Time Clock Plus

User Guide

Information accumulated and organized by Heather Crabtree

To Log in:

1. Go to the Time Clock Plus webpage.
   a. https://231777.tcplusondemand.com/app/webclock/#/EmployeeLogOn/231777

   tcp | TimeClock Plus®

   6/22/2022
   10:52:41 AM

   Select Company   Alamance Community College 1
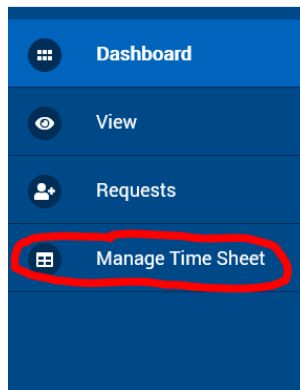
   External ID

   Log On To Dashboard

   b.
   c. Highly recommend bookmarking the login page for quick and easy access for daily use.
2. Use your ACC login and password.
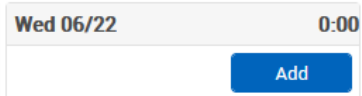   a. This is the same as your computer login.

To Record Time Worked:

1. In the top left corner in the menu of the Dashboard page, click on "Manage Time Sheet."

   ≡ tcp | TimeClock Plus®

   ⊞ Dashboard

   ◉ View

   ☺+ Requests

   ⊞ Manage Time Sheet

   a.
2. Enter time by clicking "Add" under the day of the week you are working.

   Wed 06/22   0:00
                        Add

   a.
   b. The "Edit Segment" box will appear. Here is where you enter Time In and Time Out (when you started work and ended work).

c.

d. Use the calendar and clock buttons to adjust date and time if needed. You can also type the dates and time by clicking in the boxes with your cursor.

e. Click save once edits are completed.
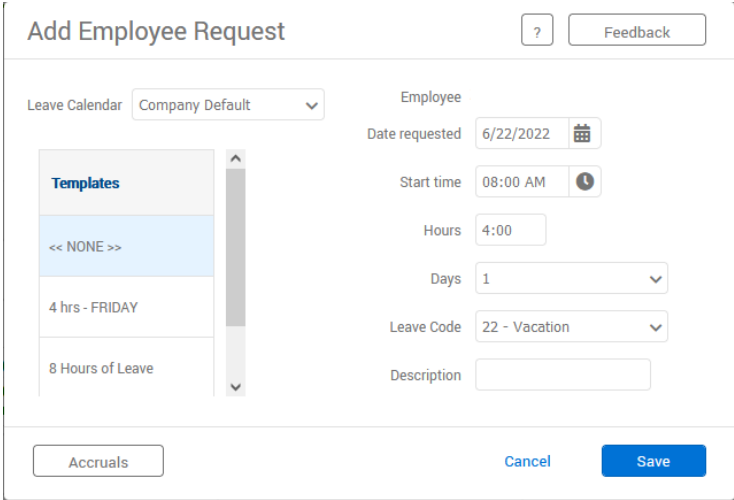
To Request Leave:

1. Click "Requests" in the top left corner menu of your dashboard page.
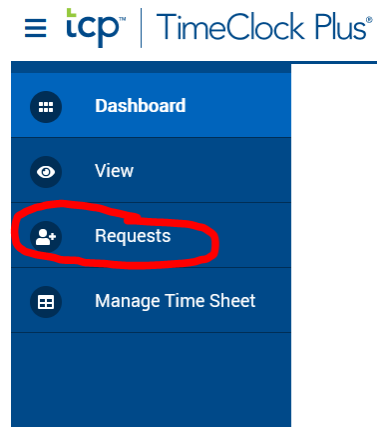
a.

b. A calendar will appear on the screen.

c.

d. Requests can be added by clicking the + on the corner of any day in the month or the green "+Add" button on the left above the calendar.

e. In the "Add Employee Request" box, you can select a template from the left side or customize your time off by typing when you will begin your time off in "Start

Time," type how many hours you will be off in the "Hours" box, and select your Leave Code from the "Leave Code" drop down menu.
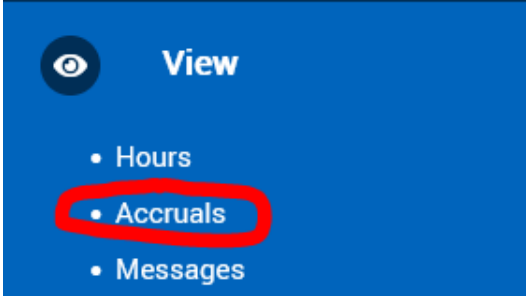

f.

g. You can also select how many days you will be taking for leave by using the "Days" drop down menu and you can add a leave description if you choose.

h. Click "Save" when edits are complete.

To View Accruals:

1. Click "View" in the top left corner menu of the Dashboard page.
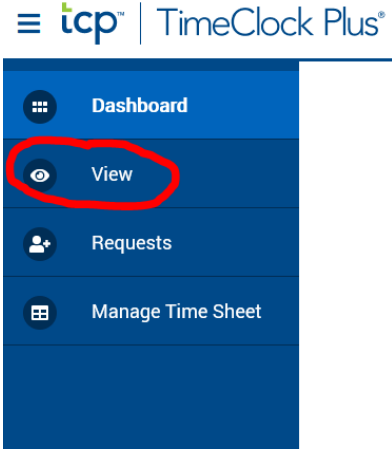
a.

2. Click "Accruals" from the drop down menu.

a.

3. A list of all of your accruals for all types of leave will appear.

a.

4. By clicking on the comment bubbles under "Ledger" on the left hand side, you can view a more detailed accrual history.
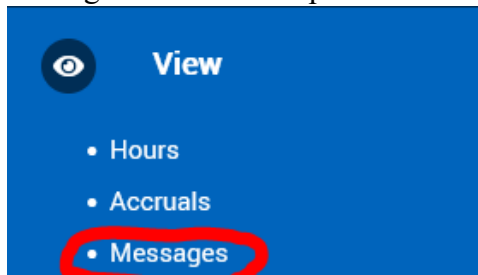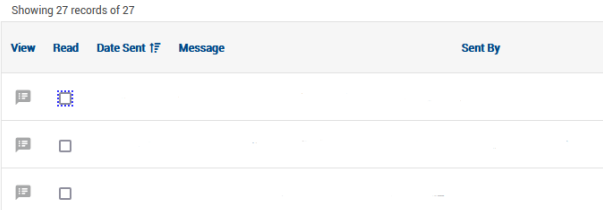
a.

To View Messages:

1. Click "View" in the left top corner menu.

a.

2. Click "Messages" from the drop down menu.
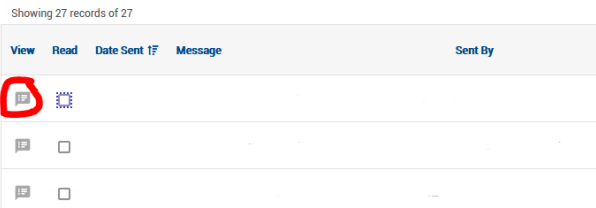
a.

3. A list of messages will populate, if you have any.

View Messages

Showing 27 records of 27

View	Read	Date Sent ↑≡	Message	Sent By
💬	⬚			
💬	☐			
💬	☐			

     a.

4. You can click the comment bubbles under "View" on the top left corner of the list to view the whole message.

View Messages

Showing 27 records of 27

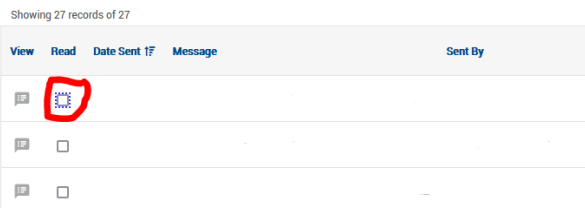| View	Read	Date Sent ↑≡	Message	Sent By
💬	⬚			
💬	☐			
💬	☐			

     a.

5. Messages can be marked as read by clicking the check boxes in the "Read" column of the list beside any message from the list.
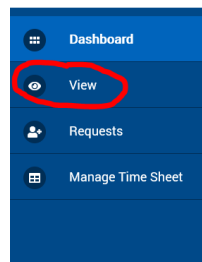
View Messages

Showing 27 records of 27

View	Read	Date Sent ↑≡	Message	Sent By
💬	⬚			
💬	☐			
💬	☐			

     a.

To View Hours Entered for the Week:

1. Click "View" in the left top corner menu.

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- Dashboard
- View
- Requests
- Manage Time Sheet

     a.

2. Click "Hours" from the drop down menu.

a.
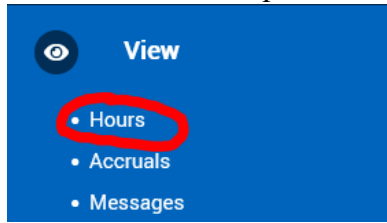
3. Worked hours that have been entered for the week will populate here.

a.

4. Notes for any date can be entered by clicking the comment bubbles in the "Notes" column.

a.

5. Previous or future weeks can be viewed by clicking "Prev" or "Next" under "Navigate Period." The dates for the week that is being viewed will also show up here.
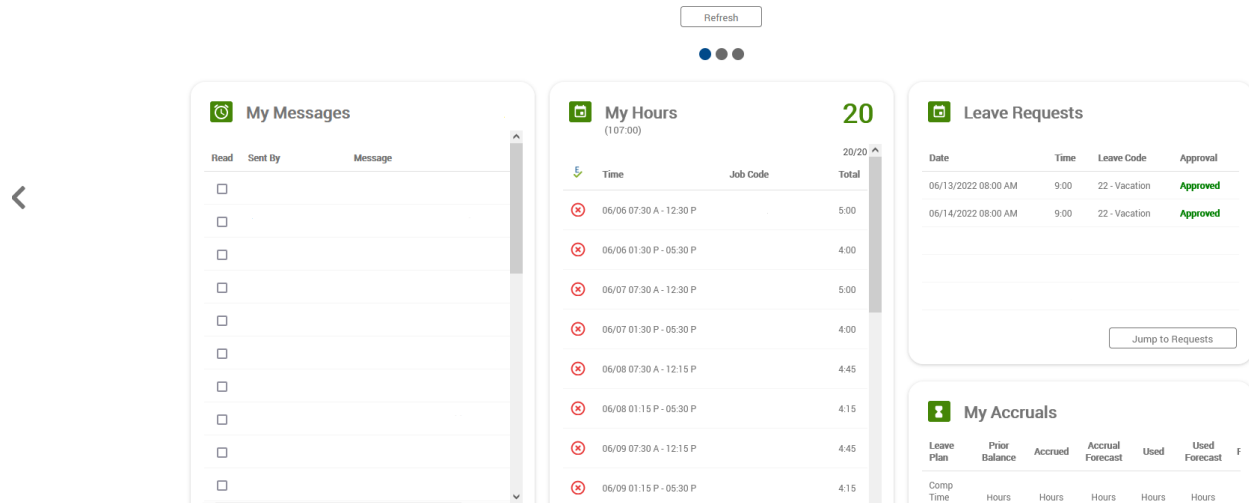
a.

Dashboard Overview:

Your Dashboard is a brief summary of all recorded hours, leave requests, accruals, and messages for your account.

My Dashboard

- **Messages**
  - o Here you can see some of your messages and use the scroll bar at the bottom of the list to view the messages.
- **My Hours**
  - o You can see hours that have been entered and can click the "Jump to View Hours" button at the bottom of the list to view all entered worked hours,
- **Leave Requests**
  - o You can view recent leave requests and see the approval status for those requests. You can click the "Jump to Requests" button at the bottom of the list to view the Leave Request calendar.
- **My Accruals**
  - o A brief summary of all types of leave hours accrued and used.

To Log Off:

1. Simply click the "Log Off" bottom that appears in the top right corner of any page you view in Time Clock Plus.

9/1/2022 02:39:35 PM   My Options   [→] Log Off