

How to log into TimeClock Plus to view and accept an assignments.

- Log in to TimeClock Plus go to <https://175700.tcplusondemand.com/app/webclock/-/EmployeeLogOn/175700/1> or www.rtrschoos.org > staff portal > Time Clock Plus and Enter in your
- employee ID number
- Click Log On To Dashboard, enter employee pin (this is the last four-digits of your Social Security #)

- Once logged in you will see the employee dashboard.
- In the upper left hand corner click the three lines, then click **VIEW ASSIGNMENTS**.

View assignments displays open and unfilled assignments even if they have not yet been approved by the employee's manager. If the assignment available ends up being denied, you will be notified by the district or via TimeClock Plus notifications that the assignment is no longer available.

View Assignments

? Feedback

Available Accepted

Group by Assignment Date

5/30/2025 to 5/29/2026 Next 12 Months Update

Start date Stop date Period

Expand all Collapse all Cancel Accept Reject

Showing 0 records of 0 Selected 0 records

Date	Time	Hours	Location	Name	Job Code	Covered Job Code	Cost Code	Type	Segments / End Date	Note
No records found										

- To accept the assignment click the check box to select the assignment then click **ACCEPT.**



- Click **OKAY**

Once you click okay, the manager of the employee who you will be subbing for will get a notification that you accepted the position. The employee you are subbing for will also get a notification.

- To view accepted assignments click on the Accepted tab
- To unaccept an assignment you will need to contact the district office for the appropriate personnel to remove you from the position