TCP Employee Instructions

Single Sign-On (when logged in to network):

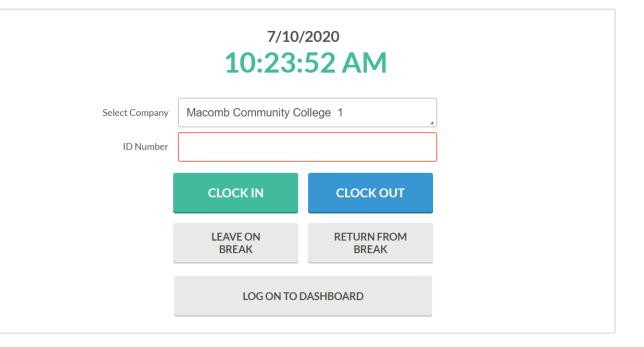
https://adfs.macomb.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=https://272362.tcplusondemand.c om/api/v0000/saml2Sessions/0/Saml2SingleSignOnEmployeePost

Otherwise:

https://272362.tcplusondemand.com/app/webclock/#/EmployeeLogOn/272362

ID Number: your Macomb ID # (works with/without leading zeroes)

PIN: last 4 digits of SSN



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Clocking IN/OUT

Simple: at the start of your shift, enter your ID number and hit "CLOCK IN." Enter your pin at the pop-up screen.

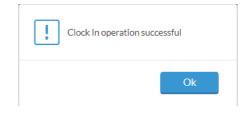
At the Confirmation Screen, it should say "Hello ... your name" (if it is not your name, click the "Not you?" in the upper right).

Click the Continue button in the lower right.

If you have multiple positions, you will have to select the job code that you are working that shift (if you only have 1 position, you will bypass this step)

		Select Job Code (Clock In)		
			Search	Q,
Showing	4 records	s of 4		
Select	ID↑	Description	Group	
	2619	V4049CRJAC Police Teachi	Clockable	
\bigcirc	2620	V4049CRJACSF Police Teachi	Clockable	
\bigcirc	3076	V4000CRJAC Teaching Asst	Clockable	
0	3077	V4000CRJADSF Teaching Asst	Clockable	
Back	k		Cancel	Continue

Note you are not clocked in until you hit the Continue button and get the confirmation pop-up.



Lunch (except MCCCOPA): Do not use the CLOCK OUT button for lunch – use the LEAVE ON BREAK. Then when you return from lunch, use the RETURN FROM BREAK.

*MCCCOPA has an automatic ½ lunch set-up since they are not required to clock out for lunch.

End of shift, use the CLOCK OUT button.

Missed Punches

If you forget to Clock In at the start of your shift or forget to Clock Out at the end of your shift, you will receive a notification the next time that you try to clock in/out (in the example below the employee is clocking in after forgetting to clock out the shift before):

	Confirmation (Missed Clock Out)		
		Cancel	Continue

After you hit Continue on the first screen, you will be taken to the screen below. Hit Continue again

	Missed Clock Out
	Your last punch was a clock in at:
	07/30/2020 07:15 AM.
	Enter missed out punch manually?
	Press continue to enter the missed out time, or choose another operation
Back	Cancel Continue

You will then be taken to the screen below where you can enter the Missed punch information:

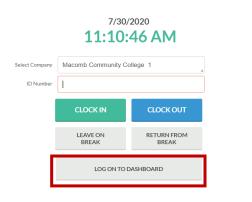
	Tim	e Entry (M	lissed	l Clock Ou	t)			
	Date in	7/30/2020		07:15 AM				
	Date out	7/30/2020	i	12:15 PM	6			
Back						Cancel	Continue	

Once you enter the missed punch and hit Continue, it will record the missed punch in addition to completing the original clocking operation (Clocking In in this example).

Note: this does not work for a missed "Leave on Break". If you miss punching out for lunch (Leave on Break), leave a note on your time sheet recording the time of your lunch.

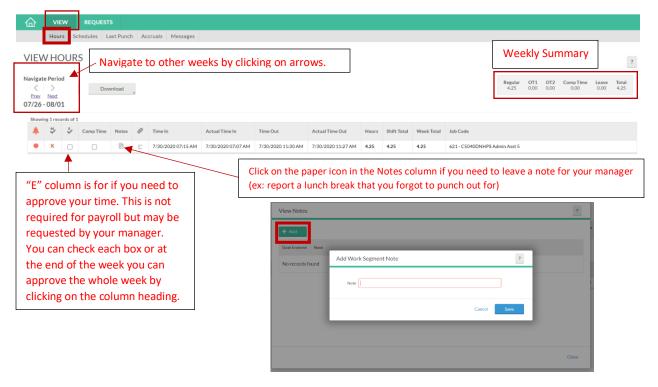
Dashboard

To see your recorded time, PTO availability, schedule, or to request time off, use the LOG ON TO DASHBOARD feature (if you use the Single Sign On link you will automatically be taken to your Dashboard).



View Hours

To view hours punched, approve hours, or to leave a note on a shift:



Note:

• Actual Time In/Out is the time that you punched In/Out and may differ from the recorded Time In/Out. This is due to rounding rules set up.

• OT1 is overtime & OT2 is double time. TimeClock Plus calculates these on a weekly basis so if you are a full-time employee who works over 8 hours in a day, the overtime will not show until the end of the week when you are over 40.

Overtime/COMP Time

Overtime is calculated on a weekly basis. You have to wait until the week is complete to designate any overtime as COMP time banked (overtime hours paid is default selection).

奋	VIE	w	REQUEST	s												
	Hou	rs S	chedules L	ast Punch	Acc	ruals I	Messages Comp Ti	me Allocation								
	N HC		S							Weekly summary shows 4 hours of OT1 (overtime) & 0 hours OT2 (double time)						
Prev 07/26				vnload										Presk Regult 011 012 Comp Time Leave Total 40.00 4.00 0.00 0.00 44.00 Navigate to Comp Time Allocation		
Show	ing 6 reco	ords of a	6 Comp Time	Notes	Ø	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code		
٠	×			D.	E		7/27/2020 08:00 AM		7/27/2020 05:00 PM		9.00	9.00		621 - C5040DNHPS Admin Asst 5		
•	×			Ð	E		7/28/2020 08:00 AM		7/28/2020 05:00 PM		9.00	9.00		621 - C5040DNHPS Admin Asst 5		
•	×			D.			7/29/2020 08:00 AM		7/29/2020 05:00 PM		9.00	9.00		621 - C5040DNHPS Admin Asst 5		

To designate overtime earned as COMP time banked, when the week is complete, go to Comp Time Allocation under the VIEW menu. There you will see the number of Eligible hours and you can enter the number of those that you want to put in Comp Time.

	JESTS MANAGE TIME SHEET			
Hours Schedules	Last Punch Accruals Messages Comp Time Allocation			
COMP TIME ALLO	DCATION	Shows 4 eligible	e OT1 hours	? Navigate to View Hours
	Eligible regular hours: 0.00	Eligible OT1 hours: 4.00	Eligible OT2 hours: 0.00	
	Comp Time 0 00 Paid Time 00:00	Comp Time 0.00 Paid Time 04:00	Comp Time 0:00 Paid Time 00:00	
	· · · · · ·		Cancel Calculate	
			ne number of OT hours to put In this example, a number betw	

After you designate the number of hours to put in Comp Time, hit the Calculate button:

COMP TH	Comp Time Allo When calculating appropriate segm - Summary	comp time all	ocation, Eligible										? II <u>Collapse all</u> d the	
Navigate Period								Regula 40.00		T2 Comp R 00 0.00	eg Comp OT 4.00	1 Comp OT2 0.00	Total 44.00	
<u>Prev</u> <u>Next</u> 07/26 - 08/01	Date In	Time In	Date Out	Time Out	Job Code	Regular	OT1	OT2	Comp Time	Comp Reg	Comp OT1	Comp OT2		
	07/31/2020	07:30 AM	07/31/2020	07:30 AM	PTO	0.00	0.00	0.00	Yes	0.00	4.00	0.00		s: 0.00
	This box will overtime is o calculates as allocated to	calculate overtin	ed on a we ne. In this	eekly ba exampl	sis so it e, since	is the h Friday	nours was a	at the PTO	e end of	the wee	k that the	e system		Calculate
	To comp Time, yo									np		Cancel	Allocate	

Now when you Navigate to VIEW HOURS, those hours will now show up as Comp Time in the weekly summary:

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	08/0	1											1		Navigate to	Comp Time Alloc	ation
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٠	*>	5	Comp Time	Notes	Ø	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code					
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•	x			Ð	E	60u	7/29/2020 07:00 AM	7/29/2020 06:00 PM	10.00	10.00		1833 - S3011FINAN Financial Svc					
	x			B	Ε.	60u	7/30/2020 07:00 AM	7/30/2020 06:00 PM	10.00	10.00		1833 - S3011FINAN Financial Svc	/				
•	x			B			7/31/2020 07:30 AM	<< Time sheet >>	4.00	4.00		3432-PTO	/				
	x			B			7/31/2020 07:30 AM	<< Time sheet >>	4.00	4.00	44.00	3432-PTO					

*Don't worry if you change your mind, you can go back in to the COMP TIME ALLOCATION screen and change it. However, once Payroll closes the week (Tuesday following the end of the pay period), you will not be able to make a change.

Holidays

Do NOT clock IN/OUT on a Holiday *unless you are working*. Holidays are set up in TCP and will automatically post to the time sheet of full-time employees at the end of the day. If you work, clock in/out as normal.

Leave Time Requests

	Dek Plus [®]		
奋	VIEW	REQUESTS	MANAGE TIME SHEET

MY DASHBOARD

You can view your requests for the next 30 days right from the "Leave Requests" widget on your Dashboard. Click "Jump to Requests" to go to your Request calendar.

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Add Request

Time off requests can be added by the employee right up until the start time of the leave. If it is for past time, the employee's manager will have to enter the time off.

Click the green "+ Add" button and complete the "Add Employee Request" screen:

- Date requested: starting date of leave
- Start time: the starting time of the leave (ex: if you will be working from 8 AM to 12 PM and taking the afternoon off, you would enter a Start time of 12 PM; if you are taking the whole day off, enter the time that you normally start the day)
- Hours: # of leave hours *per day*. This is the number of hours that will be deducted from your leave bank for each day.
- Days: if you are requesting *consecutive* days off, specify the number of days. It will apply the Start time & Hours specified to each consecutive day. *Note: if you time off spans more than one week and you do not work weekends, you will need to submit separate requests for each week.*
- Leave Code: click within the box for a drop-down menu of your options (employees who have an Old Sick Bank will see that listed in addition to the options below).
 - Note: FT staff (excluding Administrators) will have a COMP bank regardless of whether they have any COMP time available. The system will not allow you to request time off that will take your balance negative so if you don't have COMP time available, you will not be able to submit the request.



Description (optional): if you want to leave a note to your manager regarding the request

Add Employee Request	t			?	<	<< NONE >	>		
Templates	Employee Date requested	Jessica McNally [1239	2088]		P	TO - STA 3432 - PT()		
No records found	Start time	07:30 AM 🕑				lo Accrual	Bank		
	Hour					3436 - Ber	eavement		
	Day Leave Code				c	OMP			
	Description					3442 - CO	MP Time		
Accruals		Cano	el Sav	/e	After you have co fields, hit Save to		the		
Accruals	on the Accruals b	utton to view y	our fored	casted le	ave time balance			?]
Select forecast date 7	/31/2020 🛗	Update			te defaults to the D				
			be chai	nged by	entering the date ar	10 CIICKINg	"Update"	Forecasted	
Showing 2 records of 2	2							leave balance	
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PTO - STA	643.4400	0.0000		8.0000	8.0000	0.0000	0.0000	627.4400	
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Editing a Pending Request

Select the pending request by clicking on it within the calendar, then click the Manage button and select Edit

VIEW REQUESTS

					Calendar	List
	7	4	F 8	+	Status	
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	07:30 AM 8.00 3432 - PTO				+ Add	Manage
					28	Add
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						Edit

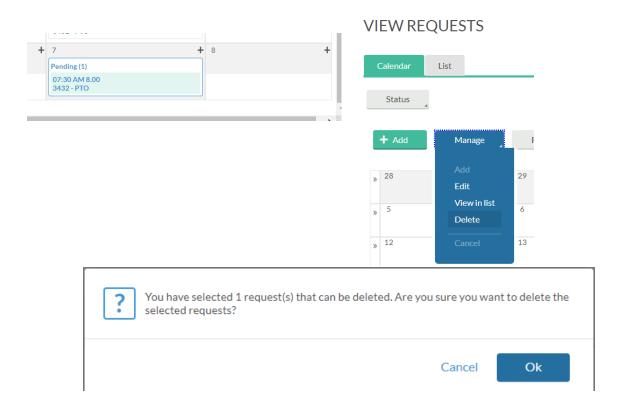
The Edit Employee Request box will come up for you to edit any of the details.

Edit Employee Request			?
Templates No records found	Employee Date requested Start time Hours Leave Code Description	Jessica McNally [1239088] 8/7/2020 07:30 AM 8.00 3432 - PTO Testing/instructions	
Accruals		Cancel	Ok

You can only Edit a Request while it is Pending status. If it has been approved, you will need to *Cancel* the request and *Add* a new request.

Canceling a Request

To cancel a pending or approved request, click on the request within the calendar (or on the List), click the Manage button and select Delete. Click Ok on the confirmation screen.



You will only be able to cancel a request up until the start time of the request. After that you will have to contact your manager to cancel the leave.

Viewing Accruals & Usage

On the menu bar, go to View ightarrow Acrruals

山	VIEWRHoursSched	EQUESTS ules Last I	MANAGE T	-		ne Allocatio	on		
ACCF	RUALS								
Select fo	Select forecast date 9/8/2020 🛗 Update				You can view your projected balance at a date in the future by changing the forecast date and clicking Update. This will take in to account projected accruals and any future requested time.				
Showin	Showing 2 records of 2								
Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining	
	COMP	0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	-3.0000	
	PTO - STA	653.5939	20.3200	16.0000	16.0000	0.0000	0.0000	641.9139	
	To view deta icon in the Le								