TCP Employee Instructions

Single Sign-On (when logged in to network):
https://adfs.macomb.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=https://272362.tcplusondemand.com/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

Contents

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 🔍

Showing 4 records of 4

Select	ID↑	Description	Group
⦿	2619	V4049CRJAC Police Teachi	Clockable
○	2620	V4049CRJACSF Police Teachi	Clockable
○	3076	V4000CRJAC Teaching Asst	Clockable
○	3077	V4000CRJADSF Teaching Asst	Clockable

Back   Cancel Continue

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

! Clock In operation successful

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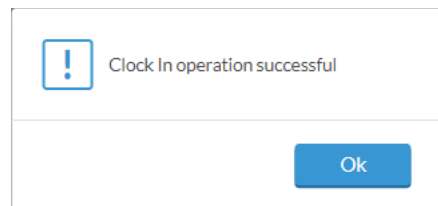
Lunch **(except MCCCOPA):** Do not use the CLOCK OUT button for lunch – use the LEAVE ON BREAK. Then when you return from lunch, use the RETURN FROM BREAK.

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

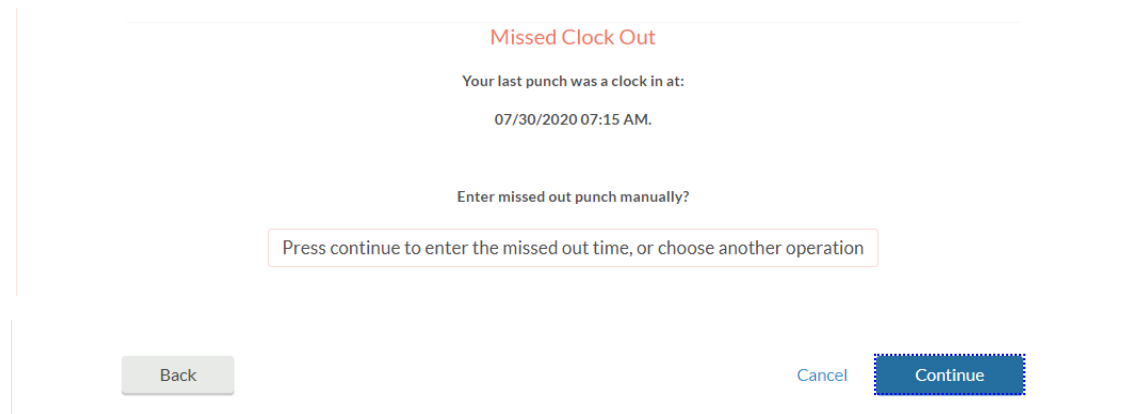End of shift, use the CLOCK OUT button.

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:
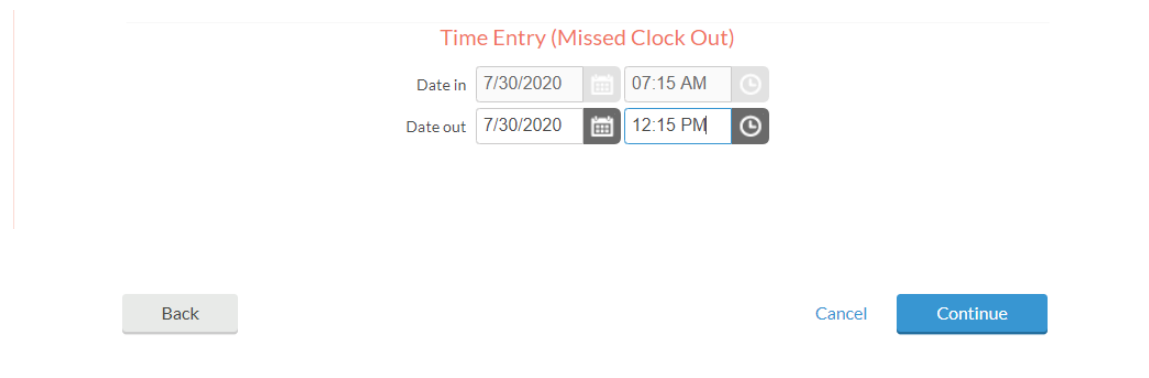
07/30/2020 07:15 AM.

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:

Time Entry (Missed Clock Out)

Date in   7/30/2020   📅   07:15 AM   🕐
Date out   7/30/2020   📅   12:15 PM   🕐

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).

7/30/2020
11:10:46 AM

Select Company	Macomb Community College 1
ID Number	

CLOCK IN	CLOCK OUT
LEAVE ON BREAK	RETURN FROM BREAK

LOG ON TO DASHBOARD

View Hours

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

Navigate to other weeks by clicking on arrows.

Weekly Summary

Regular	OT1	OT2	Comp Time	Leave	Total
4.25	0.00	0.00	0.00	0.00	4.25

Navigate Period
07/26 - 08/01

Showing 1 records of 1

			Comp Time	Notes		Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code
●	✕	☐	☐			7/30/2020 07:15 AM	7/30/2020 07:07 AM	7/30/2020 11:30 AM	7/30/2020 11:27 AM	4.25	4.25	4.25	621 - C5040DNHPS Admin Asst 5

Click on the paper icon in the Notes column if you need to leave a note for your manager (ex: report a lunch break that you forgot to punch out for)

"E" column is for if you need to approve your time. This is not required for payroll but may be requested by your manager. You can check each box or at the end of the week you can approve the whole week by clicking on the column heading.

View Notes

+ Add

Date Entered   Note

No records found

Add Work Segment Note

Note

Cancel   Save

Close

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).

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.

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

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

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

TimeClock Plus®

🏠	VIEW	**REQUESTS**	MANAGE TIME SHEET
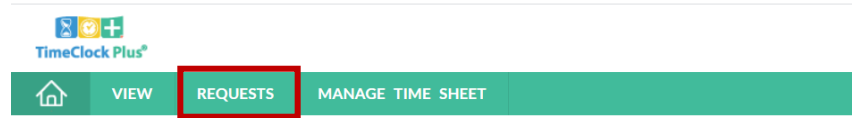
MY DASHBOARD

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.

📅 LEAVE REQUESTS 3

3/3

Date	Time	Leave Code	Approval
07/17/2020 01:00 PM	3.00	3442 - COMP Time	**Approved**
07/31/2020 07:30 AM	8.00	3432 - PTO	**Approved**
08/14/2020 08:00 AM	8.00	3432 - PTO	**Approved**

Jump to Requests

VIEW REQUESTS

If you prefer a list view of your requests, click the List tab

Calendar | List

Status

+ Add | Manage | Refresh | << < July 2020 > >>

Navigate to different months by using the arrows. Single arrow is to change the month, double arrow changes the year.

Sun	Mon	Tue				
28	29	30	1	2	3 4th of July Holiday 2020	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Approved (1) 01:00 PM 3.00 3442 - COMP Time	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Approved (1) 07:30 AM 8.00 3432 - PTO	1
2	3	4	5	6	7	8

List view:

Status

☑ Include pending
☑ Include approved
☑ Include denied
☑ Include canceled

You can click on the Status button and filter by request status

VIEW REQUESTS

Calendar | List

Status

7/26/2020 📅	to	8/31/2020 📅	Manual	Update
Start date		Stop date	Period	

Specify the time frame you would like to view & click Update

+ Add | Manage | Expand all Collapse all

Showing 2 records of 2   Selected 0 records

| ☐	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
	− 07/31/2020	(1 of 1 requests)										
☐	07/10/2020	21	07/31/2020	07:30 AM 8.00	8.00	Approved	N/A	N/A	Leave Code	3432 - PTO		
	− 08/14/2020	(1 of 1 requests)										
☐	07/10/2020	35	08/14/2020	08:00 AM 8.00	8.00	Approved	N/A	N/A	Leave Code	3432 - PTO		

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.*

X The request entry will result in a negative balance

Ok

- Description (optional): if you want to leave a note to your manager regarding the request
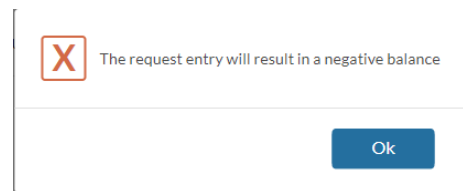
After you have completed the fields, hit Save to submit

Click on the Accruals button to view your forecasted leave time balance

The forecast date defaults to the Date requested but can be changed by entering the date and clicking "Update"

Forecasted leave balance

Showing 2 records of 2

Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
📄	PTO - STA	643.4400	0.0000	8.0000	8.0000	0.0000	0.0000	627.4400

Click on the paper icon to view the Accrual ledger of dates/amounts of leave earned/used

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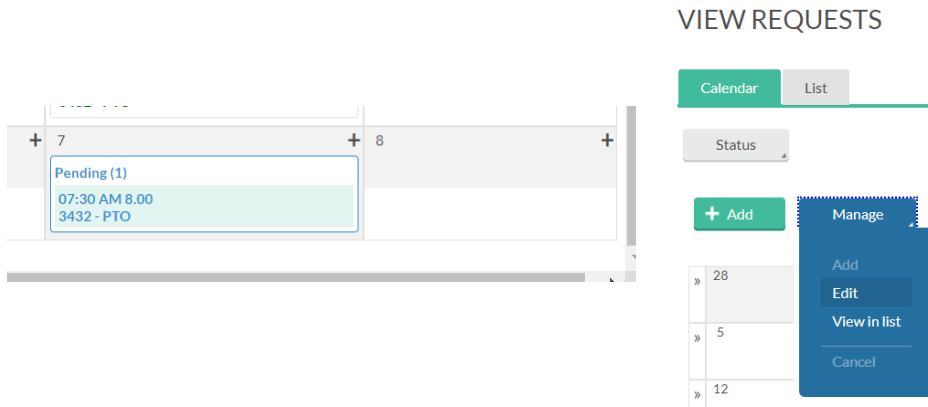
The Edit Employee Request box will come up for you to edit any of the details.

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.
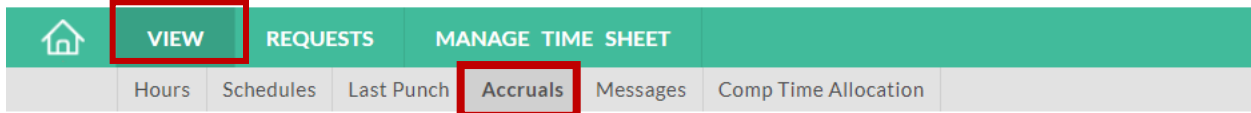
Canceling a Request

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 → Acrruals

	VIEW	REQUESTS	MANAGE TIME SHEET		
	Hours	Schedules	Last Punch	**Accruals**	Messages	Comp Time Allocation

ACCRUALS

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.

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 details, click on the icon in the Ledger column