TimeClock Plus (TCP)

Wilson Links: TimeClock Plus
https://211497.tcplusondemand.com/app/webclock/#/EmployeeLogOn/211497

All classified hourly employees will be assigned an ID number for TCP. Do not give your ID number to anyone. Employees may not clock other employees in or out.

Use TCP to clock in and out during your work hours. Some employees may have a work agreement to work extra duty and will be assigned a different Job Code with an appropriate description (see example below). Please use the correct job code during each duty.

You must use an authorized school device (computer/ipad/tablet) on campus to clock in and out. You may not use your cellphone or any other personal device on or off campus unless your supervisor has given you permission. Payroll may run reports and disciplinary action may be taken if TCP procedures are not being followed.

Please follow your work schedule. Clock in and out on time. Do not clock in more than 7 minutes before your start time and do not clock out more than 7 minutes before your end time. Clock in and out as close to your work hours as possible. Do not clock in or out for lunch, TCP will automatically deduct your lunch break.

When clocking in, enter your ID Number and click the green CLOCK IN button, then click Continue. When clocking out, enter your ID Number and click the blue CLOCK OUT button, then click Continue. (see example below)

You can view your hours by entering your ID Number and clicking the gray LOG ON TO DASHBOARD.
1. VIEW
2. Hours
3. Navigate Period by clicking <Prev or >Next

You must approve your timecard at the end of each week by checking the box under the E✓ (see example below).

Report any errors on your timecard to your supervisor immediately.