Santa Maria ISD

TimeClock Plus Employee Quick Guide

Use WebClock to review and approve your time and request leave. Menu labels and available features depend on district settings. Follow the deadlines and procedures provided by your supervisor or Payroll.

1 Sign in

Open the district-provided **TimeClock Plus WebClock link**. Enter your assigned employee ID and PIN/password, or use the district sign-in option. Select **Log On to Dashboard** if shown. Confirm that your name is correct.

2 View and review your hours

Select **View > Hours** (or **View Hours**). Use **Prev/Next** or the date controls to select the correct week or pay period. Review every week included in the pay period.

Check each date, clock-in and clock-out time, meal break, job code, leave entry, and daily/weekly total. Report missing punches or errors to your supervisor with the date, correct time, and reason. Recheck your record after corrections.

3 Approve and submit your time

After verifying accuracy, select the **Employee Approval** checkbox or checkmark in the **E** column for each time segment. If available, use the E/checkmark header control to approve all displayed segments.

Complete any confirmation or save prompt shown. Verify that every required segment shows employee approval before the district deadline. In many WebClock setups, employee approval is the submission step; if your screen also provides **Submit**, complete it as directed by Payroll. Supervisor approval is a separate step.

4 Request leave or time off

1. Select **Requests** from the dashboard. Click **Add** or the **+** on the requested date.

2. Enter the **date**, **start time**, **hours per day**, and correct **leave code** from your available options. Use your scheduled work hours; do not assume every full day equals 8 hours.

3. For identical consecutive dates, use **Days** if available. Check all dates created; enter separate requests when hours differ or dates are not consecutive. Add a brief description if required.

4. Click **Save** to submit. Return to **Requests** to check whether it is **Pending**, **Approved**, or **Denied**. A saved or pending request is not approval.

5. After approval, review your time record to confirm the leave date, code, and hours. If leave is missing, contact Payroll before adding another entry. Use **Manage Time Sheet** for leave entry only when Payroll directs you to do so.

Before you log off

Confirm your hours are accurate, required employee approvals are complete, and leave requests are saved. Follow district absence notification procedures in addition to entering leave. Select **Log Off** when finished.

Need help? Contact your supervisor or Santa Maria ISD Payroll at **956-565-6308** for the WebClock link, login assistance, missing options, leave balances, or submission deadlines.

Reference: standard WebClock workflows in Texas Tech Payroll’s WebClock Guide and UNM Valencia’s WebClock Essentials. District settings and procedures control. Payroll contact: smisd.net/departments/business-finance/payroll-department. Prepared October 5, 2026.