



TimeClock Plus Instruction

Clocking in:

1. In the **ID Field** enter your 5-digit badge number (last five digits of social security #) then hit enter
2. Next, it will ask you to place your finger on the reader. Keep your finger on the reader until it show's your name and Match Successful.



3. On the next screen click
CLOCK IN: when you are starting your shift
START BREAK: if you are going to lunch
END BREAK: when you return from lunch
CLOCK OUT: when you are ending shift



4. Once done correctly, you will see on the screen Operation Successful.

Trouble shooting

1. When entering your badge number (last five digits of social security #) in the ID field you might sometimes get an error message saying Invalid Credential, click OK on the error message box, then click anywhere in the ID field and the number keys will pop back up. Click **CLEAR** to clear out the ID field and re-enter your badge number again slowly.
 2. On occasions, you may have trouble with the time clock reading your finger, when this occurs try placing another finger that you registered on the reader. If you continue to have problems, contact payroll.
 3. In the event when you forget to clock in or out you will need to log on to TimeClock Plus <https://tcp.mcesaz.org/app/webclock/#/EmployeeLogOn/tollesonunion> and enter a note for your editor to fix your time card
- When you log on to TimeClock Plus it will ask you to enter your 5-digit badge number (last five digits of social security #) then click **“Log On to Dashboard”**

A screenshot of the TimeClock Plus login interface. At the top, it displays the date "8/25/2016" and the time "12:18:55 PM" in large green font. Below this, there is a "Select Company" dropdown menu with "Tolleson Union 1" selected. Underneath is a "Badge Number" input field with a red border. At the bottom is a grey button labeled "LOG ON TO DASHBOARD".

- Next, click **View** at the top left corner



- Click **View Hours**



- Your current time card will pop up. Be sure the date range is showing to the correct dates that you would like to make changes. If it doesn't you can click the **Prev** arrow to go to previous weeks. Click on the notes icon next to the date the you would like to fix.

VIEW HOURS



		Notes		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total
	<input checked="" type="checkbox"/>			29u	8/22/2016 08:00 AM	8/22/2016 01:04 PM	5:04			
	<input checked="" type="checkbox"/>				8/22/2016 01:33 PM	8/22/2016 04:30 PM	2:57	8:01	8:01	
	<input type="checkbox"/>			28u	8/23/2016 08:00 AM	8/23/2016 01:03 PM	5:03			
	<input type="checkbox"/>				8/23/2016 01:31 PM	8/23/2016 04:30 PM	2:59	8:02	8:02	
	<input type="checkbox"/>			26u	8/24/2016 06:00 AM	8/24/2016 12:06 PM	6:06			
	<input type="checkbox"/>				8/24/2016 12:32 PM	8/24/2016 02:30 PM	1:58	8:04	8:04	
	<input type="checkbox"/>				8/25/2016 07:45 AM	<< Clocked In >>	4:38	4:38	4:38	28:45

- A box titled View Notes will pop up. Click the **Add** button and another box will pop up where you can type what you need to fix for this day

View Notes ?

+ Add

Date Entered	Note
No records found	

- Be sure to give specific **DATE and TIMES** as to when you were supposed to have clocked in or out. Once you are done click **Save**

Add Work Segment Note ?

Note ×

Cancel Save

- Your manager will then see this note and fix your time card accordingly.