



PAYROLL DEPARTMENT

TIMECLOCK PLUS: HOW TO REQUEST TIME OFF

- Visit the Payroll Website or Click [Here](#).
- Next, click on the TCP Web Clock tab as shown below.

The screenshot shows the website for Brownsville Independent School District. At the top left is the school district logo, which includes a circular emblem with a book and a lamp, and the text "AN EARLY COLLEGE DISTRICT BROWNSVILLE INDEPENDENT SCHOOL DISTRICT". To the right of the logo is a navigation menu with links for "About", "Students and Parents", "News and Events", "Join our Team", "Enroll at BISD", and "COVID-19".

Below the navigation menu, there are two main sections. On the left is a vertical menu titled "In This Section" with the following items: "Home Page", "TCP Web Clock", "Mobile App", "General Information", "Deadlines", "Forms", and "Staff". The "TCP Web Clock" item is highlighted with a red rectangular border, and a red arrow points from this item towards the right. On the right is a large blue heading "Payroll" with a horizontal line underneath it. Below the heading is a photograph of a modern, multi-story brick and white building. The brick wall in the foreground has the text "BROWNSVILLE I.S.D. ADMINISTRATION BUILDING 1900 PRICE ROAD" engraved on it.

- Select on Timeclock Plus Web Clock

The screenshot shows the website for Brownsville Independent School District. At the top, there is a navigation bar with links for DISTRICT WEB MAIL, EMPLOYEE ONLINE, SCHOOLS, DEPARTMENTS, and a SEARCH icon. Below this is the district logo and name, along with a secondary navigation bar containing links for About, Students and Parents, News and Events, Join our Team, Enroll at BISD, and COVID-19.

The main content area is titled "In This Section" and contains a vertical menu with links to Home Page, TCP Web Clock, Mobile App, General Information, Deadlines, Forms, and Staff. The "TCP Web Clock" link is highlighted in blue.

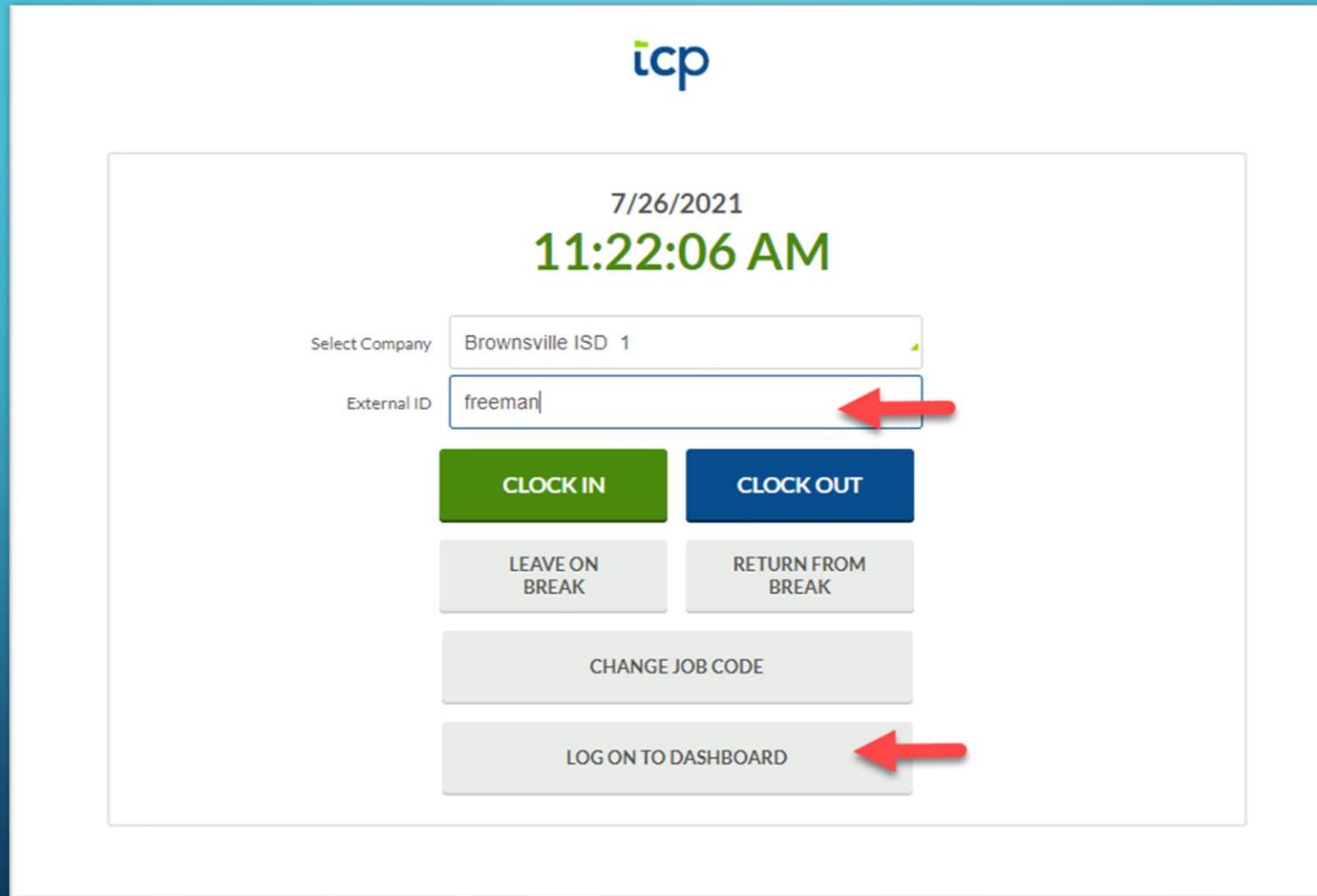
To the right of the menu, the heading "TCP Web Clock" is displayed. Below it, under the "Forms" section, there is a list of links: "Click here to view instructions", "TimeClock Plus Missing Punch", and "Form Employee Manager Request form". A red arrow points from the "TimeClock Plus Missing Punch" link to a blue button labeled "Timeclock Plus Web Clock" which is enclosed in a red rectangular box.

Below the "Forms" section, the heading "WebClock" is shown. Underneath, there is a section titled "TimeClock Plus Link for Managers/Administrators:".

To the right of the "TimeClock Plus Link for District Employees to clock in and clock out:" section, there are two bullet points:

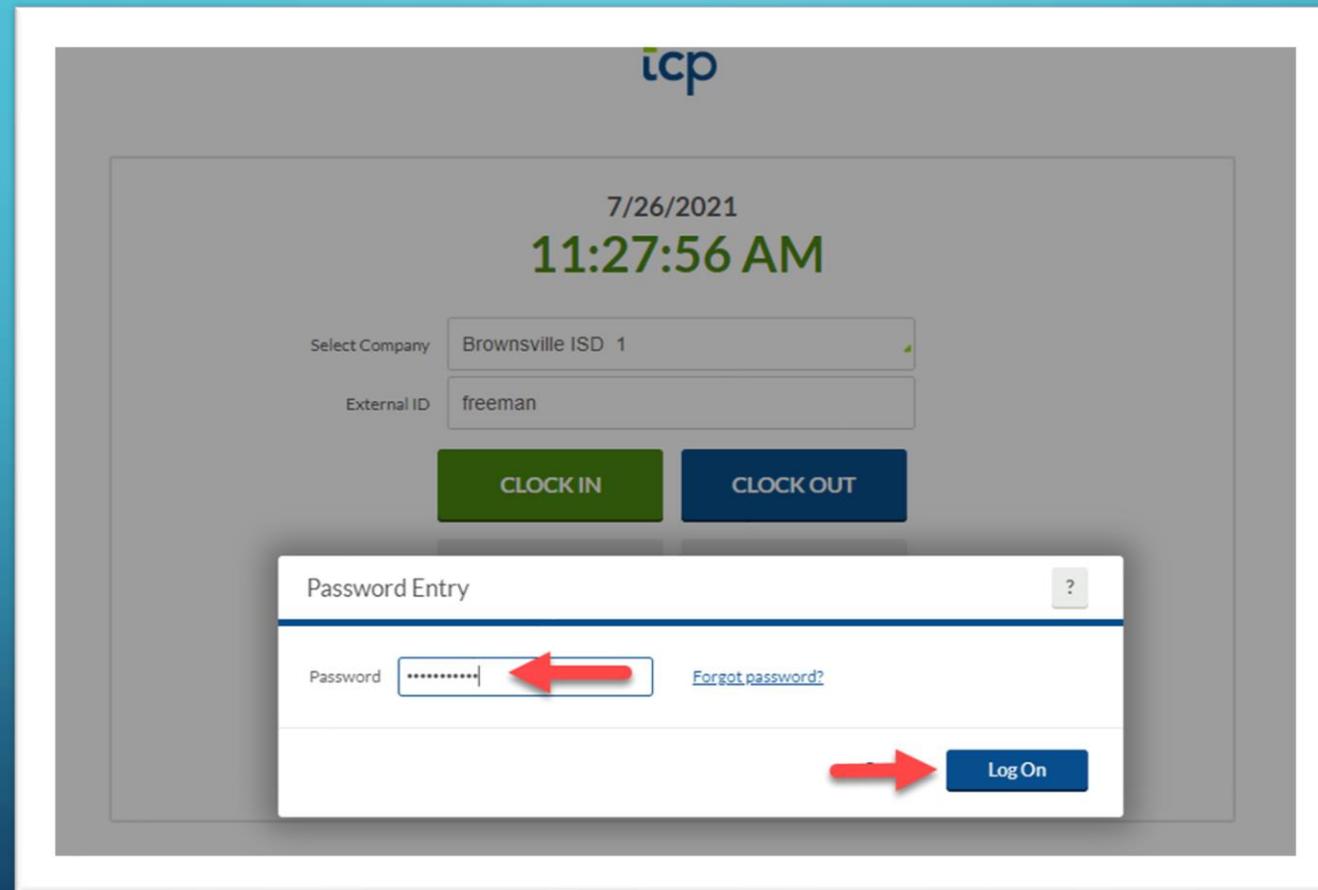
- This is for district employees to view their times and utilize the clock to clock in and clock out. Employees will have to use their user name and password. It will be the same login and password you use for your BISD computer.
- For example: Your email is jsmith@bisd.us
External ID: jsmith
Password: the same password to login to your BISD Computer.

- Enter your External ID
- For example: Your email is freeman@bisd.us
- Your External ID: freeman
- Next, select Log On To Dashboard



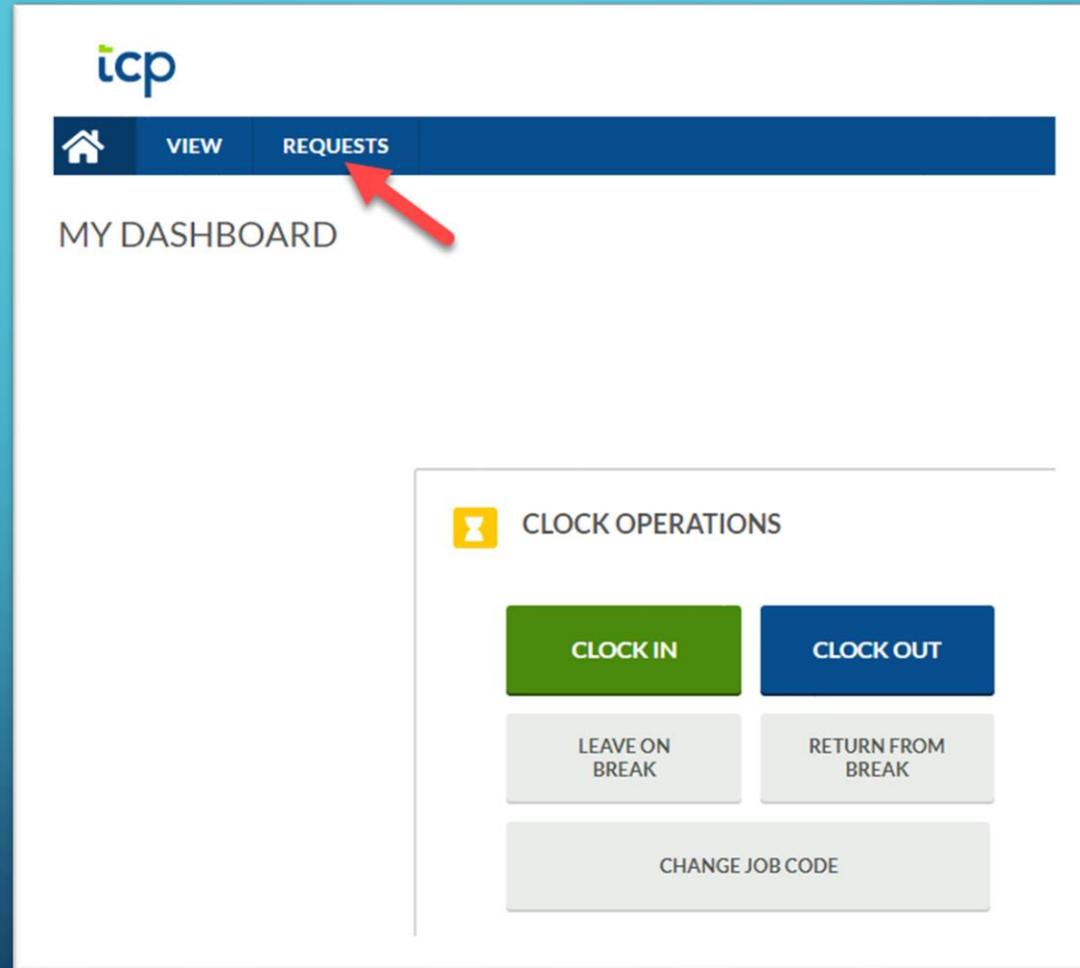
The screenshot displays the iCP (iCloud) time clock interface. At the top center, the date is 7/26/2021 and the time is 11:22:06 AM. Below the date and time, there are two input fields: "Select Company" with "Brownsville ISD 1" selected, and "External ID" with "freeman" entered. A red arrow points to the "External ID" field. Below the input fields are five buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (light gray), "RETURN FROM BREAK" (light gray), and "CHANGE JOB CODE" (light gray). At the bottom, there is a "LOG ON TO DASHBOARD" button, which is highlighted with a red arrow.

- Enter Your Password: the same password to login to your BISD Computer.
- Then, select Log On



The screenshot displays the iCP login interface. At the top, the 'icp' logo is visible. Below it, the date '7/26/2021' and time '11:27:56 AM' are shown. The main form includes a 'Select Company' dropdown menu set to 'Brownsville ISD 1' and an 'External ID' field containing 'freeman'. Two buttons, 'CLOCK IN' (green) and 'CLOCK OUT' (blue), are positioned below these fields. A 'Password Entry' dialog box is overlaid on the main form, featuring a 'Password' input field with a red arrow pointing to it, a 'Forgot password?' link, and a 'Log On' button with a red arrow pointing to it.

- Select Requests



- Select the month. You can change the month by selecting and clicking on the arrows as shown below.

The screenshot shows the iCP interface for viewing requests. At the top, there is a navigation bar with a home icon, 'VIEW', and 'REQUESTS'. Below this, the title 'VIEW REQUESTS' is displayed. There are two tabs: 'Calendar' (selected) and 'List'. Below the tabs are two filter buttons: 'Status' and 'Sub Assignment'. A row of action buttons includes '+ Add', 'Manage', and 'Refresh'. The main area shows a calendar for August 2021. Navigation arrows are present: double left chevrons (<<), a single left chevron (<), the text 'August 2021', a single right chevron (>), and double right chevrons (>>). Two red arrows point to the single left and single right chevrons. The calendar grid shows days of the week (Sun, Mon, Tue) and dates from 1 to 31.

Sun	Mon	Tue
» 1	+ 2	+ 3
» 8	+ 9	+ 10
» 15	+ 16	+ 17
» 22	+ 23	+ 24
» 29	+ 30	+ 31
» 5	+ 6	+ 7

- Now that you have selected the month, select and double click on the date you wish to request

The screenshot shows the TCP 'VIEW REQUESTS' interface. At the top, there is a navigation bar with a home icon, 'VIEW', and 'REQUESTS'. Below this, the title 'VIEW REQUESTS' is displayed. There are two tabs: 'Calendar' (selected) and 'List'. Below the tabs are two dropdown menus: 'Status' and 'Sub Assignment'. A toolbar contains a '+ Add' button, a 'Manage' button, a 'Refresh' button, and navigation arrows. The main content is a calendar for August 2021, showing days of the week (Sun, Mon, Tue) and dates from 1 to 31. The date 31st is highlighted in light blue.

Sun	Mon	Tue
» 1	+ 2	+ 3
» 8	+ 9	+ 10
» 15	+ 16	+ 17
» 22	+ 23	+ 24
» 29	+ 30	+ 31

- When you have selected the date, Add Employee Request should appear as shown below.

The screenshot shows a modal dialog box titled "Add Employee Request". On the left side, there is a "Templates" section with the text "No records found". The main form area contains the following fields:

- Employee: DORA_A
- Date requested: 8/19/2022 (with a calendar icon)
- Start time: 08:00 AM (with a clock icon)
- Hours: 24:00 (highlighted with a red border)
- Days: 1 (dropdown menu)
- Leave Code: << NONE >> (dropdown menu, highlighted with a red border)
- Description: (empty text field)

At the bottom of the dialog, there are three buttons: "Accruals", "Cancel", and "Save". In the top right corner of the dialog, there is a "Feedback" button and a help icon (?). The background shows a blurred interface with a grid and plus signs.

- Enter the start time. Start time will be the starting time the employee will be out of the department/campus.

The screenshot shows a web form titled "Add Employee Request". On the left, there is a "Templates" section with the text "No records found". A red arrow points from this section to the "Start time" field. The form fields are as follows:

Employee	DORA_A
Date requested	8/31/2021
Start time	
Hours	0:00
Days	1
Leave Code	<< NONE >>
Description	

At the bottom of the form, there are three buttons: "Accruals", "Cancel", and "Save".

- Enter the hours needed.
- **Certified Employees** (salary): 4 hours (1/2 day), 8 hours (full day)
- **Classified Employees** (hourly): 8 hours (full day) or select the number of hours which do not exceed 8 hours per day.

The screenshot shows a web form titled "Add Employee Request". On the left, there is a "Templates" section with the text "No records found". The main form fields are:

- Employee: DORA_A
- Date requested: 8/31/2021
- Start time: 08:00 AM
- Hours: 24:00 (highlighted with a red box and a red arrow pointing to it)
- Days: 1
- Leave Code: << NONE >>
- Description: (empty field)

At the bottom of the form, there are three buttons: "Accruals", "Cancel", and "Save".

Day(s): Select the number of days (as needed)

Leave Code: Select the Leave Code. You can scroll down by placing the cursor in the box next to the leave code.

Description (Optional): This allows the employee the option make a note of the reason the employee is out. Example: Doctors appointment, illness, etc.

The screenshot shows a web form titled "Add Employee Request" with a help icon in the top right. On the left, there is a "Templates" section with a "No records found" message. The main form fields are:

- Employee: DORA_A
- Date requested: 8/31/2021 (with a calendar icon)
- Start time: 08:00 AM (with a clock icon)
- Hours: 8:00
- Days: 1 (with a red arrow pointing to the input field)
- Leave Code: << NONE >> (with a red arrow pointing to the dropdown menu)
- Description: (with a red arrow pointing to the text input field)

At the bottom, there are three buttons: "Accruals", "Cancel", and "Save".

- Here is an example of a completed request. After you have reviewed the information, select the save tab.

The screenshot shows a dialog box titled "Add Employee Request" with a help icon in the top right corner. On the left side, there is a "Templates" section with the text "No records found". The main form contains the following fields:

- Employee: DORA_A
- Date requested: 8/31/2021 (with a calendar icon)
- Start time: 08:00 AM (with a clock icon)
- Hours: 8:00
- Days: 1
- Leave Code: 2 - ILLNESS-LOCAL
- Description: Illness

At the bottom of the dialog, there are three buttons: "Accruals" (disabled), "Cancel", and "Save" (highlighted in blue).

- After selecting save, the pending approval should appear as shown below.

The screenshot displays the 'iCP' interface for viewing requests. At the top, there is a navigation bar with a home icon, 'VIEW', and 'REQUESTS'. Below this, the title 'VIEW REQUESTS' is shown. There are two tabs: 'Calendar' (selected) and 'List'. Below the tabs are two filter buttons: 'Status' and 'Sub Assignment'. The main area features a calendar for August 2021. The calendar has columns for Sun, Mon, and Tue. The dates 1 through 31 are listed in a grid. A red dashed arrow points to the date 31, which is highlighted in light blue. A tooltip for August 31st is visible, showing 'Pending (1)', '08:00 AM 8:00', and '2 - ILLNESS-LOCAL'.

Sun	Mon	Tue
» 1	+ 2	+ 3
» 8	+ 9	+ 10
» 15	+ 16	+ 17
» 22	+ 23	+ 24
» 29	+ 30	+ 31

Calendar details for August 31st:

- Pending (1)
- 08:00 AM 8:00
- 2 - ILLNESS-LOCAL

- Pending requests will appear in **Blue** (as shown below).
- Approved requests will appear in **Green** (as shown below).
- Denied requests will appear in **Red** (as shown below).

