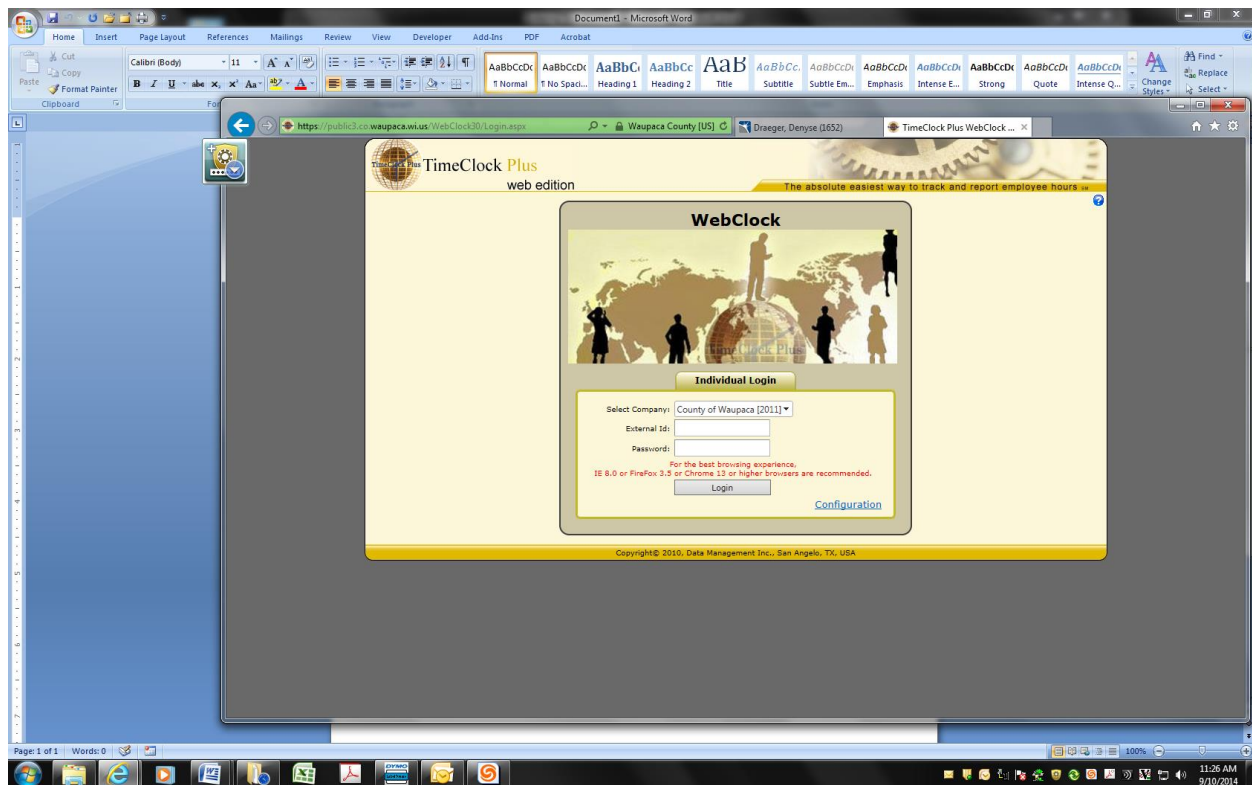
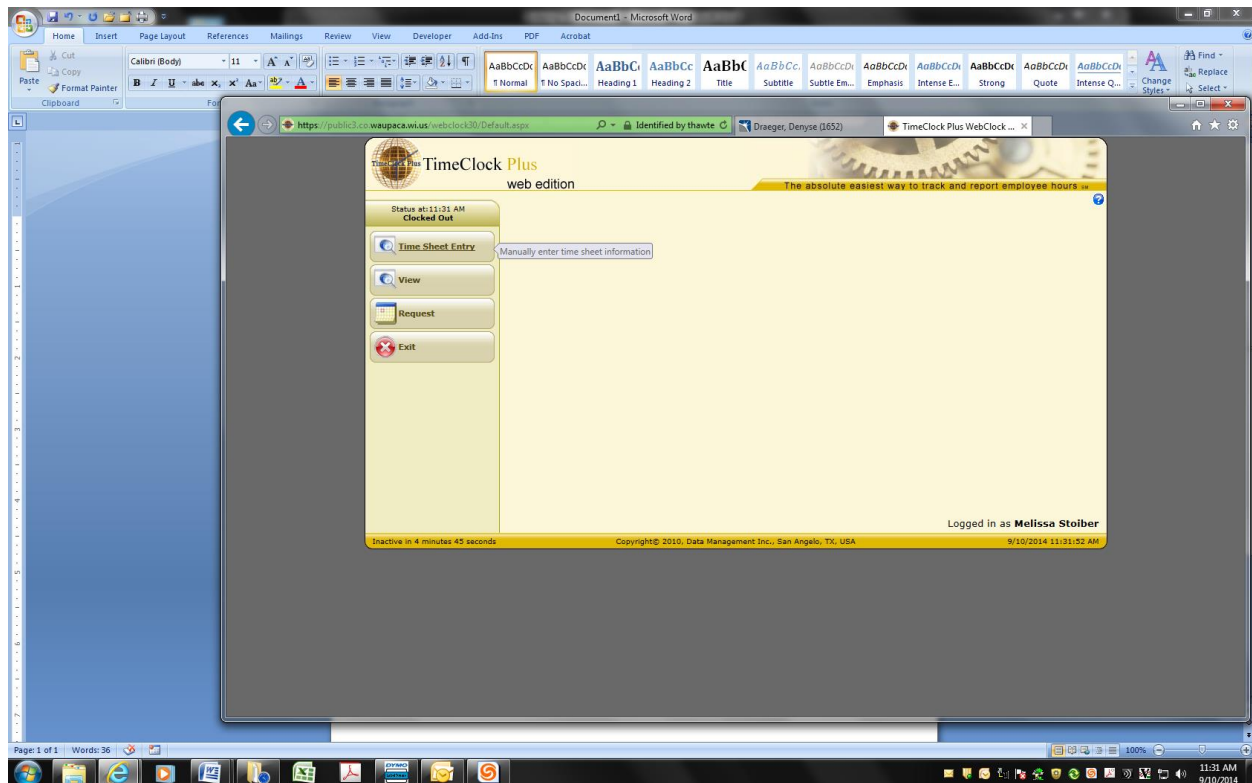


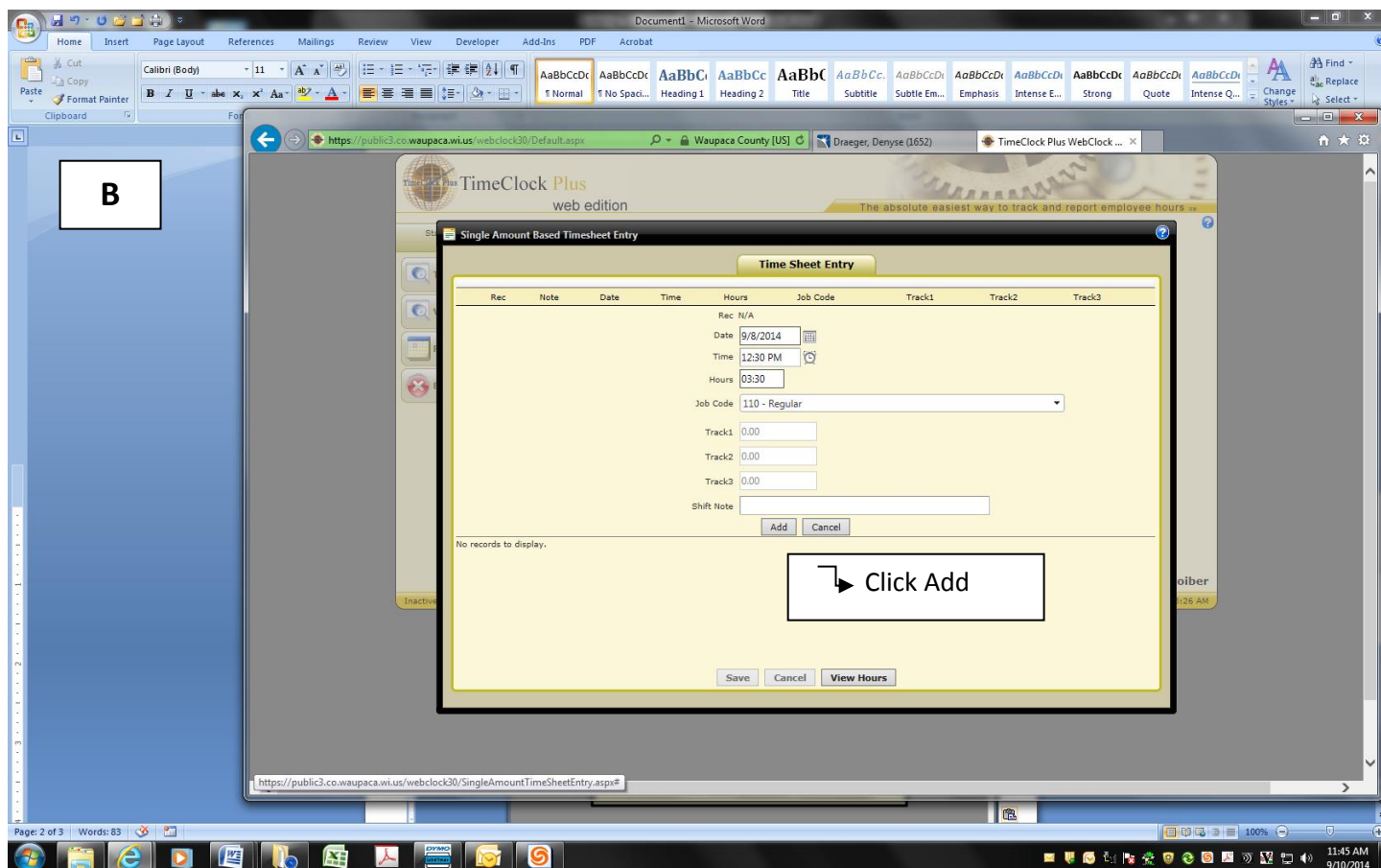
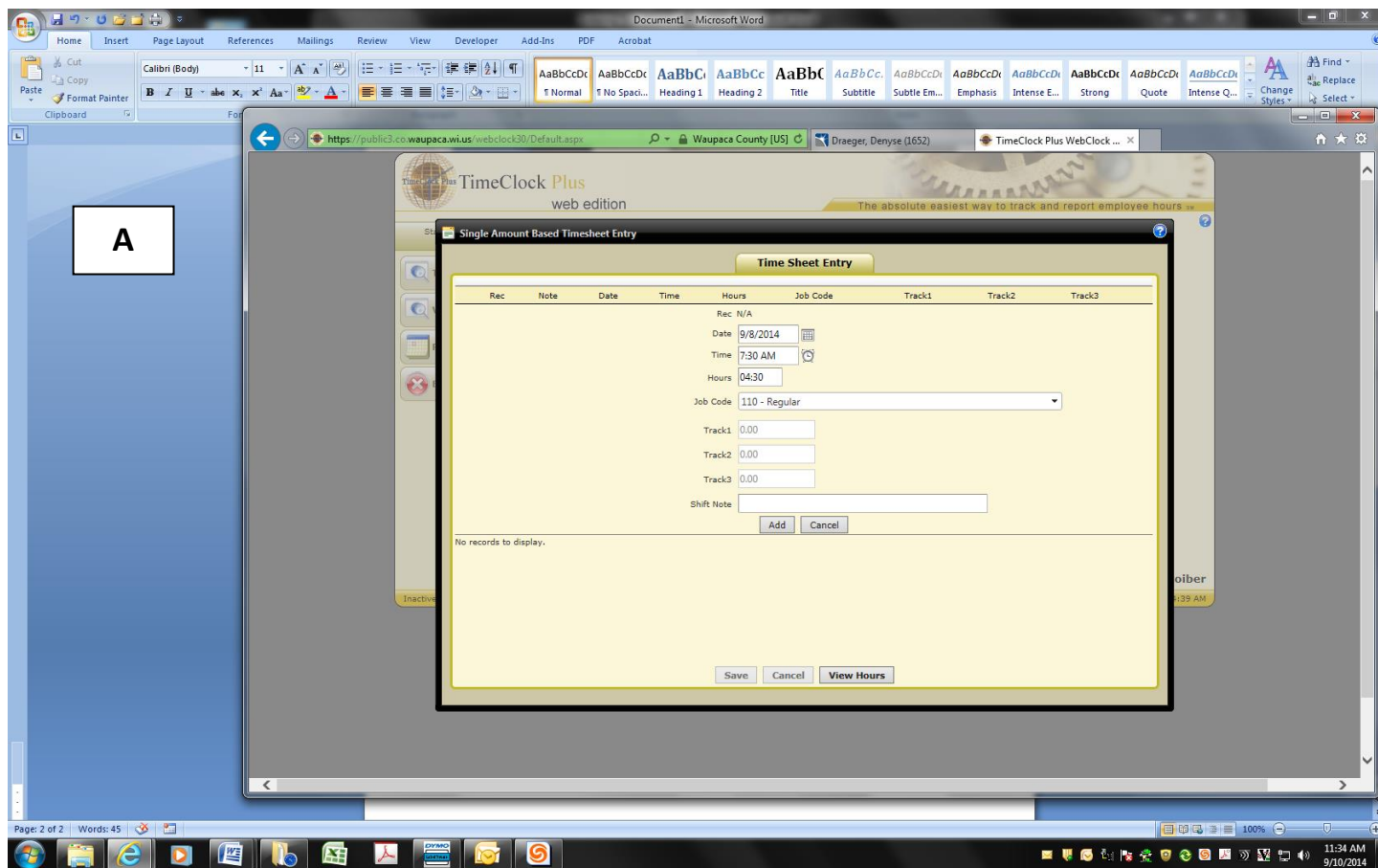
Time Clock Plus Payroll Procedures for salaried employee



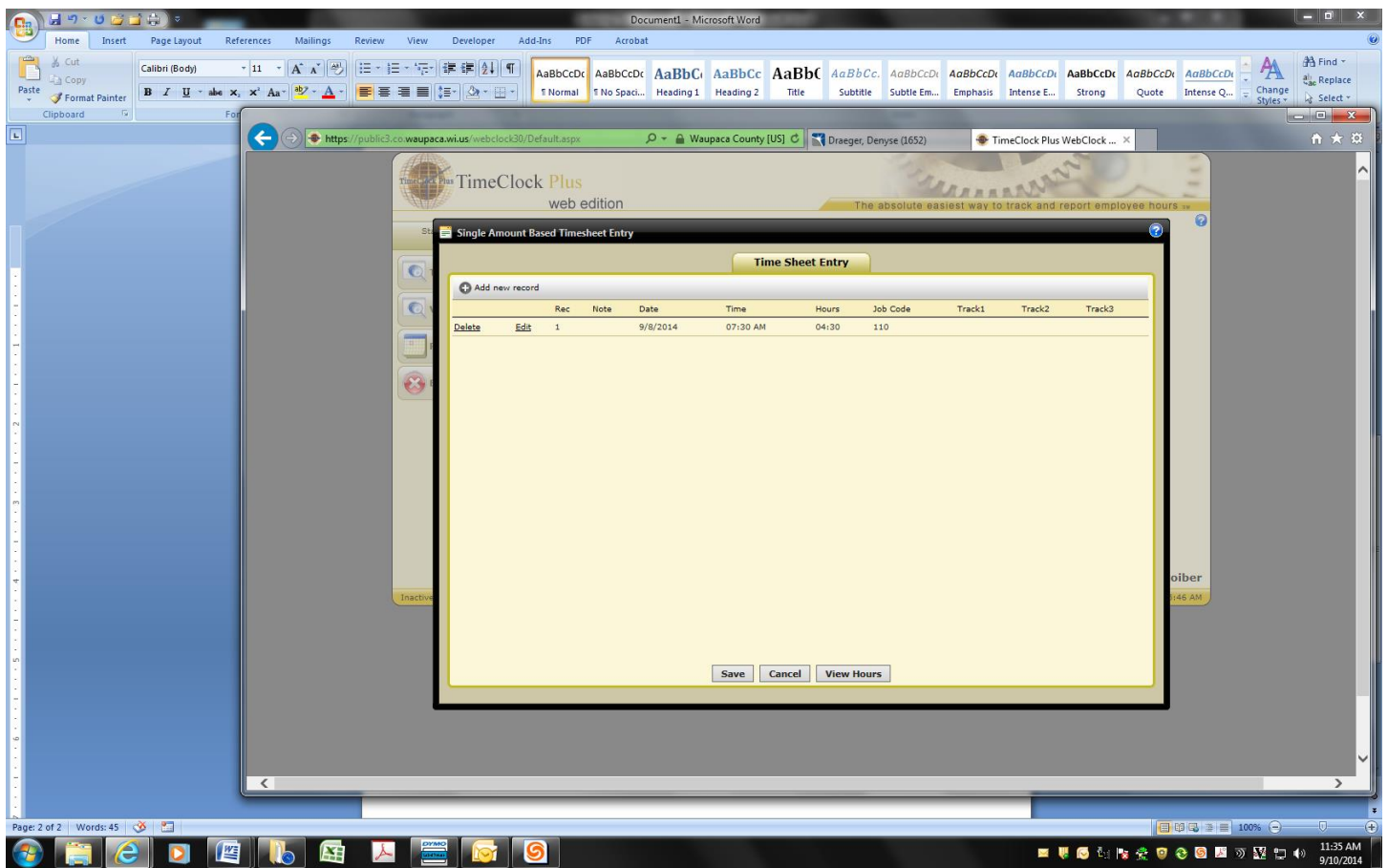
Employee ID & Password: this is the same as what you use to log into your computer. If your password changes on your computer, it changes on timeclock



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). Being a salaried employee your days should be in 4 hour or 8 hour increments. You can also add shift notes to explain your time if need.



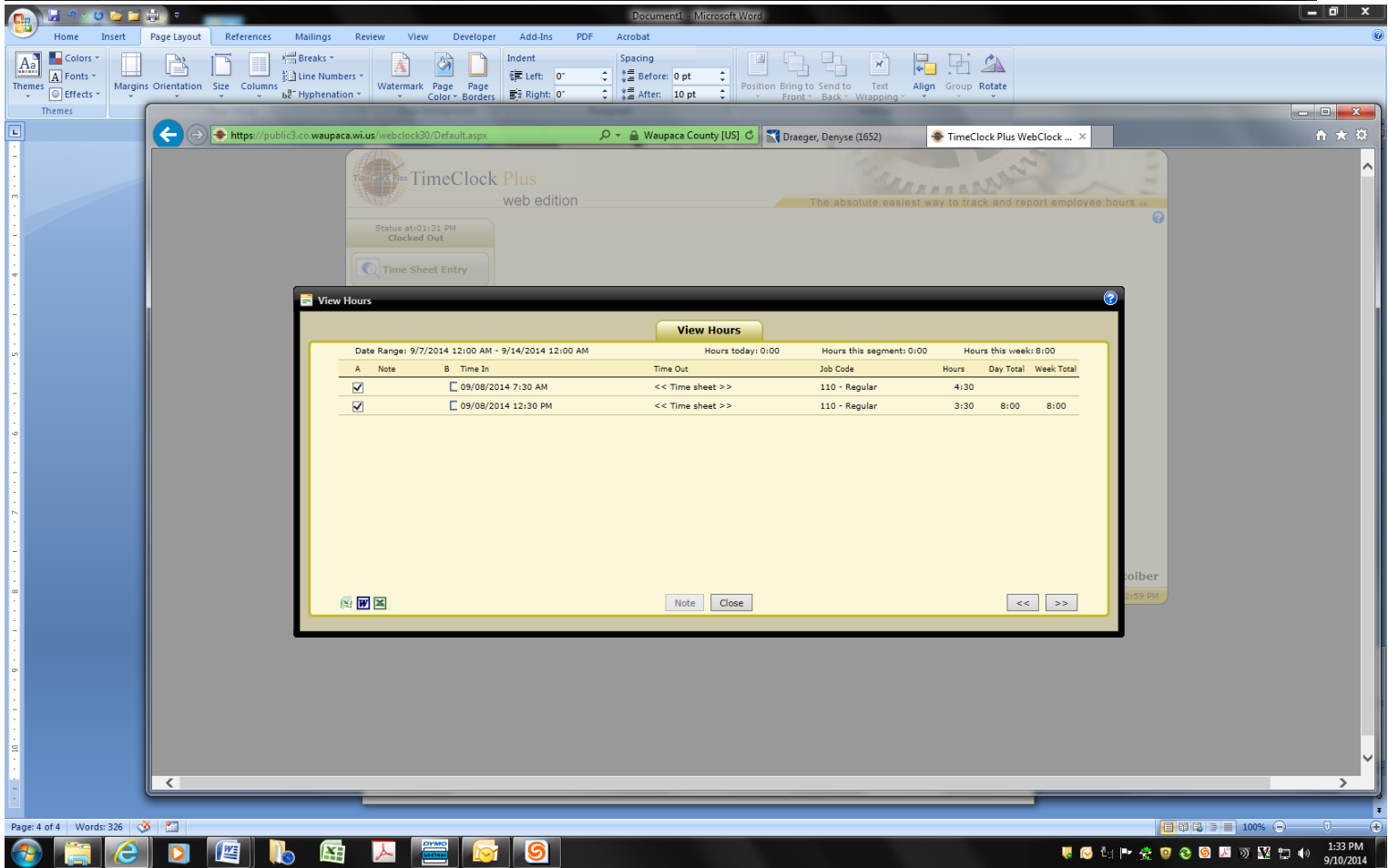
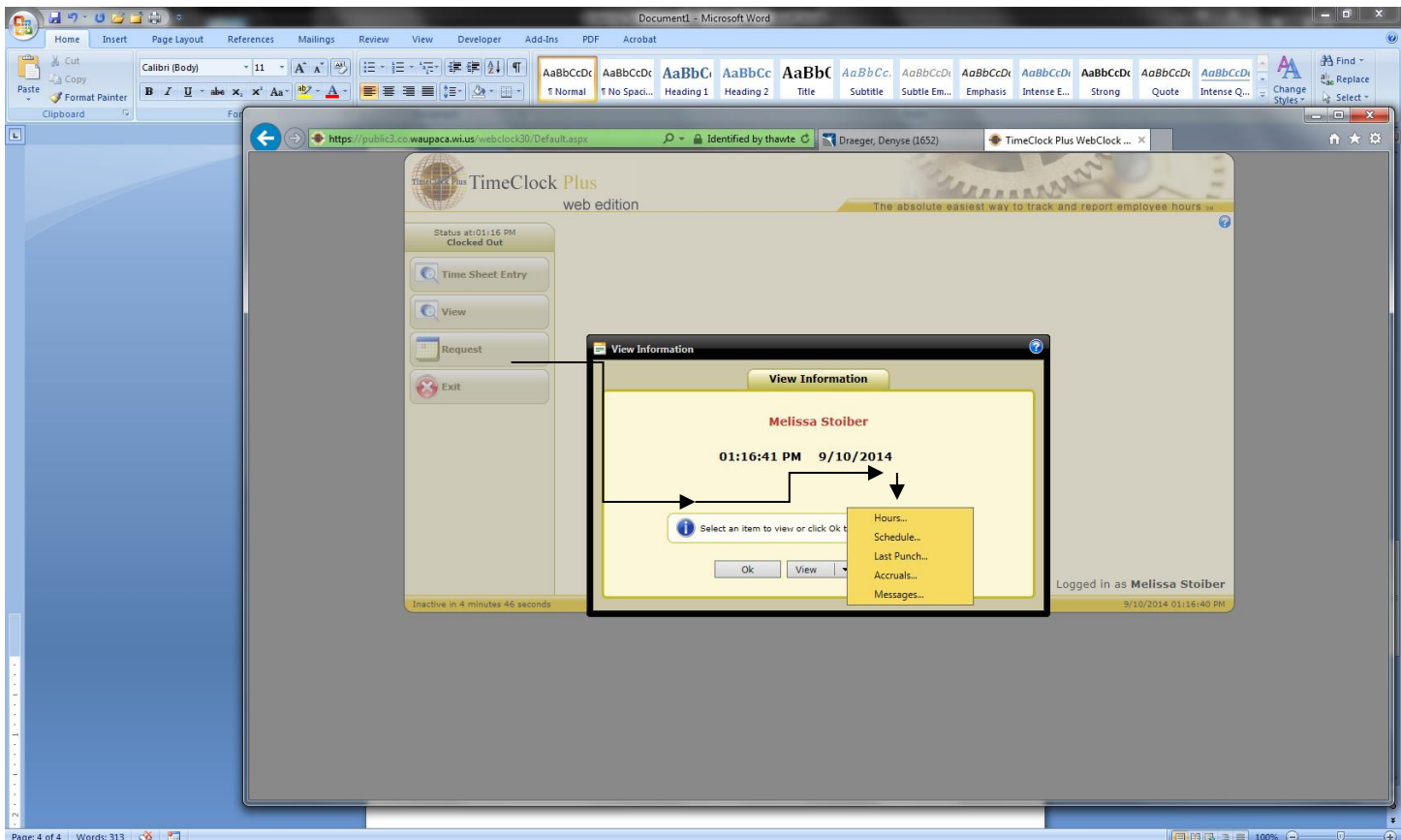
Once you add and save you are no longer able to make any corrections. Your supervisor will need to modify anytime.

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, ELB (if applicable)) to make up for the shortage

- 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

