



Web-Clock Operation Guidelines

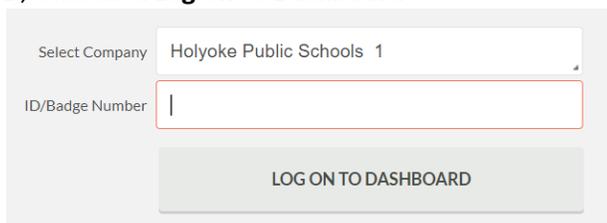
This guide is intended for any employees who will be clocking in/out on a daily basis using the web clock on their computer. (e.g. Clerks, Office Managers, technicians, support staff, specialists)

Guidelines/Expectations:

- Employees must clock in and out at the beginning and end of each day.
- Employees do **not** need to clock in and out for breaks or lunch
- Employees can clock in up to 8 minutes before their scheduled work time and may clock out up to 8 minutes after their scheduled work time.
- Employees must enter any sick time, vacation time, personal time, etc. on their time sheet
- Employees must sign off/ approve their time at the end of each work week

Accessing TimeClock Plus:

1. Go to <https://43238.tcplusondemand.com/app/webclock/#/EmployeeLogOn/43238> . It is recommended that you bookmark this page.
2. Enter your employee ID, then click **Log on to Dashboard**



3. A box will pop up prompting you to enter your password. Your password is your regular HPS network password, the same one you use for email or logging on to your computer. Enter password and click **Enter**

How to Clock In:

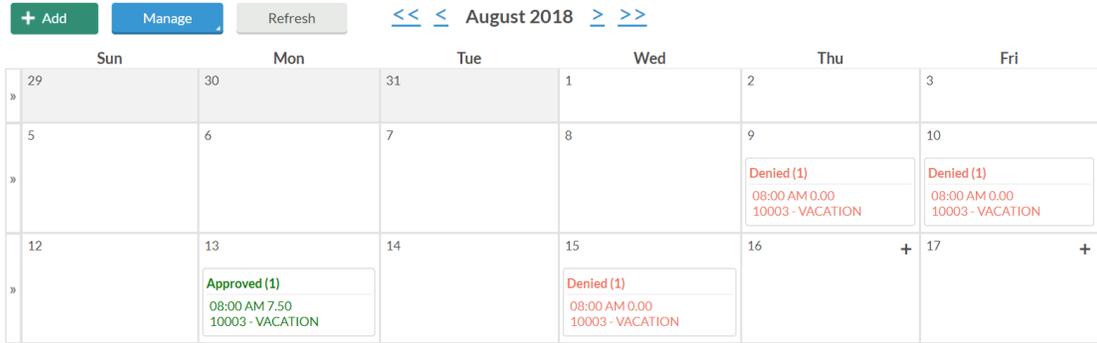
1. After logging in following the instructions in the section above, click **Clock In** from the top navigation.
2. Confirm the name listed is correct, then scroll to the bottom of the confirmation screen and click **Continue**
3. A message will pop up indicating that the operation is successful.

How to Clock Out:

1. After logging in following the instructions in the section above, click **Clock Out** from the top navigation.
2. Confirm the name listed is correct, then scroll to the bottom of the confirmation screen and click **Continue**
3. A message will pop up indicating that the operation is successful.

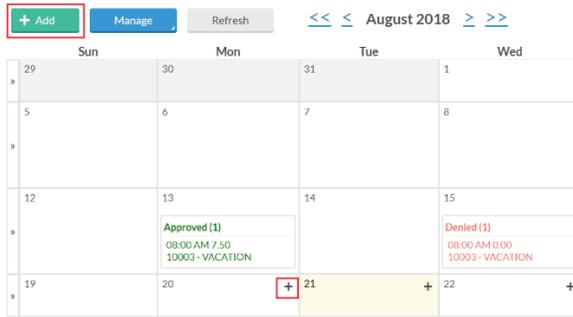
Inputting Leave Hours (sick/vacation/personal/jury duty):

1. After logging in, click **Requests** from the top navigation.
2. A calendar of the current month will display by default. You will see existing requests for sick, vacation, or other time off on the calendar by status (approved, denied, pending).



Sun	Mon	Tue	Wed	Thu	Fri
29	30	31	1	2	3
5	6	7	8	9	10 Denied (1) 08:00 AM 0.00 10003 - VACATION
12	13 Approved (1) 08:00 AM 7.50 10003 - VACATION	14	15 Denied (1) 08:00 AM 0.00 10003 - VACATION	16	17

3. To **add a new request**, click the plus sign on any date on the calendar, or the green 'add' button at the top of the screen.



Sun	Mon	Tue	Wed
29	30	31	1
5	6	7	8
12	13 Approved (1) 08:00 AM 7.50 10003 - VACATION	14	15 Denied (1) 08:00 AM 0.00 10003 - VACATION
19	20	21 +	22

4. A screen will pop up:

Date requested 

Start time 

Hours

Days

Leave Code

Description

- a. Enter the start date, the start time (time your normal shift begins or if you are taking a partial day the time your leave will begin), the number of hours on that

date that you are taking, and select a leave code (e.g. vacation, personal, jury duty, etc.). If the time off is for bereavement, please provide a description as to which family member you are taking bereavement leave for.

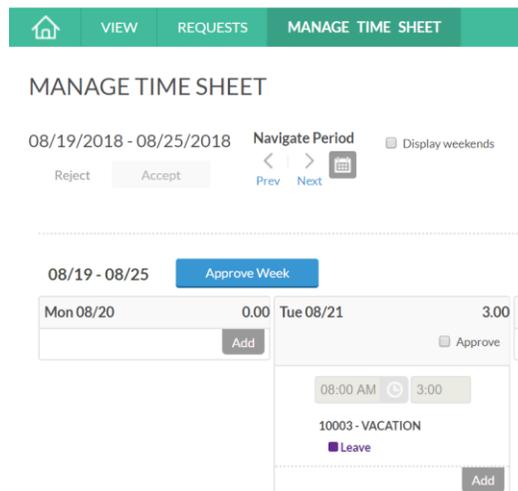
- b. If you are taking more than one day of the same type and amount of leave, you can enter the number of days (note: if your leave time spans a weekend, you must enter the time before and after the weekend as separate requests to avoid leave time from being added to the weekend dates).
- c. You must enter sick time through this same process even though it has occurred in the past. A screen will remind you that you are entering a request for a date that has already occurred but proceed anyway.

Note: you can only enter leave hours if you have that number of hours available in your accrual balance for a given job code. If you do not have the time available, you must select 'unpaid excused'.

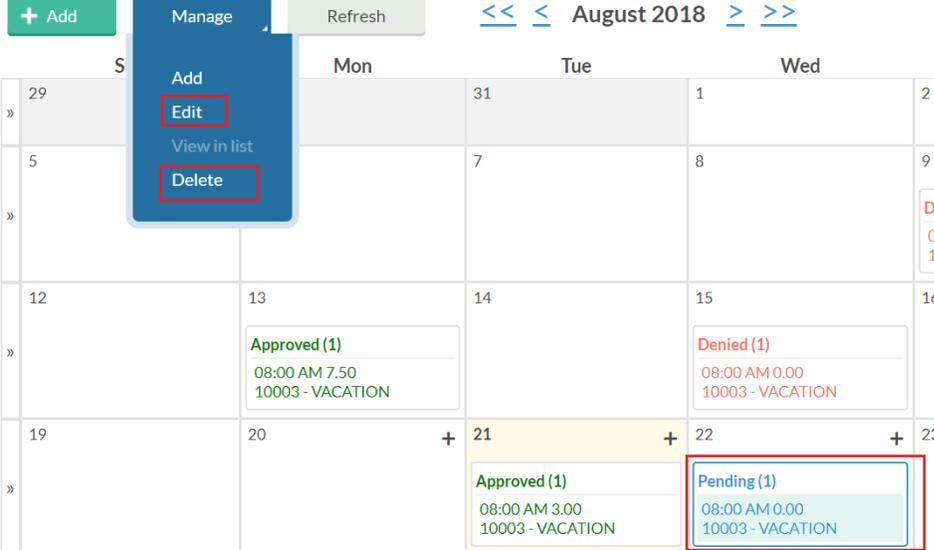
5. Click **SAVE** when you are finished. Your new request will show as pending on the calendar and your supervisor will be notified.



Once your supervisor approves it, it will show as approved on the request calendar and automatically be added to your timesheet. You will not be able to edit the leave hours on your timesheet anymore.



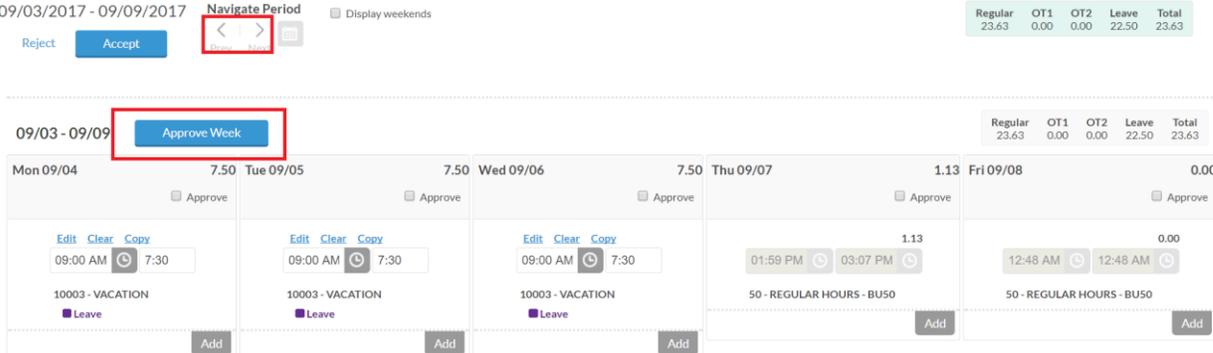
- To **EDIT** a request, it must be in pending status. You cannot edit a denied request or an approved request. Click on the pending request, then click **manage** from the top screen and either **edit** or **delete**.



How to Approve Time Sheet:

Employees must approve time at the end of their work day every Friday.

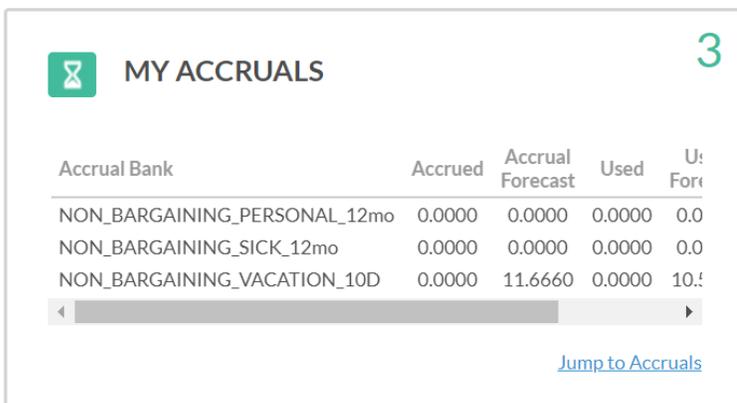
- After logging in, select **Manage Time Sheet**
- Navigate to the appropriate week using the arrows under **Navigate Period**. Review all of your time entries to ensure they are correct, then click **Approve Week** to sign off that your time is accurate.
- Repeat this process each Friday to sign off on your time entries to ensure timely accurate pay.



Accrual Banks & Balances

All leave time accruals (sick, vacation, personal) will be housed in TCP. You will no longer be able to view the balance of your accruals on your check stub and instead will view it in TCP following the steps below. As leave time is added through requests, it will be subtracted automatically from your accrual balance. If you do not have time available, you must select 'unpaid excused' (see previous section for instructions).

1. After logging in to TCP, you will see your accrual balances on your main dashboard. You can click '**jump to accruals**' from there to see more details.



Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast
NON_BARGAINING_PERSONAL_12mo	0.0000	0.0000	0.0000	0.0000
NON_BARGAINING_SICK_12mo	0.0000	0.0000	0.0000	0.0000
NON_BARGAINING_VACATION_10D	0.0000	11.6660	0.0000	10.5000

[Jump to Accruals](#)

Or at the top of your screen click **view** then **accruals**



VIEW	REQUESTS	MANAGE TIME SHEET
Hours	Schedules	Accruals
		Messages

2. You will see all your accrual banks listed, with the column showing 'remaining balance' reflecting what you have left. The accrued column shows what you had accrued, and the used column shows what you have used. Remaining is the difference between these. The forecast columns incorporate leave time that has not yet been posted but is set to be posted in the future.

Showing 3 records of 3

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
NON_BARGAINING_PERSONAL_12mo	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
NON_BARGAINING_SICK_12mo	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
NON_BARGAINING_VACATION_10D	0.0000	11.6660	0.0000	10.5000	0.0000	0.0000	1.1660