



FOR TIMECLOCK EMPLOYEES

INSTRUCTIONS FOR TELEWORKING/WORKING REMOTELY

~~Human Resources must approve the request for an employee to telework/work remotely.~~

Timeclock Teleworking Employees

If an employee has been approved by HR to telework, the employee has been set up in Timeclock to clock in/out and put in leave requests remotely, which means that these functions can be done outside of district boundaries.

I. Clocking In/Out

A. Open any computer browser, and go to the Timeclock employee log in:

<https://185479.tcplusondemand.com/app/webclock/#/EmployeeLogOn/185479/1>

B. Enter badge number and choose “Clock In” (or “Clock Out”).

8/3/2020
12:32:00 PM

Select Company

Badge Number

- C. There will be a prompt that asks for PIN number. The PIN number is the last 4 digits of social security number. Once inputted, click on “Log On”.**

8/4/2020
3:36:06 PM

Select Company: MSD Washington Township 1
Badge Number: 405218

CLOCK IN CLOCK OUT

LOG ON TO DASHBOARD

Employee Credentials

PIN

Cancel Log On

- D. Once the confirmation screen pops up, select “Continue”.**

Confirmation (Clock In)

Cancel Continue

- E. Click “OK” once the operation successful message pops up.**

! Clock In operation successful

Ok

Follow the same steps to clock out by selecting the “Clock Out” button.

II. EMPLOYEES MUST APPROVE THEIR OWN TIME/LEAVE SEGMENTS (New District Requirement, effective August, 2020)

The district now requires employees to approve their time/leave segments in Timeclock. This must be done every week worked.

Step A: Log into Timeclock, entering badge number and choosing “Log On To Dashboard”. Enter PIN (last 4 digits of social security number) on the pop-up screen.

8/4/2020
3:36:06 PM

Select Company: MSD Washington Township 1
Badge Number: 405218

CLOCK IN CLOCK OUT

LOG ON TO DASHBOARD

Employee Credentials

PIN: [input field]

Cancel Log On

STEP B: To Approve Hours from the Dashboard, go to “My Hours” box.

Option 1: Hours/leave segments are displayed for current pay period. Verify that the segments are correct and check all check boxes in the left column to approve hours.



MY DASHBOARD

Time	Position	Total
<input checked="" type="checkbox"/> 08/04 8:15A - 5:00P	228 - Technology	8:15
<input checked="" type="checkbox"/> 08/05 9:00A - 5:00P	228 - Technology	8:00

[Jump to View Hours](#)

Option 2: Click on “Jump to View Hours” in the lower right of the “My Hours” box, verify hours/leave and check the checkboxes in the left column.

VIEW HOURS

Navigate Period

< >
Prev Next
08/03 - 08/09

Download

Showing records of 2

	Notes	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Position
<input checked="" type="checkbox"/>		30u	8/4/2020 8:15 AM		8/4/2020 5:00 PM		8:15	8:15		228 - Technology
<input checked="" type="checkbox"/>		30u	8/5/2020 9:00 AM		8/5/2020 5:00 PM		7:30	7:30	15:45	228 - Technology

STEP C: If there is a discrepancy, contact your supervisor to make the adjustment.

III. Leave Requests

STEP A: From the green ribbon, click on “Requests” which will go directly to the leave request calendar.

MY DASHBOARD

Refresh

Time	Position	Total
07/22 12:00P - 12:00P	228 - Technology	0:00

[Jump to View Hours](#)

STEP B: Click on the “+” sign on the date being requested:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

STEP C: A box will pop up with blank red boxes which means these are required to be filled in. Start time should be typed in and NOT selected from the clock icon to the right of “Start time”. “Hours” requested and “Description” will need to be typed in.

Add Employee Request

Employee: JOE LONGENECKER [4153]

Date requested: 8/12/2020

Start time: 8:00 AM

Hour: 8:00

Days: 1

Leave Code: 1 - ILLNESS

Description:

Accruals Cancel Save

STEP D: Select the “Leave Code” by choosing from the drop down menu. Then click “Save”.

Add Employee Request

Employee: JOE LONGENECKER [4153]

Date requested: 8/12/2020

Start time: 8:00 AM

Hours: 8:00

Days: 1

Leave Code: 1 - ILLNESS

Description:

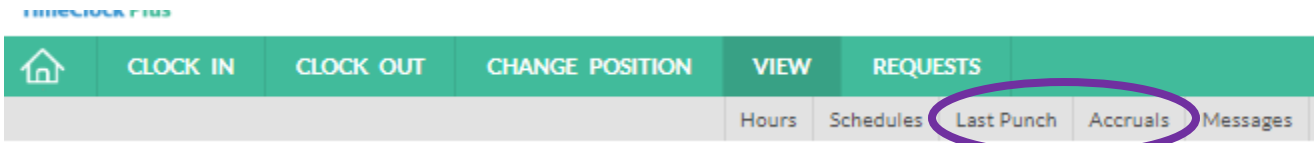
Accruals

- Personal Illness
- 1 - ILLNESS
- Personal Business
- 2 - PRSN BUS
- No Accrual Bank
- 5 - BEREAVE
- Vacation

Once the leave request has been submitted, Timeclock generates an email that is sent to the supervisor for approval.

IV. View Last Punch and Leave Balances

A. Last Punch--Go to “View” on the green bar and click on “Last Punch” to see the most recent clock in/out.



LAST PUNCH (CLOCKED OUT)

JOE LONGENECKER

Clocked in at 8/5/2020 9:00 AM
Clocked out at 8/5/2020 5:00 PM
Position 228 - Technology

B. To see leave balances, click on “Accruals”.

ACCRUALS

Select forecast date: 8/5/2020 

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Accrual Bank ↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Family Illness	2.5000	0.0000	0.0000	0.0000	0.0000	0.0000	2.5000
Personal Business	3.0000	0.0000	0.0000	0.0000	0.0000	0.0000	3.0000
Personal Illness	119.5000	0.0000	0.0000	0.0000	0.0000	0.0000	119.5000
Vacation	17.0000	0.0000	0.0000	0.0000	0.0000	0.0000	17.0000

Note: If the employee and/or supervisor miss entering and approving the employee’s time for the pay period by the required due dates, they will not be issued a special exception check and will have to wait until the next pay period to be paid any back pay.