### **Entering Leave – Time Sheet Entry**

The new TCPv7 Dashboard is a feature of the TCP WebClock. This can be accessed by going to <u>timeclock2012.samford.edu</u> in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work with Safari.** 

- 1. Select the appropriate company from the drop down box.
- 2. Type in your USERID, the same id you use to access your email.
- 3. Click on the Dashboard button.

	TimeClo	ck Plus <sup>®</sup>					
10/25/2016 05:10:20 PM							
Select Company	Select Company 100 Samford Hourly Staff 100						
External ID	External ID						
	CLOCK IN	CLOCK OUT					
	LEAVE ON BREAK	RETURN FROM BREAK					
	LOG ON TO E						

4. A box will pop up for you to enter your password then select LogOn.

Password Entry		?
Password		
	Cancel	Log On

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- 5. TCP will display a dashboard menu bar.
- 6. From this menu, you can choose from several options.
- 7. Clicking on the MANAGE TIME SHEET option will allow you to enter Time Sheet entries.

	ock Plus <sup>®</sup>					Test Employee Clocked out 11/1/2016 11:32:21 AM	Log Off
合	CLOCK IN	CLOCK OUT			MANAGE TIME SHEET		

8. Once you click on the Manage Time Sheet option, a calendar of the current week is displayed.

MANAGE TIME SHEE	ET									?
10/30/2016 - 11/05/2016 Reject Accept	Navigate Period Display weekends						Regular 14:27	OT1 C 0:00 0:	T2 Leav 00 0:00	re Total D 14:27
10/30 - 11/05 Approv	re Week						Regular 14:27	OT1 0:00	OT2 L 0:00 (	eave Total 0:00 14:27
Mon 10/31	0:00 Tue 11/01	6:28	Wed 11/02	7:59 Approve	P Thu 11/03	0:00 Fr	11/04			0:00 Add
	08:17 AM 🕚 1 - Test Job	2:43	4.08 07.54 AM (C) 12.02 PM (C) 1 - Test Job							
	01:15 PM 🕓	3:45 05:00 PM	3:51 12:59 PM O 04:50 PM O							
	1 - Test Job	Add	1 - Test Job	Add						

- 9. This view displays hours worked as well as Time Sheet entries for the week.
- 10. To add a Time Sheet entry for leave, locate the correct day and click the Add for the day chosen. If hours have been worked for the day, these will be displayed along with any leave you enter.

		Tue 11/0	7:30
			Approve
		Edit Clear Co 08:00 AM S	
		90105 - Sick	
		Leave	
Mon 10/31	7:30		2:43
	Approve	08:17 AM 🕒 11	1:00 AM (G)
<u>Edit</u> <u>Clear</u> <u>Copy</u>		1 - Test Job	
08:00 AM 🕑 7:30			3:45
90105 - Sick		01:15 PM 🕒 0	5:00 PM 🕒
Leave		1 - Test Job	
	Add		Add

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- 11. Make changes to the start time and duration if needed by typing in the box where they appear or by clicking the Edit button above the start time.
- 12. **PLEASE NOTE:** It is necessary to click on the Edit button to select the correct leave code from the drop down box.

Segment Length: 7:30   Time in 10/31/2016 Image: Colspan="2">Image: Colspan="2"   Image: Colspan="2">Image: Colspan="2"   Image: Colspan="2">Image: Colspan="2"   Image: Colspan="2">Image: Colspan="2"	Edit Segment		?
Hours 7:30 Job Code-Position 90105 - Sick Cost Code <Note		Segment Length: 7:30	
Cost Code << NONE >>			
Note	Job Code-Position	90105 - Sick	
	Cost Code	<< NONE >>	
Cancel Save	Note		
Cancel Save			
		Cancel	Save

- 13. Click on the Save button when all changes to this Time Sheet entry have been completed.
- 14. You will then be returned to the MANAGE TIME SHEET screen where you will see the time that was added. You can add Time Sheet entries to any or all days displayed for the week.
- 15. Once finished adding for the week, click on the ACCEPT button at the top if the entry(ies) appear as expected. If not, you may Reject the entries by clicking on the word Reject next to the ACCEPT button.

MANAGE TIME SHEE	ΕT						
10/30/2016 - 11/05/2016 Reject Accept	Navigate Perio						
				10/30 - 11/05 A	Approve Week		
10/30 - 11/05 Approv	e Week			Mon 10/31		Tue 11/01	5:57 \
Mon 10/31	7:30	Tue 11/01	5:57 V		Approve		Approve
	Approve		Approve	Edit Clear Cor	PY		2:43
Edit Clear Copy 08:00 AM () 7:30 90225 - Vacation		2:43 08:17 AM (S) 11:00 AM (S)		08:00 AM () 90225 - Vacation	7:30	08:17 AM () 11:00 AN	1 🕓
90225 - Vacation Leave	Add	1-Test Job 1:15 01:15 PM © 02:30 PM © 1-Test Job		Leave	Add	01:15 PM () 02:30 PM 1 - Test Job	1:15
		Edit Clear Conv 02.31 PM () 1.59 90105 - Sick Cleave	6dd			Edit Clear Copy 02:31 PM ① 1:59 90105 - Sick Leave	
			Add				Add

16. To add Time Sheet entries to additional weeks, click on the Navigate Period arrows at the top of the screen to display additional weeks. For those whose work schedule includes weekends, you may click on the Display Weekends box to view weekends.

MANAGE TIME SHEET



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17. You can also approve time from this menu by clicking on the APPROVE WEEK button.



- 18. You will need to click the ACCEPT button after approving as the system interprets that as a change.
- 19. Please review all time worked and leave segments in all weeks at the end of each pay period to be sure all time worked is correct. If corrections need to be made, please leave a note and coordinate with your supervisor to make corrections. Do not approve incorrect segments until the corrections have been made.