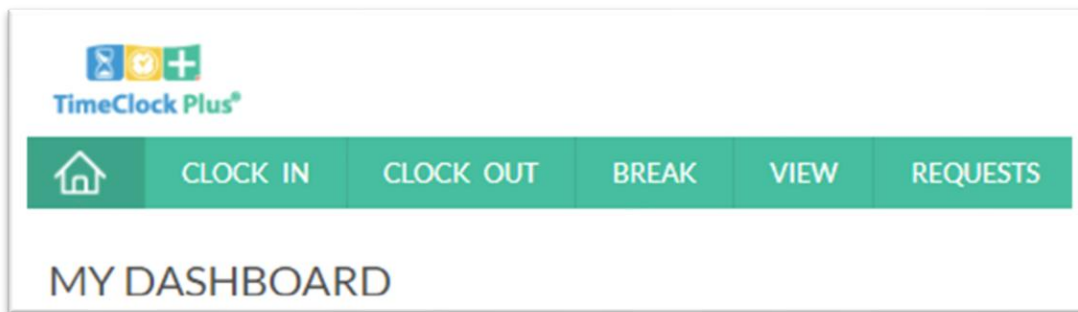


Log in at: <https://175700.tcplusondemand.com/app/webclock/-/EmployeeLogOn/175700/1> or go to www.rtrschoos.org and click on >Staff Portal>Time Clock Plus. Enter in your ID # click Log on to Dashboard

- **Select Company.** Your district name appears here
- **ID Number.** This is your payroll ID - Log on to Dashboard
- **PIN Number.** This is the last four-digits of your Social Security #

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



Widgets display a preview of hours, requests, provides links, and shows messages.

Time	Pay Code	Total
06/19 07:30 A - << Time sheet >>	1100 - CEA Annualized Pay	8:00
06/20 07:30 A - << Time sheet >>	1100 - CEA Annualized Pay	8:00
06/21 07:30 A - << Time sheet >>	1100 - CEA Annualized Pay	9:00
06/22 07:30 A - << Time sheet >>	1100 - CEA Annualized Pay	9:00
07/28 08:00 A - << Time sheet >>	5010 - Bereavement	8:00
08/03 11:00 A - << Time sheet >>	1902 - Para Sub	1:00
08/28 07:51 A - 07:52 A	1100 - CEA Annualized	0:01

Requests. Allows you to enter a leave request by clicking on the **+Add** button. **Log Off.** Click log off in the upper right hand corner of the screen to exit.

Enter a Leave Request

Employees must have an active email in the TimeClock Plus Database for leave requests and sub notifications to route to/from the supervisor, employee and substitute.

- **Select Company.** Your district name appears here
- **ID Number.** This is your payroll ID
- **LOG ON TO DASHBOARD.**
- **PIN Number.** This is the last four-digits of your Social Security #
- **Click on REQUESTS**
 - **Calendar Tab** displays the current calendar. Click on the + sign in a date field to open up Add Employee Request field.
 - Click on the **arrows to the left or right of the month** displayed to enter a leave request for a previous or future month.

The screenshot shows the 'Add Employee Request' form. The form is titled 'Add Employee Request' and has a help icon (?) in the top right corner. The form is divided into several sections. On the left, there is a 'Templates' sidebar with a 'No records found' message. The main form area contains the following fields and controls:

- Employee:** Para Sub August Screws [3056]
- Date requested:** 2/23/2018 (with a calendar icon)
- Start time:** 08:00 AM (with a clock icon)
- Hours:** 8:00
- Days:** 1 (with a dropdown arrow)
- Leave Code:** << NONE >> (with a dropdown arrow)
- Description:** (empty text field)
- Requires substitute:** (with a mouse cursor)

At the bottom of the form, there are three buttons: 'Accruals', 'Cancel', and 'Save'.

- **Date requested.** This defaults to the date you clicked. You can change it.
- **Start time.** Enter your scheduled start time for a full day. Enter the time your leave will begin for a partial day. If you are entering a leave request in the early morning due to illness or emergency and your leave start time is 8:00 am, enter in your request NO EARLIER than 6:15 am, this will then send out a notification to substitutes since it is within the 2 hour time frame of your leave start time.

- **Hours.** Enter the number of hours you are requesting leave for. Do not include the ½ hr. unpaid lunch break. Example, leave requested from 10:00 AM – 2:00 PM would be recorded as 3:30, not 4:00.
- **Days.** Will always default to 1 even if it is a request for a partial day. It identifies the “date” of leave. If you are requesting multiple days in a row, example PL for two days, enter a 2. If the leave involves a weekend break you must enter, for example, Wed – Fri as 3 and do a second leave entry for Mon-Tues as 2.
- **Leave Code.** Select the leave code from the dropdown list.
- **Description.** Enter a reason for the leave. It can be as simple as Sick Leave. Does not have to be detailed unless requested by your supervisor.
- **Requires Substitute.** Check this box if a substitute is required to fill your position for this leave code. Uncheck this box if a substitute is NOT required.
- **{to add a preferred sub, don't select the “requires substitute” check box, contact your building secretary for manual assignment or specify in the description of your request}**
- **Click on SAVE.**
 - **Add Substitute Requirement.** Edit the amount of time a sub would be needed if necessary, by clicking the EDIT button.
 - **Edit Notes.**

?

Edit Notes

Administrator note

Substitute note

Cancel Save

- **Administrator Note.** Add administrator notes for the approver(s) of this request for in regards to the Substitute.
- **Substitute Note.** Add notes for the substitute that accepted this position. **NOTE:** Enter any information that will be useful to the sub who accepts the position such as, lesson plans or reminders.
- **Click SAVE**
- **Click SAVE again**

?

Add Substitute Requirement

Display weekends

	0:00 Tue 02/20	0:00 Wed 02/21	0:00 Thu 02/22	0:00 Fri 02/23	
19	08:00 AM			04:00 PM	8:00

Edit Clear

■ Sick Leave
■ Leave
Edit Notes

Add

Cancel Save

When you click on save the leave request shows as Pending and will be emailed directly to your supervisor (s) for approval. The request is automatically available to be viewable and acceptable by the sub if they were to log in to view assignments before the request is approved. When the request is approved your supervisor(s) they can manually send out a sub notification to the qualified subs or a preferred sub noted in the Admin not field of the leave request. OR when the request is put in within two hours of the start time of the shift the notification automatically goes out.

You will receive an email back from your supervisor once the request is approved or denied. If approved the notifications for a sub needed will be sent by email and text message to qualified subs.

You will receive an email when a sub accepts the assignment.

- **Deleting a leave request.** You will need to ask your supervisor to remove a pending request.

It is very important if you're using a public computer that you click on Log Off in the upper right-hand corner to exit TimeClock Plus Web Clock.