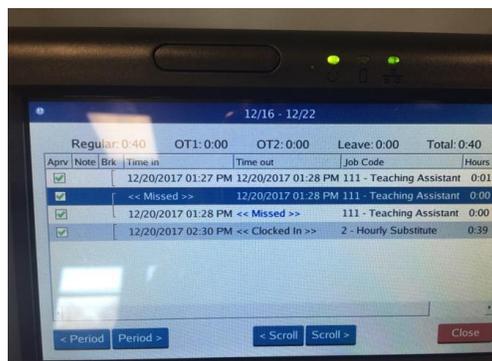
To verify hours on the device, follow steps 1-3 of logging on to the device. Select the self-service button on the device.



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.

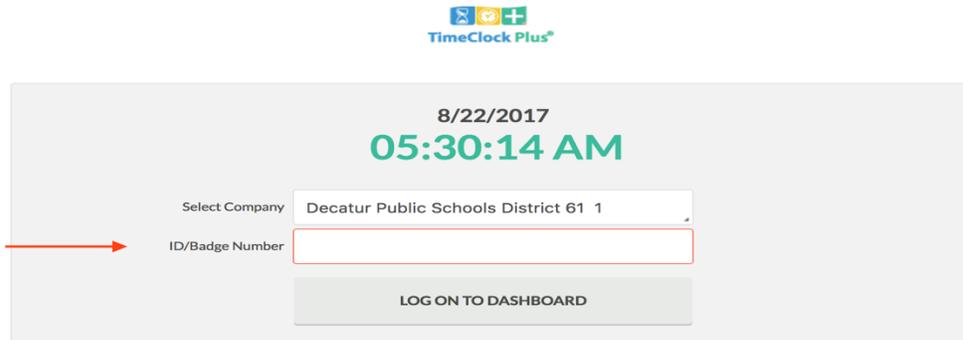


2. Verifying hours on the timeclock website

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.

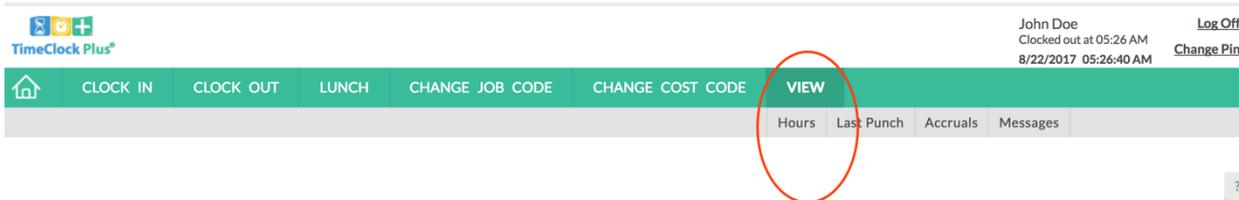
<https://251791.tcplusondemand.com/app/webclock/#/EmployeeLogOn/251791>

ID/Badge Number is the Employee ID #

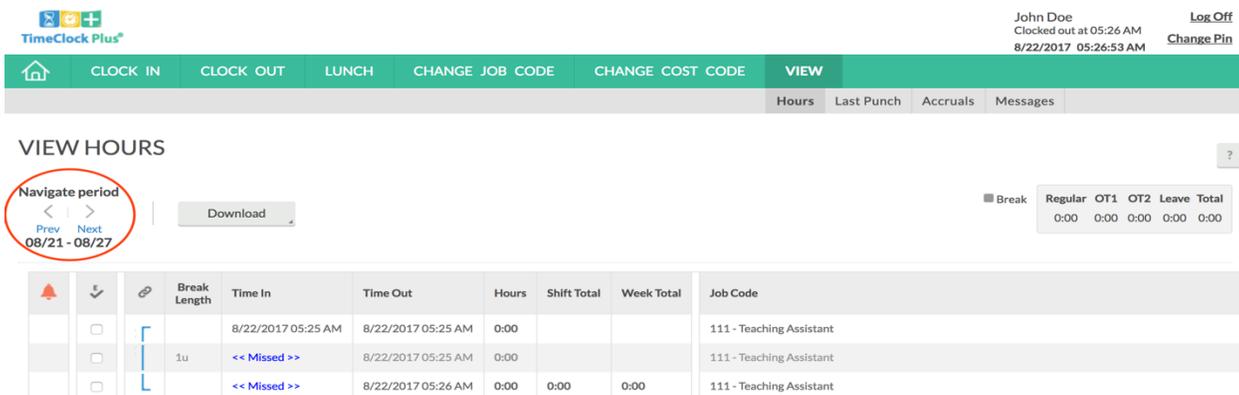


The image shows the TimeClock Plus login interface. At the top, it displays the date and time: 8/22/2017 05:30:14 AM. Below this, there is a 'Select Company' dropdown menu with 'Decatur Public Schools District 61 1' selected. An arrow points to the 'ID/Badge Number' input field, which is currently empty. Below the input field is a 'LOG ON TO DASHBOARD' button.

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



Employees can now view their hours. The current week will show up automatically. To view previous weeks, use the Prev or < button.

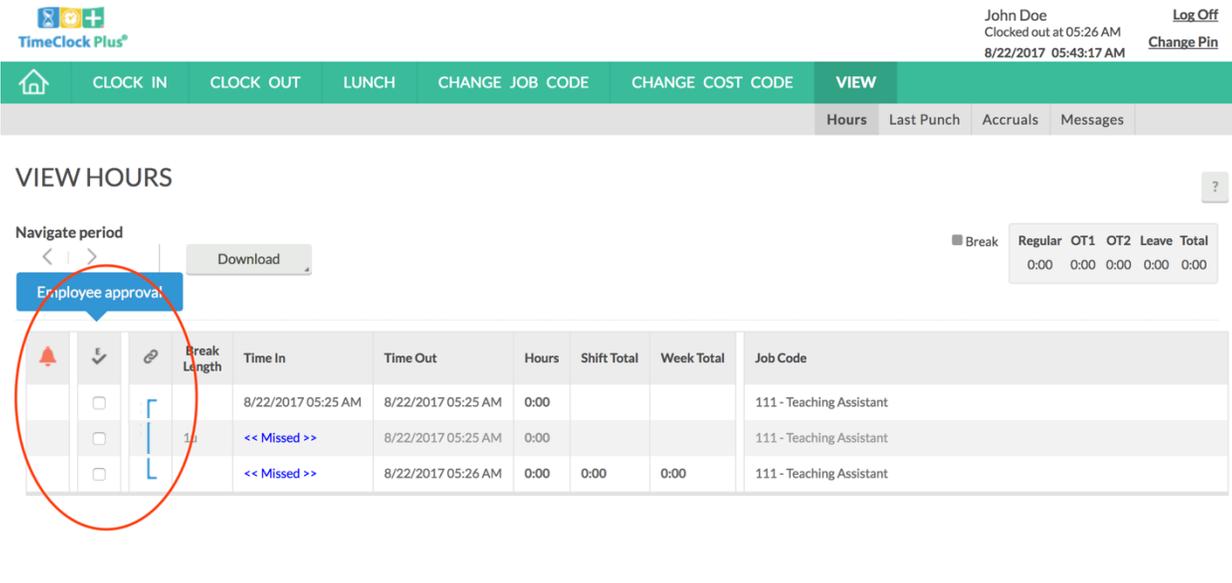


The image shows the 'VIEW HOURS' screen. The 'VIEW' option is circled in red. Below the navigation bar, there is a 'Navigate period' section with 'Prev' and 'Next' buttons, and a 'Download' button. The current period is '08/21 - 08/27'. A legend shows 'Break' as a grey square, 'Regular' as a blue square, 'OT1' as a green square, 'OT2' as a red square, 'Leave' as a yellow square, and 'Total' as a white square. The table below shows the hours for the current week.

Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	8/22/2017 05:25 AM	8/22/2017 05:25 AM	0:00			111 - Teaching Assistant
1u	<< Missed >>	8/22/2017 05:25 AM	0:00			111 - Teaching Assistant
	<< Missed >>	8/22/2017 05:26 AM	0:00	0:00	0:00	111 - Teaching Assistant



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.



TimeClock Plus

John Doe
Clocked out at 05:26 AM
8/22/2017 05:43:17 AM

Log Off
Change Pin

CLOCK IN CLOCK OUT LUNCH CHANGE JOB CODE CHANGE COST CODE VIEW

Hours Last Punch Accruals Messages

VIEW HOURS

Navigate period

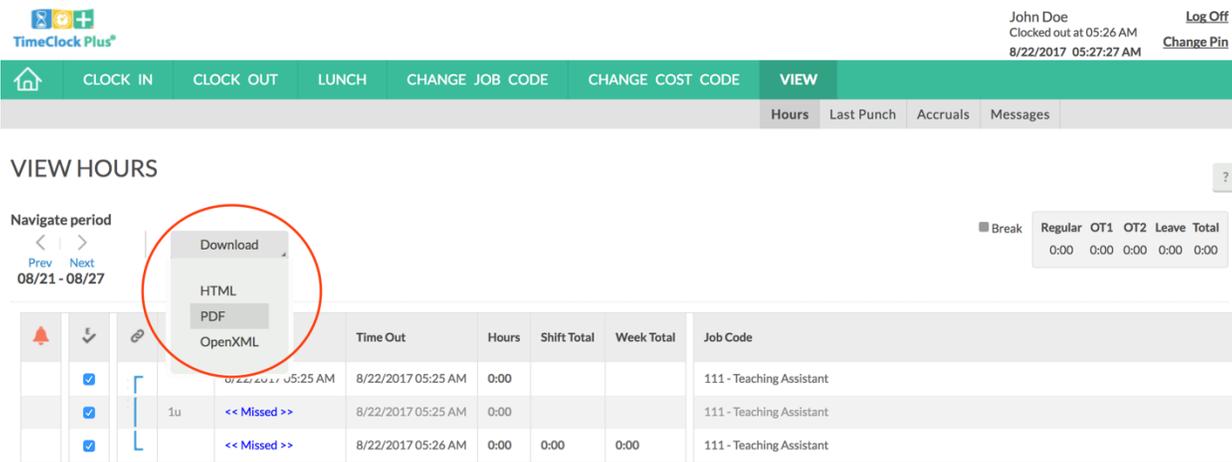
Download

Employee approval

Break	Regular	OT1	OT2	Leave	Total
	0:00	0:00	0:00	0:00	0:00

Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	8/22/2017 05:25 AM	8/22/2017 05:25 AM	0:00			111 - Teaching Assistant
1u	<< Missed >>	8/22/2017 05:25 AM	0:00			111 - Teaching Assistant
	<< Missed >>	8/22/2017 05:26 AM	0:00	0:00	0:00	111 - Teaching Assistant

Employees can download and save their entries if they choose by using the Download option.



TimeClock Plus

John Doe
Clocked out at 05:26 AM
8/22/2017 05:27:27 AM

Log Off
Change Pin

CLOCK IN CLOCK OUT LUNCH CHANGE JOB CODE CHANGE COST CODE VIEW

Hours Last Punch Accruals Messages

VIEW HOURS

Navigate period

Download

HTML
PDF
OpenXML

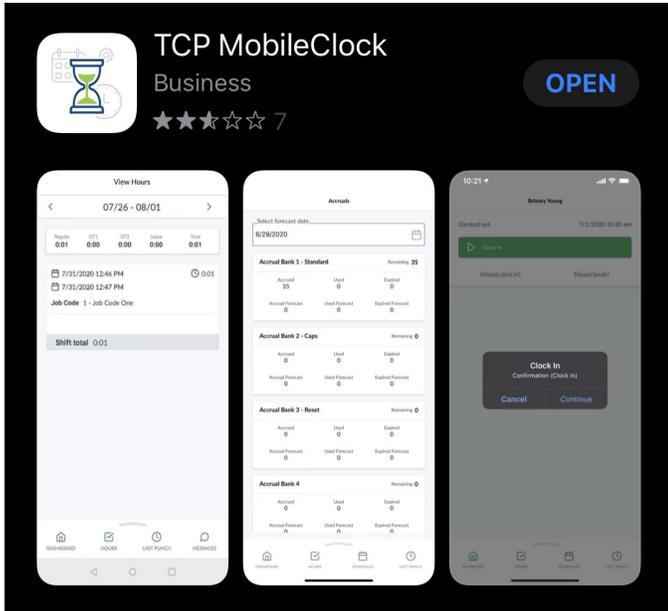
Break	Regular	OT1	OT2	Leave	Total
	0:00	0:00	0:00	0:00	0:00

Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	8/22/2017 05:25 AM	8/22/2017 05:25 AM	0:00			111 - Teaching Assistant
1u	<< Missed >>	8/22/2017 05:25 AM	0:00			111 - Teaching Assistant
	<< Missed >>	8/22/2017 05:26 AM	0:00	0:00	0:00	111 - Teaching Assistant

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 and Apple Store:



Once downloaded, you will configure the settings as follows:

Choose "Manual Setup" then add the below information in their relevant sections.

Scheme: **HTTPS**

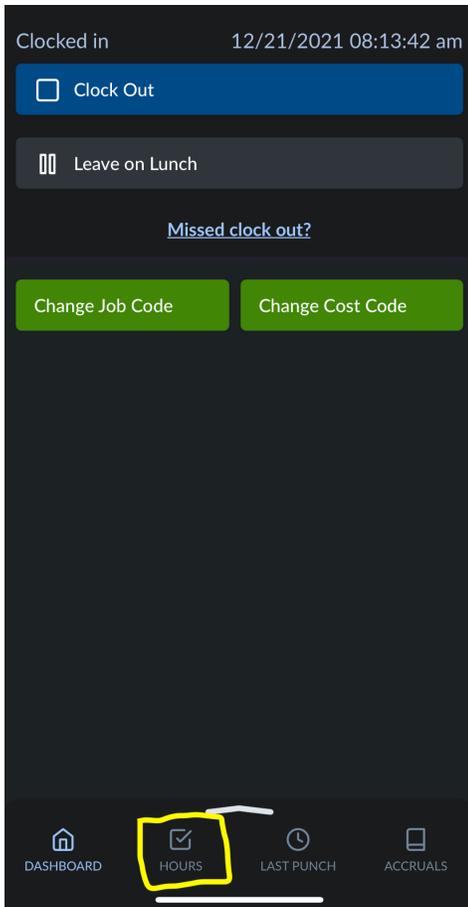
Host/Domain: **251791.tcplusondemand.com**

Port: **443**

Namespace: **251791**

Then enter your employee ID number

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 approve each shift.