



TimeClock Plus Employee Training

 Kansas City Public Schools

[Employee Login Link](#)

Contents

- Employee Operations Training 2**
 - Employee Clock Operations 2
 - Clock In Operation 2
 - Clock In Operation (Transportation Route) 3
 - Clock In Operation (Law Enforcement – Extra Duty Only) 4
 - Leave On Lunch Operation 5
 - Return From Lunch Operation 6
 - Return From Lunch Operation (Transportation Route) 7
 - Return from Lunch Operation (Law Enforcement – Extra Duty Only) 8
 - Clock Out Operation 9
 - Missed Punch Operation 10
 - Change Routes - Transportation 11
- Additional Employee Operations 12**
 - View Hours and Approve Time Daily 12
 - Time Off Request Entry 13
 - Comp Time Allocation 14

Employee Operations Training

Employee Clock Operations

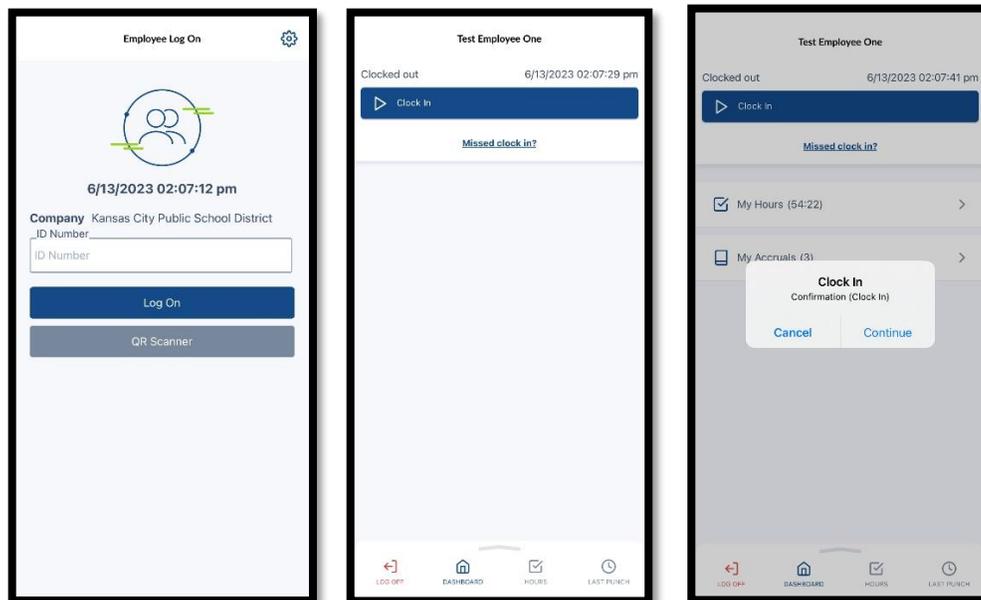
When performing clock operations, employees will enter your employee ID minus the leading E and zero(s) and select the correct clock operation. Employees will perform the below clock operations as necessary.

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, **YOU WILL NOT BE PAID**, 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.

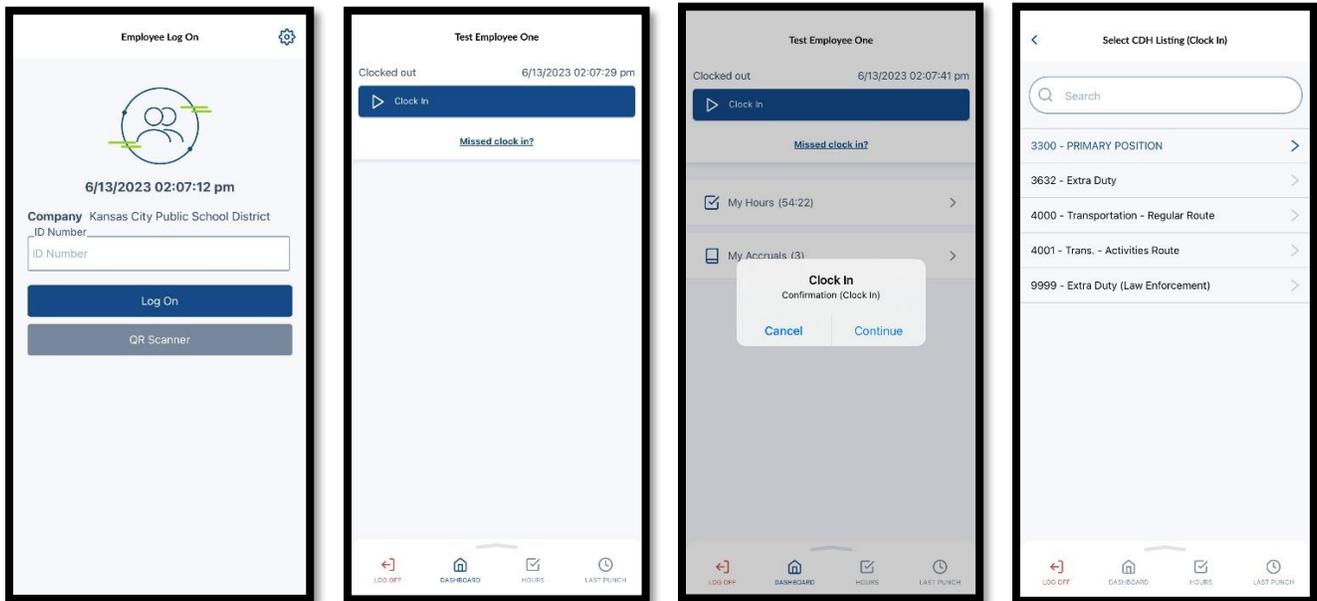
Clock In Operation

- Log On to Dashboard.
 - Enter your ID Number – your employee ID minus the leading E and zero(s).
 - 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.



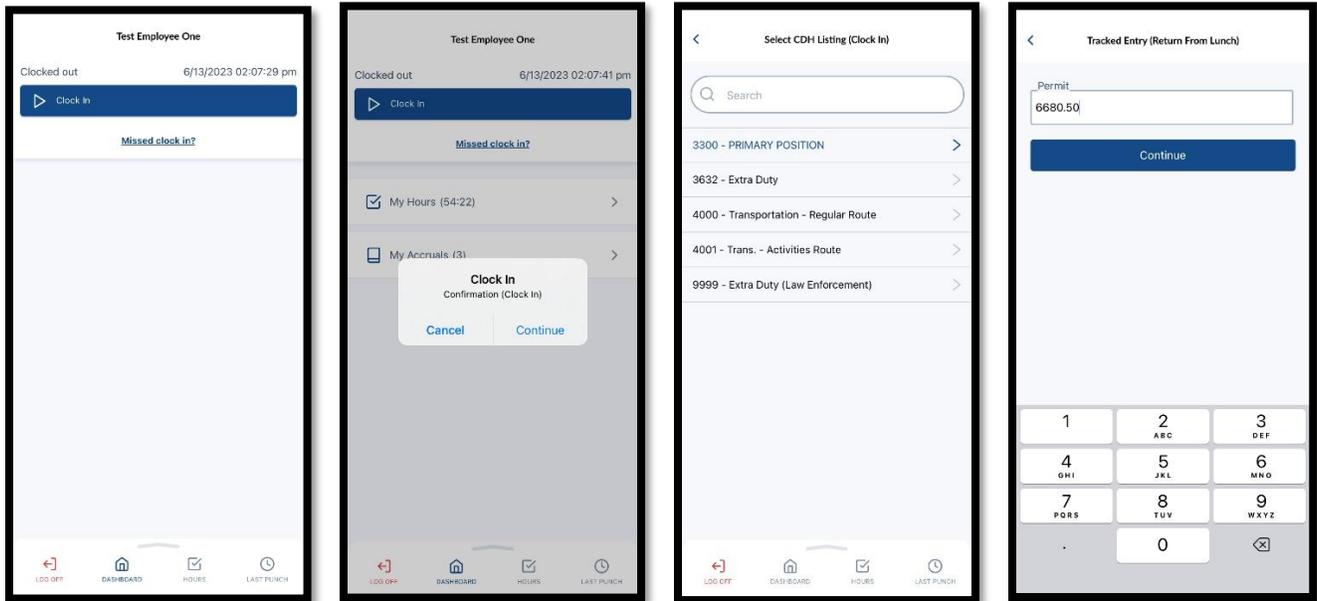
Clock In Operation (Transportation Route)

- Log On to Dashboard.
 - Enter your ID Number – your employee ID minus the leading E and zero(s).
 - 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)

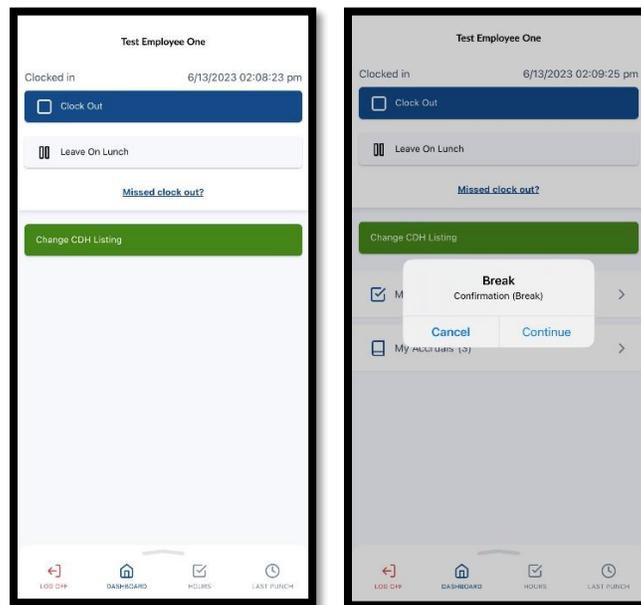
- Log On to Dashboard.
 - Enter your ID Number – your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Select Clock In.
- Review the Confirmation pop up and select Continue.
- Select Regular or Extra Duty Law Enforcement Code.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



Leave On Lunch Operation

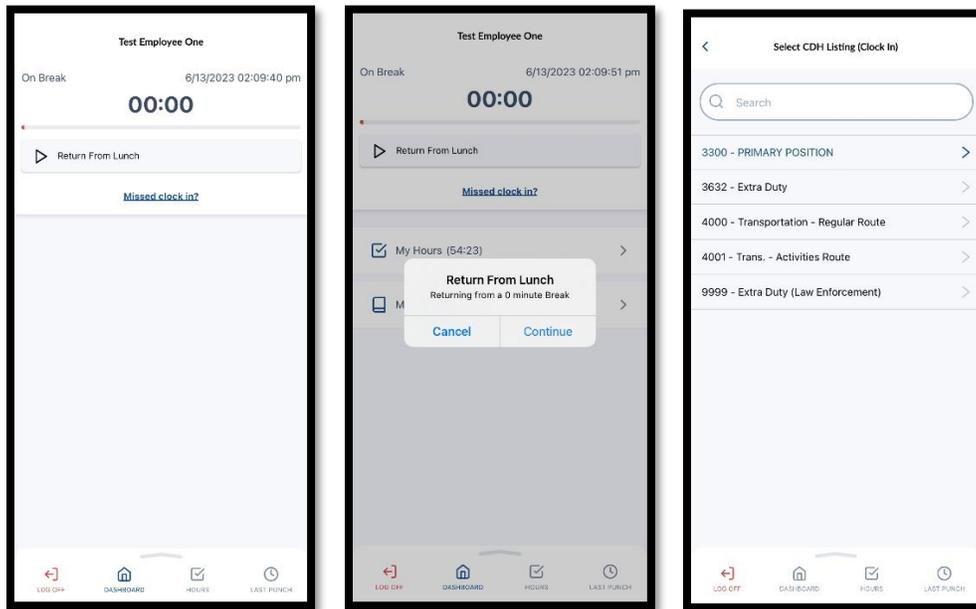
This option will be used to leave on lunch or other short breaks during your normal workday. If you are leaving for any reason other than lunch or short breaks under 30 minutes you will perform a clock out operation instead.

- Log On to Dashboard.
 - Enter your ID Number – your employee ID minus the leading E and zero(s).
 - 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.



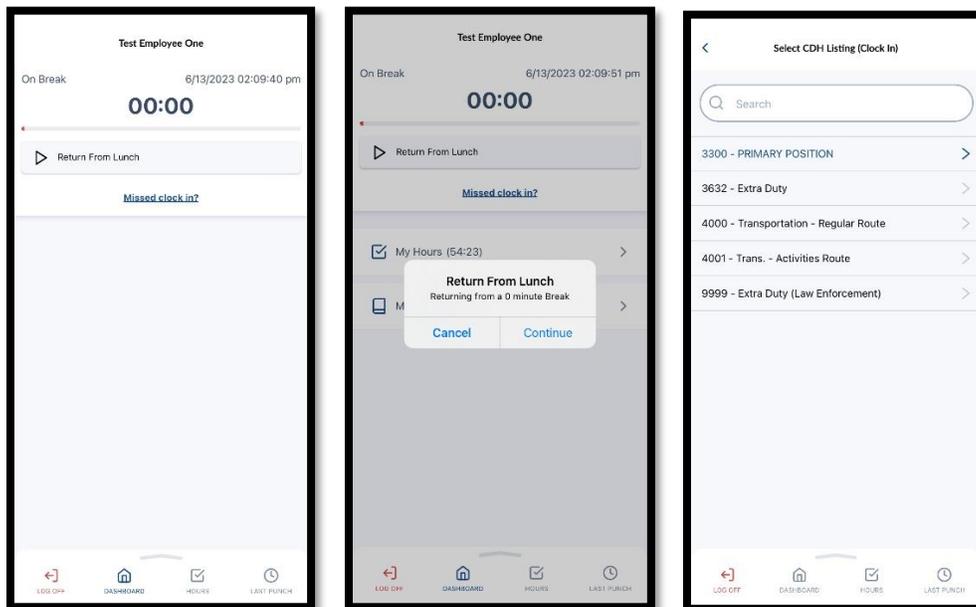
Return From Lunch Operation

- 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).



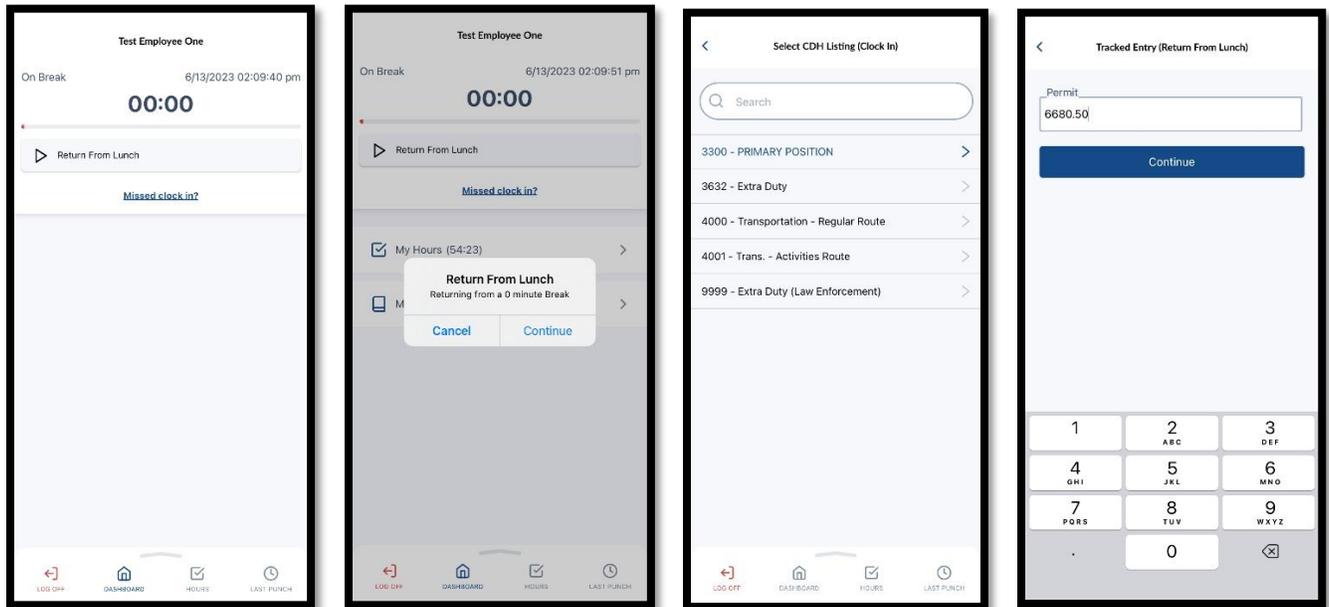
Return From Lunch Operation (Transportation Route)

- 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.



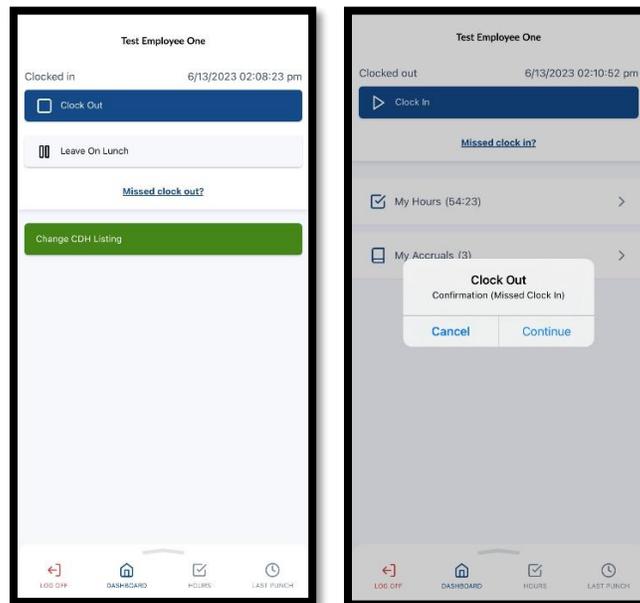
Return from Lunch Operation (Law Enforcement – Extra Duty Only)

- Log On to Dashboard.
 - Enter your ID Number – your employee ID minus the leading E and zero(s).
 - 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.



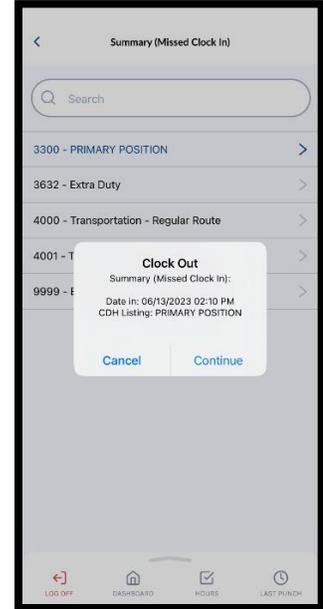
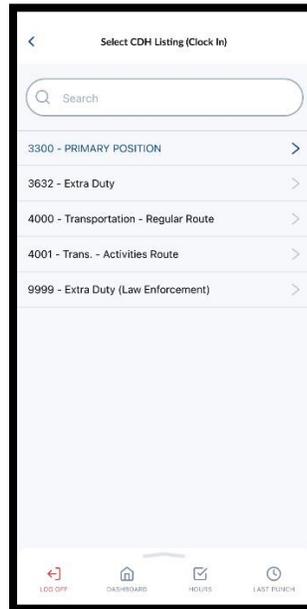
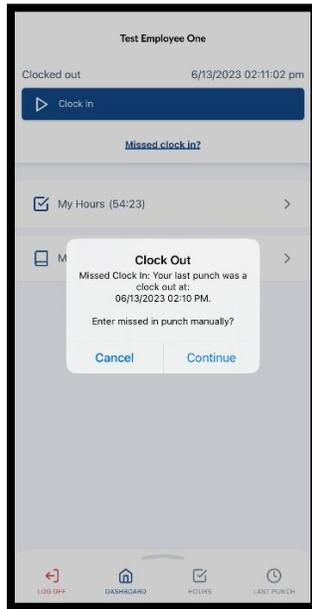
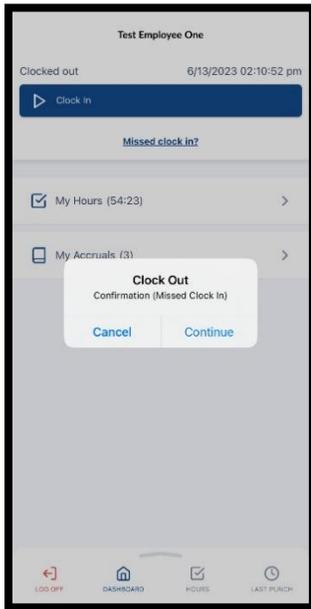
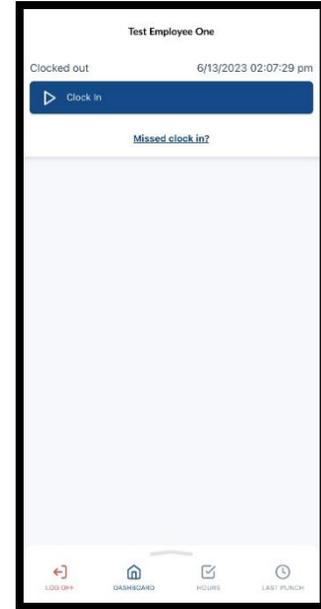
Clock Out Operation

- 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

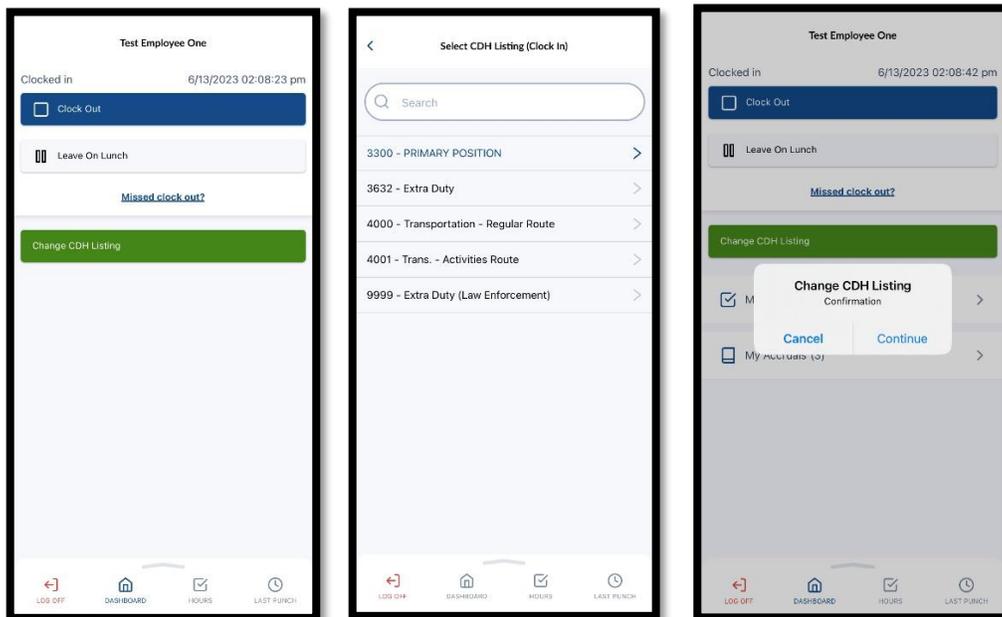
- Log On to Dashboard.
 - Enter your ID Number – your employee ID minus the leading E and zero(s).
 - Select Log On.
- Confirm your name is at the top in the middle of the screen.
- Selected Missed In/Out Operation.
- Review the Missed Punch Confirmation pop up.
- Enter details for the Missed Punch.
- 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.



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).
 - 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.



Additional Employee Operations

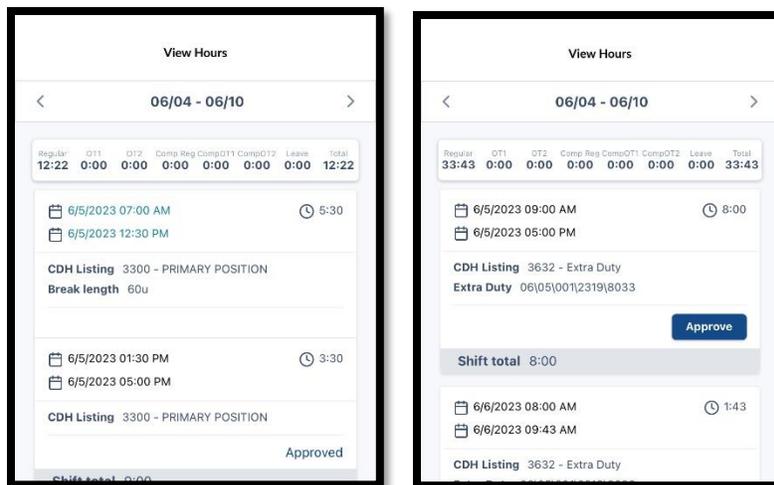
Employees can also do additional operations from the dashboard such as view hours, submit time off requests view messages, allocate comp time, and view last punch.

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, **YOU WILL NOT BE PAID**, unless paid time off is entered.

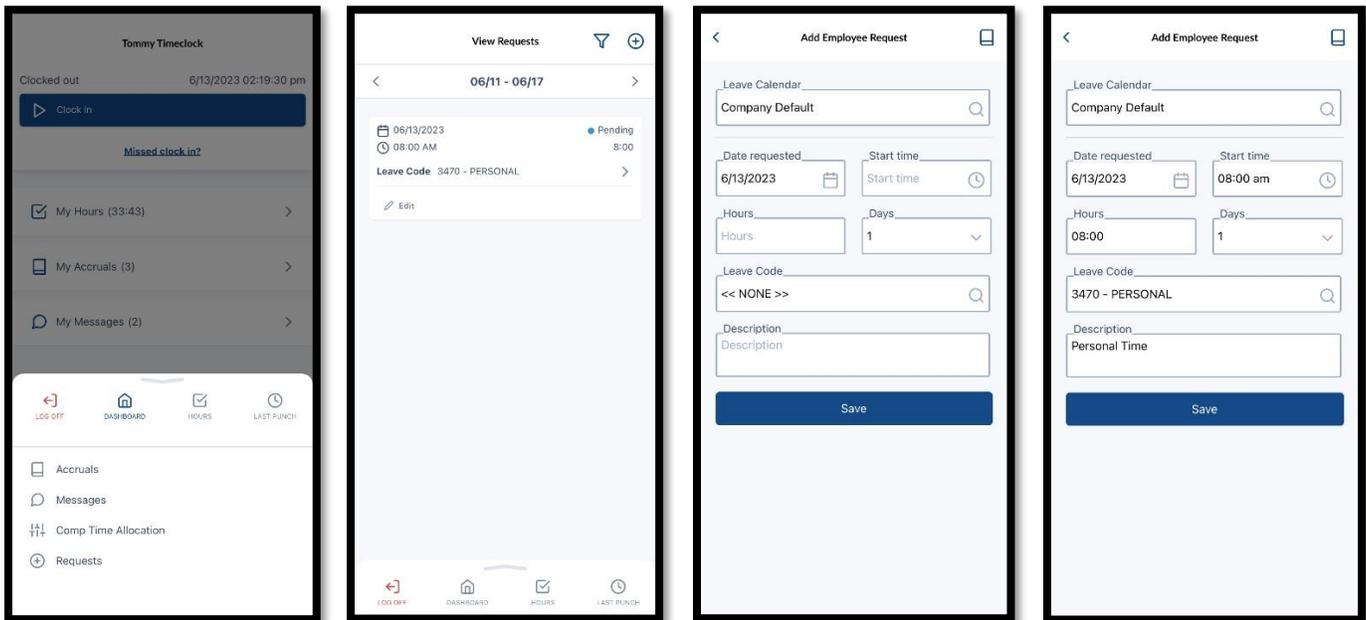
It is the employee’s responsibility to clock in and out EVERY DAY, approve your clock actions DAILY, submit time off requests, and communicate with the timeclock manager for questions or assistance with a mis-clock.

- 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.
 - On the desktop computer view, click the checkbox in the column with the header: 
- If you need corrections – email your timeclock manager as soon as possible.
- **Approvals should be completed DAILY for the previous day.**



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.



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.

