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

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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.

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Wednesdays, counselors are available for same day sessions. Use the link below to sign-up. 1 of 3 Join a waitlist	Complete FAFSA by 7/31 for free tuition regardless of family income. New & existing funds available! 2 of 3 Learn more about eligibility	Fail payment deadline has been extended to August 7th. 3 of 3 <u>Academic Calendar</u>			
Faculty : I	Pre-Registration Steps Image: Comparison of the provided state of the provided s	Employee Tax Information Image: Time Reporting • W-2's and 10987's • WebClock • Ubdate your Federal W-4 • WebClock Manager • Ubdate your Federal W-4 • WebClock Manager • Ubdate your Michigan W-4 • WebClock Manager • Detroit City Tax Form • Pontiac City Tax Form		I	R

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

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

tcp" | TimeClock Plus"

elect Company	Oakland Community College 1	
External ID	eagross	
	Log On To Dashboard	
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Passw	ord Entry	
Password		

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

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

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

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

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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.

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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".

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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.

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

The circled one above is not approved.