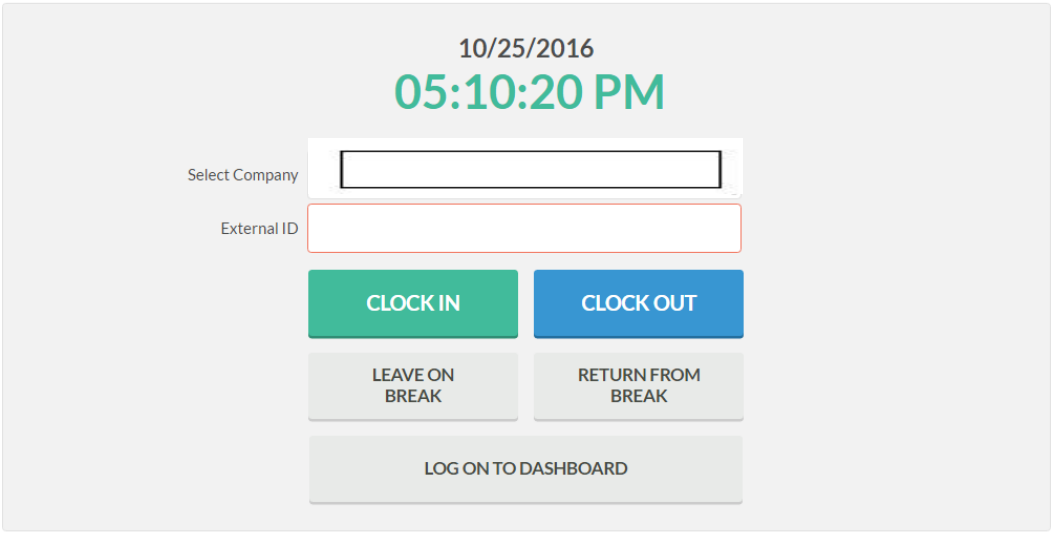
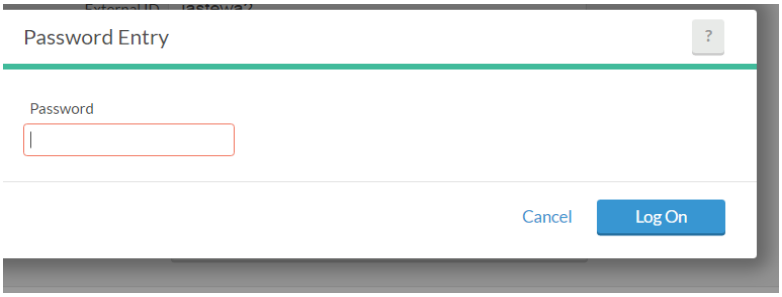
TIMECLOCK PLUS version 7 Employee Dashboard

Employee Approving Hours

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.



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



5. TCP will display a dashboard menu bar.
6. From this menu, you can choose from several options.
7. Clicking on the VIEW option will allow you to view and approve hours worked.
8. Hours should be approved daily after your final clock out for the day.

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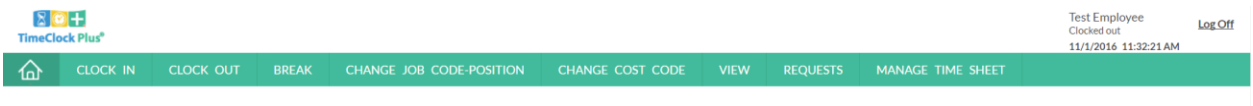
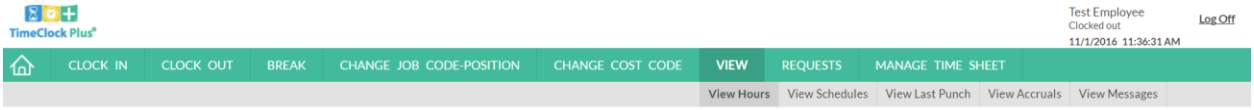
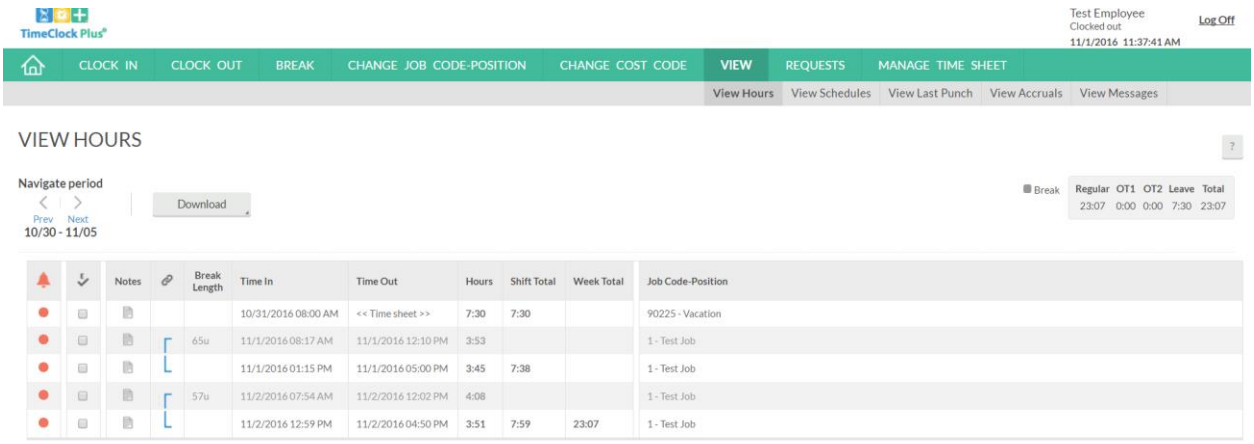


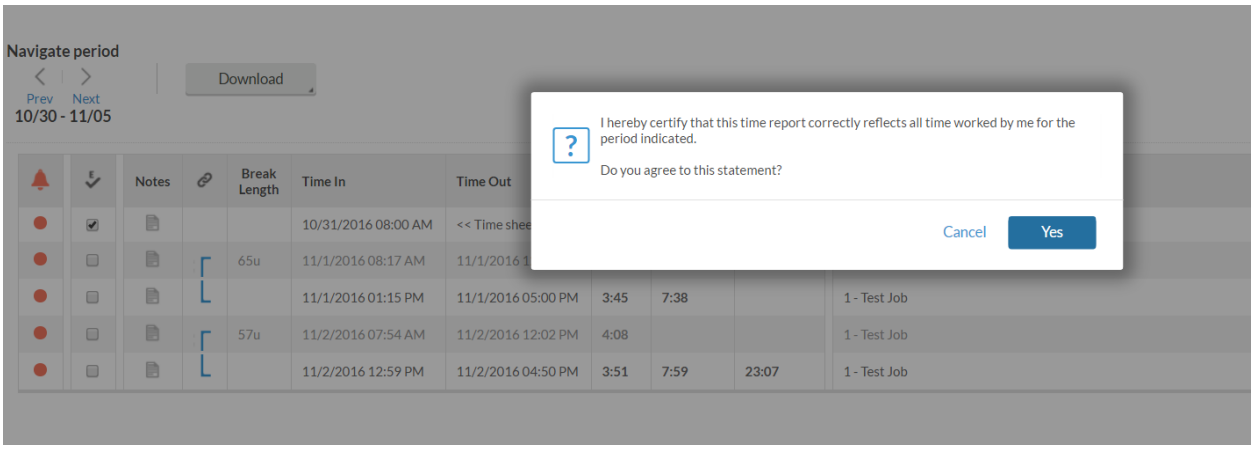
9. Click on VIEW and the VIEW HOURS.



10. The hours for the week are shown below. Please note the directional arrows at the top that will allow you to view and approve hours from other weeks.



11. Clicking in a box under the ✓ will cause the Approval Message to appear. By agreeing to this message you are certifying that your hours are correct. This applies your approval to the hours listed. Clicking on the ✓ approves all hours shown.



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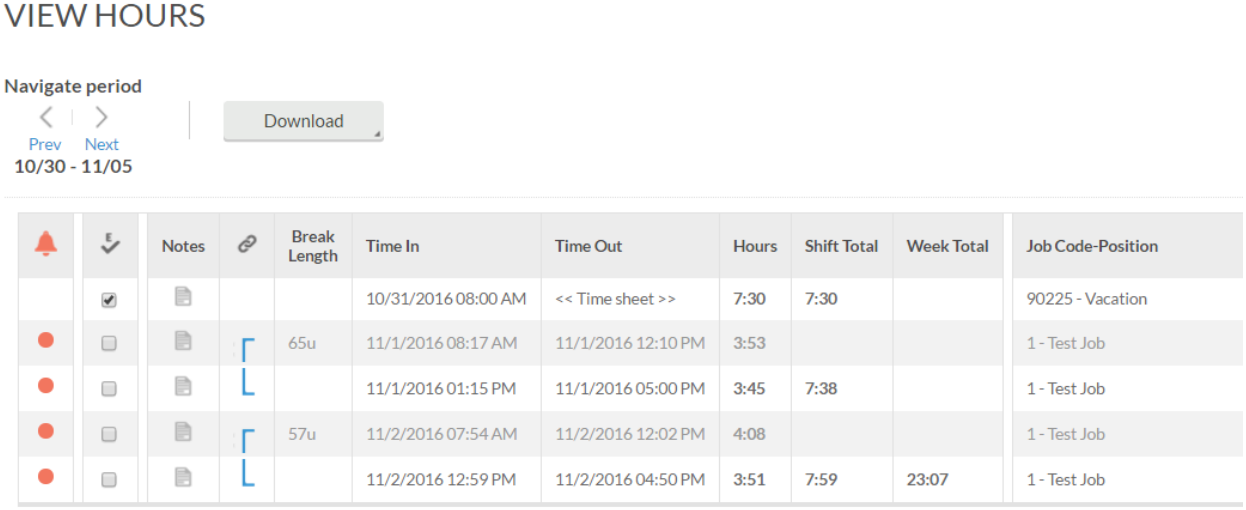
12. Please review all weeks at the end of each pay period to be sure all time worked and leave segments have your approval. You can now also review to see if your manager has applied their approval.
13. If the Orange Dot appears in the left corner, something is missing from the time segment. Hover over the dot and TCP will show you what is missing.



14. Once all corrections and approvals have been completed, the orange dot will disappear. Please review all time on Monday to be sure that all dots are gone and that any leave has been entered. If TCP indicates that manager approval is missing, please remind your manager to approve your time.

15. **For staff with paid leave, please be sure all Time Sheet entries are made by Friday so your supervisor can approve them prior to the deadline on Monday. If you need to make a Time Sheet entry and see that your manager has already applied their approvals, it is your responsibility to notify your manager so they can approve these late entries prior to the deadline.**