

# TimeClock Plus Employee Time Clock Guide

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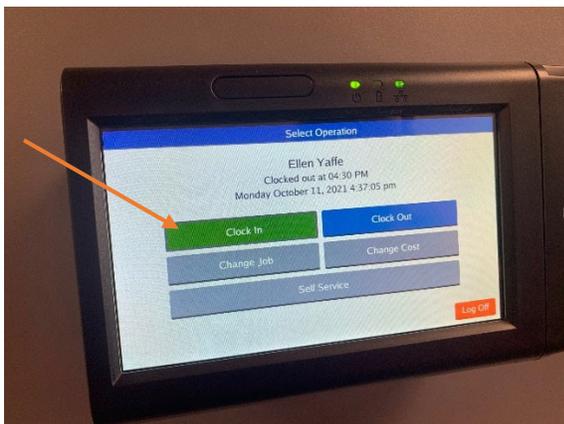
# TimeClock Plus Employee Time Clock Guide

## How to Clock In

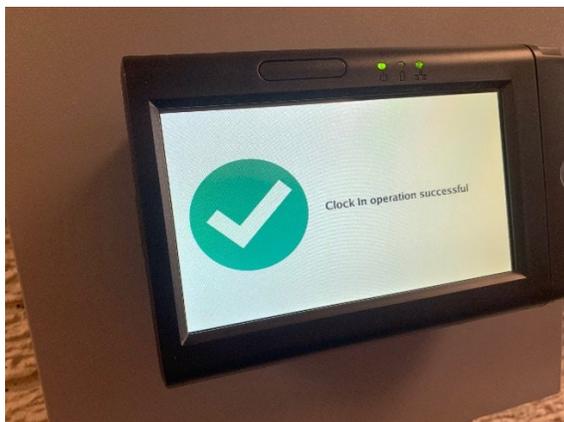
1. Swipe your Rocket Card with the magnetic strip facing backwards (towards the wall). You can swipe from either screen.



2. Select Clock In.



3. Confirmation will show.



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## How to Clock Out

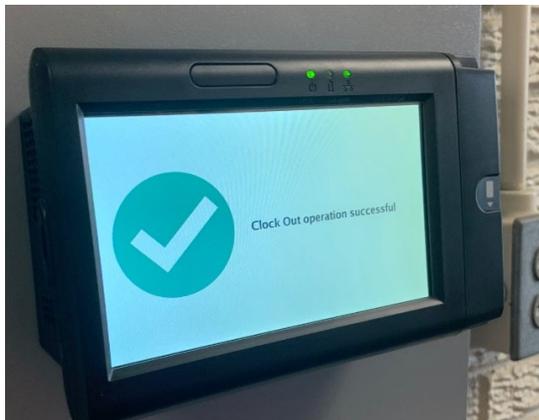
1. Swipe your Rocket Card with the magnetic strip facing backwards. You can swipe from either of these screens.



2. Select Clock Out.



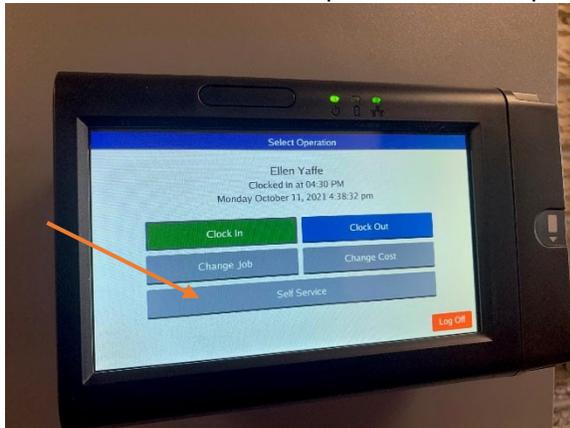
3. Confirmation will show.



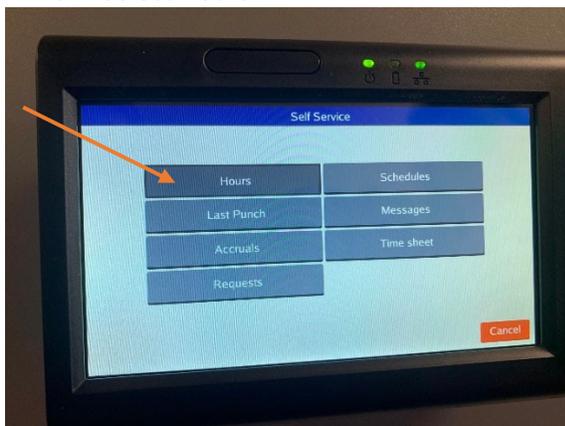
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## How to review your hours

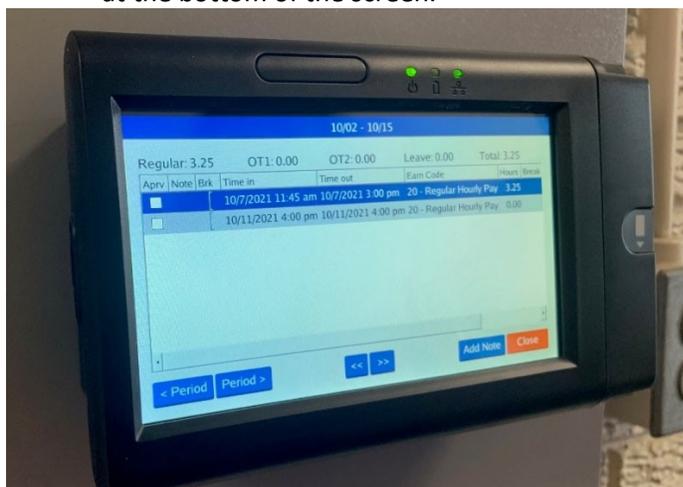
1. Swipe your Rocket Card with magnetic strip facing backwards.
2. From the "Select Operation" screen press **Self Service**.



3. Select **Hours**.

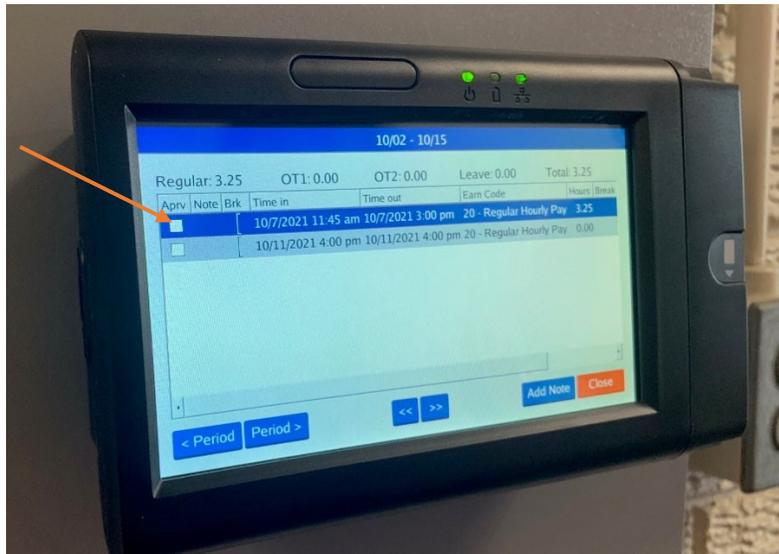


4. Hours for the current period will be displayed. You can change the period using the arrows at the bottom of the screen.

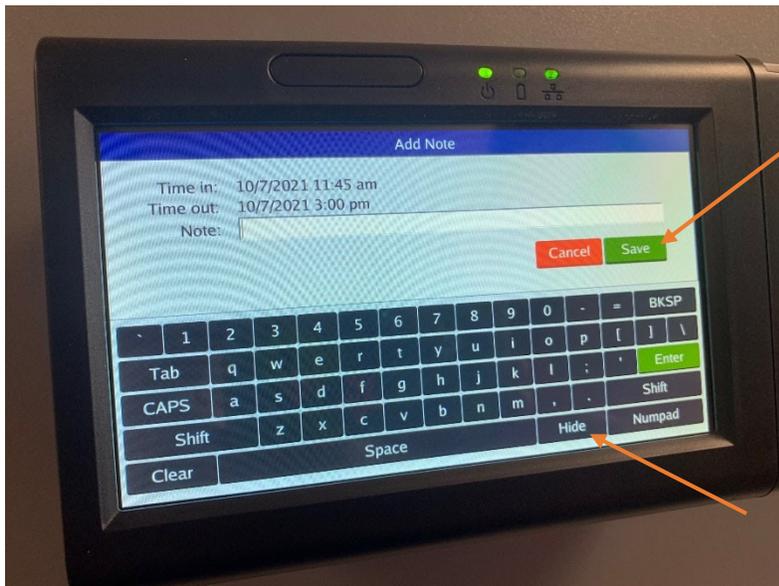


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5. Examine the time information. If everything is correct, press the Checkbox in the Aprv column next to the segment to approve. Note the totals at the top of the screen for regular hours, OT, and leave.



6. You can add a note to a shift by touching the segment, then choosing Add Note from the bottom of the screen. Add note using keyboard and hit Save. To exit out of keyboard choose Hide.



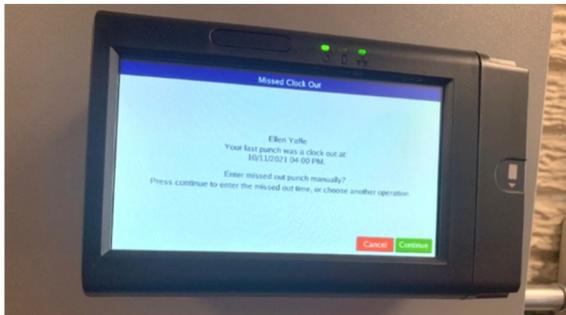
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## What if I forgot to punch in?

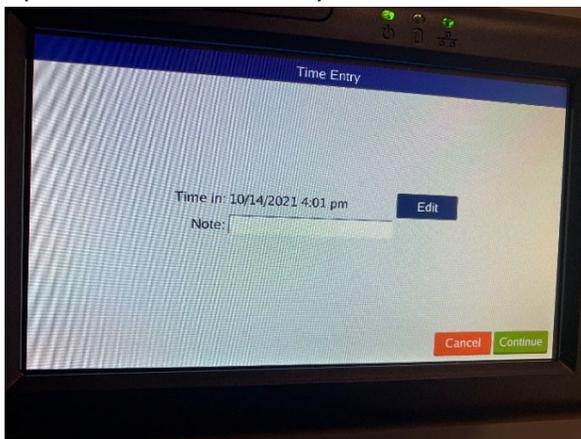
1. If you forgot to punch in, continue working. You can correct your missing in punch when you clock out for the day.
2. At the end of your shift swipe your Rocket Card and select **Clock Out**.



3. A Missed Clock In screen will appear and you will be prompted to manually enter your missed punch.
  - a. Select Continue.

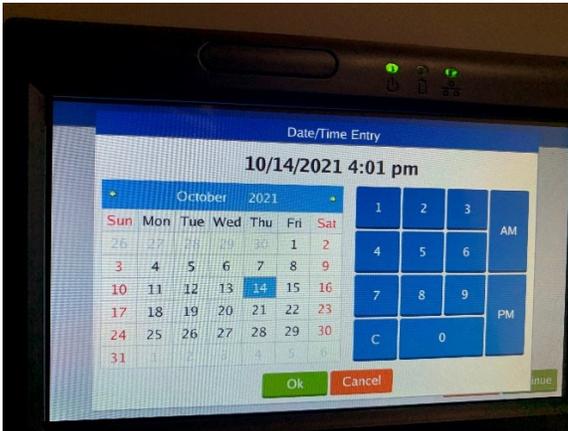


4. Update the Start Time for your shift. Click Edit.

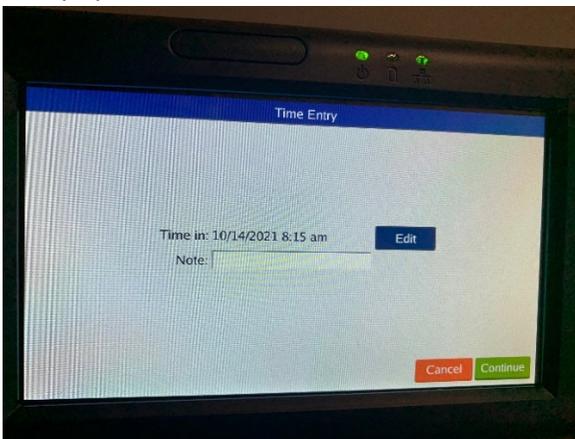


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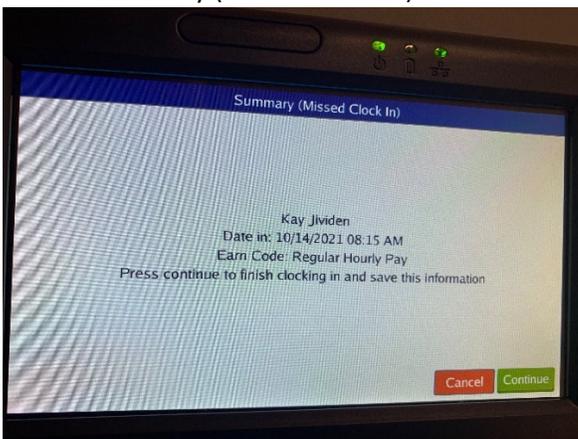
5. Enter the start time of your shift. Once updated hit Ok.



6. Verify updated information is correct and choose Continue.

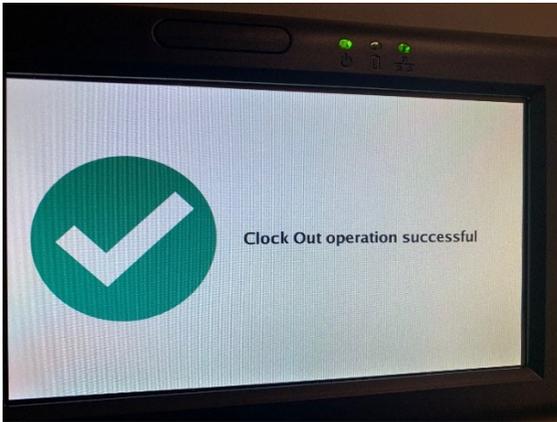


7. Review Summary (Missed Clock In) and hit Continue.



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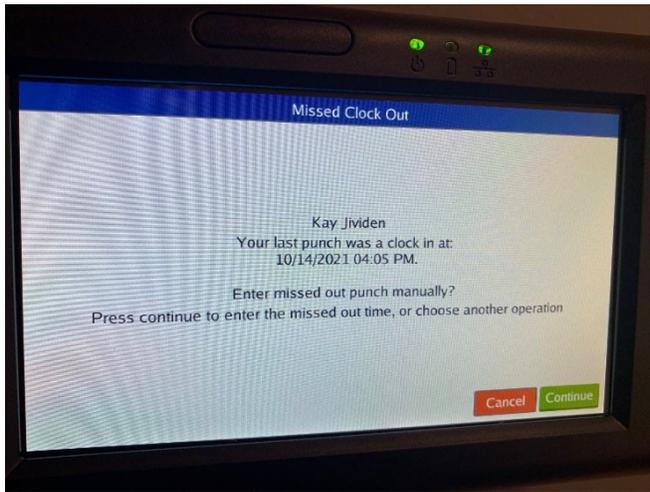
8. System will update missing Clock In and complete Clock Out.



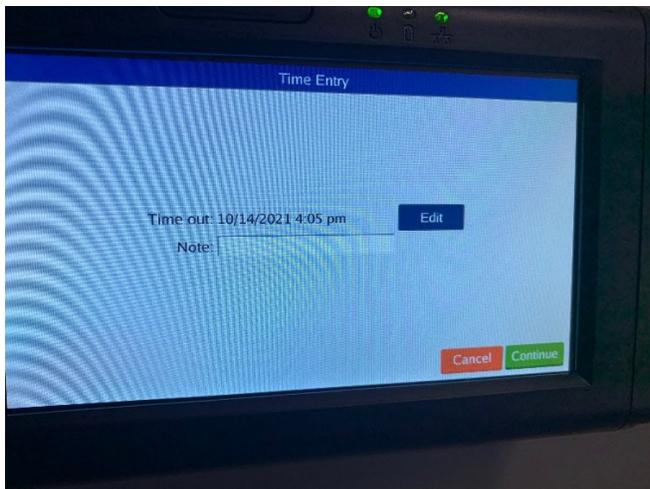
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## What if I forgot to punch out?

1. If you forgot to punch out, you can correct your missing punch when you clock in the next day.
2. The next day at the beginning of your shift, swipe your Rocket Card and select **Clock In**.
3. A Missed Clock Out screen will appear, and you will be prompted to manually enter your missed punch.
  - a. Select Continue.

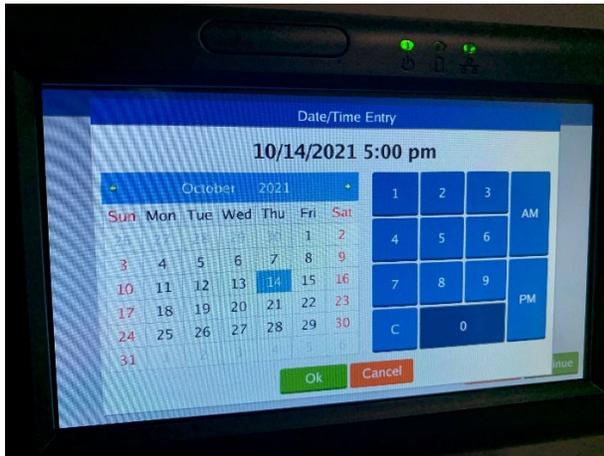


4. Update the End Time for your shift. Click Edit.

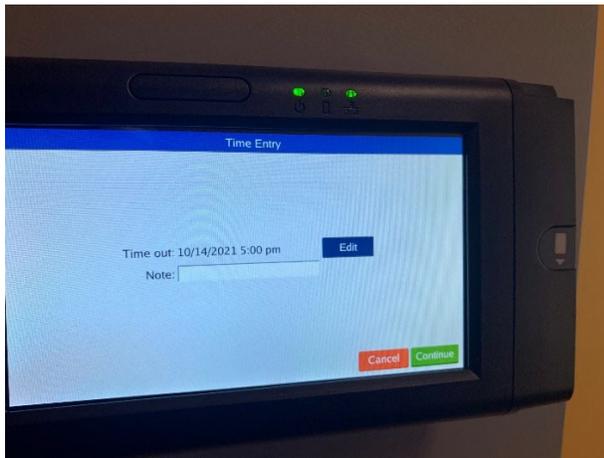


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5. Enter the end time of your shift.



6. Verify updated information is correct and choose Continue.



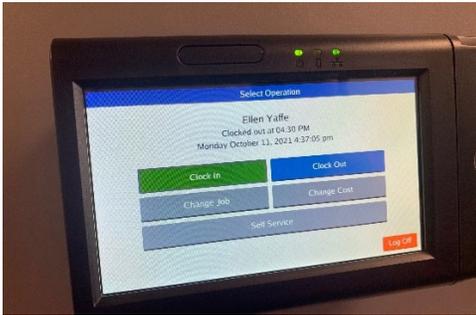
7. Review the Missed Punch Summary and hit Continue.
8. System will update missing Clock Out and complete Clock In.



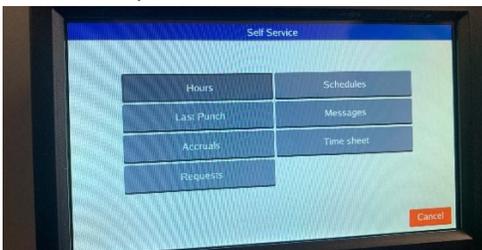
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## How to Enter a Time Off Request (Use Time Sheet for past dates)

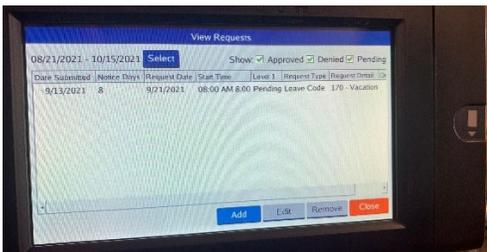
1. Requests can be entered for any future dates.
2. Swipe your Rocket Card and choose Self Service.



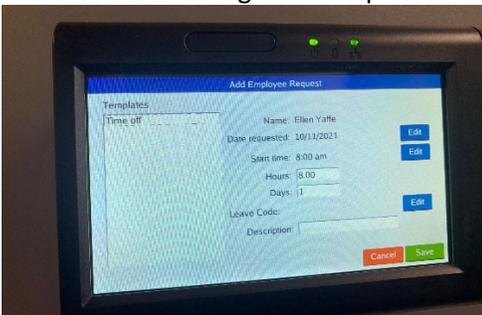
3. Choose Requests.



4. Select Add.



5. Choose Edit to change date requested.

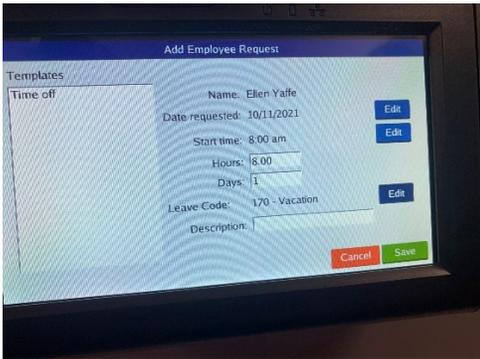


6. Choose Edit to change start time.
7. Choose Edit to select Leave Code.

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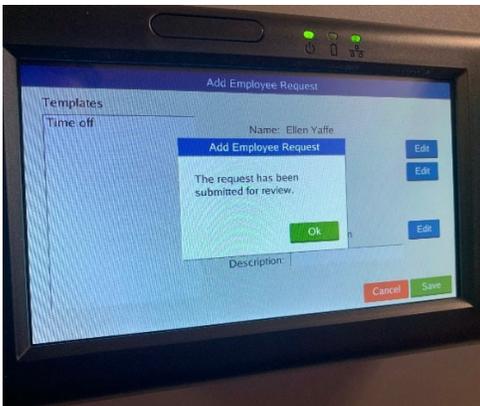


8. Update number of hours.



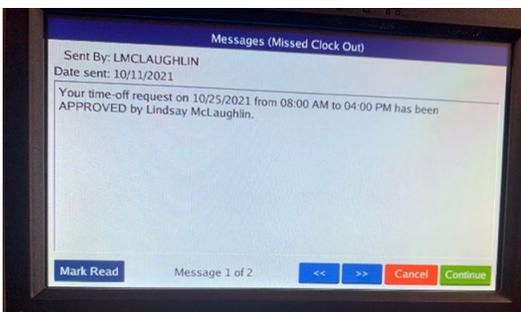
9. Use description to add a note (optional).

10. Save for the request to be sent to your supervisor for review.



11. You will get a notification when you clock in/out after request is approved/denied.

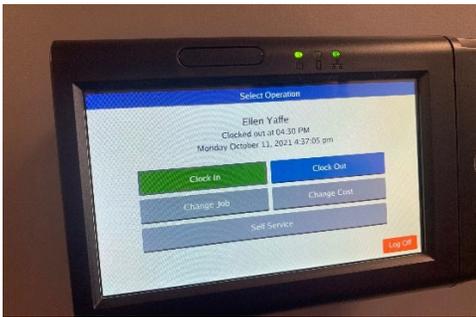
a. Choose Mark Read to no longer have notification appear when clocking in/out.



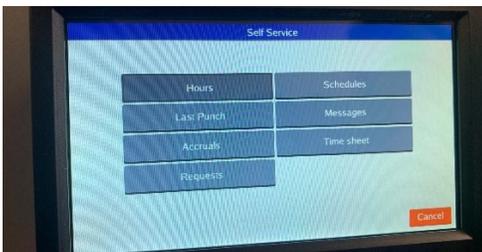
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## How do I add leave time that has already occurred?

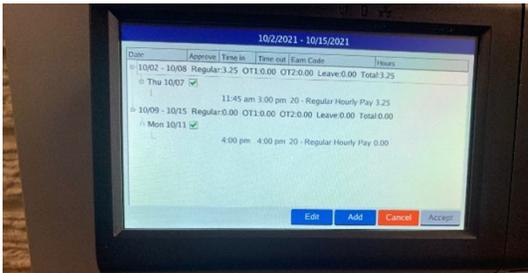
1. Swipe your Rocket Card.
2. Choose Self Service.



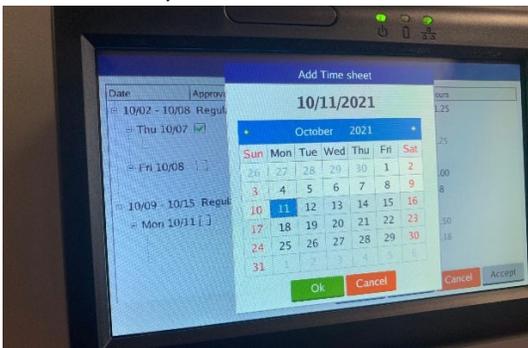
3. Select Timesheet.



4. Choose Add.

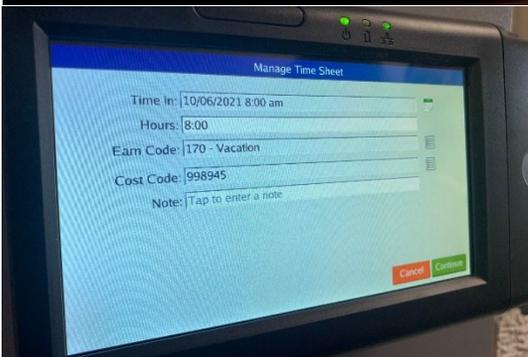
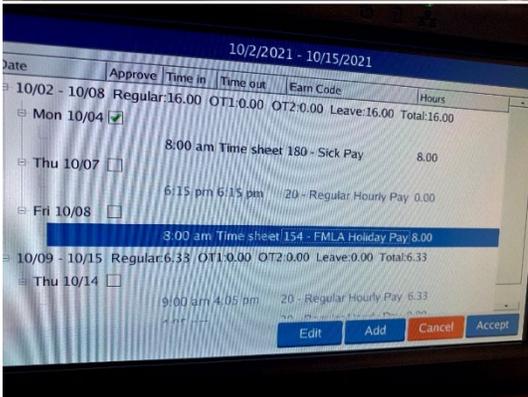
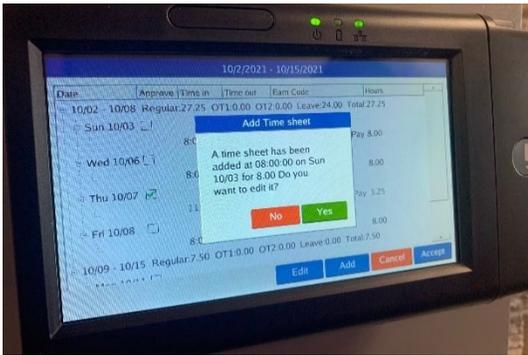


5. Pick the date you were off and hit OK.

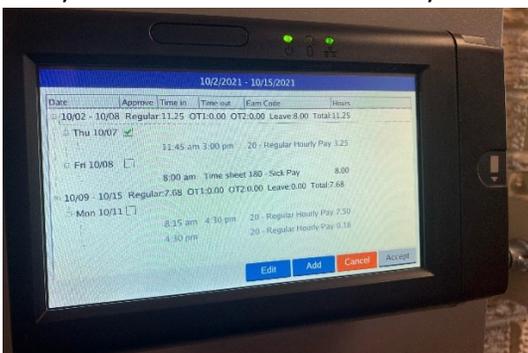


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- Edit the Time Sheet by updating hours and earn code. (If the option to Edit does not pop up, click on the leave and hit Edit).



- Continue.
- Verify that time is recorded correctly on Time Sheet and choose Accept.



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## Frequently Asked Questions (FAQ)

### **What's the deadline to review my hours?**

Hours should be reviewed by Monday of pay week at 12:00pm

### **Does this system round punches?**

Yes, time will be rounded to the nearest quarter hour.

53-7 hour

8-22  $\frac{1}{4}$  hour

23-37  $\frac{1}{2}$  hour

38-52  $\frac{3}{4}$  hour

### **What if I pick up a shift in a different department?**

When clocking in, select the cost code for the other department. This will be listed as your PCN, then the index and index description. (Example: 962031-X10506 Football Game Oper.) If the other department is not available for you to select, contact the payroll department to add the new department as an option. You should still clock in and out as usual, the department will need to be updated once it is added.

### **What if I missed a Punch In and Out?**

If you missed more than one punch, contact your supervisor. They will need to add both in and out punches.

### **What about breaks?**

Unpaid lunch is automatically deducted from your shift. You do not need to punch in and out for lunch. Length of lunch is pre-programmed. (30 minutes, 45 minutes, etc.) You don't need to take any action for the 15-minute paid breaks.

### **What if I took a longer or shorter lunch than what it deducted?**

Contact your supervisor. They will need to correct the length of your lunch.

### **What if my clocked hours are less than my FTE?**

To be paid for your full FTE, you would need to add leave time to make up the difference.

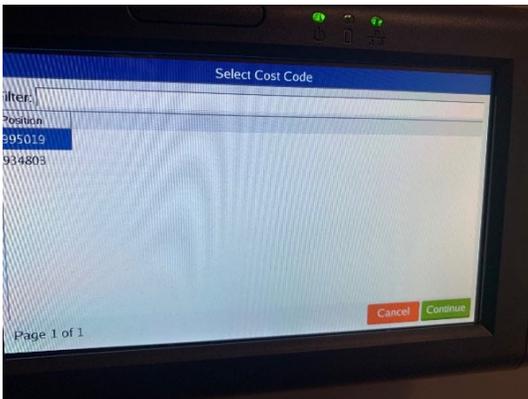
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## How to change your Cost Code (when working a shift outside of home labor distribution)

1. Swipe your Rocket Card.
2. Select Change Cost.



3. Choose the Correct Cost Code and hit continue.



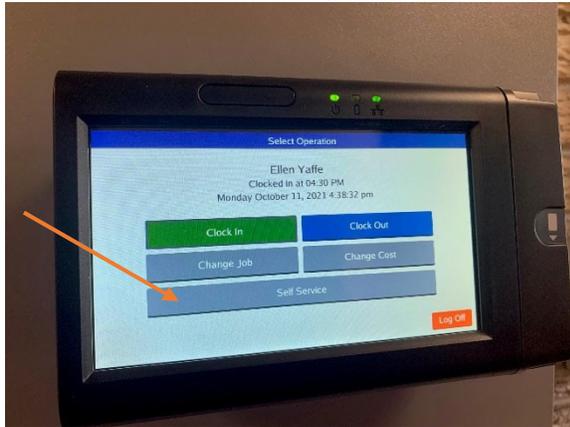
4. A screen will pop up verifying Change Cost Code operation was successful.



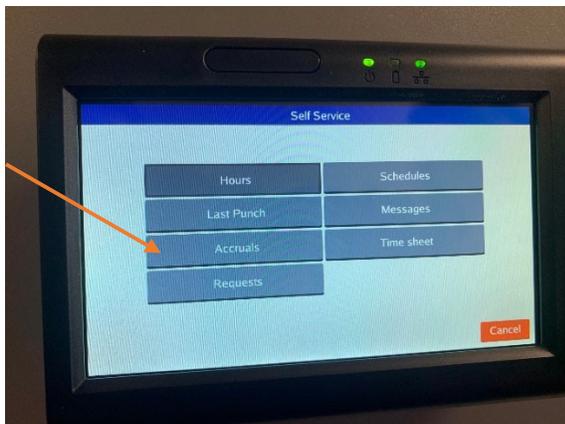
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## How to Check Leave Balance

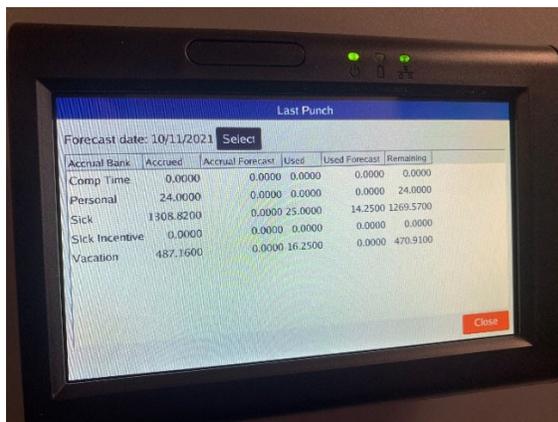
1. Swipe your Rocket Card with magnetic strip facing backwards.
2. From the "Select Operation" screen press **Self Service**.



3. Choose **Accruals**.



4. The **Remaining** column lists your available balance.

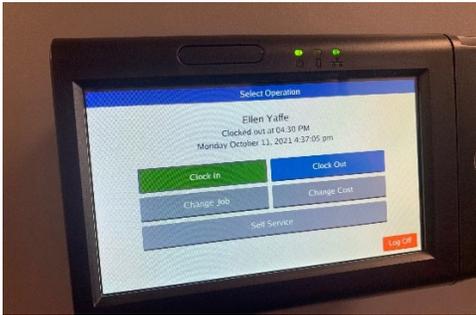


5. Select Close when done.

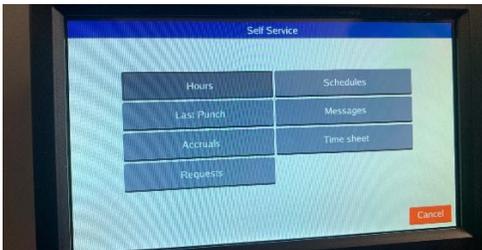
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## How do I view my messages?

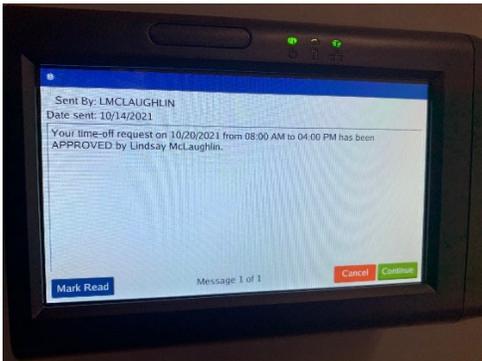
1. Swipe your Rocket Card.
2. Choose Self Service.



3. Select Messages.



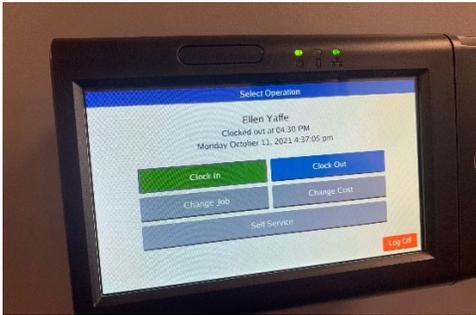
4. Mark Read to remove this message from your view or Continue to return to Main Menu.



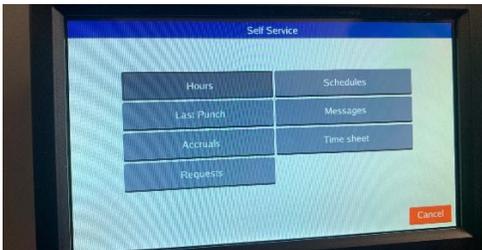
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## How do I view my last punch?

1. Swipe your Rocket Card.
2. Choose Self Service.



3. Select Last Punch.



4. Information on your last punch will be displayed.

