

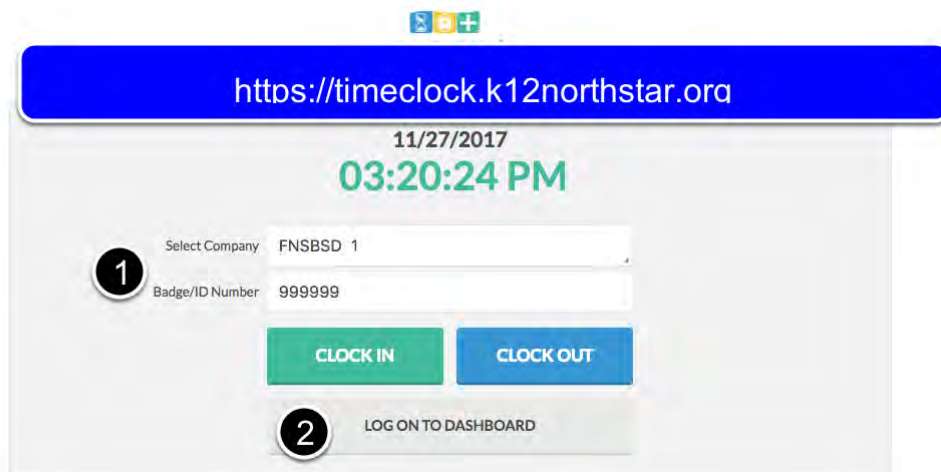
Verifying Time in TCP

These directions will help staff member navigate the TCP Dashboard. For more information go to <https://www.k12northstar.org/Page/5818>.

Employee Responsibilities

1. **Clock in and out each day on time. Do not clock in or out more than 8 minutes BEFORE or AFTER scheduled start and end times unless approved by your supervisor.**
2. **Clock in and out each day for lunch.**
3. **Work only hours allotted per contract. Any variance (+ / -) must be approved by your supervisor. Employees MUST add a note to explain any variance.**
4. **Request leave in either AESOP or TimeClock Plus as determined by your supervisor.**
5. **Review and approve your time in TCP at the end of each week or as determined by your supervisor.**

Accessing the TCP Dashboard



1. Log in with your number without the f
2. Select *Log On To Dashboard*
3. Enter your pin (the last 4 digits of your SSN)

Select "View" on the Toolbar



1. Select View
2. Once you've clicked View - the Hours button will appear

Review Your Hours

VIEW HOURS

Navigate period

Download

Prev Next
11/13 - 11/26

1	2	3	4	5	6	7	8	9	10			
		Split	Notes	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/13/2017 08:00 AM	11/13/2017 07:56 AM	11/13/2017 11:45 AM	11/13/2017 11:50 AM	3.75	3.75			4420 - EX-TECH-HR-1
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/13/2017 12:00 PM		11/13/2017 04:45 PM		4.25	4.25	8.00		4420 - EX-TECH-HR-1
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/14/2017 07:45 AM	11/14/2017 07:49 AM	11/14/2017 12:00 PM	11/14/2017 12:04 PM	4.25	4.25			4420 - EX-TECH-HR-1
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/14/2017 01:00 PM		11/14/2017 04:00 PM	11/14/2017 03:57 PM	3.00	3.00			4420 - EX-TECH-HR-1
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/14/2017 04:00 PM		<< Time sheet >>		0.75	0.75	8.00		324 - PERSONAL EXEMPT LEAVE
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/15/2017 08:00 AM	11/15/2017 07:59 AM	11/15/2017 01:10 PM		5.17	5.17			4420 - EX-TECH-HR-1
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/15/2017 02:15 PM	11/15/2017 02:12 PM	11/15/2017 05:00 PM	11/15/2017 05:04 PM	2.75	2.75	7.92		4420 - EX-TECH-HR-1

- 1. Exceptions Column** (indicated by the orange bell)- This column indicates if there are actions that need to be resolved. Hovering over the orange dot will indicate which issues need to be resolved. Examples of issues include time segment needing manager and employee approval, missed punches, and conflicting segments. Once all issues are resolved, the orange dot will disappear. Managers will see the orange dot turn blue.
- 2. Employee Approval Column** - The Employee Approval Column, designated by the E and check mark, is the column that each employee should be reviewing and checking. It is recommended that you review and approve your time each date. You can approve your time by checking the box. Checking the box shows that you've reviewed your time and agree that this is the time you worked. This is particularly important for any leave that you have taken.
- 3. Notes** - The Notes Column is where employees enter additional information they want the timekeeper or supervisor to know about that day. Notes could be for reasons why you might have missed a clock in or out or explanation regarding the leave.
- 4. Time in** - The time in column shows the rounded time for when you clock in. Remember TCP rounds up or down in 8 minute increments for every 15 minutes on the clock.
- 5. The Actual Time In** - The Actual Time In Column shows the exact time that you clocked in. It is important to note that while employee's time is being rounded for up to 7 minutes before or after the quarter hour, supervisors also see this same actual clock in time and may take disciplinary actions for employees who are consistently late for work.
- 6 & 7 The Time Out and Actual Time Out** columns function the same way that the Time in and Actual Time In columns work.
- 8 & 9 The Hours column and Shift Total columns** show the amount of time you have been credited for that segment of time.
- 10. Day Total** - The Day Total Column should reflect the numbers of hours you are scheduled to work each day. If you are scheduled to work a 7.0 hour day, then this total should be 7.0 hours. During the pilot period for TimeClock Plus, it is important to review your daily hours to insure that your daily totals equal the hours you are scheduled to work. Employees whose daily totals are less than their scheduled hours will be charged leave to cover the balance.

Verify Your Hours

		Split	Notes		Time In	Actual Time In	Time Out	Actual Time Out	Hours
	<input checked="" type="checkbox"/>				11/27/2017 08:00 AM	11/27/2017 07:57 AM	11/27/2017 02:00 PM	11/27/2017 02:02 PM	6.00
	<input checked="" type="checkbox"/>				11/27/2017 03:00 PM	11/27/2017 03:07 PM	11/27/2017 05:00 PM	11/27/2017 05:04 PM	2.00
	<input type="checkbox"/>				11/28/2017 08:30 AM	11/28/2017 08:33 AM	11/28/2017 01:00 PM		4.50
	<input type="checkbox"/>				11/28/2017 01:30 PM	11/28/2017 01:36 PM	11/28/2017 05:00 PM	11/28/2017 04:59 PM	3.50
	<input type="checkbox"/>				11/29/2017 08:00 AM	11/29/2017 07:57 AM	11/29/2017 01:00 PM	11/29/2017 01:02 PM	5.00
	<input type="checkbox"/>				11/29/2017 02:00 PM	11/29/2017 01:59 PM	11/29/2017 05:00 PM	11/29/2017 05:01 PM	3.00
	<input type="checkbox"/>				11/30/2017 08:00 AM		11/30/2017 01:00 PM	11/30/2017 12:57 PM	5.00
	<input type="checkbox"/>				11/30/2017 02:00 PM	11/30/2017 01:59 PM	<< Clocked In >>		0.12
	<input type="checkbox"/>				12/1/2017 02:00 PM		<< Time sheet >>		1.50

At the end of each week, or at a scheduled determined by your supervisor, you should verify your time by checking the boxes in the Employee Approval Column. Approving the time provides you the opportunity to correct any mistakes, add notes for your supervisors and ensures that your paycheck is reflective of the time you should be paid for.