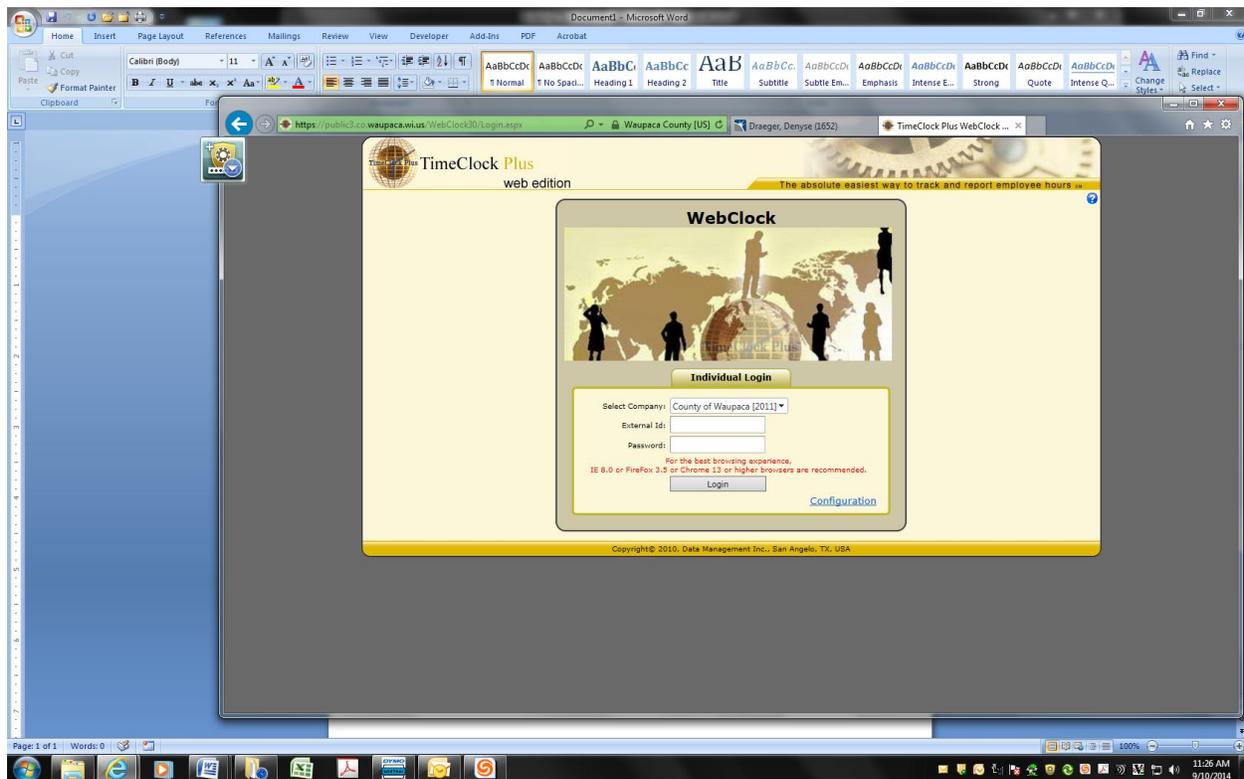
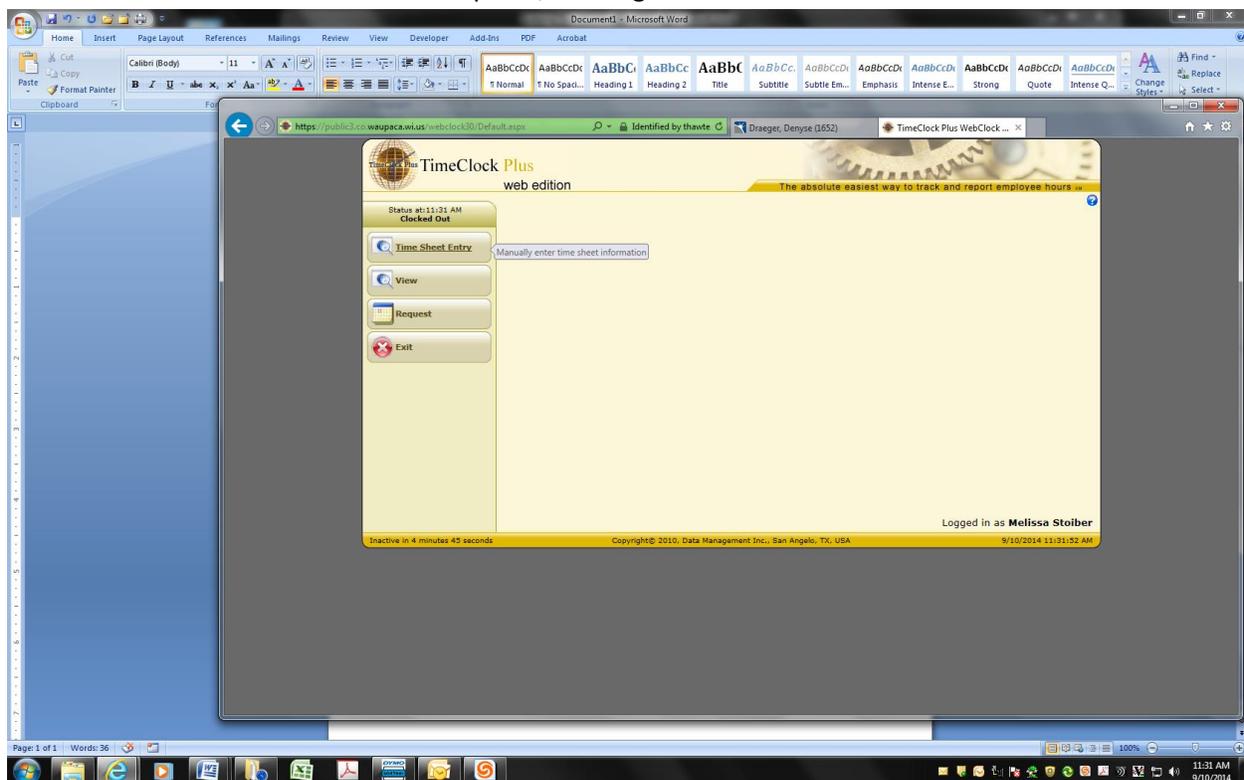


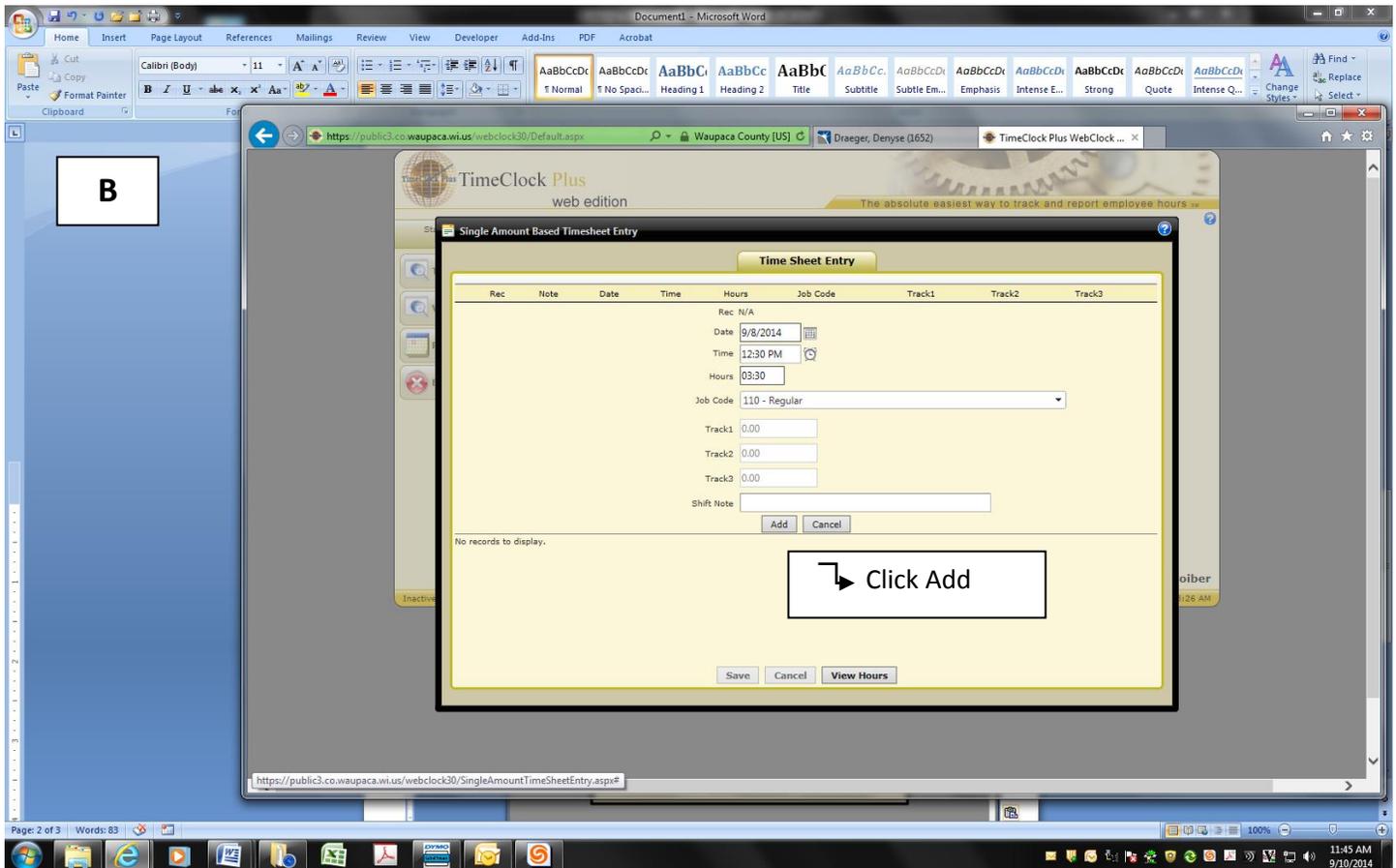
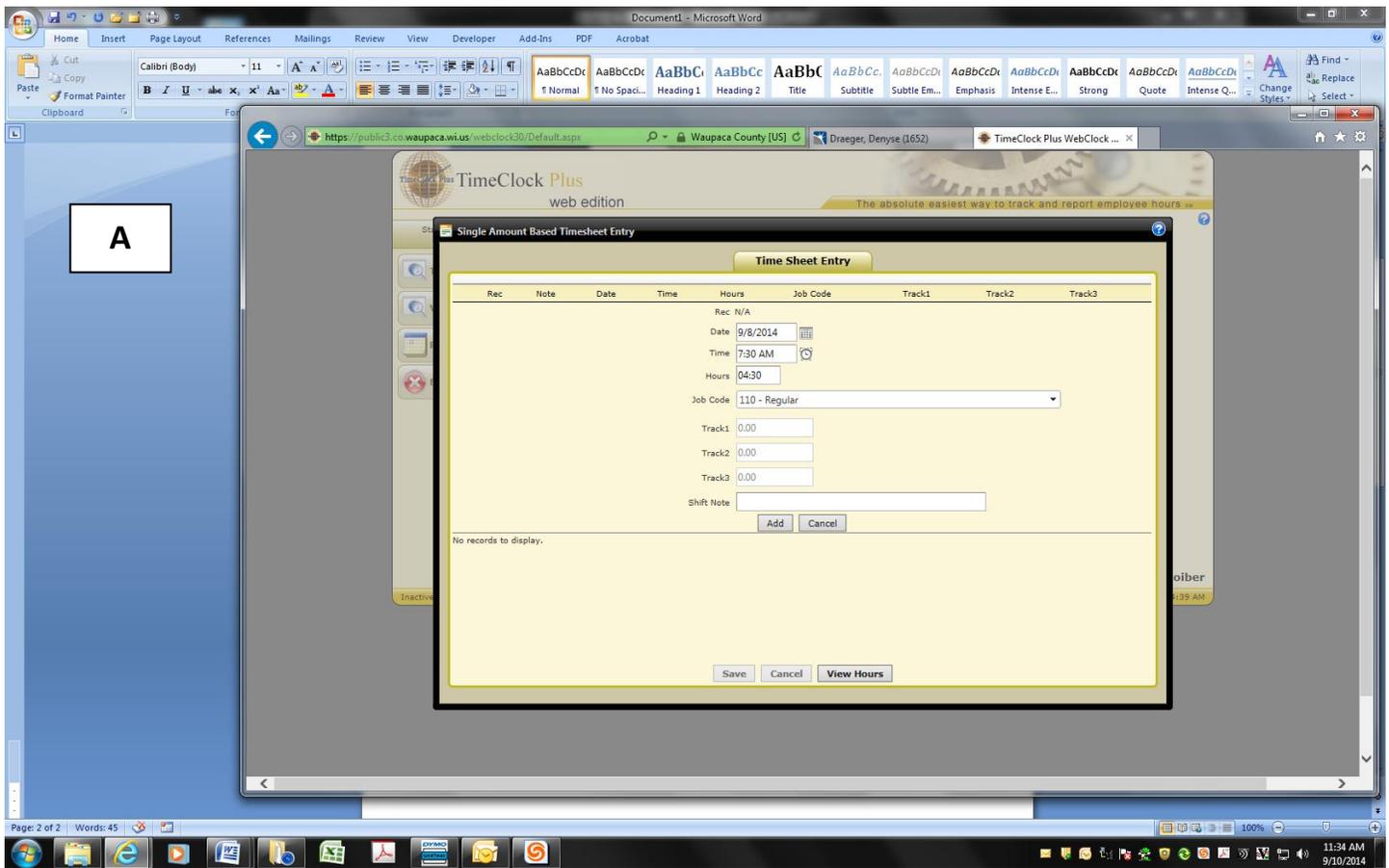
Time Clock Plus Payroll Procedures / 40 hrs per week (Time Sheets)



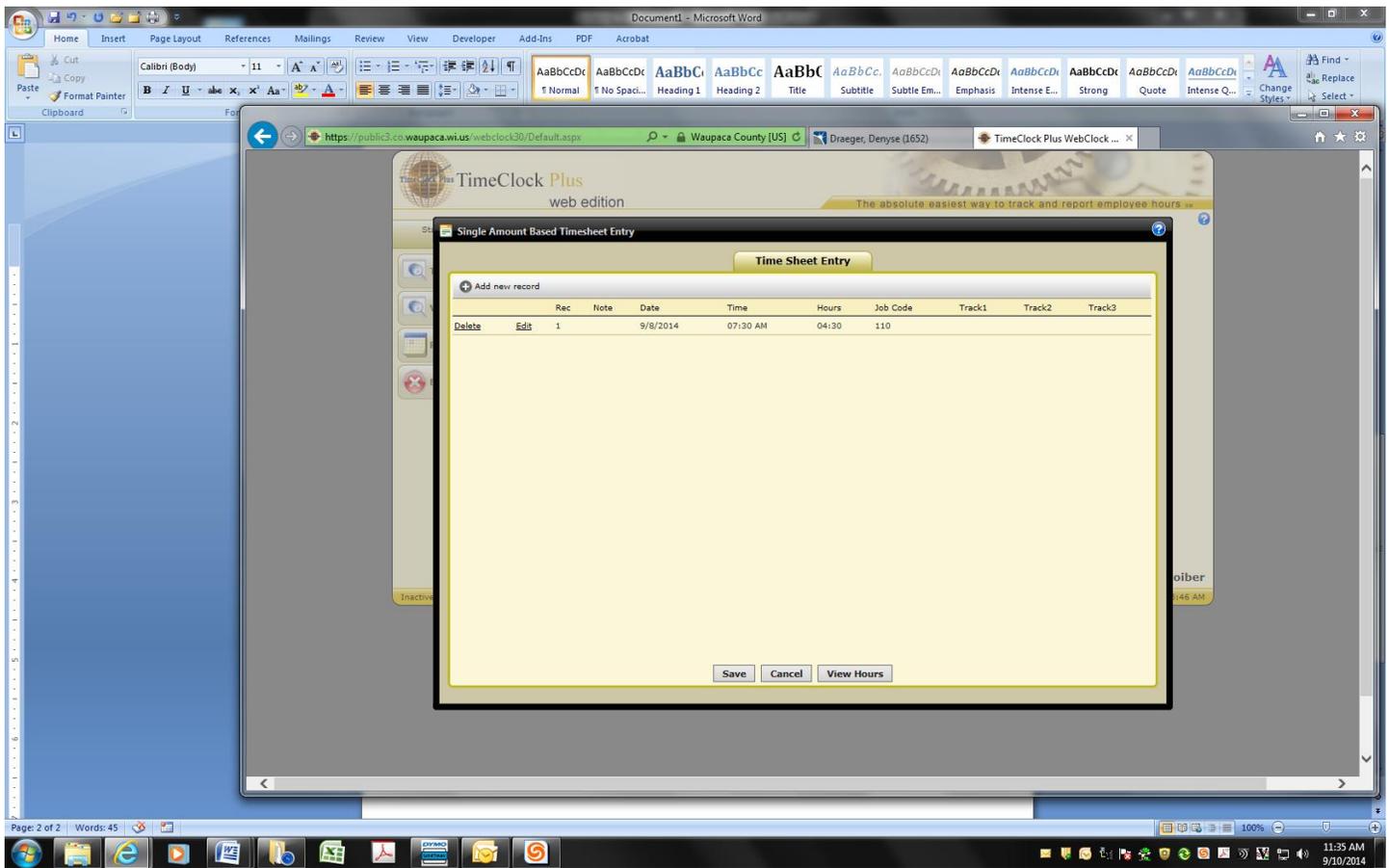
Employee ID & Password: this is the same as what you use to log into your computer. If your password changes on your computer, it changes on timeclock



Select "Time Sheet Entry" and then "Single Entry Sheet"



Enter your day in segments, ie: when you arrived and how many hours you worked until lunch & then another segment for when you returned from lunch until the end of your day (see A & B). You can also add shift notes to explain your time if need.



Once you add and save you are no longer able to make any corrections. Your supervisor will need to modify anytime.

Continue through this process until you have your time entered for the complete payroll period.

TIPS:

- As a suggestion, keep track of your time on a paper calendar and enter your time into timeclock at the end of the week you may find it easier to enter this way.
- Enter your time accurately in the form of minutes (:15, :30, :45)
- Your time is looked at in the form of a week whole rather than days. You should have 40 hours for each week.
- If at the end of the week you do not reach your 40 hours you will need to utilize any existing accruals (PTO,VAC, COMP, ELB (if applicable)) to make up for the shortage.

-If at the end of the week you realize you will have time that goes over 40 hours you have two options (with the discretion of your supervisor)

- a) be paid out, continue entering your time as normal (40 + is paid at time and one half)**
- b) accrue as comp time (40+ hours code as 162 / comp overtime)**

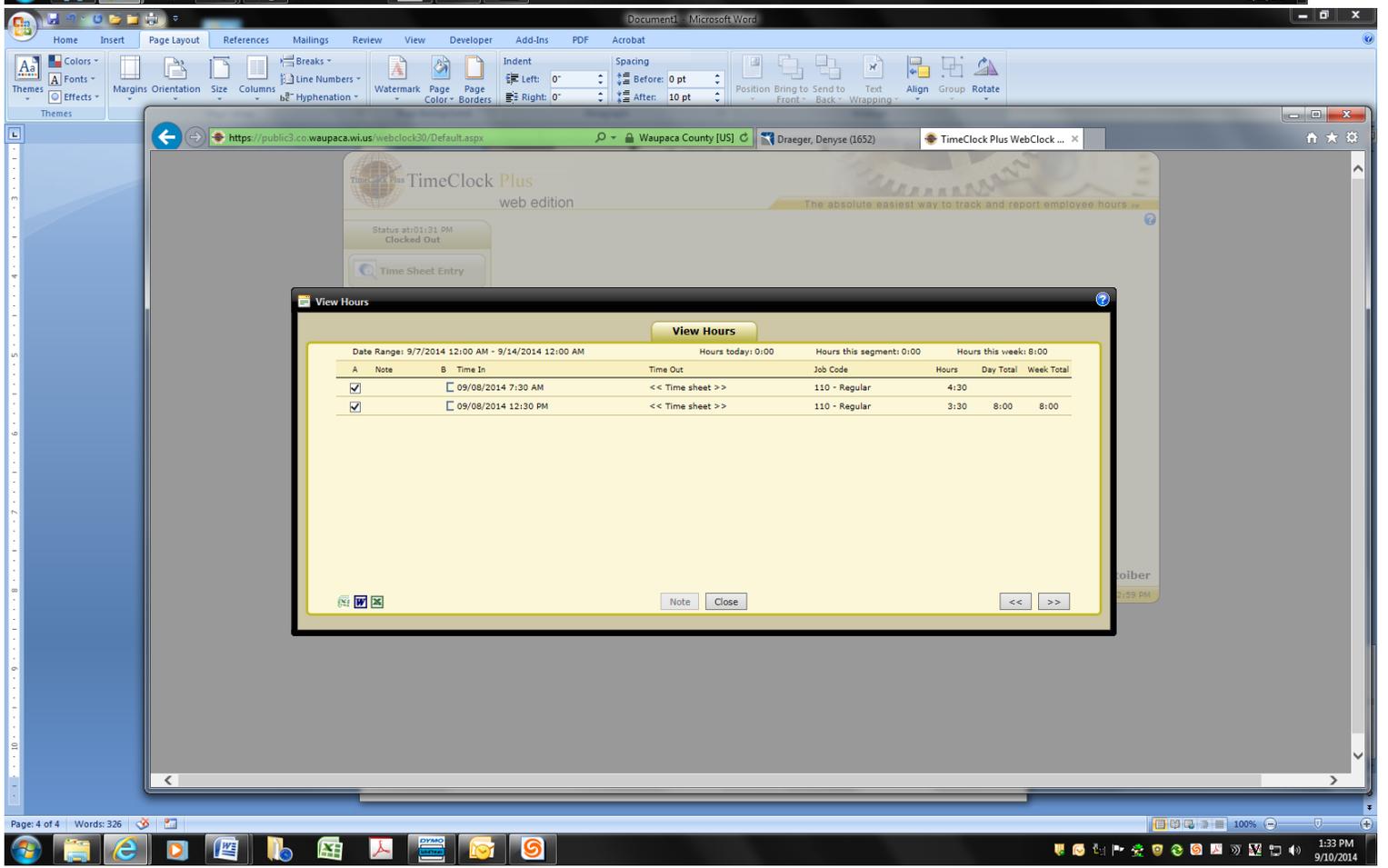
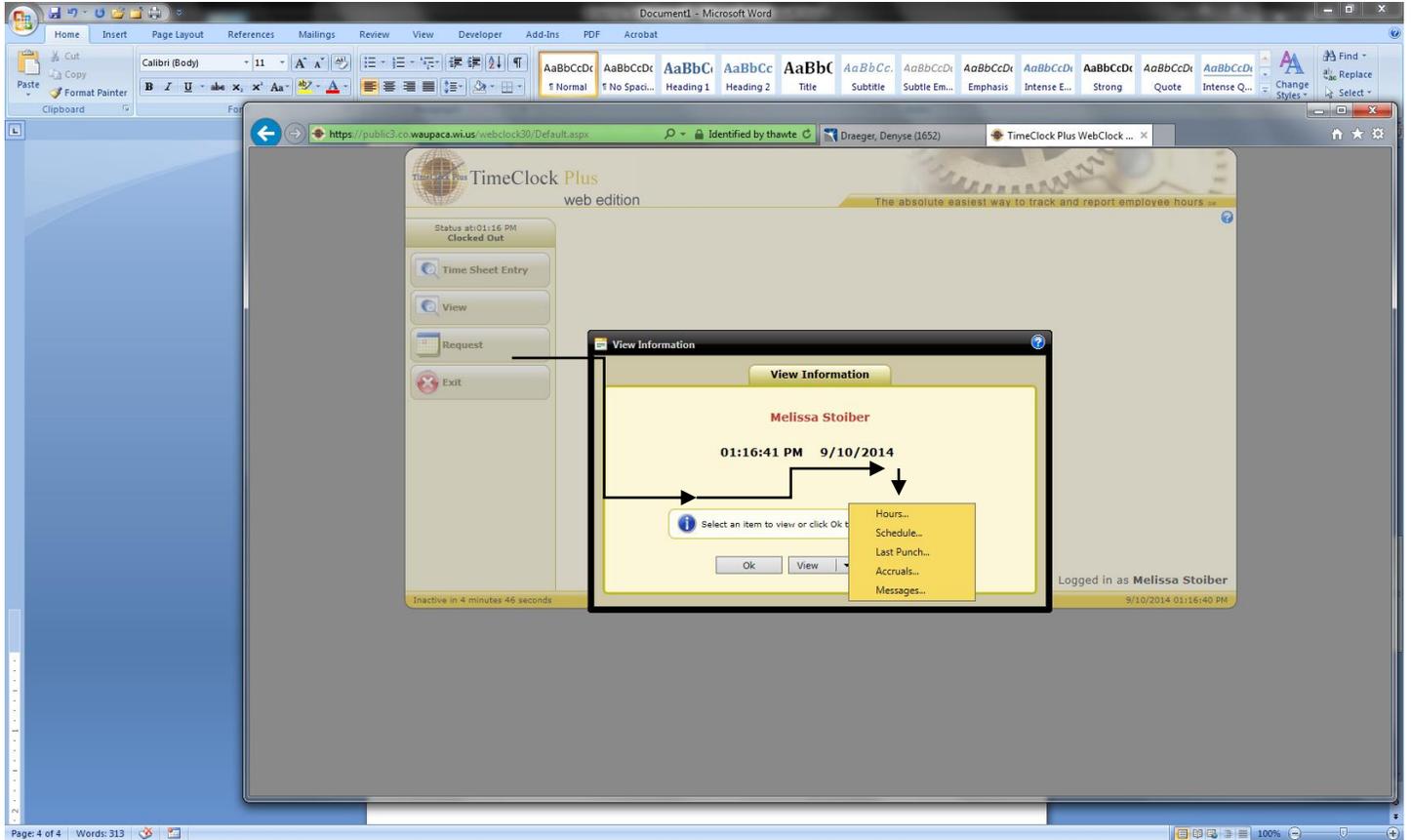
Example:

Week One	Start Time	Job Code	Hours	Total 4 Week
Monday	7:30am	Regular	4:30	
	1:00pm	Regular	3:30	8
Tuesday	7:30am	Regular	4:30	
	12:15pm	Regular	3:30	16
Wednesday	8:15am	Regular	4:30	
	1:00pm	Regular	3:30	24
Thursday	8:00am	Regular	4:30	
	1:00pm	Regular	3:30	32
Friday	8:00am	Regular	4:15	
	1:00pm	Regular	2:00	38:15
	3:00pm	PTO	1:45	40
			Total For Week	40
Week Two	Start Time	Job Code	Hours	Total 4 Week
Monday	7:30am	Regular	4:30	
	1:00pm	Regular	3:30	8
Tuesday	7:30am	Regular	4:30	
	12:15pm	Regular	3:30	16
Wednesday	8:15am	Regular	4:30	
	1:00pm	Regular	3:30	24
Thursday	8:00am	Regular	4:30	
	1:00pm	Regular	3:30	32
Friday	8:00am	Regular	4:30	
	1:00pm	Regular	3:30	40
	4:30pm	Comp Overtime	2	42
			Total For Week	42

Approve the hours you just entered.

-Click View and then Hours

-Click the box "A" to approve your hours and then close



How to Check Your Accruals:

-Click "view" and then "accruals". This will show you your balance as of the end of the previous payroll

The screenshot displays the TimeClock Plus web application interface. The main window shows the user's status as "02:07 PM Clocked Out". A "View Information" dialog box is open, displaying the user's name "Melissa Stoiber" and the current time "02:07:13 PM 9/10/2014". The dialog box contains a "View" button and a "View Information" tab. A context menu is open over the "View" button, with the "Accruals" option selected. The background interface includes a navigation menu with options like "Time Sheet Entry", "View", "Request", and "Exit". The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 2:07 PM on 9/10/2014.