

Time Clock Plus (TCP) CODING

Games

TCP	TCP (TIME CLOCK PLUS)
3030	Football
3031	Volleyball
3032	Basketball
3036	Track
3037	ST Chain Crew/Spotter
3038	ST Ushers
3039	ST Ticket Seller Supervisor
3052	ST Scoreboard/25-Second Clock/Announcer
3053	Power Lifting

Extra Duty Coding (Certified Employees)

TCP	Extra Duty
3014	Adult Ed
3015	Staff Development
3016	Extra Duty

The following are the clocking in & out procedures for the job codes above. Please make sure you are clocked out from any prior jobs.

CLOCKING IN

1. Locate Clock
2. Enter ID
3. Select Continue
4. Place finger on Biometric
5. Change Job Code
6. Select Job Code
7. Press Continue

CLOCKING OUT

1. Locate Clock
2. Enter ID
3. Select Continue
4. Place finger on Biometric
5. Clock Out

**** If the extra hours are right after the regular working shift, employees must wait at least 2 minutes before clocking back in for the extra hours ****