Macomb Community College

Quick Reference Guide for Non-Supervisor

Questions? Call Payroll at 586-498-4175 or email payroll@macomb.edu

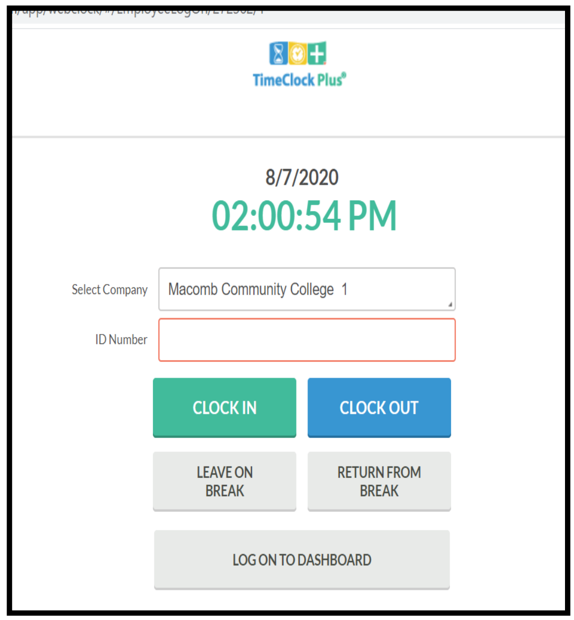
For employees who need to **Clock In/Out** log on to the link for **TimeClock Plus** located on the My Macomb page under Campus Applications listed as:

TimeClock Plus—Employee

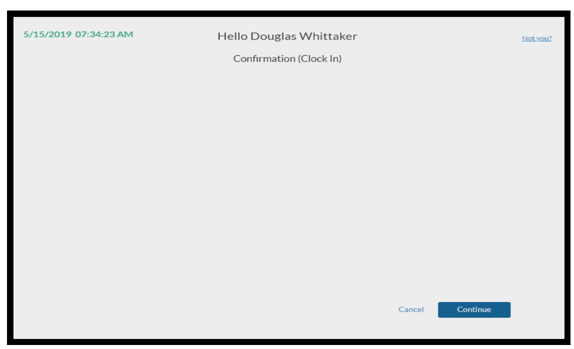
To Log in:

Your ID Number = Macomb Employee ID number
PIN = last four digits of your Social Security Number

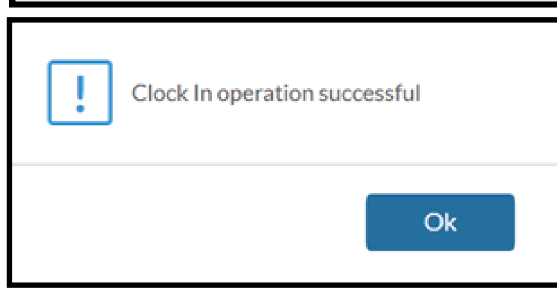
At the start of your shift, enter your ID number and click on the CLOCK IN button. A box will pop up for your to enter your PIN (last four digits of SS#).



At the confirmation screen it should say "Hello….your name".



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



Missed Punch notification—If you receive a warning of a missed punch, simply go to your Dashboard and enter the hours missed.

Macomb Community College

TimeClock Plus®
a better sense of time℠

Quick Reference Guide for Leave Time

- **Request Time off**
- **View PTO Accrual Bank**

To view your Leave Accrual banks, availability, schedule or to request time off, use the **LOG ON TO DASHBOARD** feature.

Leave Time Requests: Time off request 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 on Requests
- The calendar view will open
- Click the green Add button and complete the "**Add Employee Request Screen**

How to fill out the "Add Employee Request"

1) **Date requested** = Start date of leave

2) If taking a **whole day enter the Start** time of your normal shift

3) **Hours** = Number of Leave hours being used

4) **Days** = **Enter the number of days,** if using consecutive days off. The system will fill in the regular shift time

5) **Leave Code** = Click on the arrow for the drop down box to select the type of leave bank to be used

6) **Editing a Leave Request**— Once a Leave request has been approved you can only cancel the request. If you need to change the request you will need to contact your Manager.

7) Press the **Accruals** tab to view your Leave bank.