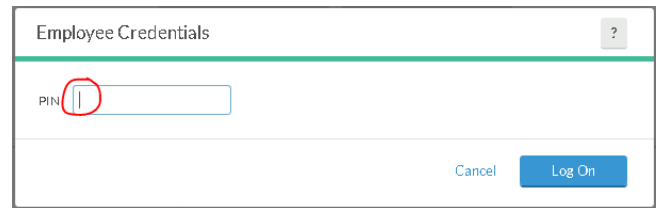
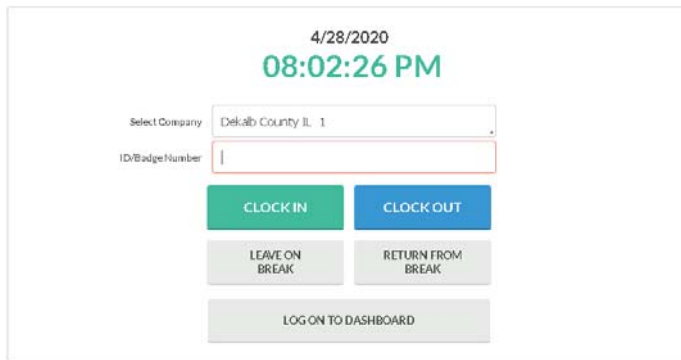


TCP WebClock

Time Sheets on Computer

Step 1: Login WebClock

- URL <https://295519.tcplusondemand.com/app/webclock/#/EmployeeLogOn/295519/1>
- Enter **Employee Number** in the ID/Badge Number & press **Enter** (or click Log On To Dashboard)
- Note: Clock In, Clock Out, Leave On Break & Return From Break only work for those who are licensed to use physical time clocks.
- **Wait for the cursor** to show up in the PIN field
- Use the mouse to click in the PIN field if there was a failed attempt at entering the PIN
- Enter the PIN (**last four digits of Social Security Number**) and press **Enter**



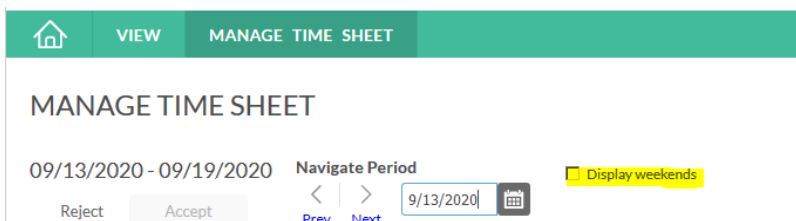
NOTE: The Employee Number can be found on the pay stub as shown below:

DEKALB COUNTY GOVERNMENT
200 N. Main Street, Sycamore, IL 60178-1431
Statement of Earnings and Deductions

Location	Employee No.	Period Beginning	Period Ending	Stub No.	Stub Date
1310	03/15/2020	03/28/2020	V4032031	04/03/2020

Step 2: Add Week to Time Sheet

- Click **MANAGE TIME SHEET**
- Use the Prev & Next or the arrows below 'Navigate Period' to **select the appropriate week**
MAKE SURE IT IS THE CORRECT WEEK
- Check the box to '**Display Weekends**', if applicable



- Click **Add** on the appropriate work day

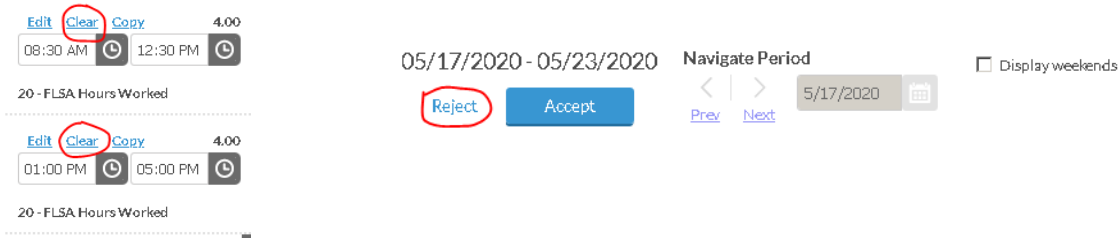
Mon 04/27	0.00	Tue 04/28	0.00	Wed 04/29	0.00	Thu 04/30	0.00	Fri 05/01	0.00
	Add		Add		Add		Add		Add

- Click on the left clock to **select 'Time In' OR** click in the field to **change time & press Tab**
- Click on the right clock to **select 'Time Out' OR** click in the left field to **change time & press Tab**
 - The time could be partially deleted to edit part of the time
 - The time could be completely deleted and retyped i.e. 830a or 3p
 - Use Tab rather than the Enter key to see the time change
- Click the blue **Accept** button to save before the session times out

- If applicable, change the Job Code by clicking on **Edit**; click on the currently selected **Job Code**; then use the scrollbar and click on the desired Job Code from the dropdown list. Examples: PHOs; Sick; Vacation; Comp Time Earned; Comp Time Used; Jury Duty; Funeral
- There are **variances in the list** based on union/non-union; date hired; Part-Time/Full-Time; FLSA exempt etc. Example: 28, 30, 33, 34, & 38 are all PHOs USED but by different groups.
- Click the **Save** button
- Click the blue **Accept** button to save before the session times out (save 2x)

- Do not click on the Job Code to change it. Job Codes that have a rate associated with it will enter a \$0 rather than the correct amount. i.e. 'Call In' pay Use Edit as described above.

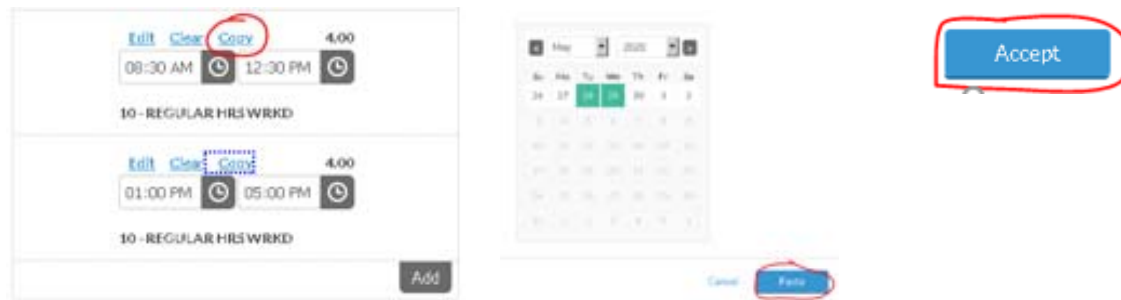
- To delete a segment of time (Time In, Time Out, Job Code) click on **Clear**.
- To delete everything since the last Accept click on **Reject**



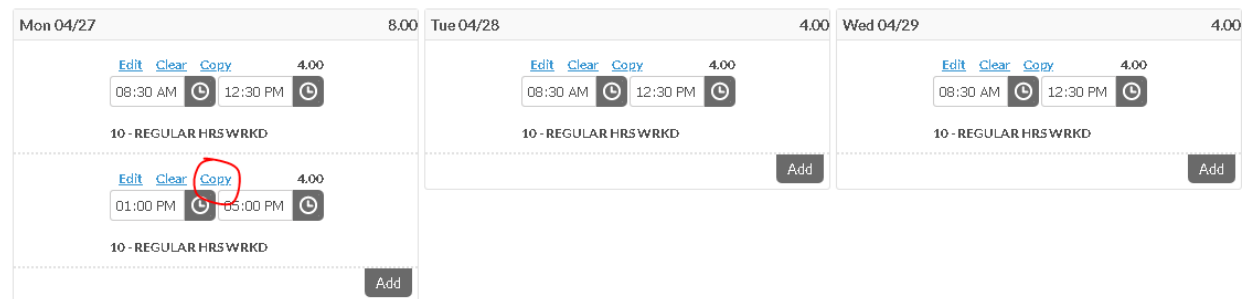
- Click **Add** to add another work segment, if applicable
- **Repeat the steps above** for the additional Time In and Time Out



- Click **Copy** to duplicate the hours for a segment onto other days of the week, if applicable
- **Click on the days** to copy the segment to so that the days become green
- Click **Paste** to copy the segment



- **Repeat the steps** to copy additional segments



- Adjust the Time In, Time Out and/or Job Code for any applicable segments or add separately
- Be sure to click the blue **Accept** button to save anything that you do not want to redo as it is easy to have the session time out while someone walks into the office or calls

Step 3: Copy Previous Week (if applicable)

- Recommendation is to avoid this feature for varying hours as it has been known to cause issues.
- Click **Auto Fill** then select **From Previous Week** to copy the previous week, if applicable
- Click on **Display Weekends** to verify that time is accurate for the newly copied week
- Click the blue **Accept** button to save before the session times out



Step 4: Approve Week

- Verify each segment of time has the **correct Time In & Time Out**
- Verify each segment of time has the **correct Pay Code**
- Look at the breakdown of hours on the far right and **verify the totals are correct**
- There are variances in how the totals are calculated based on union/non-union; PT or FT; etc.
- Check the separate boxes to **approve each day** (can be done daily) or click on **Approve Week**
- Click the **Accept** button to save before the session times out
- Be sure to **approve 2 weeks** for the pay period

Note:

- If time is entered daily it can be approved daily but the **Accept** button also has to be clicked daily

