

TimeClock Plus Operating Manual

WebClock Operations

Edited 10/09/2023

The screenshot displays the TimeClock Plus web interface in a browser window. The browser's address bar shows the URL: `328488.tcplusedemand.com/app/webclock/#/EmployeeLogOn/328488`. The page features the TimeClock Plus logo at the top. The main content area displays the date `6/22/2023` and the time `10:58:49 AM` in large green text. Below this, there is a 'Select Company' dropdown menu currently set to 'University of New Mexico - Gallup 1'. Underneath is an empty text input field labeled 'ID/Badge Number'. Two buttons are visible: a green 'Clock In' button and a blue 'Clock Out' button. At the bottom of the main area is a white button labeled 'Log On To Dashboard'. In the bottom left corner, technical information is provided: 'Client: 7.1.34.4', 'Server: v0000', and 'Revision: a82c37d'. In the bottom right corner, the copyright notice reads '© 2020 TimeClock Plus, LLC'.

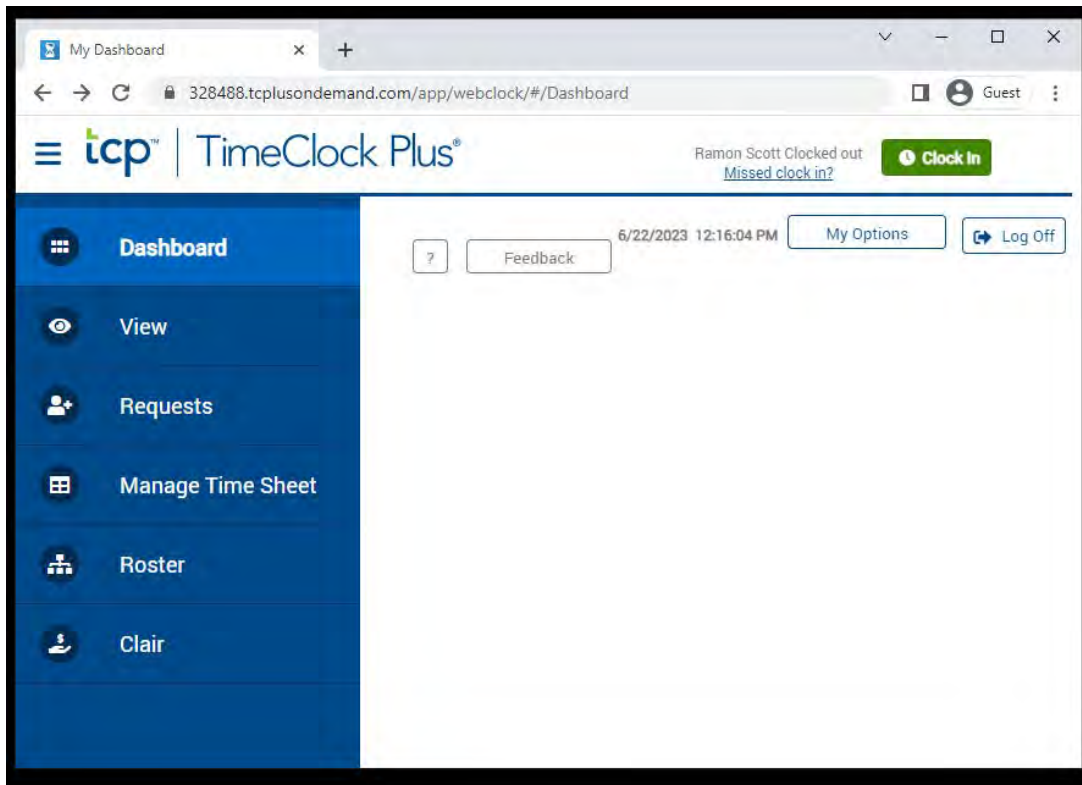
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WebClock Essentials

Logging into WebClock

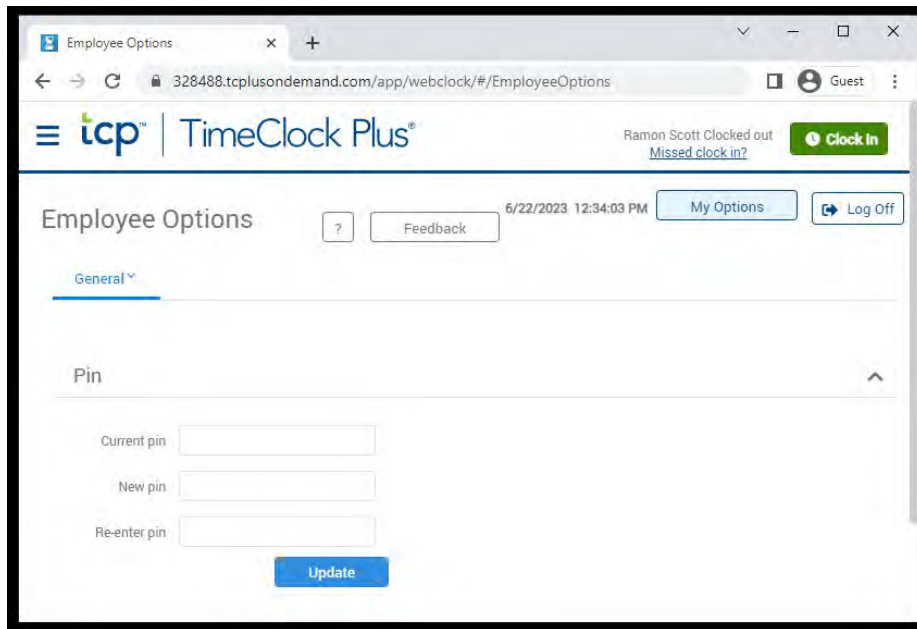
1. Navigate to the **WebClock** page, <https://328488.tcplusedemand.com/app/webclock/#/EmployeeLogOn/328488/1>
2. Enter your Banner/employee ID number, then click **Log On To Dashboard**.
3. Enter your PIN, the default is "1234", and click **Log On**.



Note: After you have logged into WebClock, in the top right you will see the server date and time, the Log Off button, your name, and the Clock In/Out button.

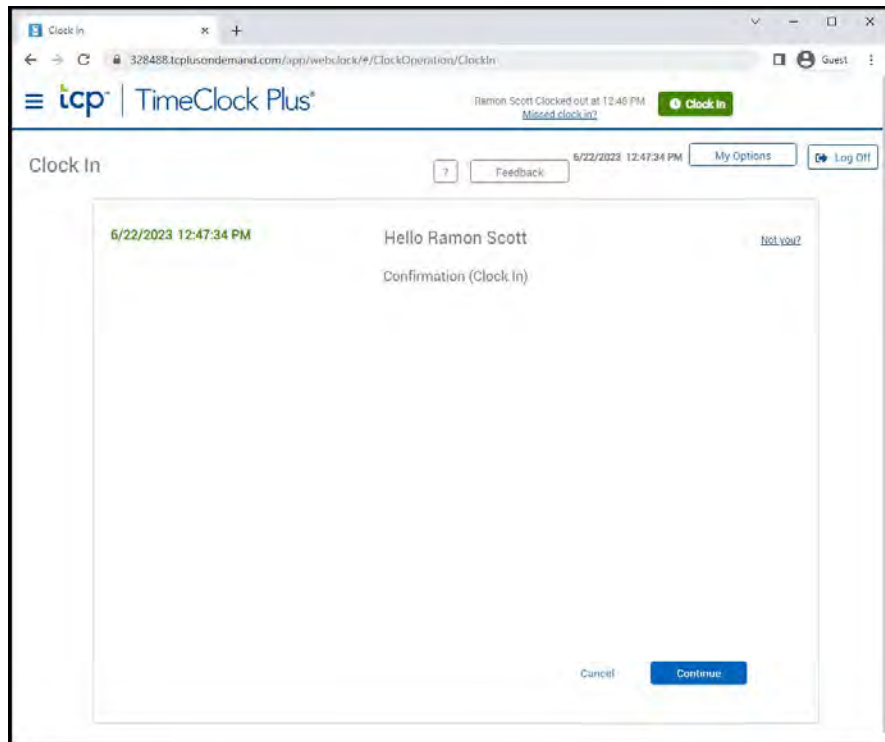
Changing Your PIN

1. After you have logged into WebClock, and entered your originally assigned PIN, navigate to the **Dashboard**. (You can click the Log On To Dashboard button from the main screen, or hit the enter key after you enter your PIN.)
2. Click on **My Options** located at the top right hand of the screen next to the Log Off button.
3. Enter your current PIN "1234" in the top box. Enter your new PIN in the middle box, and then re-enter it again in the bottom box. Then click **Update**.

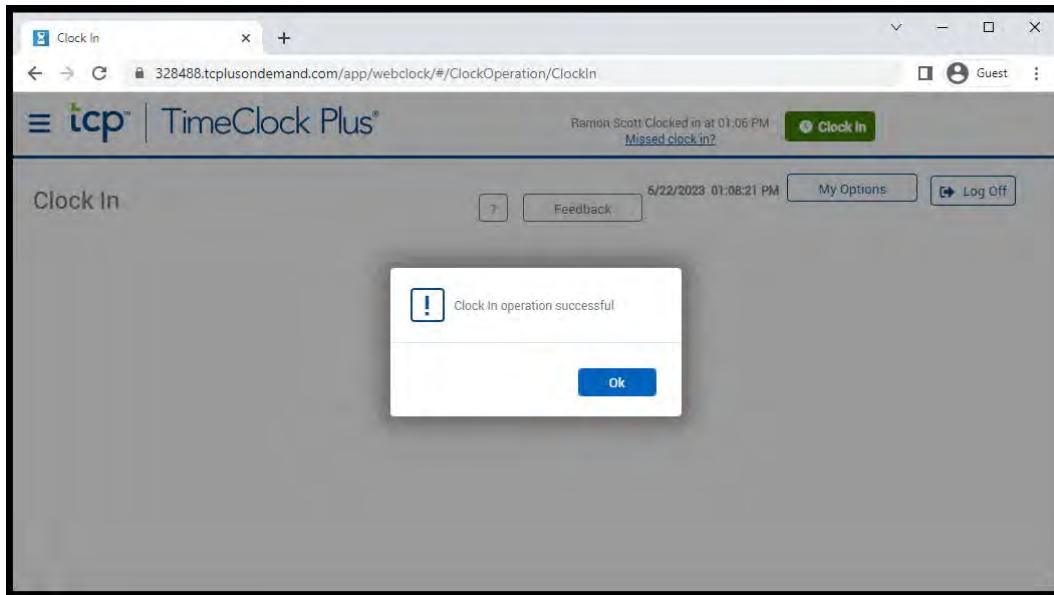


Clocking In

1. Once you are logged into WebClock, select **Clock In**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.



3. Click **Ok** on the "Clock operation successful" window.



Lunch Break

Going to Lunch

1. After logging into WebClock (while clocked in), select **Clock Out**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked out by your name.

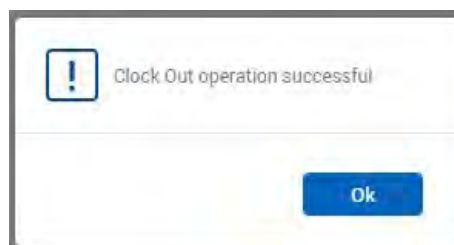
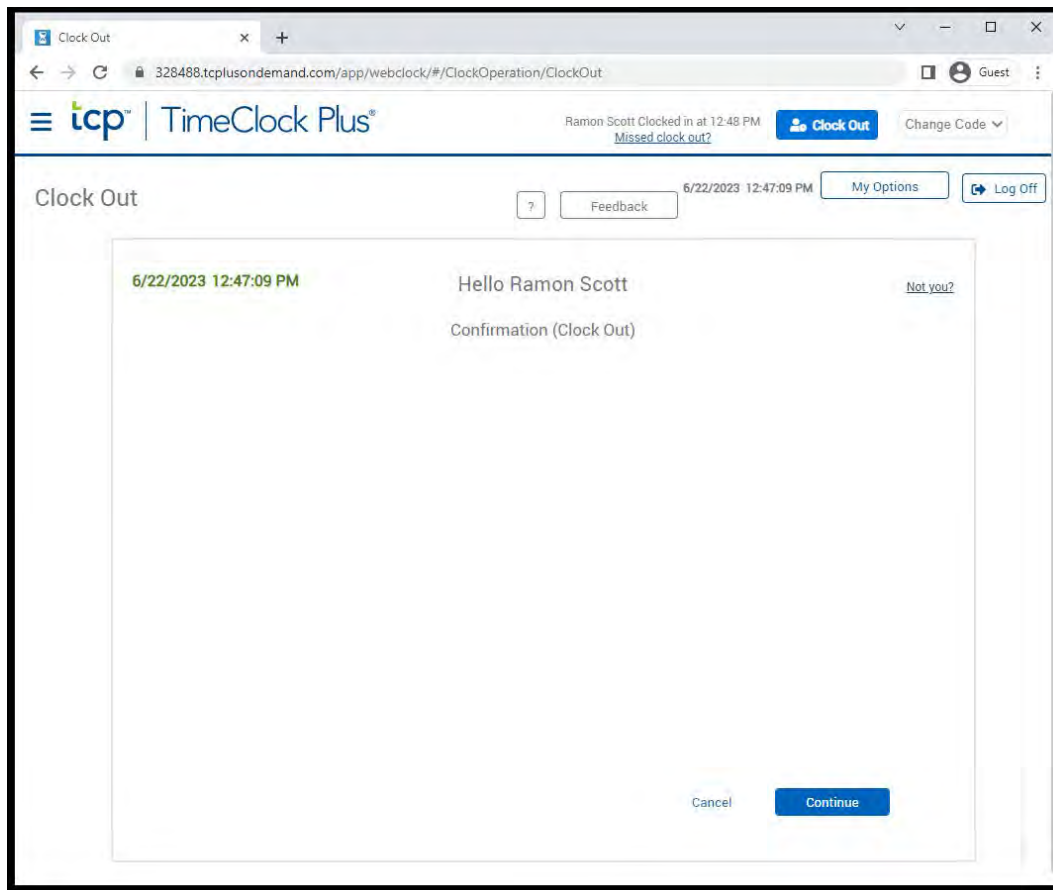
Returning From Lunch

1. After logging into WebClock (while clocked out), select **Clock In**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked in by your name.

Clocking Out of WebClock

When you are ready to end your day, you must clock out in TimeClock Plus. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

1. After logging into WebClock (while clocked in), select **Clock Out**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked out by your name.
4. Click **Log Off**.



Dashboard

The Dashboard is a menu screen that operates the same as the Self Service on the RDT to access other functions.

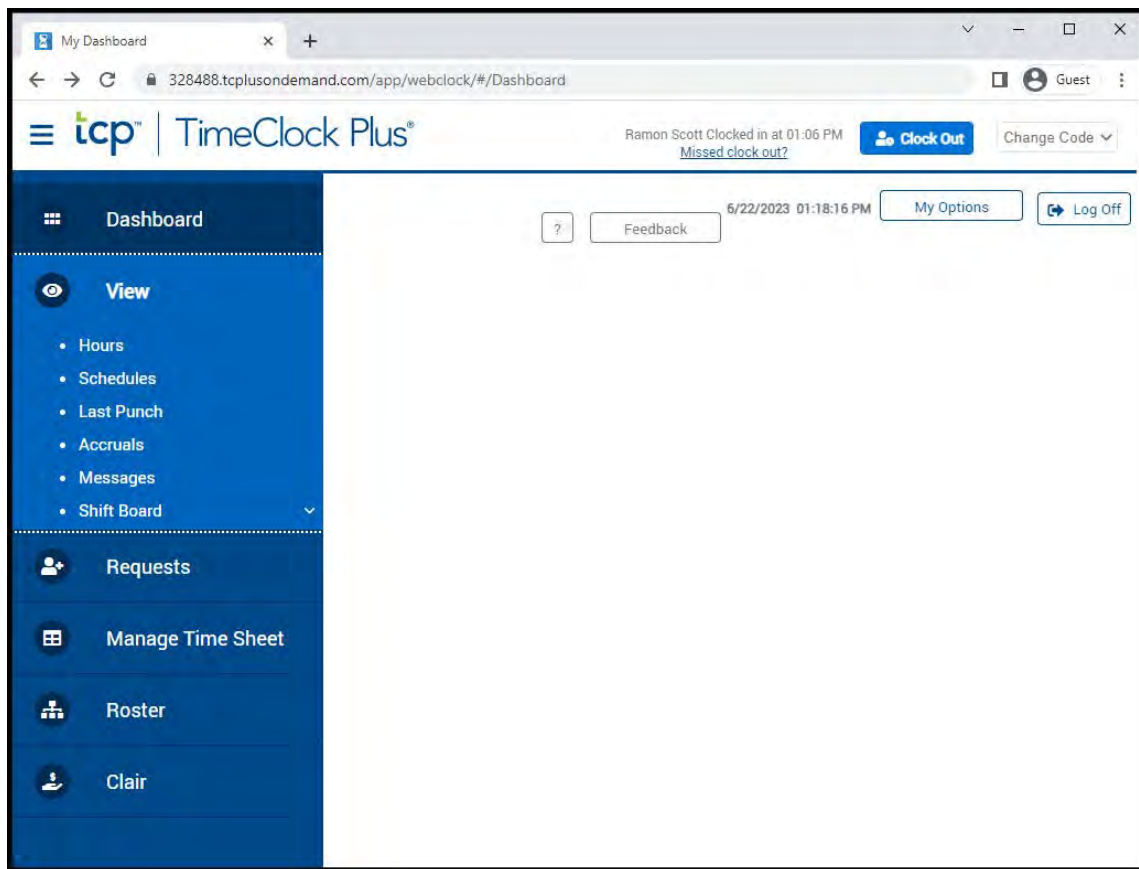
Hours

The Hours option allows you to view the hours worked in any given week. You will use this feature to approve your hours and job code when submitting your timesheet each pay period.

Note: The Actual Time is the actual time clocked in or out, and the Time In or Out is the rounded time to the nearest 10th of an hour.

Approving time segments

1. After logging into WebClock, select **View**, then **Hours**.



2. Select the appropriate time segment by adjusting the Start date and Stop date or using the drop down menu, then click **Update**.
3. Find the segment you want to approve and click on the check mark box in the [E] column. If you want to approve all the shifts on screen.

View Hours

6/3/2023 to 10/6/2023

Start date Stop date

Open Weeks

Update Show segments requiring approval

[Navigate to Comp Time Allocation](#)

Open Weeks

TimeClock Week

This Week

This Period

Today

Showing 18 records of 18

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Comp Time	Length	Time In	Actual Time In	Time Out	Actual Time Out	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y	Thu 8/24/2023 10:48 AM	Thu 8/24/2023 10:51 AM	Thu 8/24/2023 10:54 AM	Thu 8/24/2023 10:52 AM

of 22 Selected 0 records

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited	Break Length	Shift	Time In	Time Out
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	Mon 5/10/2021 8:00 AM	Mon 5/10/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Mon 5/10/2021 1:00 PM	Mon 5/10/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	Tue 5/11/2021 8:00 AM	Tue 5/11/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Tue 5/11/2021 1:00 PM	Tue 5/11/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	Wed 5/12/2021 8:00 AM	Wed 5/12/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Wed 5/12/2021 1:00 PM	Wed 5/12/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	Thu 5/13/2021 8:00 AM	Thu 5/13/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Thu 5/13/2021 1:00 PM	Thu 5/13/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	Fri 5/14/2021 8:00 AM	Fri 5/14/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Fri 5/14/2021 1:00 PM	Fri 5/14/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	Mon 5/17/2021 8:00 AM	Mon 5/17/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Mon 5/17/2021 1:00 PM	Mon 5/17/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		1	Tue 5/18/2021 8:00 AM	Tue 5/18/2021 8:00 AM

4. Click **Yes** to agree to the certification statement.

I certify that these hours accurately reflect the amount of time and effort devoted to the respective jobs performed this time period.

Do you agree to this statement?

Selecting Comp vs Overtime

1. After logging into WebClock, select **View**, then **Hours**.
2. Select the appropriate date with the Start date and Stop date.
3. Find the segment you want select comp time for and click on the check mark box in the **Comp Time** column.
 1. Comp-time earned in lieu of overtime is set as the preferred default.
 2. Union and Non-Union rules vary for comp time. Please see the University Administrative Policies and Procedures, or appropriate bargaining agreement, accordingly.

Navigate Period
 < >
[Prev](#) [Next](#)
 09/14 - 09/20

Download

Showing 10 records of 10

			Comp Time	Notes		Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Earning Code
●	X	<input type="checkbox"/>	<input type="checkbox"/>			30u	9/16/2019 7:00 AM		9/16/2019 12:00 PM		5.00				5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>				9/16/2019 12:30 PM		9/16/2019 5:00 PM		4.50	9.50	9.50		5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>			60u	9/17/2019 7:00 AM		9/17/2019 12:00 PM		5.00				5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>				9/17/2019 1:00 PM		9/17/2019 5:00 PM		4.00	9.00	9.00		5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>			60u	9/18/2019 8:00 AM		9/18/2019 12:12 PM		4.20				5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>				9/18/2019 1:12 PM		9/18/2019 5:00 PM		3.80	8.00	8.00		5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>			60u	9/19/2019 7:00 AM		9/19/2019 12:00 PM		5.00				5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>				9/19/2019 1:00 PM		9/19/2019 9:00 PM		8.00	13.00	13.00		5 - Bi-weekly Regular
●	X	<input type="checkbox"/>	<input type="checkbox"/>			60u	9/20/2019 8:00 AM		9/20/2019 12:00 PM		4.00				5 - Bi-weekly Regular
●	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>				9/20/2019 1:00 PM		9/20/2019 5:00 PM		4.00	8.00	8.00	47.50	5 - Bi-weekly Regular

Last Punch

The Last Punch option allows you to view the last time you clocked in. After selecting **View**, then **Last Punch**, you will be able to see the time of your last punch as well as the job code assigned to it.

VIEW	REQUESTS	MANAGE TIME SHEET
Hours	Schedules	Last Punch
Messages		
LAST PUNCH (CLOCKED OUT)		
Louie Lobo		
Clocked in at 5/21/2021 9:50 AM Clocked out at 5/21/2021 9:51 AM Earning Code 5 - Bi-weekly Regular		

Requests (Leave)

The Requests feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of time off for annual, sick, comp-time taken, or other reasons. The requests can be made in any leave code the employee has access to.

Note: that this software will not yet carry balances of your leave. Please continue to use the Employee Dashboard located in LoboWeb to see your leave balances.

Adding a Request

To create a request:

1. After logging in, click on **Dashbaord**, then **Requests**, then click **Add**.
2. Click in the Date requested field or on the **calendar icon**.
 1. Select the appropriate start date.
3. Click in the Start time field or on the clock icon to set the start time.
 1. Key in the time you want the leave to begin. (Be sure the appropriate AM or PM is selected.)
4. Click in the **Hours** field.
 1. Key in the number of hours you are requesting for each day. (**Note:** that the symbol is a colon and not a decimal.)
5. **Ex:** If you wanted to create a leave request for 8 hours and you start at 8:00 AM. You would enter a start time of 8:00 AM and a length of 8:00 hours.
6. Click on the **Days** field.
 1. Select the number of day(s) you are requesting from the drop down. (By default, the request will only be entered for the initial date requested. To create identical requests for subsequent days, select multiple days.)
7. Click in the **Leave Code** field.
 1. Select the appropriate leave code from the drop down.
8. You may add a description to the leave request for clarification.
 1. Click in the **Description** field to enter a description.
9. Click on **Save** to submit the request.
10. You will receive a message drop down tab that indicates the leave (request) has been submitted.

Note: The status of a request (approved, denied, or pending) can be filtered by checking or unchecking the appropriate options in the Status button drop down.

View Requests

328488.tcplusondemand.com/app/webclock/#/Requests

tcp | TimeClock Plus®

Ramon Scott Clocked out at 09:30 AM Missed clock in? **Clock In** 6/27/2023 10:40:02 AM My Options Log Off

View Requests

List Leave Bids

Status FMLA Leave Calendar Company Default

6/3/2023 to 6/30/2023 Open Weeks Update

Start date Stop date Period

+ Add Manage Expand all Collapse all

Showing 1 records of 1 Selected 0 records

Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Leave Calendar Status	Status Color	Response	Description
Company Default (1 of 1 requests)													
06/27/2023	1	06/28/2023	08:00 AM 8:00	8:00	Pending	M/A	M/A	Leave Code	170 - Annual leave				

View Requests

328488.tcplusondemand.com/app/webclock/#/Requests

tcp | TimeClock Plus®

Ramon Scott Clocked out at 09:30 AM Missed clock in? **Clock In** 6/27/2023 10:40:02 AM My Options Log Off

View Requests

List Leave Bids

Status FMLA Leave Calendar Company Default

6/3/2023 to 6/30/2023 Open Weeks Update

Start date Stop date Period

+ Add Manage Expand all Collapse all

Showing 1 records of 1 Selected 0 records

Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Leave Calendar Status	Status Color	Response	Description
Company Default (1 of 1 requests)													
06/27/2023	1	06/28/2023	08:00 AM 8:00	8:00	Pending	M/A	M/A	Leave Code	170 - Annual leave				

Add Employee Request

Leave Calendar: Company Default

Employee: Ramon Scott [102012972]

Date requested: 6/27/2023

Start time: []

Hours: 24:00

Days: 1

Leave Code: << NONE >>

Description: []

Accruals Cancel Save

Manage Time Sheet

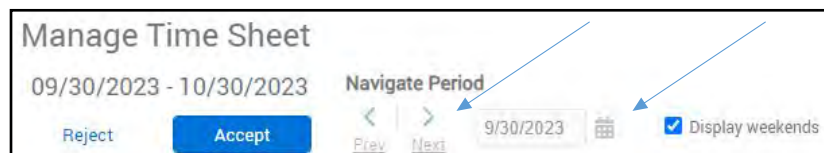
The Manage Time Sheet feature allows you to enter projected time for future days of the pay period or for days worked off campus. This is used for projecting time not yet worked (actual hours to be worked, **NOT** leave), as well as comp-time @ 1.0 earn, comp-time payout, and pager stand-by.

For projected hours, enter the time you will clock-in and the amount of time before you take lunch. Another time segment will be created for after lunch hours. For comp-time and pager standy-by, enter the time you started earning comp-time or pager stand-by and the amount of time earned. For payout, enter a start time outside of your normal shift and the amount of comp-time to be paid out.

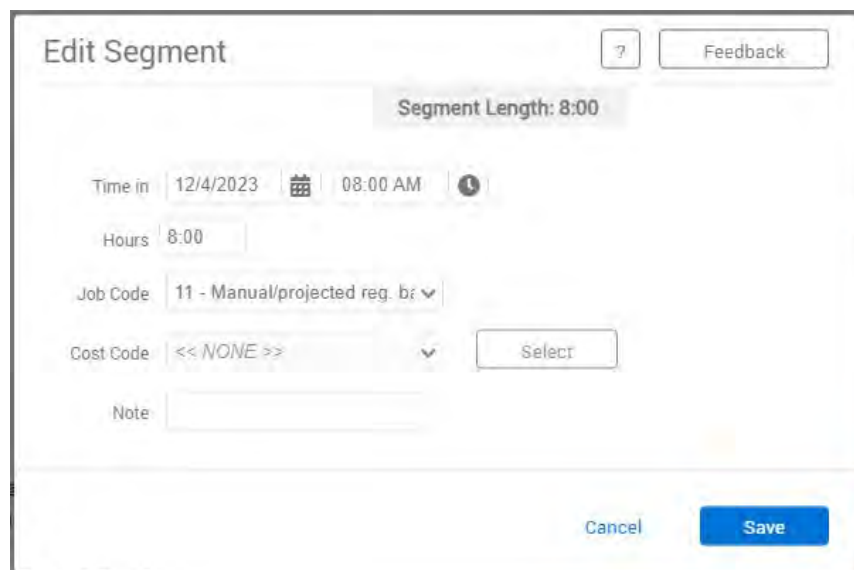
Adding a Time Entry

To create a time entry:

1. Once you are logged in, click on **Manage Time Sheet** from the dashboard.
2. Select the appropriate date by clicking on the calendar icon or using the Previous or Next button.



3. Click **Add** on the date you would like to enter the time sheet entry.
4. Click **Edit** to open time sheet segment window.
5. Click in the date field or on the **calendar icon** to change the date.
6. Click in the start time field or on the **clock icon** to enter the start time. (Be sure the appropriate AM or PM is selected.)
7. Click in the **Hours** field to enter the amount of hours and minutes. (**Note:** that the symbol is a colon and not a decimal.) For projected time, enter the time amount between start of shift and lunch.
8. Select the appropriate job code in the **Job Code** drop down.
9. Click in the **Note** field to add a note for clarification.
10. Click **Save**.

A screenshot of the 'Edit Segment' form. At the top, it says 'Edit Segment' with a help icon and a 'Feedback' button. Below that, it shows 'Segment Length: 8:00'. The 'Time in' field is set to '12/4/2023' with a calendar icon and '08:00 AM' with a clock icon. The 'Hours' field is '8:00'. The 'Job Code' dropdown is set to '11 - Manual/projected reg. be'. The 'Cost Code' dropdown is set to '<< NONE >>' with a 'Select' button. There is a 'Note' text area at the bottom. At the very bottom, there are 'Cancel' and 'Save' buttons.

Note: This is a Job Code, not the number of hours worked.

11. On the same day, click **Add** again and enter the time you will return from lunch and the amount of time between returning from lunch and end of shift for that day. **Note:** the amount of time you take for lunch (30 minutes or 1 hour) will be shown in the time gap between the time segments.
12. Select the appropriate job code for the second/after lunch time segment.

13. Check the **Approve** box in the upper right hand corner to approve time sheet segments.
14. Click **Yes** to agree to the certification statement.
15. Click **Accept** at the top left hand side of the screen to submit time sheet entry. If you change screens, time out, or log out without clicking the Accept button, you will have to re-enter the time.

MANAGE TIME SHEET

07/20/2019 - 07/26/2019 Navigate Period

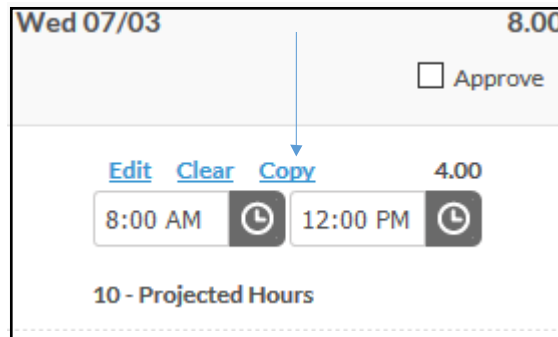
Reject
Accept

< | >
7/20/2019

Prev
Next

Copy Projected Time to the Next Day

1. You can copy Wednesday's time to Thursday and Friday if the time in and out will be the same. Click on **Copy** above the time segment you want to copy, and then select the day or days you would like to copy to and click **Paste**. You will need to do this for both the morning and afternoon segments.



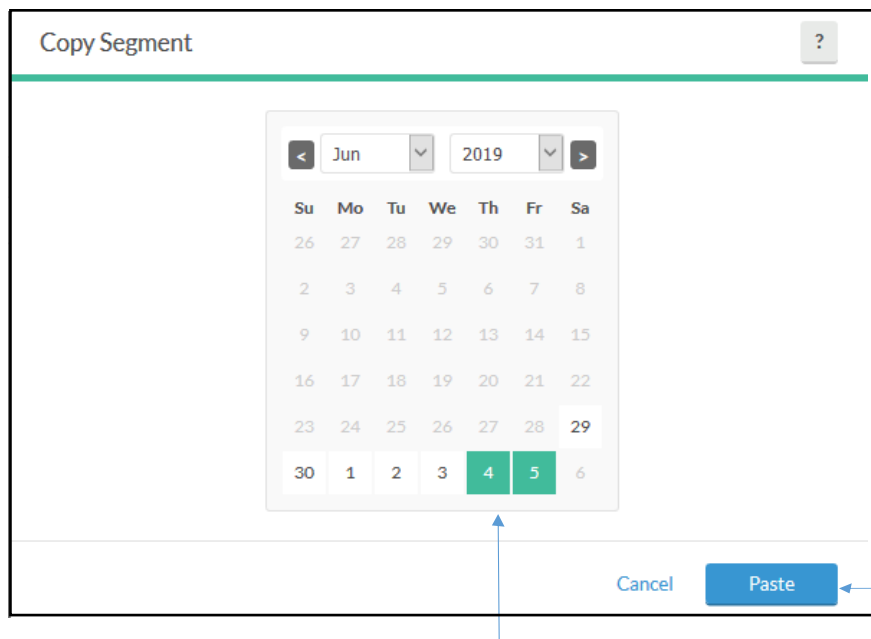
Wed 07/03 8.00

Approve

[Edit](#) [Clear](#) [Copy](#) 4.00

8:00 AM 12:00 PM

10 - Projected Hours



Copy Segment ?

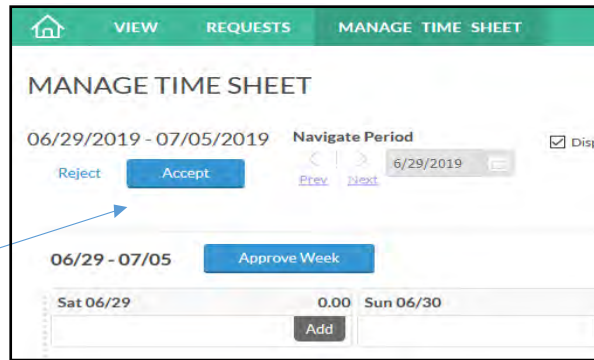
< Jun 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

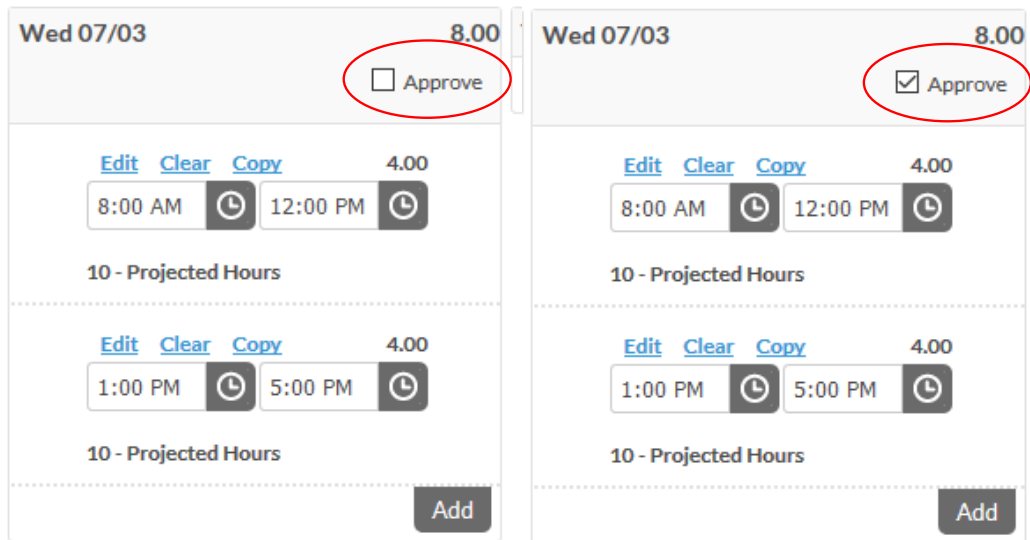
Cancel Paste

(If you accidentally copy to the wrong day, just choose the “clear” link above the time on that incorrect day.)

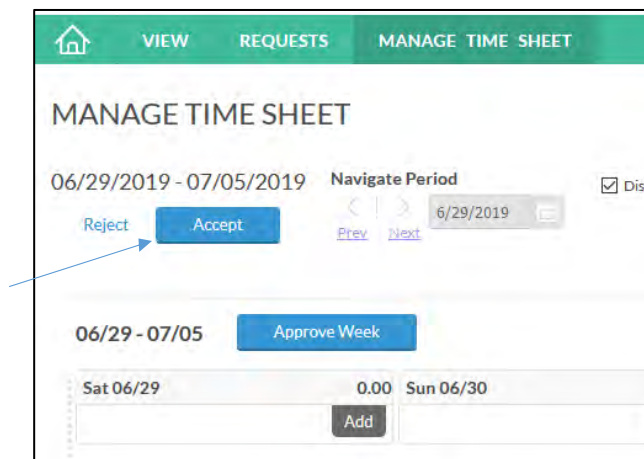
2. Once you have finished editing the time sheet entry, click **Accept** at the top of the screen to save your changes. If you time out, change screens, or log out without doing this, you will have to re-enter the time.



3. Finally, check the **Approve** box for each day you have entered a time sheet entry.
4. Click **Yes** to agree to the certification statement.



5. Finally click **Accept** to submit the time sheet entry.



Missed Punches

Missed In-Punch

A missed-in punch occurs when an employee forgets to clock in and is attempting to now clock out. In this case, the system will prompt you to enter the time you should have clocked in. The software then allows the clock-out. This type of punch is flagged in the system and must be approved by the supervisor.

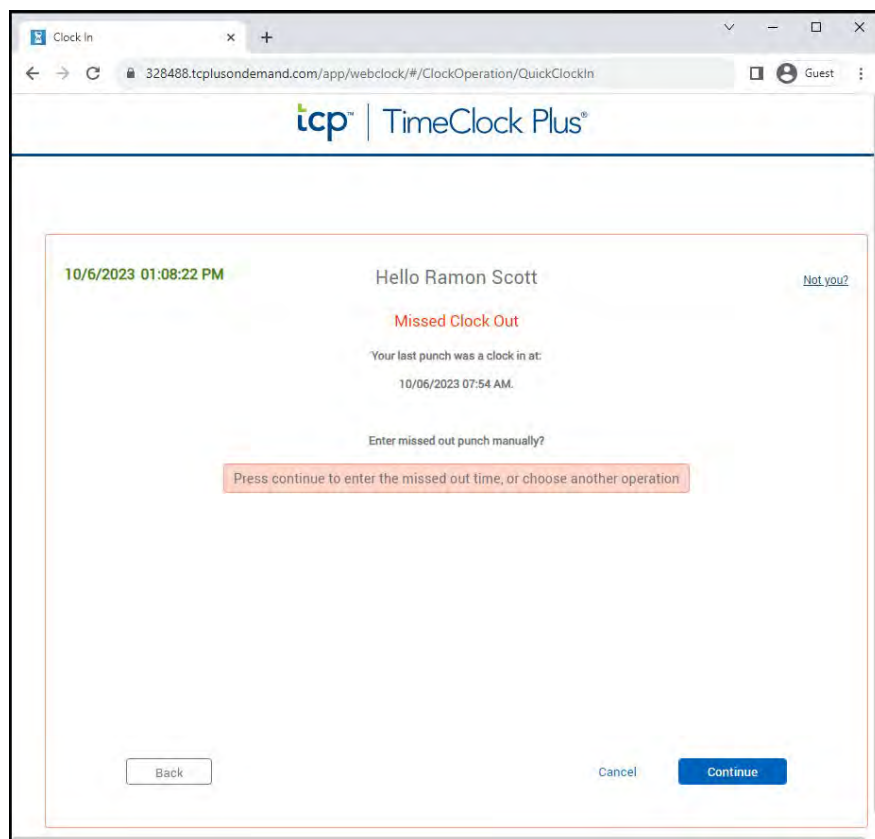
Missed Out-Punch

A missed-out punch occurs when an employee forgets to clock out and is attempting to now clock in. In this case, the system will prompt you to enter the time you should have clocked out. The software then allows the clock-in. This type of punch is flagged in the system and must be approved by the supervisor.

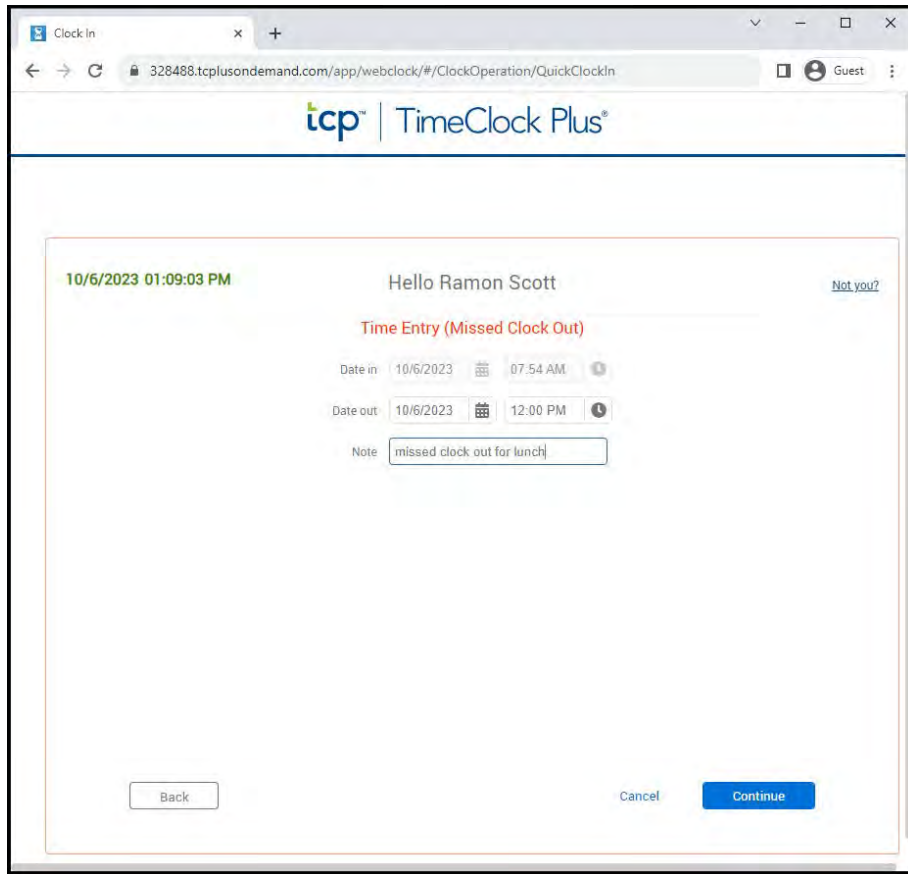
Adding a Missed Clock Out

To create a missed clock out:

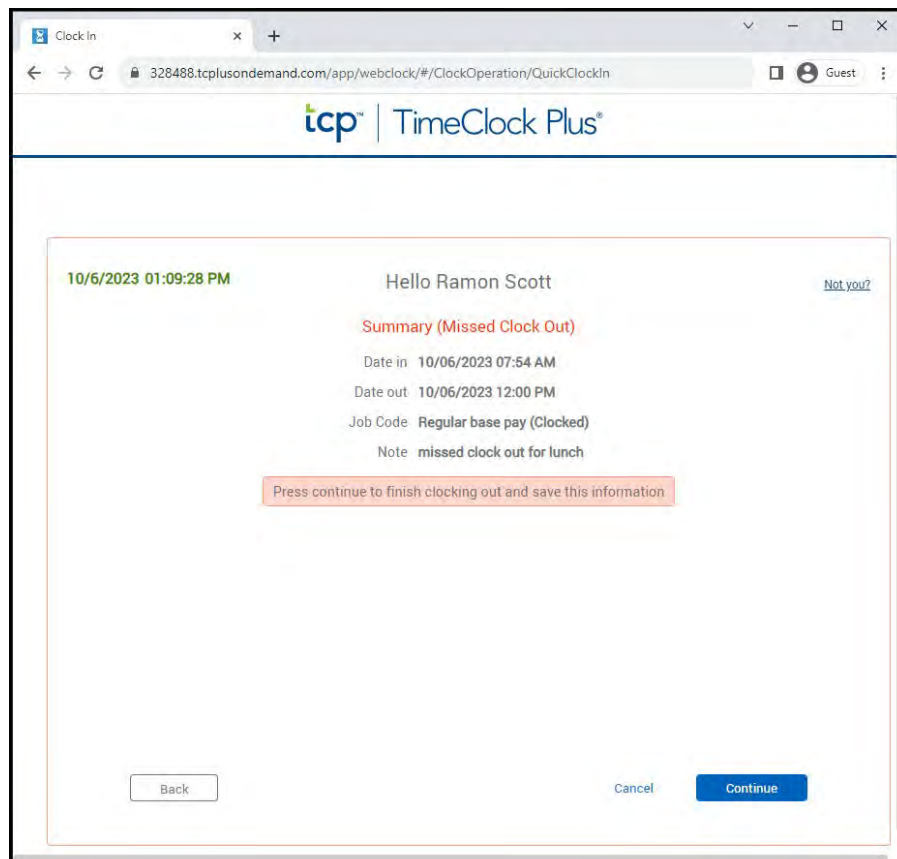
1. When asked/prompted to enter a missed out punch select **Continue**, then **Continue** .



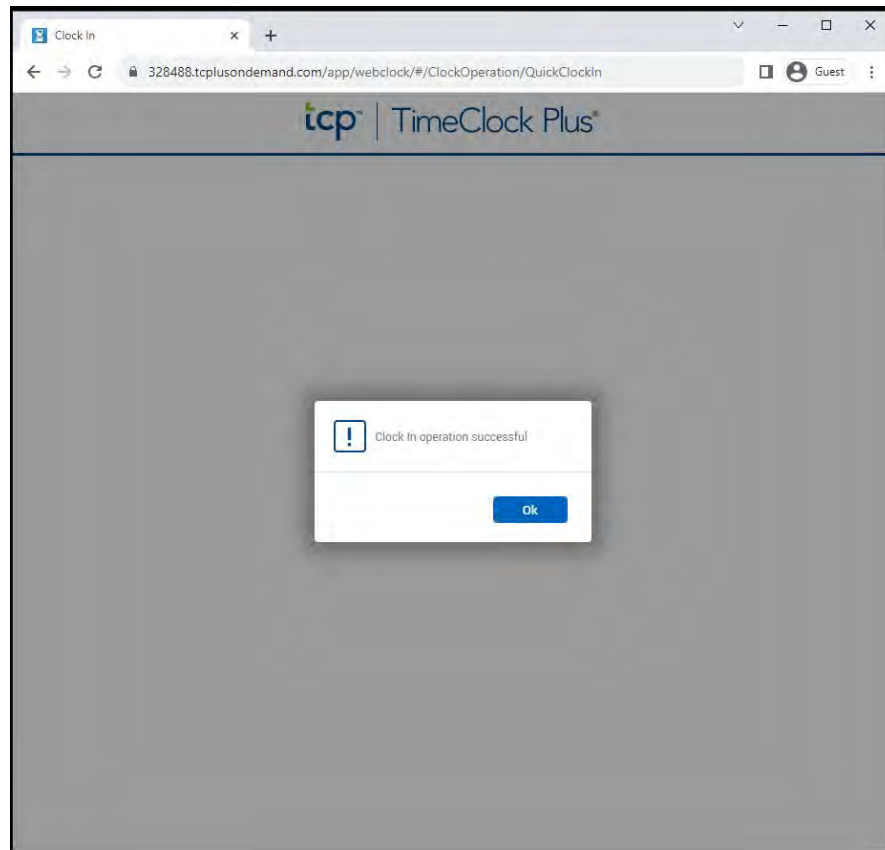
2. Click in the date field or on the **calendar icon** to change the date.
3. Click in the time field or on the **clock icon** to enter the missed clock out time (either for lunch or for end of day). (Be sure the appropriate AM or PM is selected.)
4. Click in the **Note** field to add a note for clarification.
5. Click on **Continue**.



6. Confirm missed clock out entry is correct and click **Continue** to finish clocking out.



6. 3. Click **Ok** on the "Clock operation successful" window.



Note: Just like other time segments, the manager will approve missed clock outs and missed clock ins.

Missed Meal Break

If you missed clocking out for lunch or back in from lunch, you would complete the same steps as a missed out-punch or missed in-punch. If you missed both clocking out and in from lunch, then you can complete a missed clock out and a missed clock on the WebClock. Or you can remain clocked in till the end of your shift and email your supervisor, CC UNMGTimeCards@unm.edu, with the date, clock out time and clock in time from lunch. If approved, your supervisor will forward that email to UNMGTimeCards@unm.edu for adjusting entry.

Changing Earning Codes

Change earning codes is used for student employees who work in two departments and have back-to-back shifts. This feature is currently disabled for staff and faculty.