

Time Force Basic User Guide

Time Force is the system we use to track attendance and hours worked. There is a web-based portal that allows users to access their time card and other basic functions. To access your portal, please go to the following address and log in, using your credentials.

Login Procedure:

1. Go to the Time Force portal page <http://tcs-timeforce/timeforcecii/login.net>
2. You will be presented with the following log in screen.



3. Type in your login credentials
 - a. User Name: This should be your first initial and last name (no spaces)
 - b. Password: Default this is 1234 (you will have to change the first time you log in)
 - c. Company Code: tcboe
 - d. Once your credentials are in place, click the Login Button



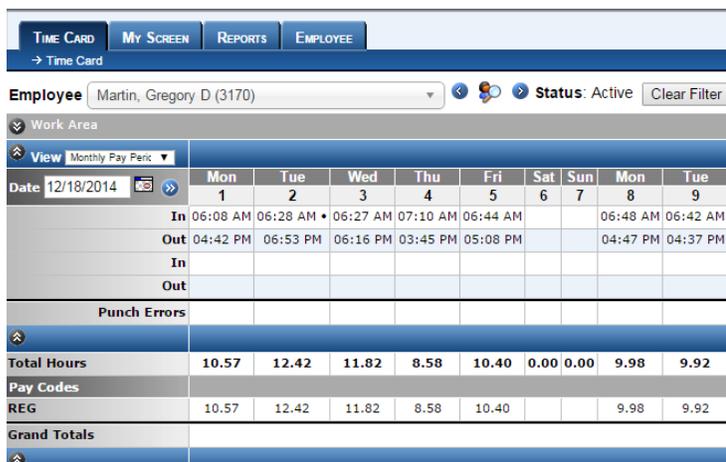
4. If this is your first login, you will be asked to change your password: Type in your new password, then retype your password. Click the Update button.

Your password is required to be changed. Please enter your new password and confirm password.

Password:

Confirm Password:

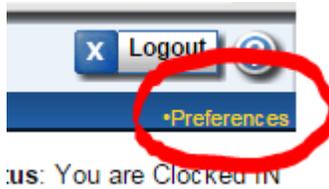
5. Once you log in, you should be presented with your **TIME CARD**, by default.



Date	1	2	3	4	5	6	7	8	9
In	06:08 AM	06:28 AM	06:27 AM	07:10 AM	06:44 AM			06:48 AM	06:42 AM
Out	04:42 PM	06:53 PM	06:16 PM	03:45 PM	05:08 PM			04:47 PM	04:37 PM
In									
Out									
Punch Errors									
Total Hours	10.57	12.42	11.82	8.58	10.40	0.00	0.00	9.98	9.92
Pay Codes									
REG	10.57	12.42	11.82	8.58	10.40			9.98	9.92
Grand Totals									

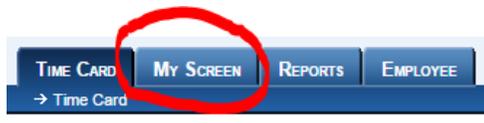
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6. If at any time you would like to change your password, you can access that are by clicking on the word **PREFERENCES** in the upper right corner of the screen. IF you make changes, please do not forget to click the **UPDATE** Button to save the changes.

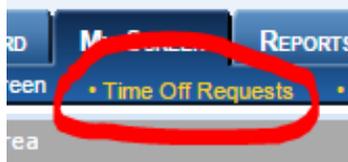


Submitting a Time Off Request:

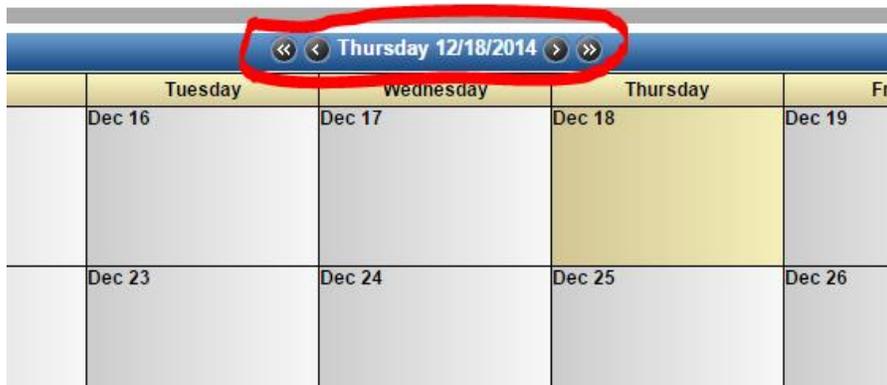
1. Click on the "MY SCREEN" tab



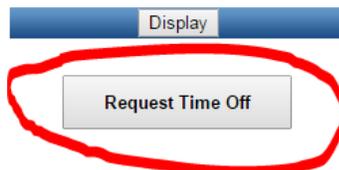
2. Click on the **Time Off Requests** link just below the My Screen Tab.



3. You will be presented with a Calendar showing any dates that are currently requested. You can scroll through the calendar by clicking on the buttons at the top of the screen. The single arrow increases and decreases by one week. The double arrow by one year.



4. To request time off, click on the Request Time Off button



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- You will be presented with the request time off area in the upper left corner. This is where you will place the information about the request. It will automatically default to today's date.

The screenshot shows the 'Time Off Request' form with the following details:

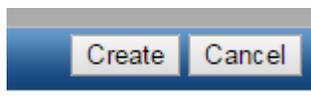
- Employee:** Martin, Gregory D
- Hire Date:** 6/1/2014
- Dates:** 12/18/2014 - 12/18/2014
- Weekdays:** S, M, T, W, T, F, S. The 'M' through 'F' boxes are checked.
- Hours:** 8 Decimal Hours Per Day, Start Time 12:00 AM.
- Absence Policy:** (Empty dropdown)
- Send To:** (Empty dropdown)
- Notes:** (Empty text area)

- Fill in the information:
 - The **Dates** fields allow you to select the starting and ending dates for the range of days that you are requesting off. Click on the icons to select the dates from a calendar.
 - Put a check mark in the box for each day of the week within the selected date range that you would like to request off. **Example:** A two-week date range can be selected with Saturdays and Sundays unchecked. Requests will only be submitted for the Mondays through Fridays within the selected date range.
 - Select the desired type of absence from the **Absence Policy** drop-down menu.
 - Select the supervisor that you would like to send this absence request to from the **Send To** drop-down menu.
 - Enter any desired **Notes** about the absence. There is a maximum of 150 characters.
 - Your screen should look similar to the following example

The screenshot shows the 'Time Off Request' form with the following details:

- Employee:** Martin, Gregory D
- Hire Date:** 6/1/2014
- Dates:** 1/5/2015 - 1/7/2015
- Weekdays:** S, M, T, W, T, F, S. The 'M', 'T', and 'W' boxes are checked.
- Hours:** 8 Decimal Hours Per Day, Start Time 12:00 AM.
- Absence Policy:** Professional Development
- Send To:** admin
- Notes:** This is for the training on Cyber Safety that is taking place at the RESA center.

- Once all the information is in place, click the Create Button in the upper right corner.



- You should see the dates shown in Blue as pending. This means the request has been sent, but has not been approved yet. Once a date has been requested, you can only delete it. It can not be edited.

Dec 28	Dec 29	Dec 30	Dec 31	Jan
Jan 4	Jan 5 1	Jan 6 1	Jan 7 1	Jan
Jan 11	Jan 12	Jan 13	Jan 14	Jan

Viewing Existing Time Off Requests:

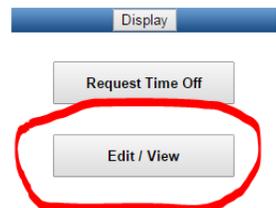
1. Click on the “MY SCREEN” tab



2. Click on the **Time Off Requests** link just below the My Screen Tab.



3. To view your requests, click on the **Edit/View** Button.



4. If you have only one request in the system, you will be presented with the same type screen as when you entered the request. If you have more than one request, you will be presented with a list of the dates requested. To view an existing request, click on the request from the list. You will see the request in the upper left corner. Once the request is submitted, you can only delete the request. If there are changes in the dates, you will have to delete the existing request and then create a new one. Each request will show up as either:
 - a. Blue is a Pending request that has not been reviewed by the supervisor.
 - b. Green is a request that has been approved by the supervisor.
 - c. Red is a request that has been denied.
5. Click on the request on the calendar and then choose to delete if you want that request removed.