

Tutorial for Students/Hourly Employees Payroll Report Entry

Cheat sheet

Log on TimeClock Plus “Log On”. Use same userid/password that is set up for MyOCC

<https://rs2.tcplusondemand.com/app/manager/#/ManagerLogOn/218955> found on MyOCC

The screenshots illustrate the following steps:

- Log in to TimeClock Plus.
- Click on the "Manage Time Sheet" button in the navigation menu.
- On the "Manage Time Sheet" page, select the period (e.g., 02/13/2022 - 02/19/2022) and click "Accept".
- Click "Add" to enter a new segment.
- In the "Edit Segment" dialog, enter the date, time in/out, break type, position leave ID, and cost code, then click "Save".
- Review the "MANAGE TIME SHEET" grid, ensuring all days are entered, and click "Approve Week" or "Add" as needed.

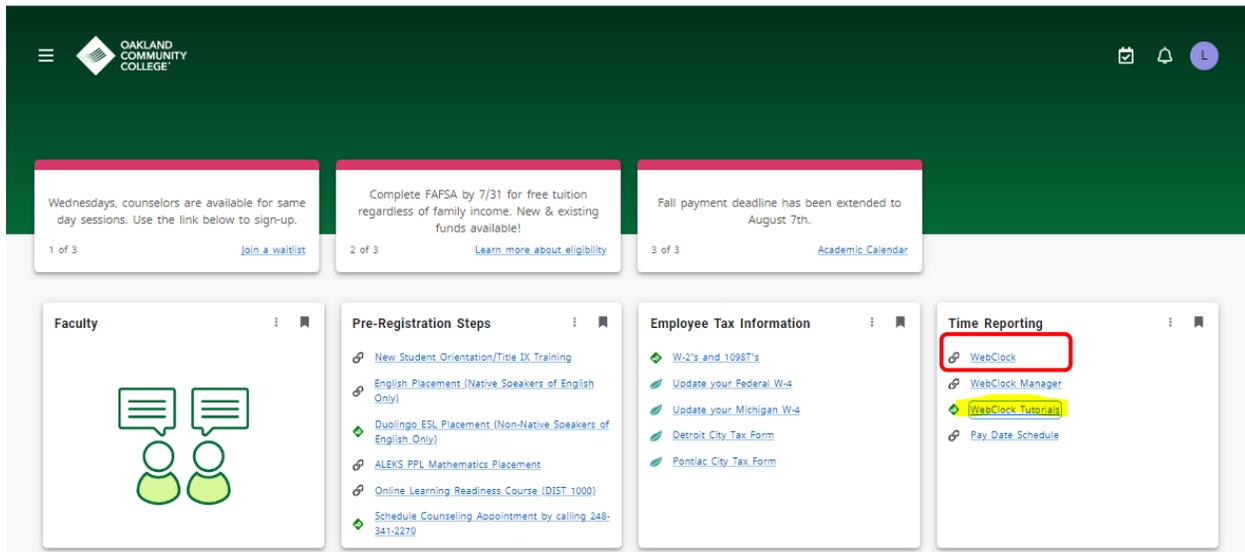
Want to get paid? Don't forget these two.

Please ensure:

- there is an entry for every day you worked - ensure it is picking up the correct DATE.
- you have selected the correct position **and campus** (first two numbers in Position id)
- the hours are correct – should never be zero hours, “clear” boxes that have zero hours
- Approve Week and Accept when done with every week, this is your signature.
- Look at View/Hours to ensure all is correct and accepted.

Sign into MYOCC/Employee/Time Reporting/Web Clock

Notice there are tutorials in this section as well.



<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 ?

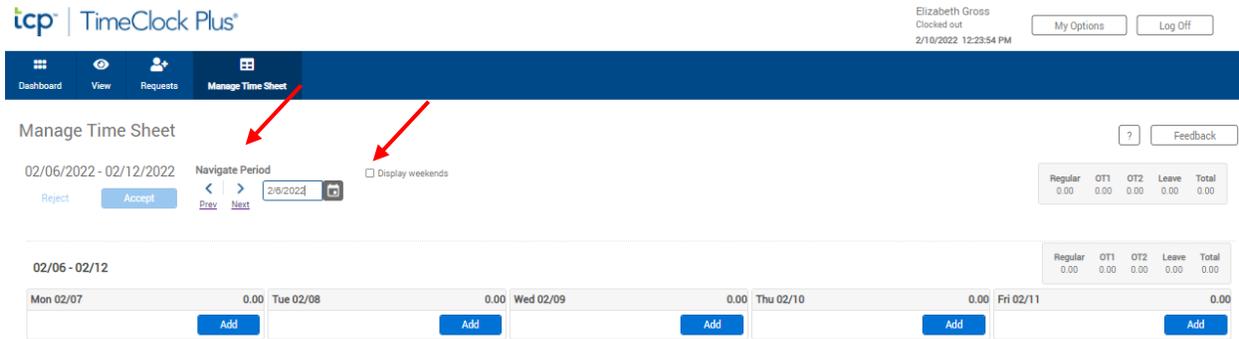
Password [Forgot password?](#)

Once in TimeClock Plus, click "Manage Time Sheet".

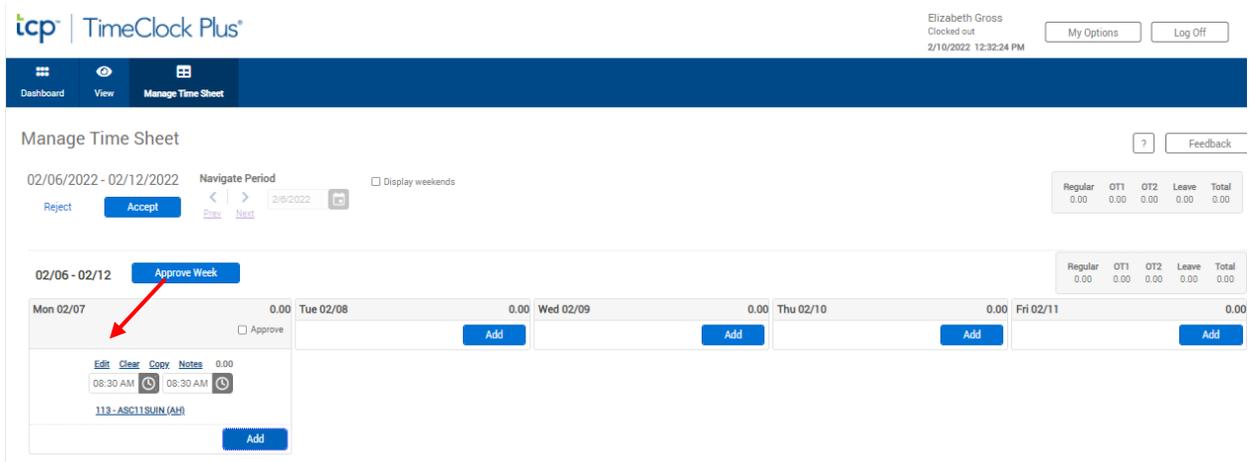
tcp | TimeClock Plus® Elizabeth Gross
Clocked out
2/10/2022 12:22:58 PM

My Dashboard ?

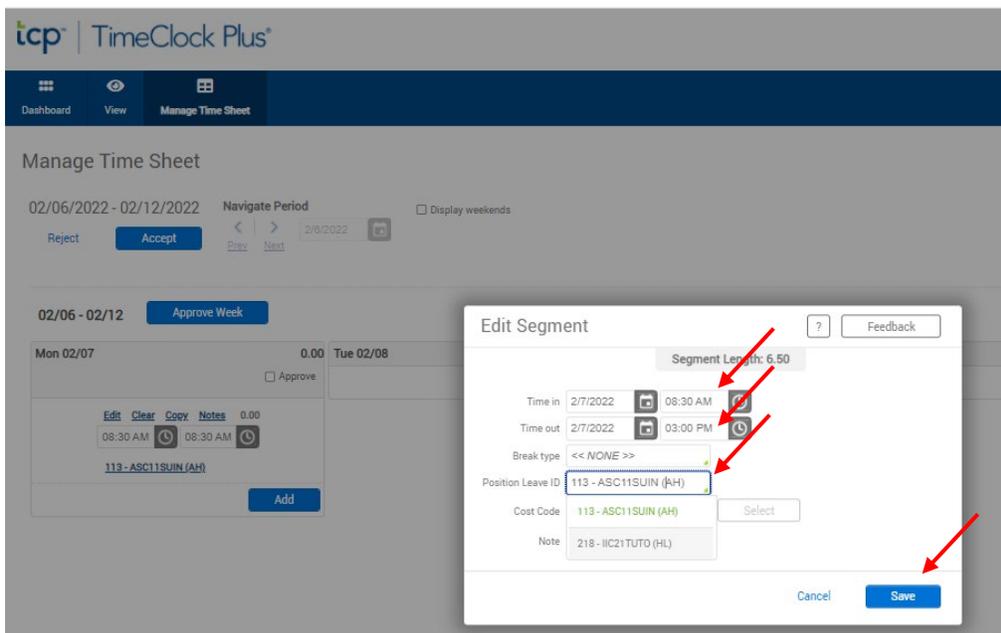
Navigate to the correct dates, using the arrow buttons as shown under Navigate Period. Select "Display weekends" if needed.



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:



Manage Time Sheet

02/06/2022 - 02/12/2022 Navigate Period Display weekends
 Reject Accept Prev Next 2/9/2022

Regular	OT1	OT2	Leave	Total
13.00	0.00	0.00	0.00	13.00

02/06 - 02/12 Approve Week

Regular	OT1	OT2	Leave	Total
13.00	0.00	0.00	0.00	13.00

Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11
6.50 <input type="checkbox"/> Approve Edit Clear Copy Notes 6.50 08:30 AM 03:00 PM 113 - ASC11SUN (AH) Add	3.00 <input type="checkbox"/> Approve Edit Clear Copy Notes 3.00 11:00 AM 02:00 PM 218 - HIG11TUT0 (HL) Add	0.00 Add	3.50 <input type="checkbox"/> Approve Edit Clear Copy Notes 3.50 08:30 AM 12:00 PM 113 - ASC11SUN (AH) Add	0.00 Add

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. PT Hourly & Students are not automatically set up with lunch break.

Manage Time Sheet

02/06/2022 - 02/12/2022 Navigate Period Display weekends
 Reject Accept Prev Next 2/9/2022

Regular	OT1	OT2	Leave	Total
16.50	0.00	0.00	0.00	16.50

02/06 - 02/12 Approve Week

Regular	OT1	OT2	Leave	Total
16.50	0.00	0.00	0.00	16.50

Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11
6.50 <input type="checkbox"/> Approve Edit Clear Copy Notes 6.50 08:30 AM 03:00 PM 113 - ASC11SUN (AH) Add	3.00 <input type="checkbox"/> Approve Edit Clear Copy Notes 3.00 11:00 AM 02:00 PM 218 - HIG11TUT0 (HL) Add	0.00 Add	7.00 <input type="checkbox"/> Approve Edit Clear Copy Notes 3.50 08:30 AM 12:00 PM 113 - ASC11SUN (AH) Add Edit Clear Copy Notes 3.50 12:30 PM 04:00 PM 113 - ASC11SUN (AH) Add	0.00 Add

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".**

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

tcp | TimeClock Plus®

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
<input checked="" type="checkbox"/>		2/7/2022 08:30 AM	2/7/2022 03:00 PM	6.50	6.50		113 - ASC11SUIN (AH)
<input type="checkbox"/>		2/8/2022 11:00 AM	2/8/2022 02:00 PM	3.00	3.00		218 - IIC21TUTO (HL)
<input checked="" type="checkbox"/>		2/10/2022 08:30 AM	2/10/2022 12:00 PM	3.50	3.50		113 - ASC11SUIN (AH)
<input checked="" type="checkbox"/>		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.