

<https://rs2.tcplusondemand.com/app/webclock/#/EmployeeLogOn>

Log into the TimeClock Plus Web Clock by entering your Employee ID (rxsmith) and MyOCC Password



2/10/2022
12:21:57 PM

Select Company

External ID

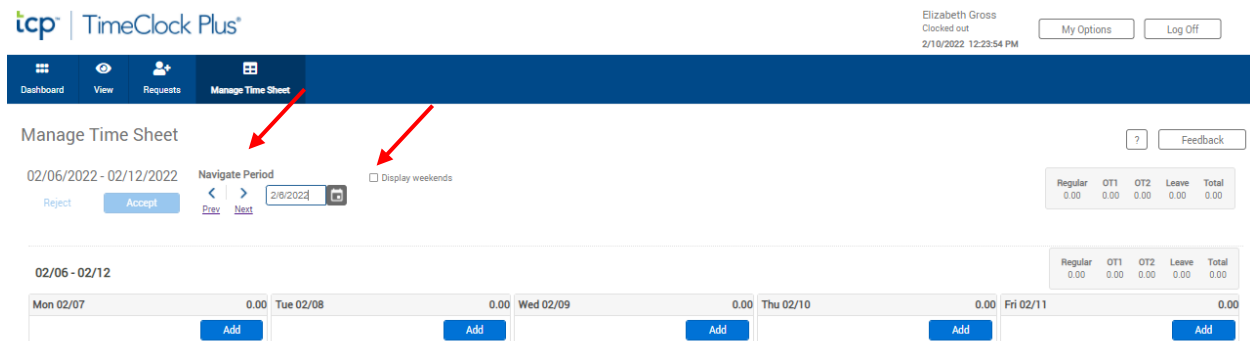
Password Entry

Password [Forgot password?](#)

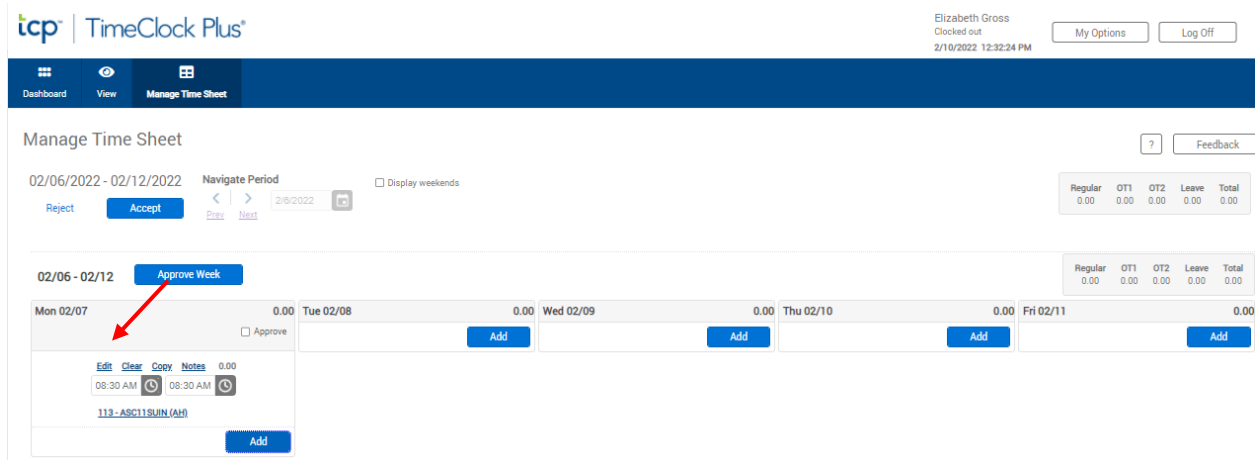
Once in TimeClock Plus, click “Manage Time Sheet”.



Navigate to the correct dates, using the arrow buttons as shown under Navigate Period. Select “Display weekends” if needed.



Select the “Add” button to enter the start and end time for day.



Click the edit button to enter your time in/out and position. Save:

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Dashboard View Manage Time Sheet

Manage Time Sheet

02/06/2022 - 02/12/2022 Navigate Period ☐ Display weekends

Reject Accept < > 2/6/2022 Prev Next

02/06 - 02/12 Approve Week

Mon 02/07 0.00 Tue 02/08 0.00

08:30 AM 08:30 AM 113 - ASC11SUN (AH) Add

Edit Segment Segment Length: 6.50

Time in 2/7/2022 08:30 AM

Time out 2/7/2022 03:00 PM

Break type << NONE >>

Position Leave ID 113 - ASC11SUN (AH)

Cost Code 113 - ASC11SUN (AH)

Note 218 - IIC21TUTO (HL)

Cancel Save

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Dashboard View Manage Time Sheet

Manage Time Sheet

02/06/2022 - 02/12/2022 Navigate Period ☐ Display weekends

Reject Accept < > 2/6/2022 Prev Next

02/06 - 02/12 Approve Week

Mon 02/07 6.50 Tue 02/08 3.00 Wed 02/09 0.00 Thu 02/10 3.50 Fri 02/11 0.00

08:30 AM 03:00 PM 113 - ASC11SUN (AH) Add

11:00 AM 02:00 PM 218 - IIC21TUTO (HL) Add

08:30 AM 12:00 PM 113 - ASC11SUN (AH) Add

Regular OT1 OT2 Leave Total

13.00 0.00 0.00 0.00 13.00

The first two digits of the Position ID are the Campus number...21=Highland Lakes in the above example. **If your correct job position is not listed in the dropdown when you edit, STOP, call or email payroll that you have a new position.**

If you took a lunch or break, enter time in and time out for the hours you worked, hours after lunch can be entered by clicking the Add button. Bargaining unit employees should automatically be set up with

lunch break.

02/06/2022 - 02/12/2022

Regular 16.50 OT1 0.00 OT2 0.00 Leave 0.00 Total 16.50

02/06 - 02/12

Mon 02/07 6.50 Tue 02/08 3.00 Wed 02/09 0.00 Thu 02/10 7.00 Fri 02/11 0.00

113-ASC11SUIN (AH) 218-BC21TUTO (HL) 113-ASC11SUIN (AH)

Regular OT1 OT2 Leave Total

16.50 0.00 0.00 0.00 16.50

You can also select the Add button if you have a **Leave time** to add (including a second segment in the same day), then edit and enter the times for the leave time. **Leave times do not have breaks taken out, so you'll want to adjust the hours so it equals 8 hours for the day.**

03/14/2021 - 03/20/2021

Regular OT1 OT2 Leave Total

0.00 0.00 0.00 0.00 0.00

03/14 - 03/20

Mon 03/15 0.00 Tue 03/16 0.00 Wed 03/17 0.00 Thu 03/18 0.00 Fri 03/19 0.00

113-ASC11SUIN (AH)

Segment Length: 8.00

Time 3/15/2021 08:30 AM

Hours 8.00

Position Leave ID 9158 - 1131SUAP (DO)

Cost Code 1-Holiday

Note 8-Personal Business Salaried

9-Management/Vacation

10-Teamsters PT Sick

11-Emergency Closing Salaried

Cancel Save

Continue entering hours for the remainder of the week. Once all hours/exceptions for the week have been added, click “Approve Week” then click the “Accept” button for the week. **If the employee does not approve week but just accepts, it’s like not signing their timesheet and the system will not allow the hours to be uploaded. If you don’t approve week, it won’t save the info you have entered and it will disappear. Please make sure to select BOTH “Approve Week” and “Accept”.**

TimeClock Plus

Elizabeth Gross
Clocking out
2/10/2022 01:38:36 PM

My Options Log Off

Dashboard View Manage Time Sheet

Manage Time Sheet

02/06/2022 - 02/12/2022 Navigate Period

Reject Accept

02/06 - 02/12 Approve Week

Regular	OT1	OT2	Leave	Total
16.50	0.00	0.00	0.00	16.50

Mon 02/07 6.50

Tue 02/08 3.00

Wed 02/09 0.00

Thu 02/10 7.00

Fri 02/11 0.00

113 - ASC11SUN (AHL)

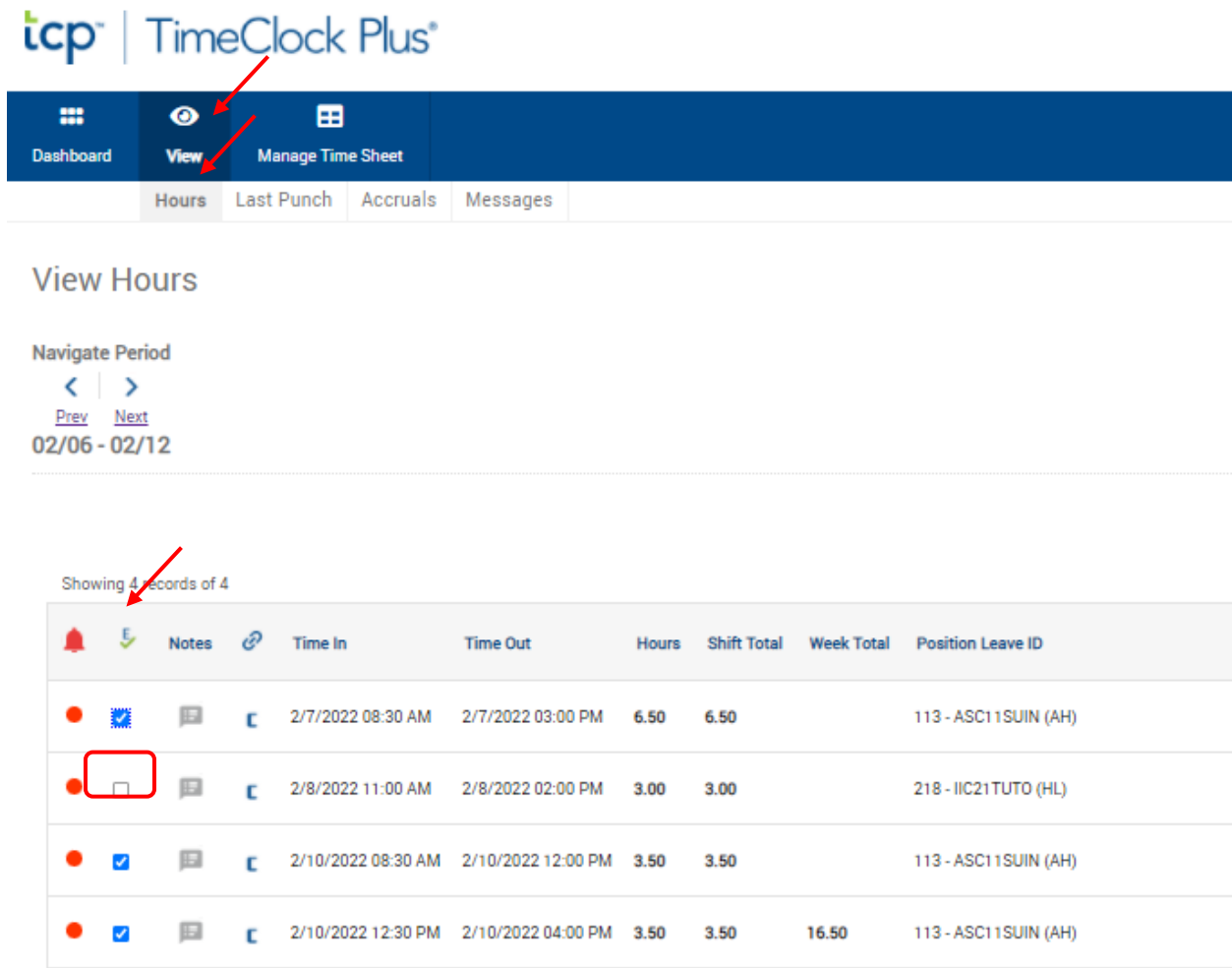
218 - HC21TUTQ (HL)

113 - ASC11SUN (AHL)

Navigate to the next week in the pay period, enter hours and position, then approve and accept that week. When you click “Accept”, the system sends your timesheets to your Supervisor for approval. If they say they haven’t received it, you may have missed this step. Also, if you don’t approve week and the system times out, you’ll lose your work and have to re-enter.

Once you are completed, your supervisor will log into their account to review your hours, make adjustments as necessary, and add their approval. At the deadline date, the Payroll Department will download a report of all approved hours and import the information into Colleague.

View Hours – It's a good idea to **view** your hours for the week.



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Dashboard View Manage Time Sheet

Hours Last Punch Accruals Messages

View Hours









Navigate Period

< | >

[Prev](#) [Next](#)

02/06 - 02/12

Showing 4 records of 4

	Notes	Time In	Time Out	Hours	Shift Total	Week Total	Position Leave ID
		2/7/2022 08:30 AM	2/7/2022 03:00 PM	6.50	6.50		113 - ASC11SUIN (AH)
		2/8/2022 11:00 AM	2/8/2022 02:00 PM	3.00	3.00		218 - IIC21TUTO (HL)
		2/10/2022 08:30 AM	2/10/2022 12:00 PM	3.50	3.50		113 - ASC11SUIN (AH)
		2/10/2022 12:30 PM	2/10/2022 04:00 PM	3.50	3.50	16.50	113 - ASC11SUIN (AH)

The circled one above is not approved.