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TimeClock Plus Employee Training

Kansas City Public Schools

Employee Login Link

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Employee Operations Training

Employee Clock Operations

When performing clock operations, employees will enter your employee ID minus the leading E and zero(s) and select the correct clock operation. Employees will perform the below clock operations as necessary.

Employees must clock in and out of TimeClock Plus in order to be paid for the hours worked. If you do not clock in and out, <u>YOU WILL NOT BE PAID</u>, unless paid time off is entered.

It is the employee's responsibility to clock in and out EVERY DAY, approve your clock actions DAILY, submit time off requests, and communicate with the timeclock manager for questions or assistance with a mis-clock.

Clock In Operation

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Clock In.
- Review the Confirmation pop up.
- Select Continue to finish the operation.



Clock In Operation (Transportation Route)

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Clock In.
- Review the Confirmation pop up.
- Select the correct Transportation Route to finish the operation.



Clock In Operation (Law Enforcement – Extra Duty Only)

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Clock In.
- Review the Confirmation pop up and select Continue.
- Select Regular or Extra Duty Law Enforcement Code.
- Enter Permit Code.
- Select Continue to finish the operation.



Leave On Lunch Operation

This option will be used to leave on lunch or other short breaks during your normal workday. If you are leaving for any reason other than lunch or short breaks under 30 minutes you will perform a clock out operation instead.

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Leave On Lunch.
- Review the Confirmation pop up.
- Select Continue to finish the operation.

Test	Employee One		Test Employee One	
Clocked in	6/13/2023 02:08:23 pm	Clocked in	6/13/20	23 02:09:25 pm
Clock Out		Clock Out	1	
00 Leave On Lunch		Leave On L	unch	
Miss	ed clock out?		Missed clock out?	
Change CDH Listing		Change CDH List	ting	
		м	Break Confirmation (Break)	>
		Са Мугасстии	ancel Continu	ie >
	HOURS LAST PUNCH			

Return From Lunch Operation

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Return From Lunch.
- Review the Confirmation pop up.
- Select Continue to finish the operation.
- Select the appropriate Position (CDH Listing).



Return From Lunch Operation (Transportation Route)

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Return From Lunch.
- Review the Confirmation pop up.
- Select the correct Transportation Route to finish the operation.

Test Employee One	Test Employee One	< Select CDH Listing (Clock In)
On Break 6/13/2023 02:09:40 pm 00:00	00:00	Q Search
Return From Lunch	Return From Lunch	3300 - PRIMARY POSITION >
Missed clock in?	Missed clock in?	3632 - Extra Duty >
		4000 - Transportation - Regular Route
	My Hours (54:23)	4001 - Trans Activities Route
	Return From Lunch Returning from a 0 minute Break M	9999 - Extra Duty (Law Enforcement)
	Cancel Continue	
LOS OFF DASHBOARD HOURS LAST PUNCH		COD OFF CASHBOARD HOURS LAST PUNCH

Return from Lunch Operation (Law Enforcement – Extra Duty Only)

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Return From Lunch.
- Review the Confirmation pop up.
- Select Continue.
- Select Primary Position or Extra Duty Law Enforcement Code.
- Enter Permit Code.
- Select Continue to finish the operation.

Test Employee One On Break: 6/13/2023 02:09:40 pm 00:00	Test Employee One On Break 6/13/2023 02:09:51 pm OO:OO	Select CDH Listing (Clock In)	C Tracked Entry (Return From Lunch) Permit 6680.50
Return From Lunch	Return From Lunch	3300 - PRIMARY POSITION	Continue
Missod clock in?	Missed clock in?	3632 - Extra Duty	
	My Hours (54:23) > Return From Lunch Returning from a 0 minute Break Cancel Continue	4000 - Iransportation - negular noute	
			1 2 3 AEC DEF
			4 5 6 оні јкі мно
			7 8 9 Pors tuv wxyz
			. 0 🗵

Clock Out Operation

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Clock Out.
- Review the Confirmation pop up.
- Select Continue to finish the operation.



Missed Punch Operation

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Selected Missed In/Out Operation.
- Review the Missed Punch Confirmation pop up.
- Enter details for the Missed Punch.
- Review the Operation Confirmation pop up.
- Select Continue.
- Continue the in/out operations mentioned in the steps above.
- Review the Missed Punch Summary Pop Up.
- Select Continue to finish the operation.

	Test Emplo	oyee One	
Clocked out		6/13/202	3 02:07:29 pm
Clock In	(
	Missed c	lock in?	
	_	-	
€]		No.	0

Test Employee One	Test Employee One	< Select CDH Listing (Clock In)	K Summary (Missed Clock In)
Clocked out 6/13/2023 02:10:52 pm	Clocked out 6/13/2023 02:11:02 pm	Q Search	Q Search
Missed clock in?	Missed clock in?	3300 - PRIMARY POSITION > 3632 - Extra Duty >	3300 - PRIMARY POSITION > 3632 - Extra Duty >
My Accruais (3) > Clock Out Continuation (Missed Clock in) Cancel Continue	M Clock Out > M Sissed Clock in: Your last punch was a ob/3/2023 02:10 PM. Enter missed in punch manually? Cancel Continue	4000 - Transportation - Regular Route > 4001 - Trans Activities Route > 9999 - Extra Duty (Law Enforcement) >	4000 - Transportation - Regular Route

Change Routes - Transportation

This operation will be used for Bus Drivers and Aides to switch your route from a regular route to an activities route. Only use this operation when clocking out of one route and clocking into the next at the same time. If there is a break between routes, you will clock out of one route, then at the appropriate time, you will clock into the other route.

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - o Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Change CDH Listing.
- Review the Confirmation pop up.
- Select Continue to finish the operation.

Test Employee One	く Select CDH Listing (Clock In)	Test Employee One
Clocked in 6/13/2023 02:08:23 pm		Clocked in 6/13/2023 02:08:42 pm
Clock Out	Q Search	Clock Out
Leave On Lunch	3300 - PRIMARY POSITION	00 Leave On Lunch
Missed clock out?	3632 - Extra Duty >	Missed clock out?
	4000 - Transportation - Regular Route >	Change COM Listing
Change CDH Listing	4001 - Trans Activities Route >	change contributing
	9999 - Extra Duty (Law Enforcement)	Change CDH Listing
		Cancel Continue My Accuracy (a)

Additional Employee Operations

Employees can also do additional operations from the dashboard such as view hours, submit time off requests view messages, allocate comp time, and view last punch.

View Hours and Approve Time Daily

Employees must clock in and out of TimeClock Plus in order to be paid for the hours worked. If you do not clock in and out, <u>YOU WILL NOT BE PAID</u>, unless paid time off is entered.

It is the employee's responsibility to clock in and out EVERY DAY, approve your clock actions DAILY, submit time off requests, and communicate with the timeclock manager for questions or assistance with a mis-clock.

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Hours on bottom menu.
- Once you have reviewed, click Approve to confirm the clock actions are accurate.
 - \circ On the desktop computer view, click the checkbox in the column with the header: \oint
- If you need corrections email your timeclock manager as soon as possible.
- Approvals should be completed DAILY for the previous day.

View Hours					View Hours View Hours								
<		06/04 - 06/10		>	<			06/04	- 06/1	0		1	
Regular C 12:22 0:	011 012 00 0:00	Comp Reg Comp011 Comp0 0:00 0:00 0:0	012 Leave 0 0:00	Total 12:22	Regular 33:43	0T1 0:00	0T2 0:00	Comp Reg 0:00	CompOT1 0:00	CompOT2 0:00	Leave 0:00	Total 33:4	
6/5/ :	2023 07:00	AM	G	5:30	e 6	/5/2023	3 09:00	AM			0	8:00	
6/5/	2023 12:30	PM			6	/5/2023	3 05:00	PM					
CDH Lis	sting 3300	- PRIMARY POSITION	4		CDH	Listing	3632	- Extra D	Duty				
Break le	ength 60u				Extra	a Duty	06\05\	001\2319	9\8033				
											Appro	ve	
6/5/	2023 01:30	PM	0	3:30	Shi	ft tota	8:00)					
6/5/	2023 05:00	PM											
CDH Lis	sting 3300	- PRIMARY POSITION	4		6	6/2023	3 08:00	AM			0	1:43	
					6	6/2023	3 09:43	AM					
			Appro	oved	CDH	Listing	3632	- Extra D	Duty				

Time Off Request Entry

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Swipe up on bottom menu.
- Select Requests.
- Select the Plus in the upper right corner to enter a request.

Tommy Timeclock	View Requests	∀ ⊕	Add Employee Request		Add Employee Request
Clocked out 6/13/2023 02:19:30 pm	< 06/11 - 06/17	>	Leave Calendar	0	Leave Calendar
Missed clock in2	 O6/13/2023 O8:00 AM Leave Code 3470 - PERSONAL 	Pending 8:00	Date requestedStart timeStart time	C	Date requested Start time 6/13/2023 08:00 am
☑ My Hours (33:43)	🖉 Edit		Hours Days 1	~	HoursDays
My Accruais (3)			Leave Code	Q	Leave Code
My Messages (2)			Description Description		Description Personal Time
			Save		Save
Accruals				- 1	
) Messages					
Requests		O LAST PUNCH			

Comp Time Allocation

- Log On to Dashboard.
 - Enter your ID Number your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Swipe up on the bottom menu.
- Select Comp Time Allocation.
- To navigate weeks, select the arrows at the top.
- Allot the amount of comp time vs paid time you want in the week.

locked out 6/13/20	023 02:19:30 pm	_Select forecast da	te	
Clock In		6/13/2023		Ë
Missed clock in?		Comp Time		Remaining 48
		Accrued 48	Used 0	Expired 0
My Hours (33:43)	>	Accrual Forecast	Used Forecast 0	Expired Forecast 0
My Accruals (3)	>	Ledger		
		Disability		Remaining 48
D My Messages (2)	>	Accrued 48	Used 0	Expired 0
		Accrual Forecast	Used Forecast 0	Expired Forecast
	LAST PUNCH	Ledger		
		Personal		Remaining 48
Accruals	_	Accrued 48	Used 0	Expired 0
Messages		Accrual Forecast	Used Forecast 0	Expired Forecast O
Requests		Ledger		