

TCP Employee Instructions

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

<https://ads.macomb.edu/ads/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

7/10/2020
10:23:52 AM

Select Company

Macomb Community College 1

ID Number

CLOCK IN

CLOCK OUT

LEAVE ON
BREAK

RETURN FROM
BREAK

LOG ON TO DASHBOARD

STA's & Command Officers – set up to use timesheets so will *NOT* be able to CLOCK IN/CLOCK OUT but need to LOG ON TO DASHBOARD

Once in, you will see your Employee Dashboard (we can configure this so let us know if you don't like a certain feature). The Dashboard displays data for 30 days in the past and 30 days in the future.

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Entering Time

<https://timeclockplus.force.com/TCPSupport/s/article/Time-Sheet-Essentials>

To enter hours on timesheet, select “Manage Time Sheet” from menu

TimeClock Plus®

Jessica McNally
Clocked out
7/10/2020 10:26:13 AM

Log Off

VIEW REQUESTS **MANAGE TIME SHEET**

MY DASHBOARD

Refresh

MY HOURS (56:00) 18/18

Time	Job Code	Total
06/29 07:00 A - 07:30 A	3444 - STA Shift Diff	0:30
06/29 07:30 A - 12:00 P	1833 - S3011FINAN	4:30

MY SCHEDULES (168:00) 21/21

Time	Job Code	Total
07/10 07:30 A - 04:30 P	Default Job Code	8:00
07/13 07:30 A - 04:30 P	Default Job Code	8:00

MY ACCRUALS

Accrual Bank	Accrued	Accrual Forecast	Us
PTO - STA	117.6000	30.4800	8.00

Click “Add” button under the appropriate day, enter your Start/End times.

- Do not record your lunch. The system is configured to automatically deduct 1 hour for lunch (STAs). You will notice after you put in your Start/End times, the total number of hours for the day is displayed.

VIEW REQUESTS **MANAGE TIME SHEET**

MANAGE TIME SHEET

07/12/2020 - 07/18/2020 Navigate Period

Reject Accept

7/12/2020

Prev Next

☐ Display weekends

If you work weekends, you will need to check this box

You are able to view/edit time sheets 2 weeks at a time. To navigate to a different week, click the “Prev” or “Next” arrows.

07/12 - 07/18 Approve Week

Mon 07/13 8:00

Tue 07/14 0:00

Wed 07/15 0:00

Thu 07/16 0:00

Fri 07/17 0:00

Regular 8:00 OT1 0:00 OT2 0:00 Comp Time 0:00 Leave 0:00 Total 8:00

Weekly Summary

Regular 8:00 OT1 0:00 OT2 0:00 Comp Time 0:00 Leave 0:00 Total 8:00

Mon 07/13 8:00

07:00 AM 04:00 PM

1833 - S3011FINAN Financial Svc

Add

Enter your time worked for each day. Shortcut: once you have one day’s time work entered, utilize the Copy button

Mon 07/13

8:00

☐ Approve

[Edit](#)
[Clear](#)
[Copy](#)

07:00 AM

04:00 PM

1833 - S3011FINAN Financial Svc

Add

Copy Segment

Jul

2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Cancel

Paste

Another shortcut: once you have completed a week, you can autofill the entire week by selecting the Autofill from Previous Week. You could then modify individual days by selecting the Edit button for that day.

07/12 - 07/18

Auto Fill

Approve Week

Mon 07/13

8:00

☐ Approve

[Edit](#)
[Clear](#)
[Copy](#)

07:00 AM

04:00 PM

1833 - S3011FINAN Financial Svc

Add

Tue 07/14

0:00

Add

Wed 07/15

0:00

Add

To save the time entered, hit the Accept button (if you try to exit out of the screen without hitting this, you will get a warning that you have Unsaved time). *Note: you will still be able to edit this time if necessary; think of Accept as your Save button.*

MANAGE TIME SHEET

07/12/2020 - 07/18/2020 Navigate Period ☐ Display weekends

[Reject](#)
[Accept](#)
[Prev](#)
[Next](#)

7/12/2020

07/12 - 07/18

Auto Fill

Approve Week

Mon 07/13

8:00

☐ Approve

[Edit](#)
[Clear](#)
[Copy](#)

07:30 AM

04:30 PM

1833 - S3011FINAN Financial Svc

Add

Tue 07/14

0:00

Add

Wed 07/15

At the end of the week, after all of your time is entered, approve your Timecard by clicking “Approve Week.”

MANAGE TIME SHEET

07/12/2020 - 07/18/2020 **Navigate Period** ☐ Display weekends

Reject [Prev](#) [Next](#) 7/12/2020

Regular	OT1	OT2	Comp Time	Leave	Total
40:00	0:00	0:00	0:00	0:00	40:00

07/12 - 07/18

Mon 07/13	Tue 07/14	Wed 07/15	Thu 07/16	Fri 07/17
<input type="checkbox"/> Approve Edit Clear Copy 8:00 07:00 AM <input type="button" value="Clock"/> 04:00 PM <input type="button" value="Clock"/> 1833 - S3011FINAN Financial Svc <input type="button" value="Add"/>	<input type="checkbox"/> Approve Edit Clear Copy 8:00 07:00 AM <input type="button" value="Clock"/> 04:00 PM <input type="button" value="Clock"/> 1833 - S3011FINAN Financial Svc <input type="button" value="Add"/>	<input type="checkbox"/> Approve Edit Clear Copy 8:00 07:00 AM <input type="button" value="Clock"/> 04:00 PM <input type="button" value="Clock"/> 1833 - S3011FINAN Financial Svc <input type="button" value="Add"/>	<input type="checkbox"/> Approve Edit Clear Copy 8:00 07:00 AM <input type="button" value="Clock"/> 04:00 PM <input type="button" value="Clock"/> 1833 - S3011FINAN Financial Svc <input type="button" value="Add"/>	<input type="checkbox"/> Approve Edit Clear Copy 8:00 07:00 AM <input type="button" value="Clock"/> 04:00 PM <input type="button" value="Clock"/> 1833 - S3011FINAN Financial Svc <input type="button" value="Add"/>

Notes / Things to keep in mind:

- As already mentioned, the system is configured to automatically deduct 1 hour for lunch (STAs). For example, when you enter a time of 7 AM to 4 PM, the system will record 8 hours worked. If you took less than a 1 hour lunch, click Edit for the day and leave a Note for your manager – it will be up to them to override the automatic lunch.
- Once a manager has approved your time, you will not be able to edit the time. As long as Payroll has not closed the pay period (Wednesday following the end of the pay period), the manager can undo their approval if you need to edit time.
- When you have **approved time off**, the system is *supposed to* clear your schedule and your timesheet for the day of the approved time and replace it with a leave segment. If your PTO is only for a partial day, you will need to *Add* a segment for the time worked. If your PTO is for the entire day and the system does not clear your schedule/timesheet for that day, you will need to delete the additional segment by hitting the “Clear”
- If you have been set up with a schedule (STA’s have initially been set up with a 7:30 AM – 4:30 PM recurring schedule), that schedule will flow in to your timesheet. This happens 2 weeks at a time so if you change your schedule, you will not see that change automatically reflected in your timesheet for 2 weeks. In the meantime, you will need to edit your time (utilize the Copy and Auto Fill shortcuts mentioned earlier).

Edit Segment

Segment Length: 9:00

Time in: 7/13/2020 07:00 AM

Time out: 7/13/2020 04:00 PM

Break type: << NONE >>

Job Code: 1833 - S3011FINAN Financial Svc

Cost Code: << NONE >>

Note: No lunch

Fri 07/31 **15.50** ☐ Approve

Notice total time for the day is 15.5 hours (8 hours PTO + 7.5 hours of time worked)

[Notes](#)

07:30 AM 8.00

3432 - PTO
Leave

[Edit](#) [Copy](#) [Notes](#) 7.50

07:30 AM 04:00 PM

1833 - S3011FINAN Financial Svc

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).

MANAGE TIME SHEET

07/26/2020 - 08/01/2020 **Navigate Period** ☐ Display weekends

Reject Accept [Prev](#) [Next](#) 7/27/2020

Weekly summary shows 4 hours of OT1 (overtime) & 0 hours OT2 (double time)

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	4.00	0.00	0.00	8.00	44.00

07/26 - 08/01 [Auto Fill](#) [Approve Week](#)

Mon 07/27	Tue 07/28	Wed 07/29	Thu 07/30	Fri 07/31
<div>8.00 <input type="checkbox"/> Approve</div> <div>Edit Clear Comp Notes 8.00</div> <div>07:00 AM 04:00 PM</div> <div>1833 - S3011FINAN Financial Svc</div> <div>Add</div>	<div>8.00 <input type="checkbox"/> Approve</div> <div>Edit Clear Comp Notes 8.00</div> <div>07:00 AM 04:00 PM</div> <div>1833 - S3011FINAN Financial Svc</div> <div>Add</div>	<div>10.00 <input type="checkbox"/> Approve</div> <div>Edit Clear Comp Notes 10.00</div> <div>07:00 AM 06:00 PM</div> <div>1833 - S3011FINAN Financial Svc</div> <div>Add</div>	<div>10.00 <input type="checkbox"/> Approve</div> <div>Edit Clear Comp Notes 10.00</div> <div>07:00 AM 06:00 PM</div> <div>1833 - S3011FINAN Financial Svc</div> <div>Add</div>	<div>8.00 <input type="checkbox"/> Approve</div> <div>Notes</div> <div>07:30 AM 8.00</div> <div>3432 - PTO Leave</div> <div>Add</div>

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.

[Home](#) **VIEW** [REQUESTS](#) [MANAGE TIME SHEET](#)

[Hours](#) [Schedules](#) [Last Punch](#) [Accruals](#) [Messages](#) **Comp Time Allocation**

COMP TIME ALLOCATION

Navigate Period [<](#) [>](#)
[Prev](#) [Next](#) 07/26 - 08/01

Shows 4 eligible OT1 hours

Eligible regular hours: 0.00	Eligible OT1 hours: 4.00	Eligible OT2 hours: 0.00
<div>Comp Time 0:00</div> <div>Paid Time 00:00</div>	<div>Comp Time 0:00</div> <div>Paid Time 04:00</div>	<div>Comp Time 0:00</div> <div>Paid Time 00:00</div>

Cancel Calculate

Enter the number of OT hours to put in to Comp Time (in this example, a number between 0-4)

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

Comp Time Allocation Summary

When calculating comp time allocation, Eligible hours of each type are totaled and Forced Comp time segments are excluded. Once the total eligible hours are determined the appropriate segments are split to reach the desired amount of each hour type. In some cases this may result in a shift being split multiple times.

[Expand all](#) [Collapse all](#)

Summary

				Regular	OT1	OT2	Comp Reg	Comp OT1	Comp OT2	Total
				40.00	0.00	0.00	0.00	4.00	0.00	44.00

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

This box will show how the allocation of the comp time across Job Codes. This is not important. As noted, overtime is calculated on a weekly basis so it is the hours at the end of the week that the system calculates as overtime. In this example, since Friday was a PTO day, all of the overtime/Comp time is allocated to the PTO Job Code. Again this is not important.

To complete the conversion of the overtime to Comp Time, you MUST click Allocate on this screen.

[Cancel](#) [Allocate](#)

Now when you Navigate to View Hours or Manage Time Sheet, those hours will now show up as Comp Time in the weekly summary:

VIEW HOURS

Navigate Period: [Prev](#) [Next](#) [Download](#)

07/26 - 08/01

Showing 6 records of 6

	Comp Time	Notes	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input checked="" type="checkbox"/>		60u	7/27/2020 07:00 AM	7/27/2020 04:00 PM	8.00	8.00		1833 - S3011FINAN Financial Svc
	<input checked="" type="checkbox"/>		60u	7/28/2020 07:00 AM	7/28/2020 04:00 PM	8.00	8.00		1833 - S3011FINAN Financial Svc
	<input checked="" type="checkbox"/>		60u	7/29/2020 07:00 AM	7/29/2020 06:00 PM	10.00	10.00		1833 - S3011FINAN Financial Svc
	<input checked="" type="checkbox"/>		60u	7/30/2020 07:00 AM	7/30/2020 06:00 PM	10.00	10.00		1833 - S3011FINAN Financial Svc
	<input checked="" type="checkbox"/>			7/31/2020 07:30 AM	<< Time sheet >>	4.00	4.00		3432 - PTO
	<input checked="" type="checkbox"/>			7/31/2020 07:30 AM	<< Time sheet >>	4.00	4.00	44.00	3432 - PTO

[Break](#) [Regular](#) [OT1](#) [OT2](#) [Comp Time](#) [Leave](#) [Total](#)

[Navigate to Comp Time Allocation](#)

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	4.00	8.00	44.00

**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

A time segment for a holiday will automatically post to your time sheet at the end of the day. You do not need to enter a time segment unless you worked. If you worked the holiday, enter a segment for the time worked and the system will automatically calculate that time worked as overtime or double-time according your contract.

*If you have an automatic schedule set up, the holiday does not automatically clear the schedule for that day. If management does not catch this, a time sheet entry will be made for the holiday in addition to the normally scheduled work day. CLEAR this work segment if you did not work.

Mon 09/07 16.00

☐ Approve

[Notes](#)

12:00 AM 8.00

3434 - Holiday

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 8.00

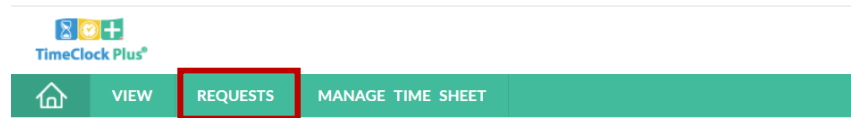
07:00 AM 04:00 PM

[1833 - S3011FINAN Financial Svc](#)

Add

IF YOU DID NOT WORK THE HOLIDAY, **CLEAR THE TIME SEGMENT FOR TIME WORKED.**

Leave Time Requests



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.

The 'LEAVE REQUESTS' widget shows a table of requests. A red arrow points to the 'Jump to Requests' link at the bottom right of the widget.

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](#)

The 'VIEW REQUESTS' calendar view shows a monthly calendar for July 2020. A red arrow points to the 'List' tab. A red box highlights the month navigation arrows. A red arrow points to the 'Status' dropdown menu.

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

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

List view:

The 'VIEW REQUESTS' list view shows a table of requests. A red arrow points to the 'Status' dropdown menu. A red box highlights the date range selection and the 'Update' button. A red arrow points to the 'Status' dropdown menu.

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

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

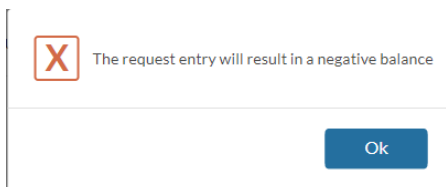
Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
- 07/31/2020 (1 of 1 requests)											
07/10/2020	21	07/31/2020	07:30 AM 8.00	8.00	Approved	N/A	N/A	Leave Code	3432 - PTO		
- 08/14/2020 (1 of 1 requests)											
07/10/2020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

Employee: Jessica McNally [1239088]

Date requested: 7/31/2020

Start time: 07:30 AM

Hours: 8:00

Days: 1

Leave Code: << NONE >>

Description:

Accruals

Cancel Save

After you have completed the fields, hit Save to submit


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

Accruals

Select forecast date: 7/31/2020 Update

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

Showing 2 records of 2

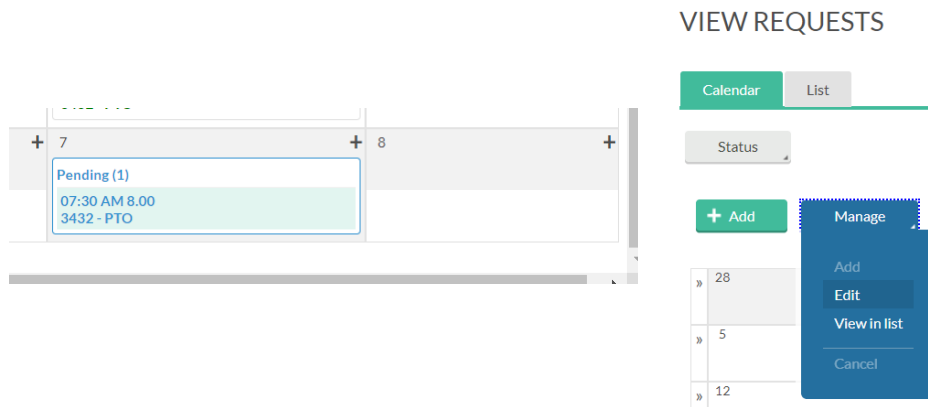
Ledger	Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
 PTO - STA		643.4400	0.0000	8.0000	8.0000	0.0000	0.0000	627.4400

Forecasted leave balance

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



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

Edit Employee Request?

Templates

No records found

Employee

Jessica McNally [1239088]

Date requested

8/7/2020

Start time

07:30 AM

Hours

8.00

Leave Code

3432 - PTO

Description

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

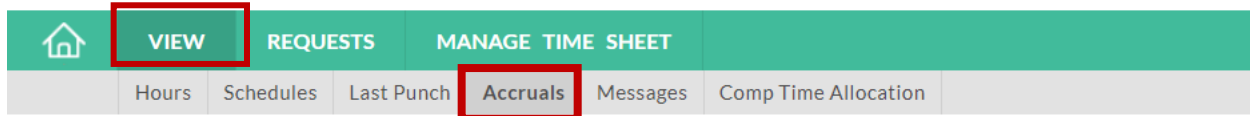
To cancel a pending or approved request, click on the request within the calendar (or on the List), click the Manage button and select Delete. Click Ok on the confirmation screen.

The screenshot displays the 'VIEW REQUESTS' interface. On the left, a calendar view shows a 'Pending (1)' request for 07:30 AM 8.00, 3432 - PTO. On the right, the 'VIEW REQUESTS' panel has tabs for 'Calendar' and 'List'. Below the tabs is a 'Status' dropdown. A '+ Add' button is visible. A 'Manage' dropdown menu is open, showing options: Add, Edit, View in list, Delete, and Cancel. Below the calendar, a confirmation dialog box asks: 'You have selected 1 request(s) that can be deleted. Are you sure you want to delete the selected requests?' with 'Cancel' and 'Ok' buttons.

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 → Accruals





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