

Salaried Employees Monthly Exception Reports – Due on 3rd business day of the month

Cheat Sheet – sign into TimeClock Plus with same credentials as MyOCC

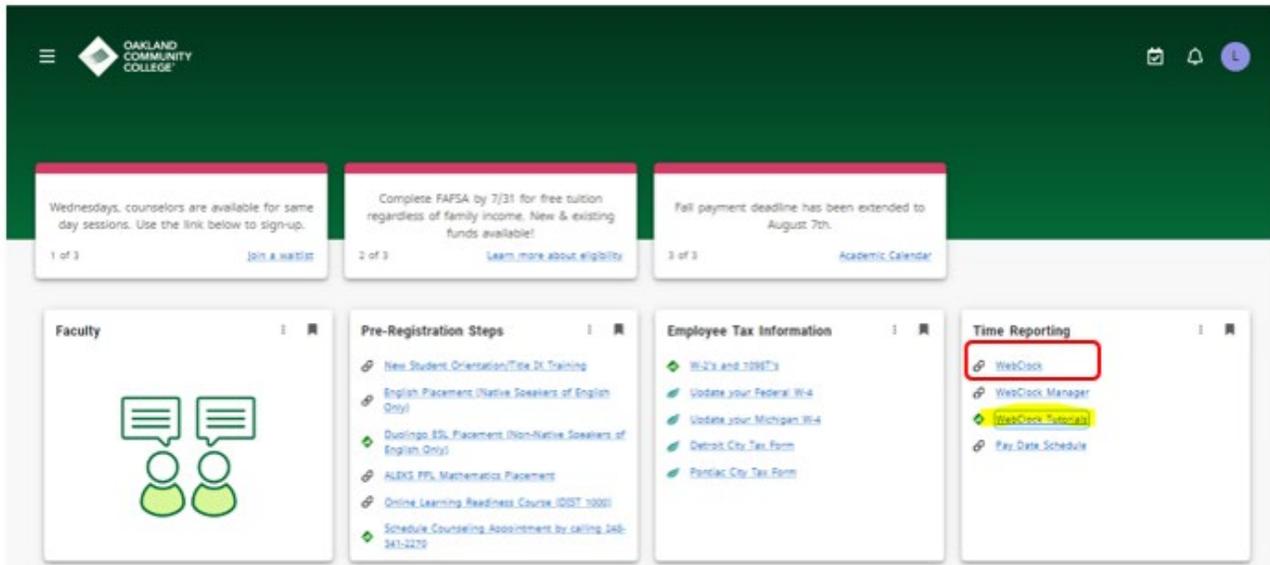
The screenshots illustrate the workflow for managing time sheets in TimeClock Plus. Key steps include logging in, navigating to the 'Manage Time Sheet' section, selecting a specific date (e.g., Mon 05/10), editing a segment (e.g., Time in: 08:30 AM, Hours: 8:00, Position Leave ID: 8 - Personal Business Salaried), and finally approving the week's work.

Ensure you have done the following

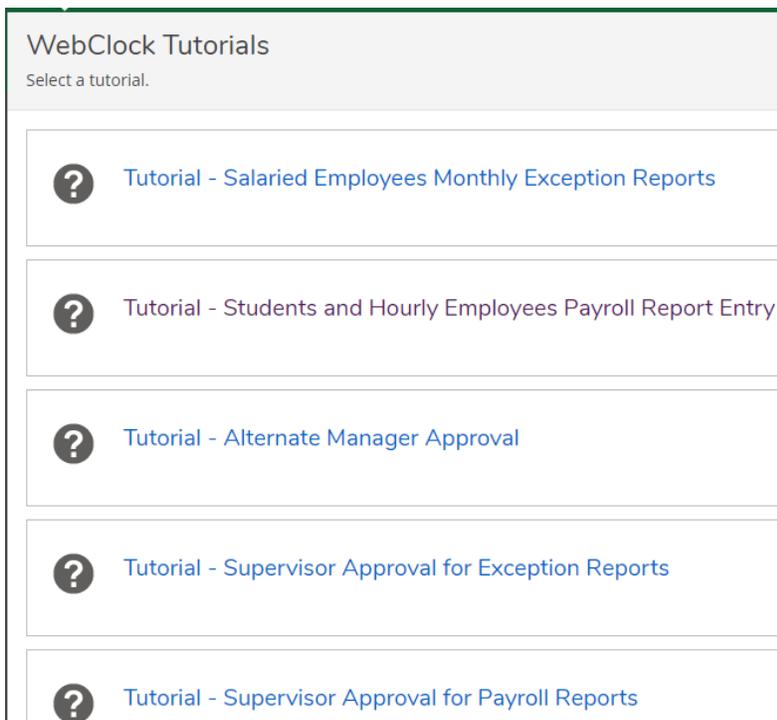
- Either your leave time (*Vacation/sick/PB time*) or “No Exceptions” entered for each month – holidays do not count as leave time.
- Have selected a leave time – the employees position should NOT be showing
- Entered the hours
- Approved and accepted your time
- If you have an entry you need to delete, click “CLEAR”
- Go to View/Hours and navigate through the weeks of the month to ensure your time is correct, leaves are selected and you approved correctly.

Full Directions - Go to: <https://myocc.oaklandcc.edu>

MyOCC/Employees



Click on the tutorial that pertains to you.



Enter your OCC ID:

Select "LOG ONTO DASHBOARD"

11/17/2021
12:52:01 PM

Select Company

External ID

Enter your OCC password

tcp | TimeClock Plus®

11/17/2021
12:52:47 PM

Select Company

External ID

Password Entry ?

Password [Forgot password?](#)

Select MANAGE TIMESHEET to enter exception hours.



My Dashboard

One week at a time will be displayed.

If no leave time is taken in a MONTH, proceed to last day of the Calendar month and select 99-No Exceptions



Navigate through the weeks with the arrows

Employees are able to enter your exceptions **anytime during the month** (daily, by the week or by the month) – but all Monthly Exception Reports should be completed by the employee by the **3rd business day of the following month**. This will allow the Supervisor time to approve all Monthly Exception Reports by the 5th business day of the following month so that the Payroll Department can import the leave time into Colleague for all salaried employees.

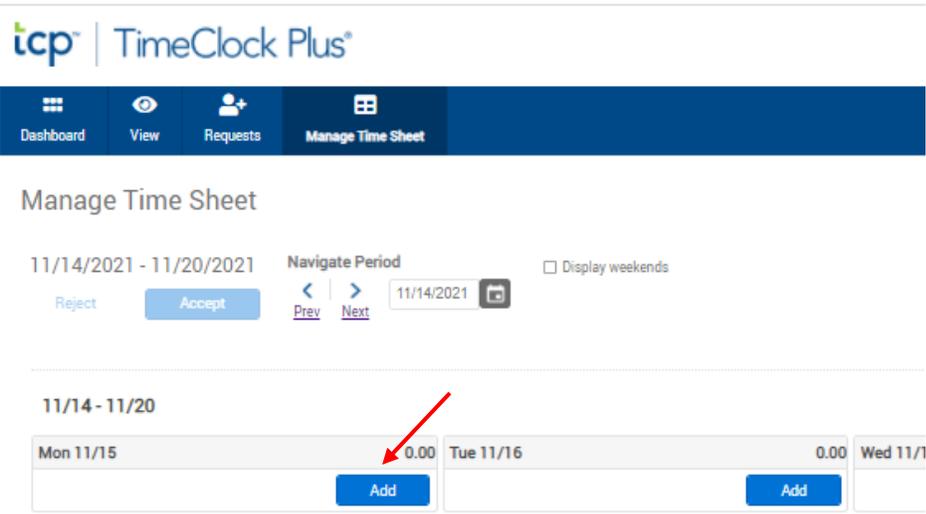
To enter leave time:

The salaried employee is required to enter any leave time taken for the month. This includes Personal, Sick and Vacation time which have hours allocated to each employee based on their employee group and length of service. These leave balances should never be negative.

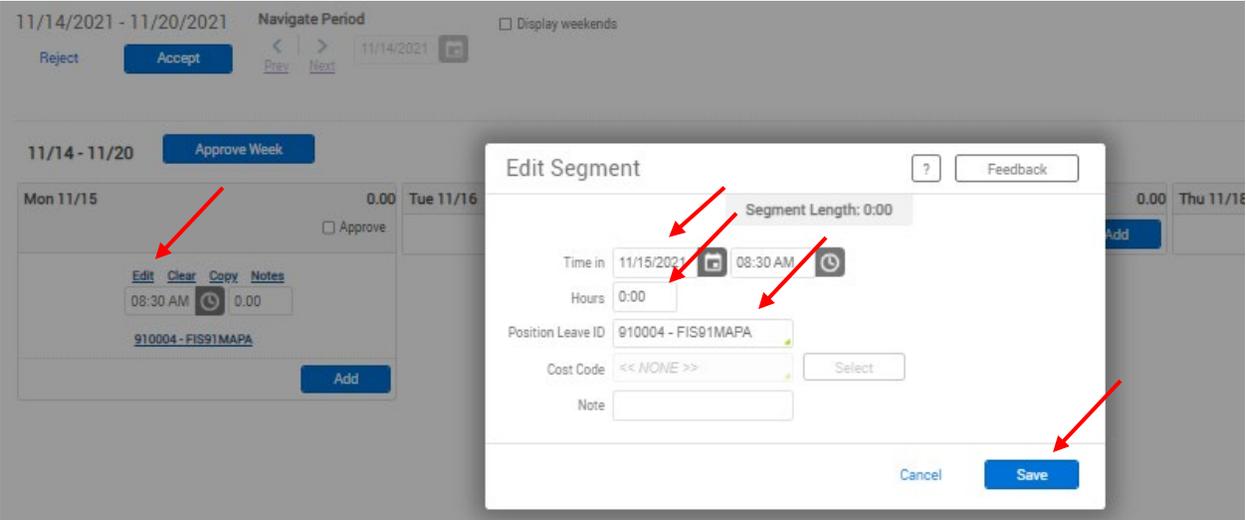
This also includes other leave time as follows that should be entered when used:

- College Business
- Jury Duty
- Bereavement
- Emergency closing (ex. Snow days)
- Holiday (These are pre populated – no need to add them)
- Unpaid
- Worker’s Comp

Navigate to the date with exception hours, and click on ADD.

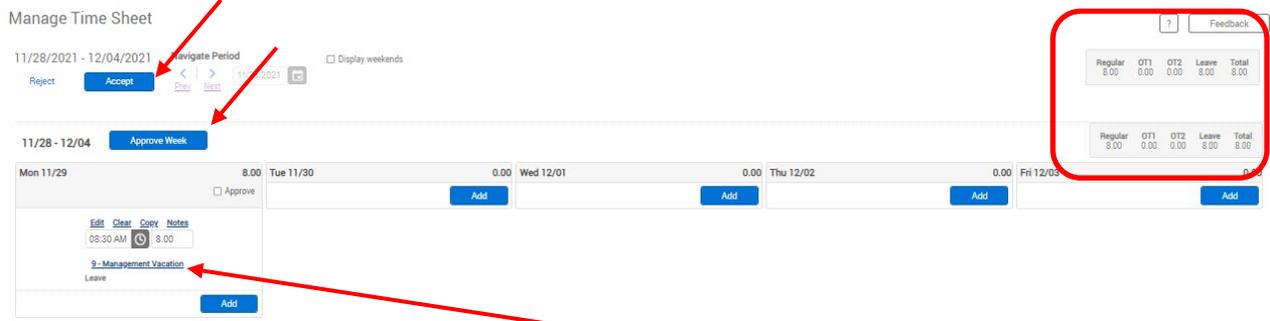


Then click Edit and the Edit Segment box will populate:



The employee's primary position will be displayed on the day. It is necessary to indicate what type of leave time by double clicking inside the Position ID box and choose from the list of leave codes.

Enter the hours and type of Leave. Then save.

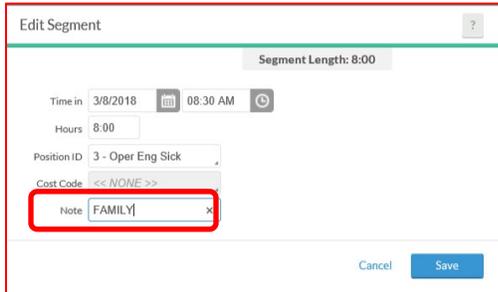


You never leave your primary position in this box, ***you are only reporting leave time.***

The number of hours will be displayed in the top right hand corner of the date and there will be a notation of LEAVE on the date.

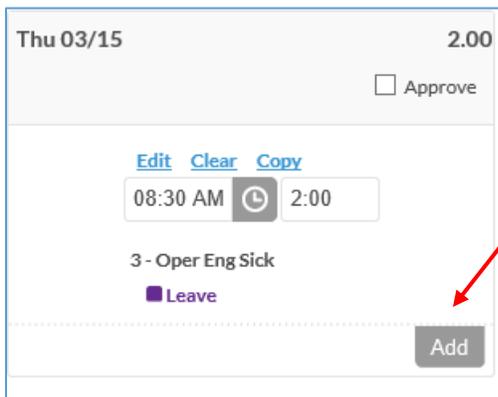
In addition, in the top right hand corner of the screen, a cumulative total of leave time for the week is indicated – this is not update nor accurate. Go to MyOCC to see your leave time.

If a note is necessary, please enter **FAMILY** or **FMLA** in all caps in the notes. Save. **Once the segment is saved, you will no longer see the note, but it's there for your supervisor to see.**



More than one leave type on same day:

To enter more than one leave type for the day, enter the first type and number of hours , then click on ADD to add a 2nd leave code and hours.



Following the same process as above, enter hours and click edit to select another leave type.

Example of more than one leave type selected for the same day -

Remember to **APPROVE WEEK** and **ACCEPT** in order for it to go to your supervisor.

These notes along with number of hours and leave codes will be sent directly to your supervisor for approval once you click save and apply, downloaded and imported into Colleague.

When you are done entering your month and Approving week/Accepting, go into View/Hours and navigate through the weeks to ensure the days are approved (under the E) the leave is correct and you have hours associated with the leave (no hours for 99-No Exceptions).

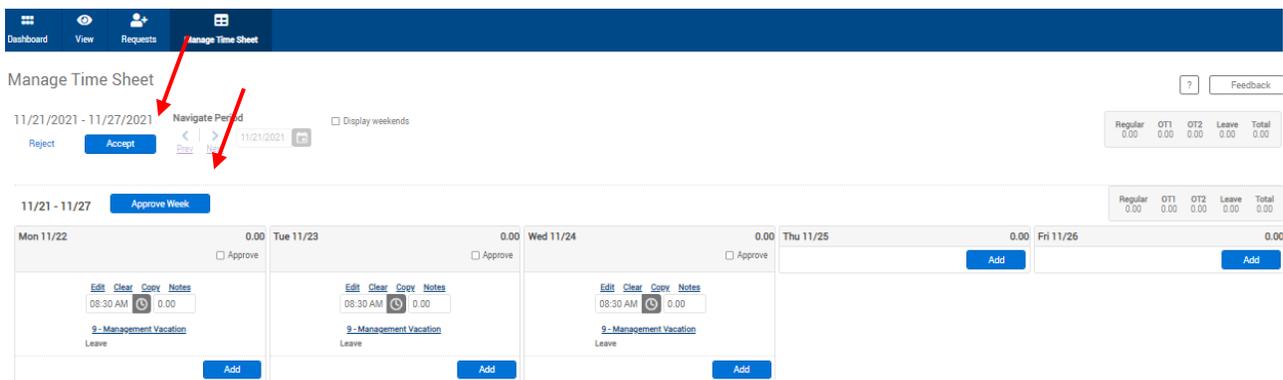
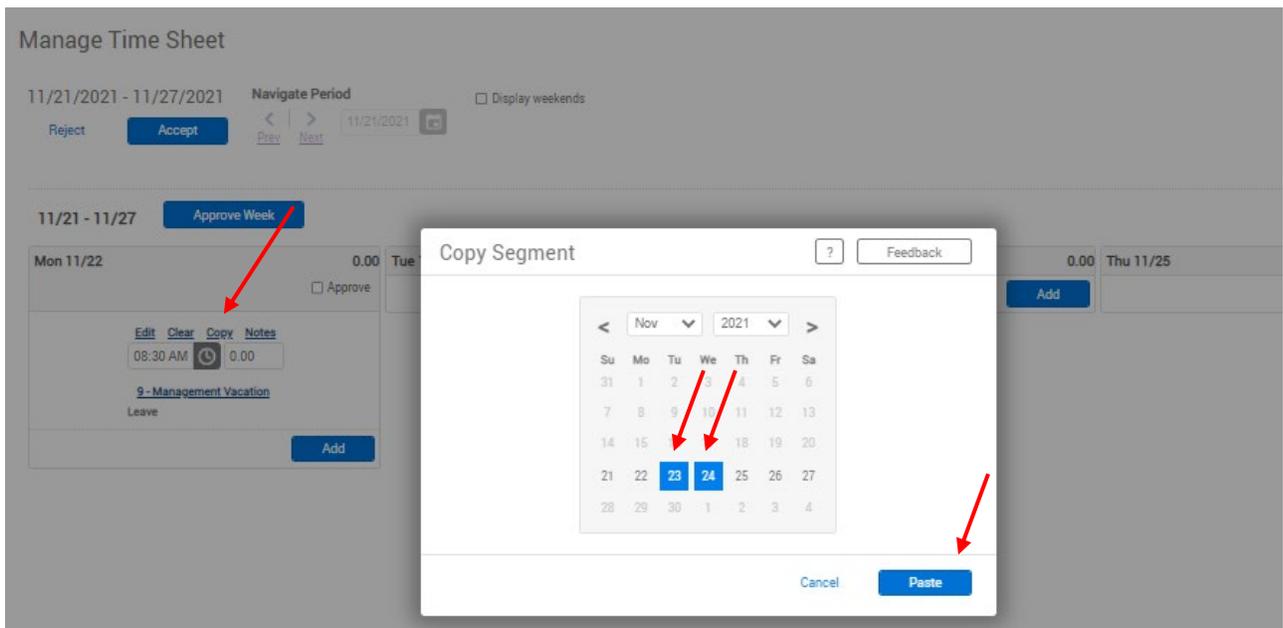
Corrections:

If corrections are needed after entering leave hours and codes, click EDIT and make any necessary changes. If you'd like to delete and start over, then click on **Clear** and start over for that date. **It is important to clear any boxes showing with zero hours, otherwise payroll will question if leave time should have been selected.**

Copying leave codes/time off:

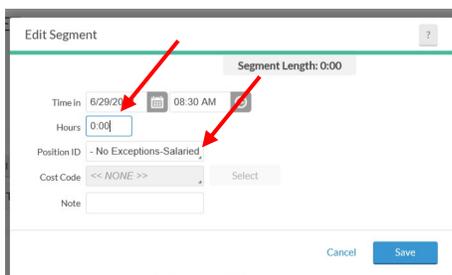
To enter 2 or more days in a week with the same leave code, you can use the COPY feature.

Enter the first day with your leave time - hours and code. Click on COPY and then select the day/days to copy it to, then select PASTE.



No Exception Time:

If no leave time is taken in a month, on the last day of the month select 99 –No Exceptions Salaried, zero hours, save, and accept. Holidays are not considered Leave time.



Once you have completed your Exception reporting, remembered to **APPROVE WEEK** and **ACCEPT**, then you can log off.



Trouble Shooting

Please try starting from MyOCC, using your userid and password to get in

Then click on the WebClock link and ensure it is using Google Chrome.
Use same User name and your same password for MyOCC to get into TCP.

If that doesn't work, please change your password in MyOCC to 8 characters including both uppercase, lowercase, and number(s). Sometimes this is needed.