TCP Employee Instructions

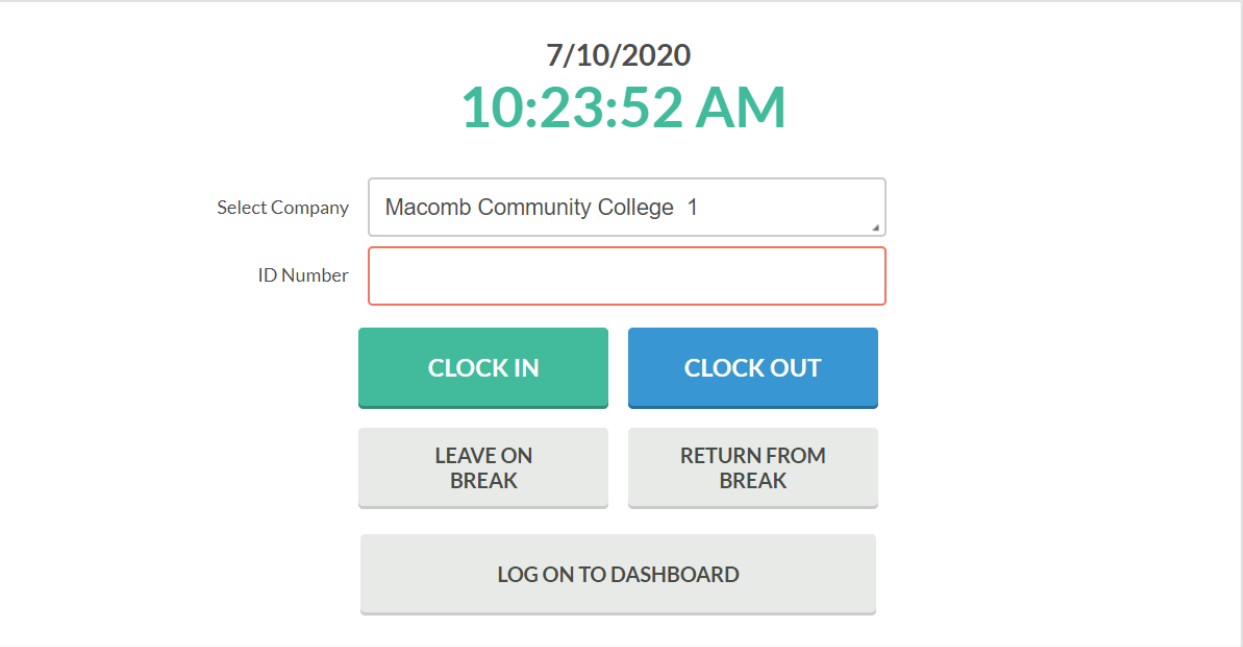
Single Sign-On (when logged in to network):
https://adfs.macomb.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=https://272362.tcplusondemand.com/api/v0000/saml2Sessions/0/Saml2SingleSignOnEmployeePost

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



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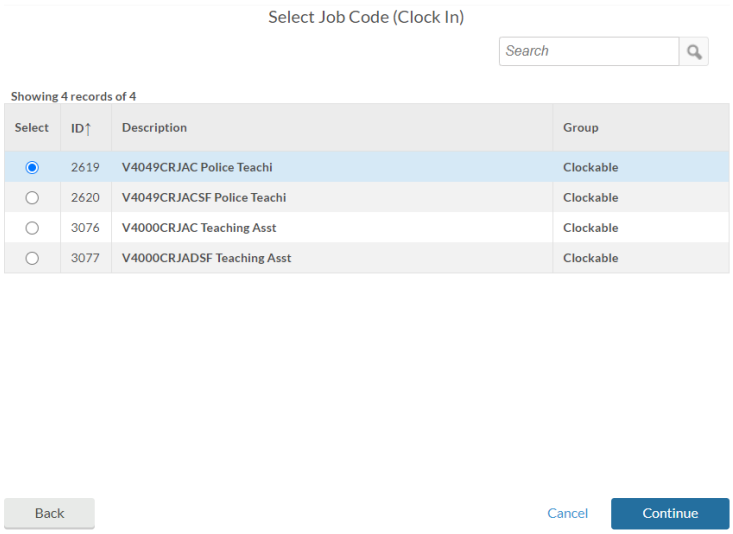
Clocking IN/OUT

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

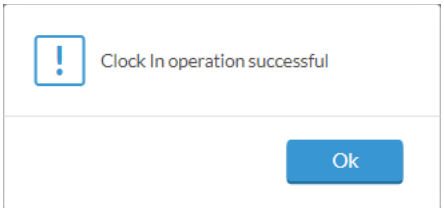
At the Confirmation Screen, it should say “Hello …*your name*” (if it is not your name, click the “Not you?” in the upper right).

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)



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.

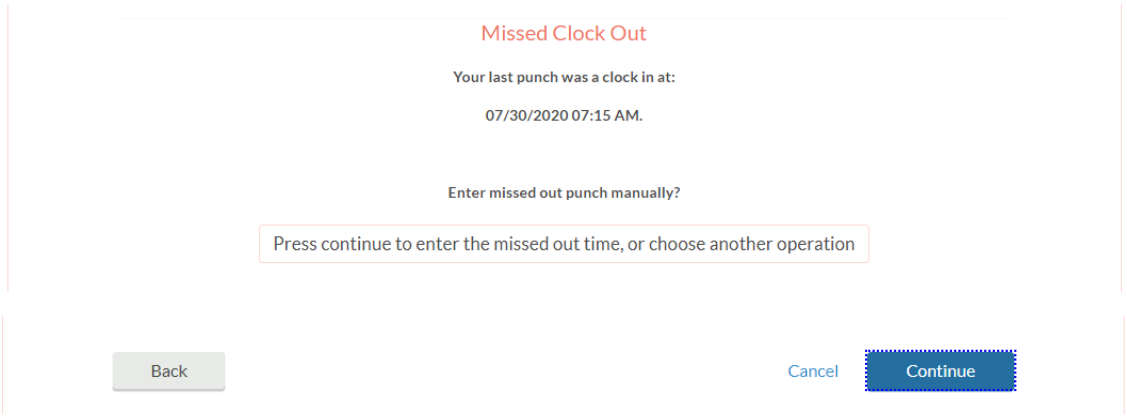
**MCCCOPA has an automatic ½ lunch set-up since they are not required to clock out for lunch.*

End of shift, use the CLOCK OUT button.

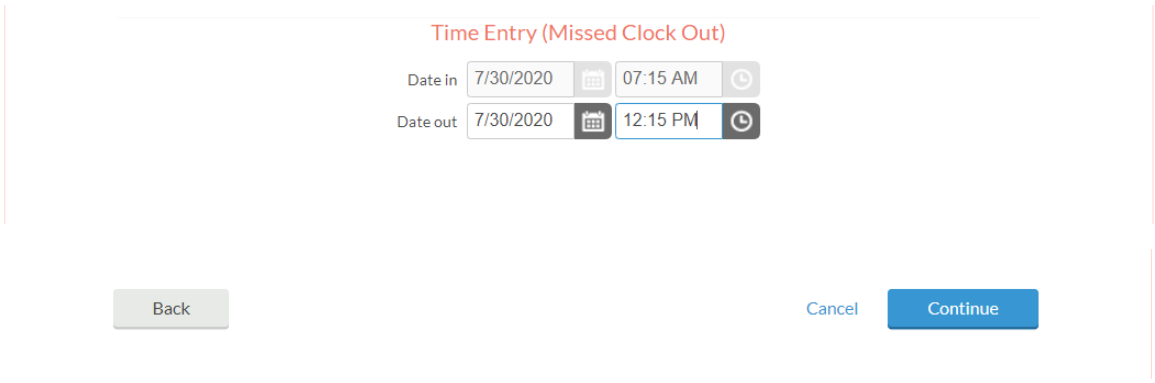
Missed Punches

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):

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



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

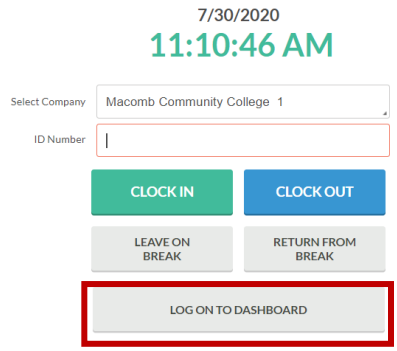


Once you enter the missed punch and hit Continue, it will record the missed punch in addition to completing the original clocking operation (Clocking In in this example).

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.

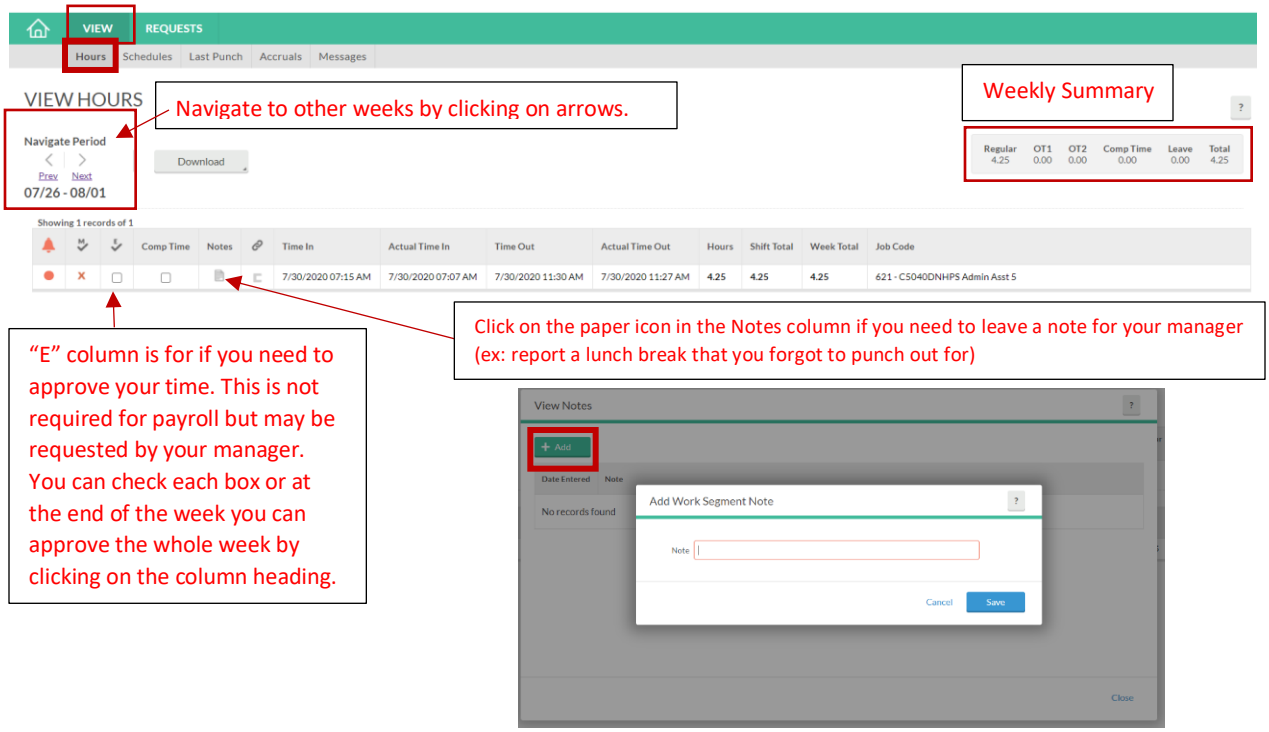
Dashboard

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:



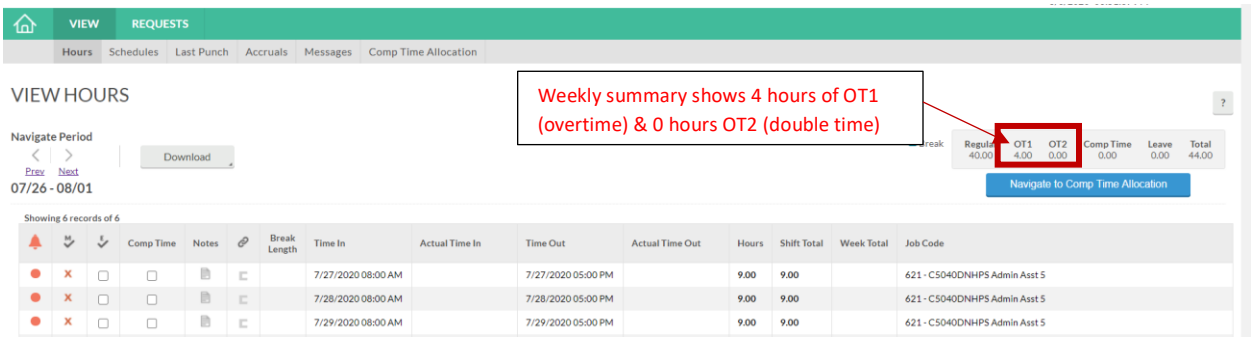
Note:

- 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.

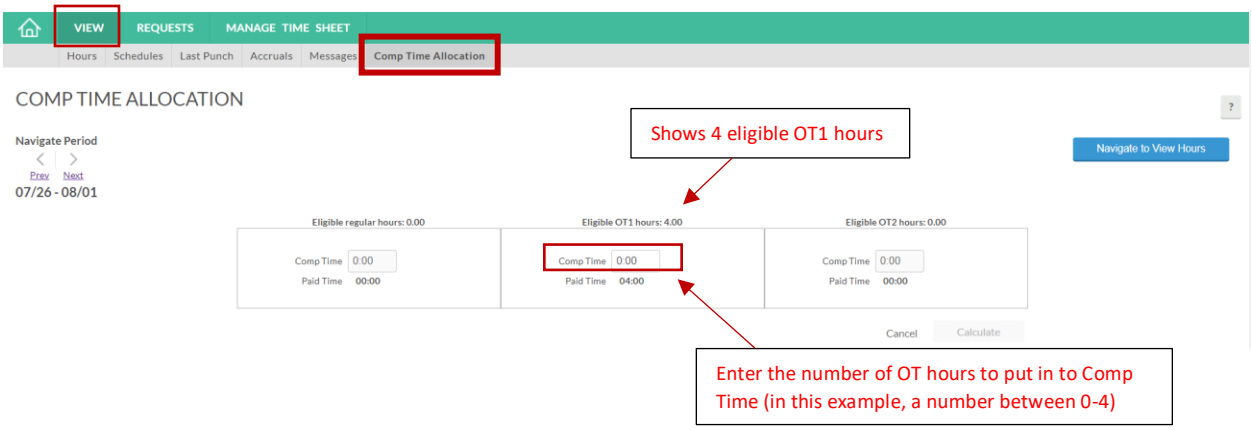
- OT1 is overtime & OT2 is double time. TimeClock Plus calculates these on a weekly basis so if you are a full-time employee who works over 8 hours in a day, the overtime will not show until the end of the week when you are over 40.

Overtime/COMP Time

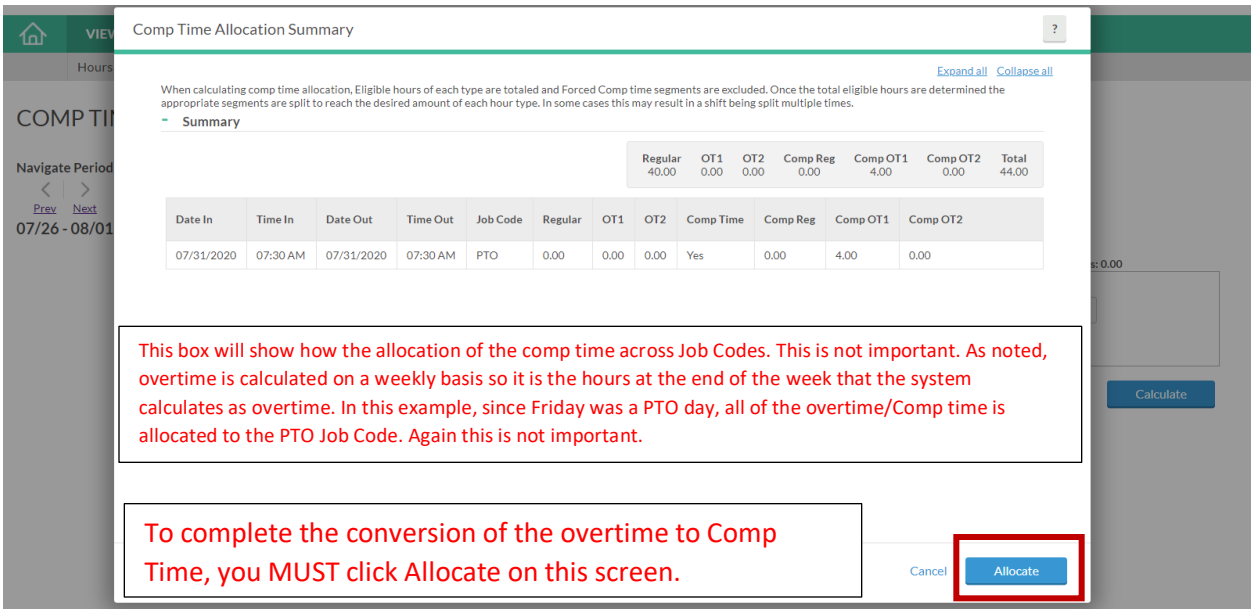
Overtime is calculated on a weekly basis. You have to wait until the week is complete to designate any overtime as COMP time banked (overtime hours paid is default selection).



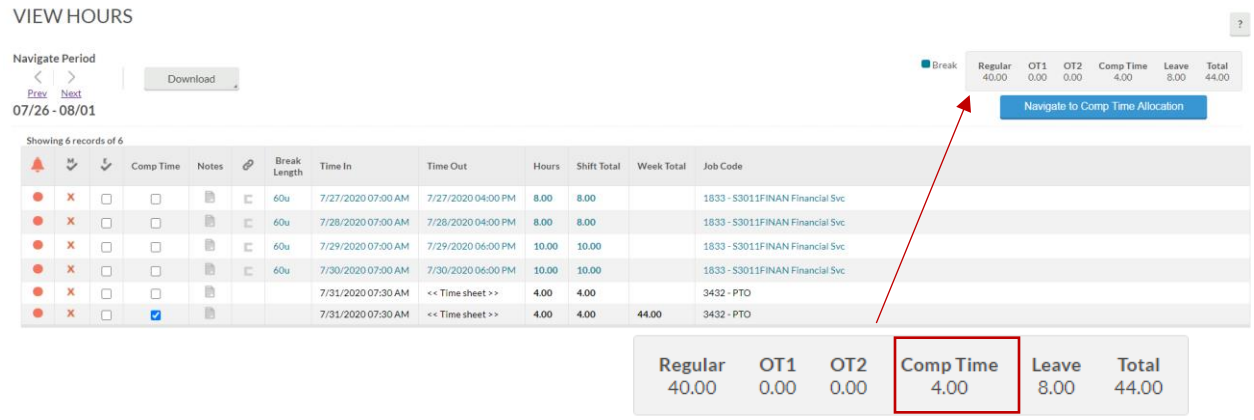
To designate overtime earned as COMP time banked, when the week is complete, go to Comp Time Allocation under the VIEW menu. There you will see the number of Eligible hours and you can enter the number of those that you want to put in Comp Time.



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:

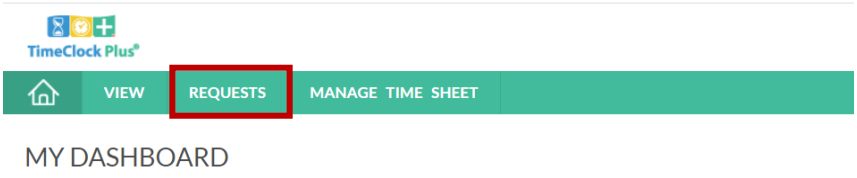


**Don't worry if you change your mind, you can go back in to the COMP TIME ALLOCATION screen and change it. However, once Payroll closes the week (Tuesday following the end of the pay period), you will not be able to make a change.*

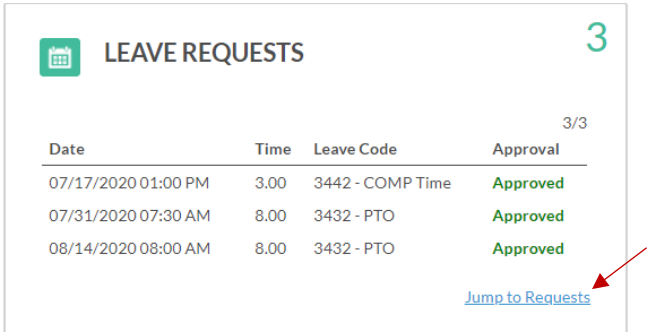
Holidays

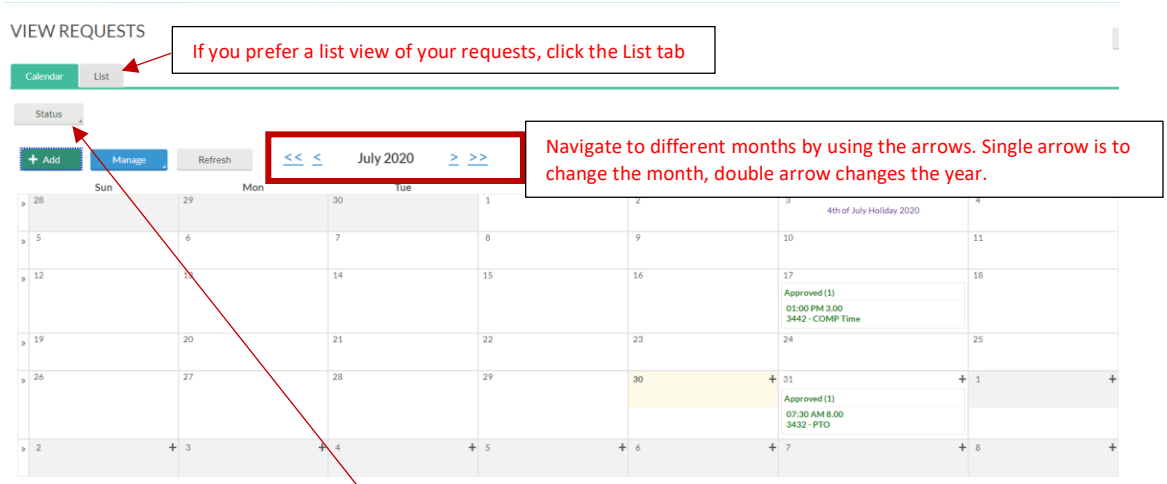
Do NOT clock IN/OUT on a Holiday *unless you are working.* Holidays are set up in TCP and will automatically post to the time sheet of full-time employees at the end of the day. If you work, clock in/out as normal.

Leave Time Requests

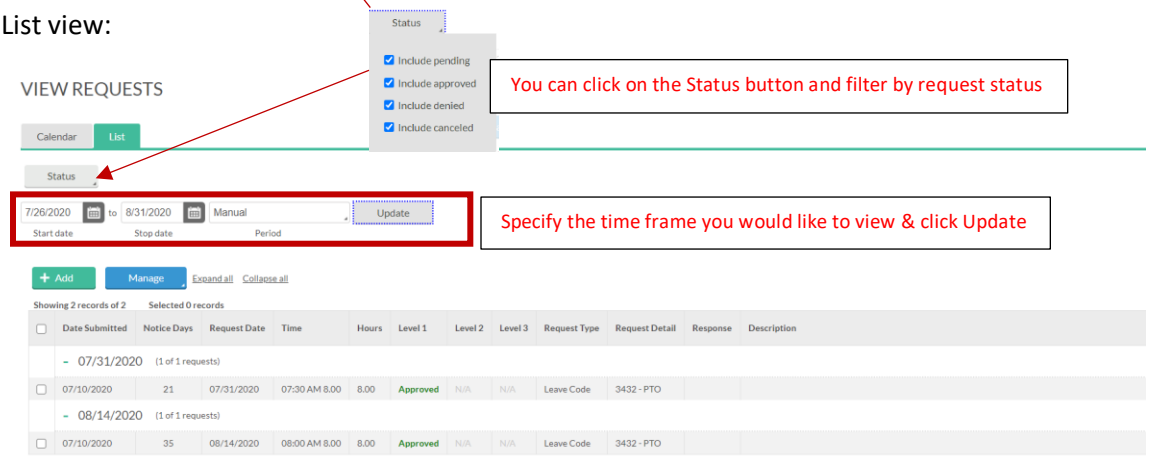


You can view your requests for the next 30 days right from the "Leave Requests" widget on your Dashboard. Click "Jump to Requests" to go to your Request calendar.





List view:

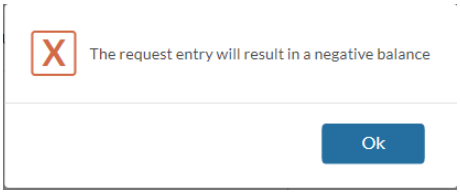


Add Request

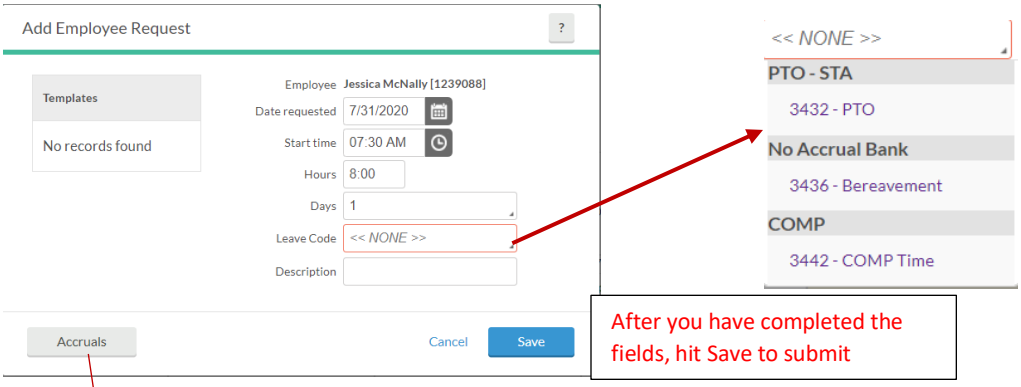
Time off requests can be added by the employee right up until the start time of the leave. If it is for past time, the employee's manager will have to enter the time off.

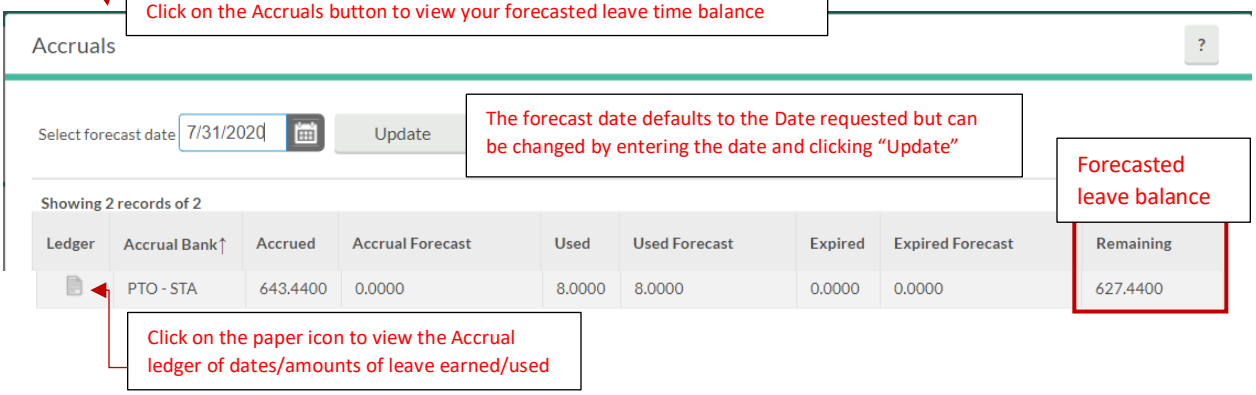
Click the green "+ Add" button and complete the "Add Employee Request" screen:

- 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.*



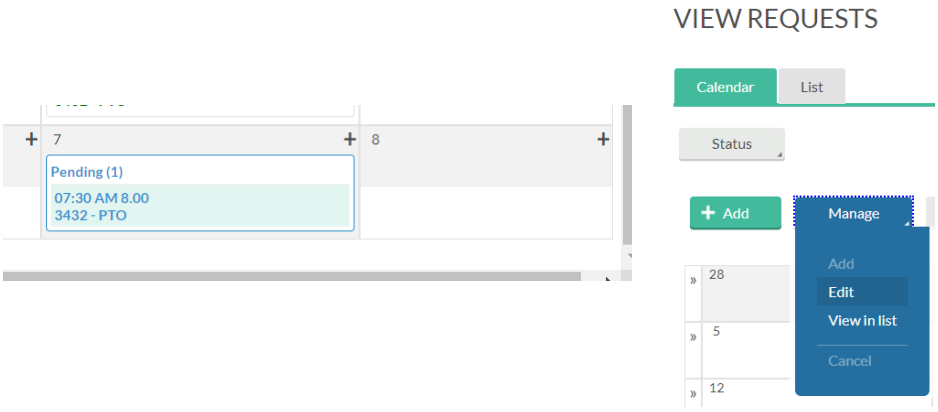
- Description (optional): if you want to leave a note to your manager regarding the request



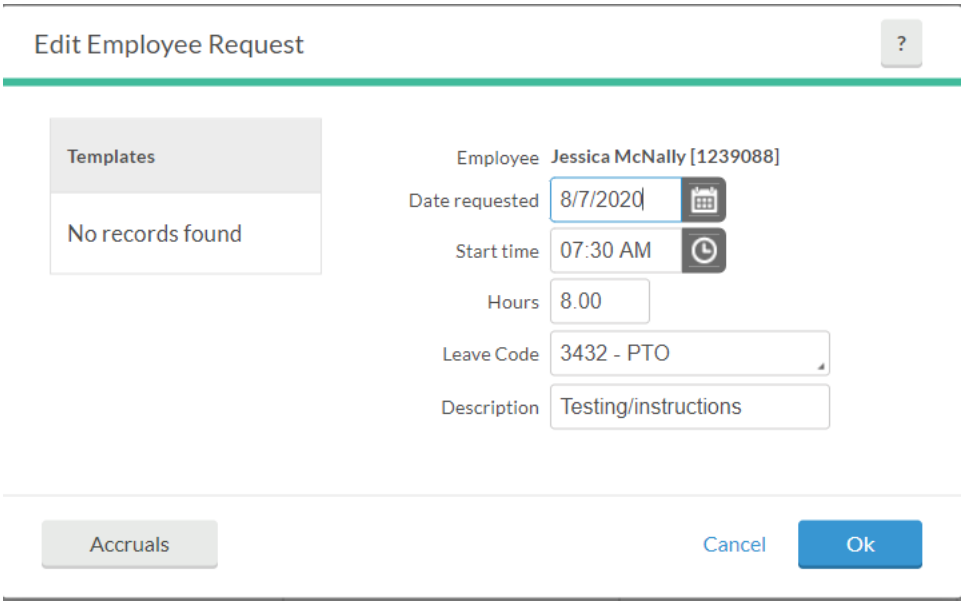


Editing a Pending Request

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



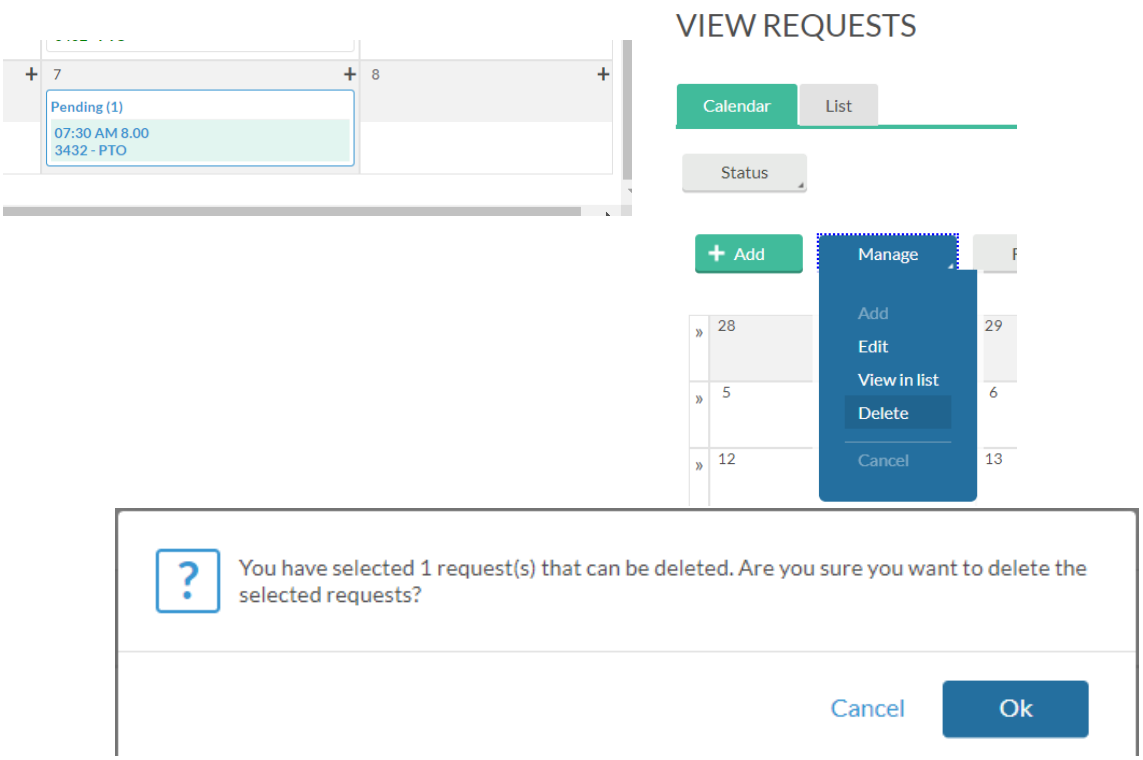
The Edit Employee Request box will come up for you to edit any of the details.



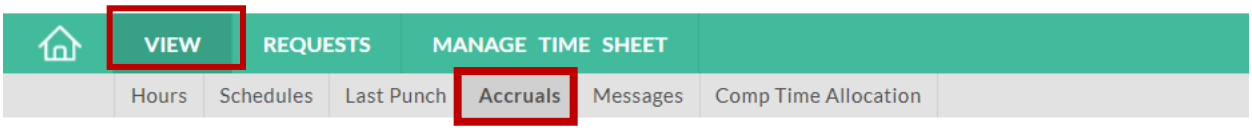
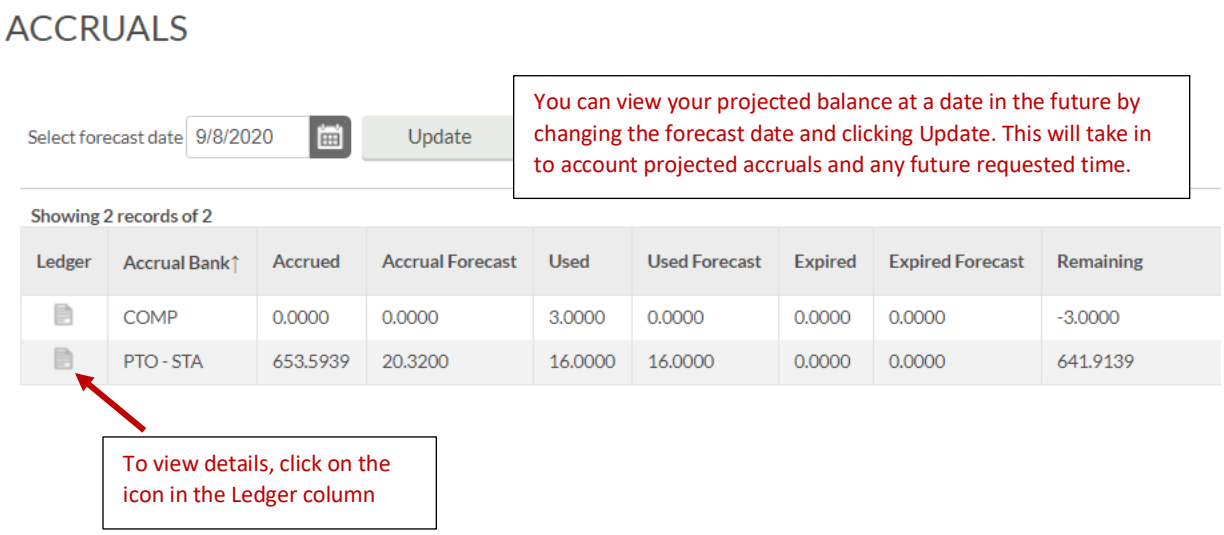
You can only Edit a Request while it is Pending status. If it has been approved, you will need to *Cancel* the request and *Add* a new request.

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