



Timesheets Operation Guidelines

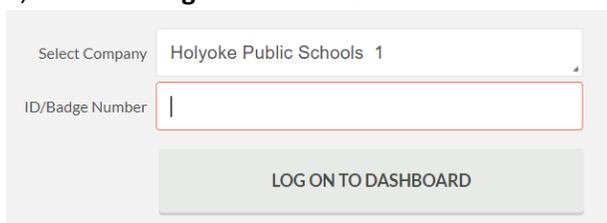
This guide is intended for any employees who do not need to clock out on a daily basis, but need to manage and approve their time on a weekly basis using the web clock on their computer. (e.g. analysts, directors, managers, supervisors, executive assistants).

Guidelines/Expectations:

- Employees must enter all regular hours worked on their time sheet
- 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 TimeClockPlus:

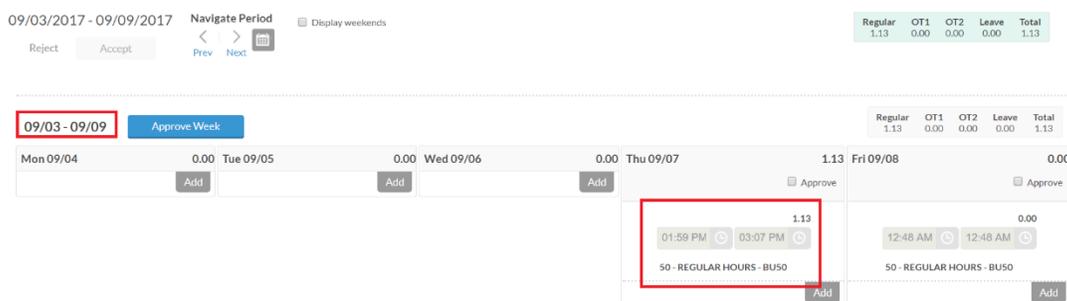
1. Go to <https://43238.tcplusondemand.com/app/webclock/#/EmployeeLogOn/43238> . It is recommended that you bookmark this page.
2. Enter your employee ID, then click **Log on to Dashboard**



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**

Inputting Regular Hours:

1. After logging in, click **Manage Time Sheet** from the top navigation.
2. The current work week will display by default. If you need to navigate to another pay week, click the arrows below *Navigate Period*.



Regular	OT1	OT2	Leave	Total
1.13	0.00	0.00	0.00	1.13

Mon 09/04	Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08
0.00	0.00	0.00	1.13	0.00

Time	Activity	Hours
01:59 PM - 03:07 PM	50 - REGULAR HOURS - BUS0	1.13

- To add your regular hours worked, click the 'Add' button for each day worked. The appropriate number of hours should display by default. If any adjustments need to be made click **edit** and update the number of hours, then click **save**.
*for teachers, counselors, ILS/Coaches, your regular hours will be auto-populated

Tue 09/05 7:00
 Approve

Edit Clear Copy

08:00 AM 7:00

40 - REGULAR HOURS - BU40

Add

Edit Segment ?

Segment Length: 7:00

Time In: 9/5/2017 08:00 AM

Hours: 7:00

Job Code: 40 - REGULAR HOURS - BU40

Note:

Cancel Save

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

- After logging in, click **Requests** from the top navigation.
- 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).

+ Add Manage Refresh << < August 2018 > >>

Sun	Mon	Tue	Wed	Thu	Fri
29	30	31	1	2	3
5	6	7	8	9 Denied (1) 08:00 AM 0.00 10003 - VACATION	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 +

- 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.

+ Add		Manage	Refresh	<< < August 2018 > >>			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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

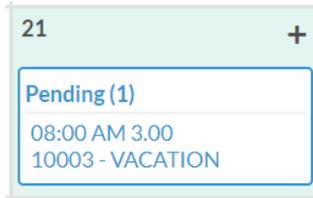
Leave Code

Description

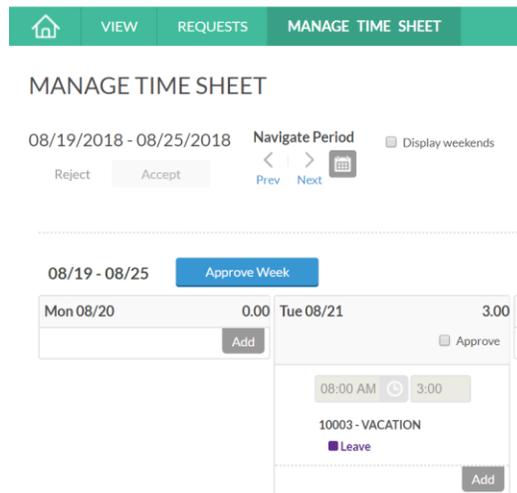
- Enter the start date, the start time (time your normal shift begins or if you are taking a partial day the time your leave will begin), the number of hours on that date that you are taking, and select a leave code (e.g. vacation, personal, jury duty, etc.). If the time off is for bereavement, please provide a description as to which family member you are taking bereavement leave for.
- 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).
- 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'.

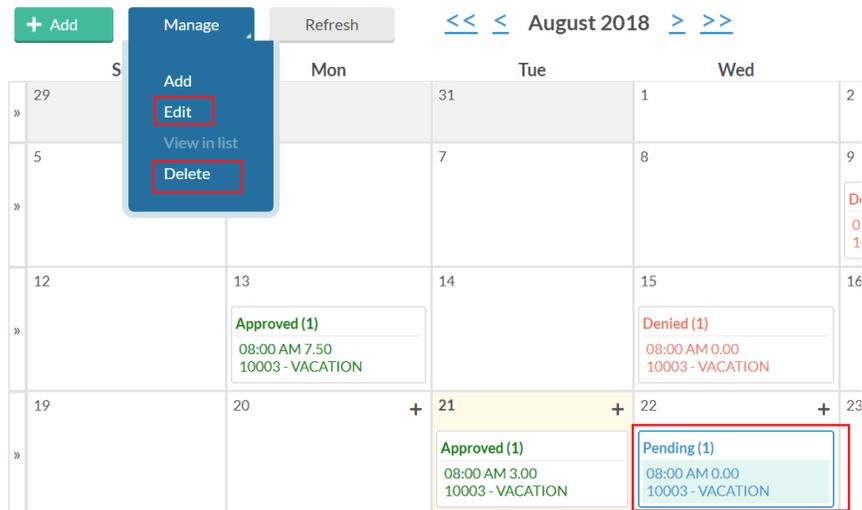
- Click **SAVE** when you are finished. Your new request will show as pending on the calendar and your supervisor will be notified.



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:

1. After logging in, select **Manage Time Sheet**
2. 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.
3. Repeat this process each Friday to sign off on your time entries in order to ensure timely accurate pay.

09/03/2017 - 09/09/2017 **Navigate Period** Display weekends

Reject

Regular	OT1	OT2	Leave	Total
23.63	0.00	0.00	22.50	23.63

09/03 - 09/09

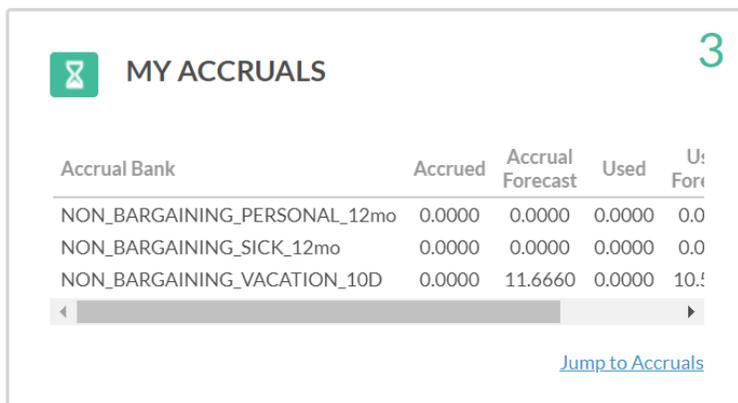
Regular	OT1	OT2	Leave	Total
23.63	0.00	0.00	22.50	23.63

Mon 09/04	Tue 09/05	Wed 09/06	Thu 09/07	Fri 09/08
7.50	7.50	7.50	1.13	0.00
<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve
Edit Clear Copy 09:00 AM 7:30 10003 - VACATION <input type="checkbox"/> Leave <input type="button" value="Add"/>	Edit Clear Copy 09:00 AM 7:30 10003 - VACATION <input type="checkbox"/> Leave <input type="button" value="Add"/>	Edit Clear Copy 09:00 AM 7:30 10003 - VACATION <input type="checkbox"/> Leave <input type="button" value="Add"/>	01:59 PM 03:07 PM 1.13 50 - REGULAR HOURS - BU50 <input type="button" value="Add"/>	12:48 AM 12:48 AM 0.00 50 - REGULAR HOURS - BU50 <input type="button" value="Add"/>

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).

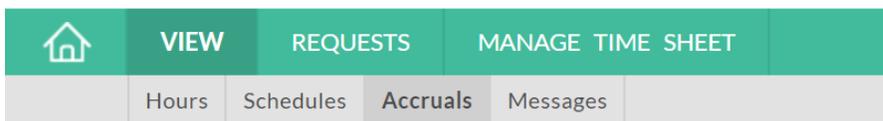
1. After logging in to TCP, you will see your accrual balances on your main dashboard. You can click '**jump to accruals**' from there to see more details.



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