

To clock in or out of your shift

Select Company

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

-OR-

LOG ON TO DASHBOARD

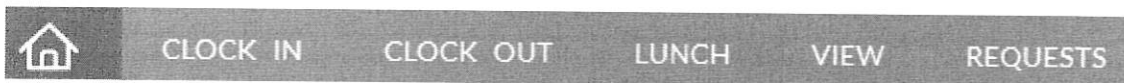
[URL here](#)

- **Select Company.** Your district name appears here
- **ID Number.** This is your payroll ID
- **PIN Number.** This is the last four-digits of your Social Security # unless you change it
- Hello.....your name Confirmation (Clock In), **click on continue**
- Hello.....your name Select Job Code(Clock In), **click on continue**
- Clock operation successful, **click on OK**

You can also choose to **LOG ON TO DASHBOARD** to see all options.



TimeClock Plus®



Clock In. Clocks you in for this shift

Clock Out. Clocks you out for this shift

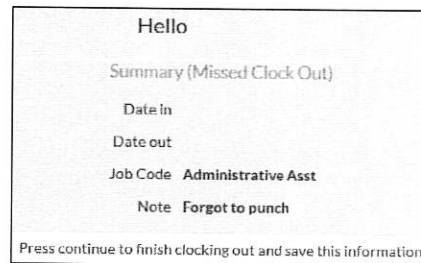
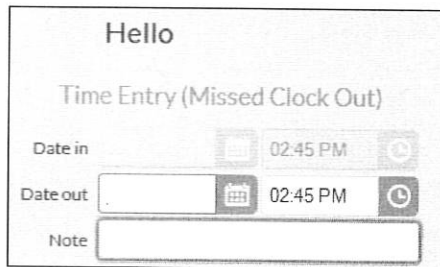
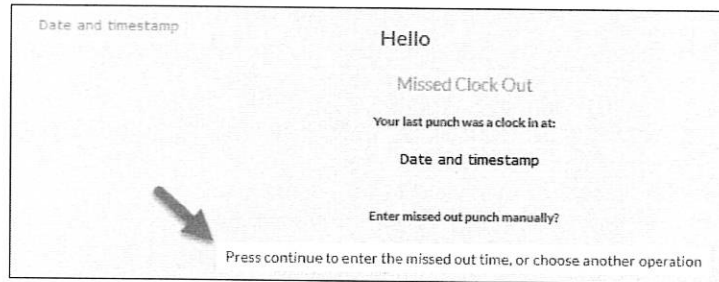
View. Allows you to View Hours for this pay period, View Last Punch, View Messages

Requests. Allows you to enter a leave request by clicking on the **+Add** button

LogOff. Click log off in the upper right hand corner of the screen to exit

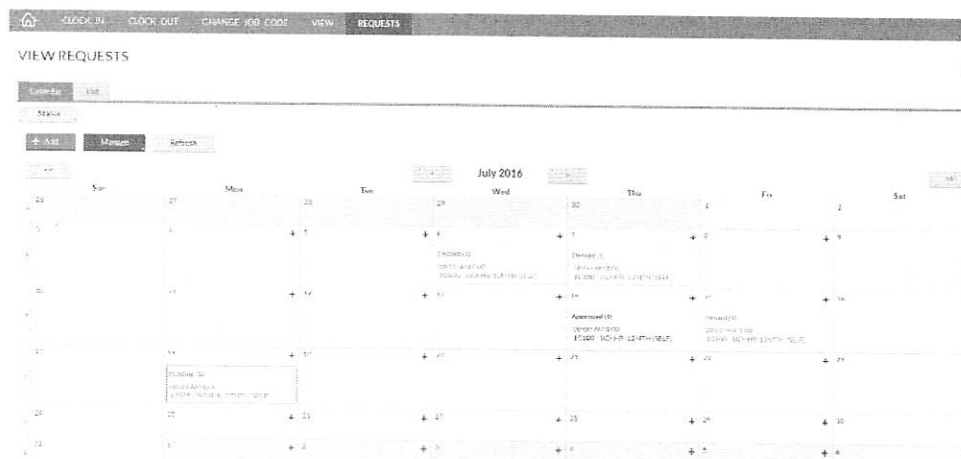
Missed Clock in or Missed Clock out

This example shows a missed clock out. Missed clock in will be similar.



Requesting Time Off

From WebClock, log on to your dashboard then click on "Requests."



To create a new request, either click the green "+Add" button OR find the date your time off request will begin and click the "+" button on that date.

Add Employee Request



Employee

Date requested 7/21/2016

Start time

Hours 24.00

Days 1

Leave code << NONE >>

Description

Cancel Save

Fill in the date your time off will start along with the start time and hours/day.

If you will be gone for multiple full days in a row enter the number. If your request spans a weekend, you must enter a new request for the next week. Otherwise enter a request for each partial day.

Select Leave Code.

Enter optional description if desired.

Click "Save."

Your manager will be sent an email once the request has been saved. Once the time off request has been approved/denied, you will get an email from your manager.

You may cancel a pending request by:

1. Right clicking on the pending request in the calendar and choosing "delete."
2. Clicking the blue "Manage" button and choosing "delete."

If a request has been approved and you will not be absent you must have your supervisor remove the request.