


# EMPLOYEE INSTRUCTIONS FOR TIMESHEET ENTRY

The TimeClock system will provide the Payroll staff with your hours actually worked by punching IN and OUT every day. If you are absent for any reason (sick, personal, vacation, jury duty or workers comp), YOU will need to enter this time through the TimeClock Web **no later than 5 days after the absence occurs.**

This is completed on the Southington Public Schools website or through the following link:

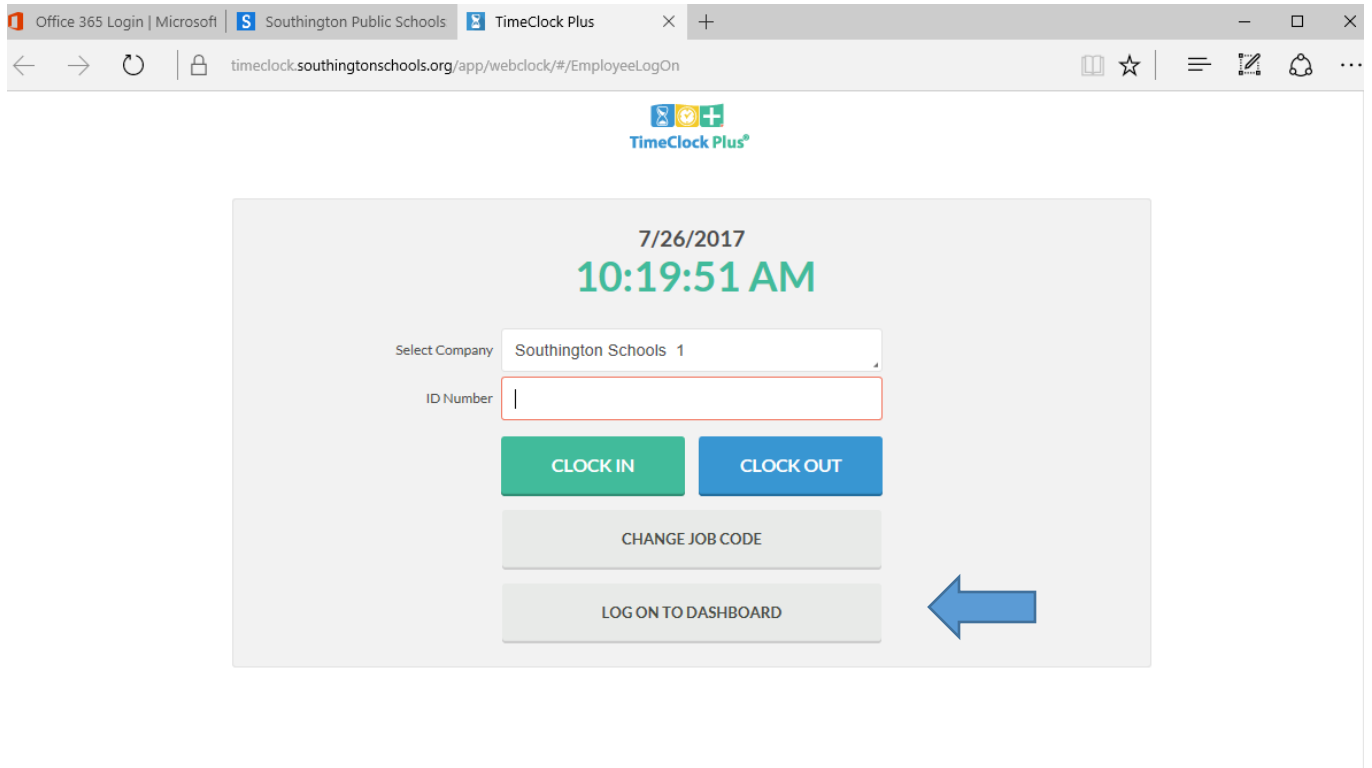
<https://225480.tcplusondemand.com/app/webclock/#/EmployeeLogOn/225480/1>



The screenshot shows the Southington Public Schools website. The top navigation bar includes links for Parent Portal, Faculty / Staff, and a search bar. Below this is a dark grey menu with categories: BOARD OF EDUCATION, CENTRAL OFFICE, SCHOOLS, PARENTS & STUDENTS, and COMMUNITY RESO. The main content area is titled "Faculty / Staff" and lists various resources. A blue arrow points to the "TimeClock Web - Employee" link in the bottom right corner of the resource grid.

BOARD OF EDUCATION	CENTRAL OFFICE	SCHOOLS	PARENTS & STUDENTS	COMMUNITY RESO
Bus Video Request	<b>Faculty / Staff</b>			
Employee Training	Southington Public Schools Information			
Professional Development	PowerTeacher	SPS Email	SPS Library	Google Docs
TEAM				
Technology Documentation	PowerSchool	Web Help Desk	Employee Portal	AESOP
Virtual Stem University	Virtual Stem University	Purchasing Price Lists	TimeClock Web - Manager	TimeClock Web - Employee

1. If an employee does not have access to a computer, they must complete the TimeClock Adjustment log form.
2. The secretaries will have this available in the Main Office.
3. No time will be entered by the secretary without completion of this form.



**Log in with:**

**Id Number = Your 5 digit Employee Number**

**Log on to dashboard**



## MY DASHBOARD

ON THIS SCREEN YOU HAVE THE FOLLOWING CHOICES:


**View:** This is where you can see how many hours you have worked on a weekly basis. The screen will show the current pay period hours to date. To see additional days/hours click on “jump to view hours”


**Manage Time Sheet** (Single Entry or Multiple entry): This is where you would enter Vacation, Sick, Workers Comp, Jury Duty or Personal Days.

## Manage Time Sheet:

### MANAGE TIME SHEET

07/29/2017 - 08/04/2017 **Navigate Period**  Display weekends



Reject Accept < | >   
Prev Next



Click on manage time sheet. The current week will then display. By Using the Navigate Period arrows or calendar icon, you can select a different date in. (NOTE: Can only choose dates in the current pay period or future days).

Mon 07/31	0:00
<input type="button" value="Add"/>	

Click on "Add". The system will automatically populate 8 hours as "Sick Leave". To adjust the hours and type of leave click on "Edit".

Mon 07/31	8:00
<input type="checkbox"/> Approve	
<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> 8:00	
09:00 AM 	05:00 PM 
9000 - Sick Leave	
<input checked="" type="checkbox"/> Leave	
<input type="button" value="Add"/>	

Edit Segment
?

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Segment Length: 8:00

Time in

7/31/2017

09:00 AM

Time out

7/31/2017

05:00 PM

Break type

<< NONE >>

Job Code

9000 - Sick Leave

Note

Cancel
Save

Update the time out by clicking on the clock icon. Click on clear and then type in the out time (ex 04:30 PM) to change the segment length to 7:30 hours. Click in "Job Code" field to choose another job code (such as personal leave or vacation) and click on "Save".

Once you are finished updating the data, you MUST click on "Accept" to update the changes.

07/29/2017 - 08/04/2017 **Navigate Period**

Reject



Accept

< | >   
Prev Next



07/29 - 08/04


Approve Week

Mon 07/31	8:00	Tue 08/01
<input type="checkbox"/> Approve		
<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a>	8:00	
09:00 AM 	05:00 PM 	
9010 - Personal Leave		
<input checked="" type="checkbox"/> Leave		
<input type="button" value="Add"/>		

Employees can also view their weekly hours.

Click on "View", then "Hours" to view your weekly hours.



	<b>VIEW</b>	<b>MANAGE TIME SHEET</b>		
	Hours	Last Punch	Messages	



This screen will show your Total Hours for the week. It will include both entries made in the TimeClock Web as well as your Clock IN/OUT times from the TimeClock unit at your school. The arrow shows your weekly total hours. The number of hours you are contracted to work should agree with the total number of hours in TimeClock at the end of each week.

08/05 - 08/11

		Notes		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input type="checkbox"/>		<input type="checkbox"/>		8/7/2017 09:00 AM	8/7/2017 05:15 PM	8:15	8:15		1500 - NonUnion Admin Assistants
	<input type="checkbox"/>		<input type="checkbox"/>	22u	8/8/2017 08:00 AM	8/8/2017 12:24 PM	4:24			1500 - NonUnion Admin Assistants
	<input type="checkbox"/>		<input type="checkbox"/>		8/8/2017 12:46 PM	8/8/2017 05:00 PM	4:14	8:38		1500 - NonUnion Admin Assistants
	<input type="checkbox"/>		<input type="checkbox"/>		8/9/2017 09:00 AM	8/9/2017 05:00 PM	8:00	8:00		9015 - Vacation
	<input type="checkbox"/>		<input type="checkbox"/>		8/10/2017 08:15 AM	8/10/2017 05:00 PM	8:45	8:45		1500 - NonUnion Admin Assistants
	<input type="checkbox"/>		<input type="checkbox"/>	64u	8/11/2017 07:45 AM	8/11/2017 12:23 PM	4:38			1500 - NonUnion Admin Assistants
	<input type="checkbox"/>		<input type="checkbox"/>		8/11/2017 01:27 PM	8/11/2017 04:45 PM	3:18	7:56	41:34	1500 - NonUnion Admin Assistants

