

Accessing TCP

Clock In

Clock Out

Missed Punch

TimeClock Plus

How to clock in and out

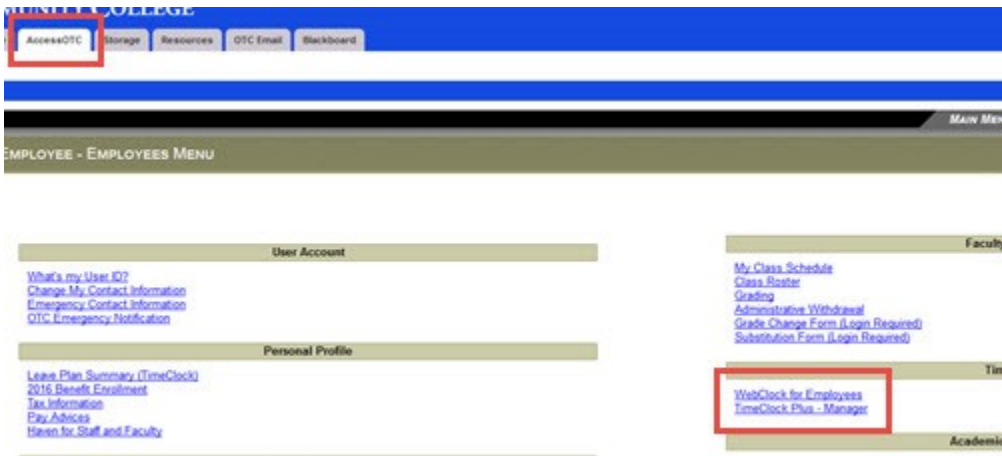
Part time, Work study, and FTNE Administrative Services employees

Accessing TCP Webclock:

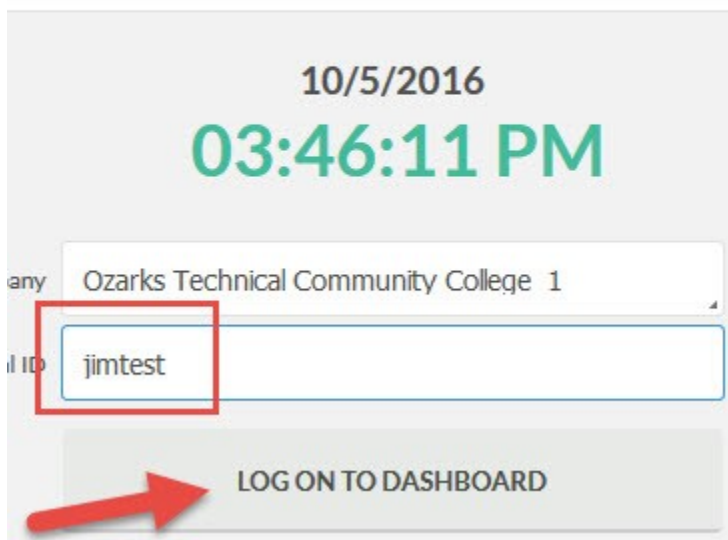
1) Access TimeClock Plus “Webclock” icon on your computer desktop :



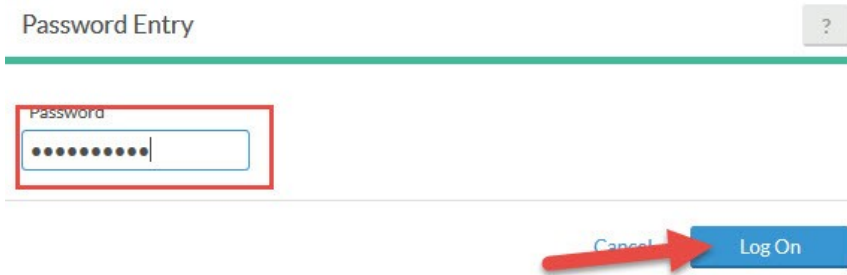
2) Access TimeClock Plus “Webclock” through “MyOTC”, “AccessOTC” under “Time Clock”:



3) To clock into the TimeClock Plus system, enter your OTC Username and select “Log On To Dashboard”:



4) Enter your OTC password and select "Log On":



The screenshot shows a "Password Entry" screen with a header bar and a question mark icon. Below the header is a "Password" input field with a red border and a red arrow pointing to it. At the bottom right, there are two buttons: "Cancel" and "Log On", with a red arrow pointing to the "Log On" button.

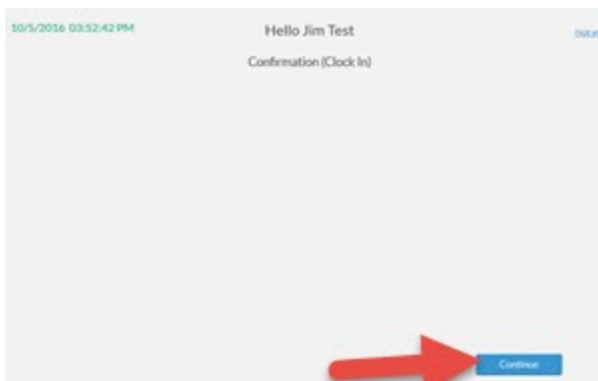
Clock in:

1) Select "Clock In" to start your shift:



The screenshot shows a green bar with three buttons: "CLOCK IN", "CLOCK OUT", and "VIEW". A red box highlights the "CLOCK IN" button, and a red arrow points to it.

2) Confirm by selecting "Continue":



The screenshot shows a confirmation screen with the text "Hello Jim Test" and "Confirmation (Clock In)". At the bottom right, there is a "Continue" button with a red arrow pointing to it.

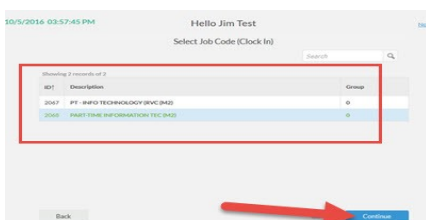
3) If you have messages, they will appear here:



The screenshot shows a "Messages (Clock In)" screen with a table of messages. A red box highlights the message table, and a red arrow points to the "Continue" button at the bottom right.

View	Read	Date Read	Date Sent	Message	Sent By
<input type="checkbox"/>	<input type="checkbox"/>	Not Read	09/27/2016	Your time-off request on 09/31/2016 from 08:00 AM L...	HERTEST

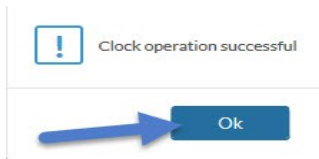
4) Select job code if needed:



The screenshot shows a "Select Job Code (Clock In)" screen with a table of job codes. A red box highlights the table, and a red arrow points to the "Continue" button at the bottom right.

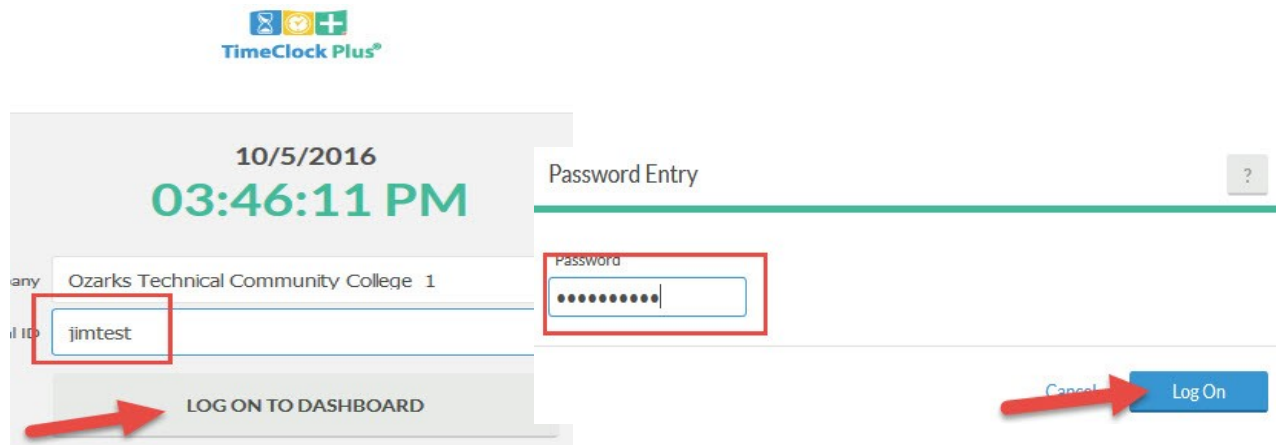
ID#	Description	Group
2047	PT - INFO TECHNOLOGY (RVC) (R2)	0
2048	PART-TIME INFORMATION TEC (R2)	0

5) "Clock operation successful" notice will appear, select "Ok":



Clock out:

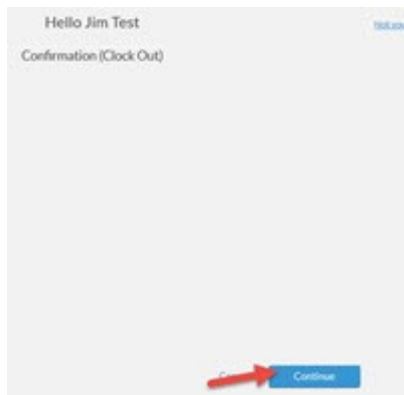
1) To clock out of the TimeClock Plus system, enter your OTC username select "Log on to dashboard" and enter your OTC password:



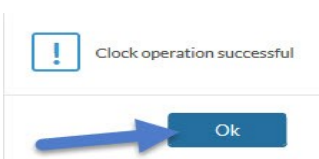
2) Select "Clock Out":



3) Choose "Continue":

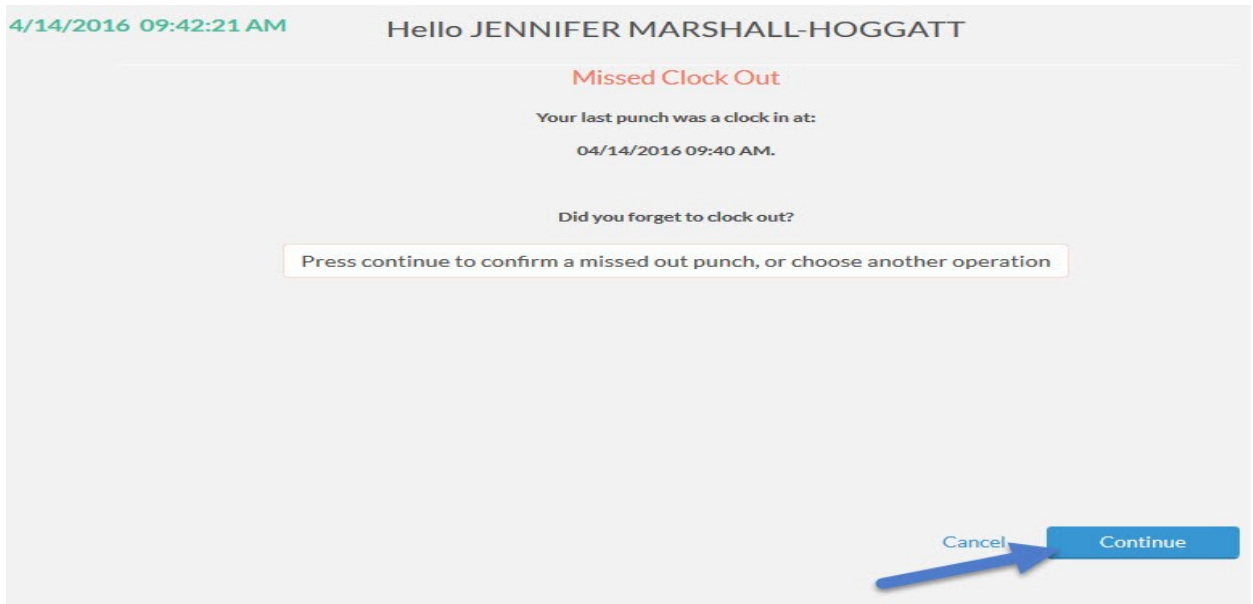


4) "Clock operation successful" notice will appear, select "Ok":



Missed punch:

1) If you fail to clock out after clocking in on a day, you will receive a notice that you missed a punch the next time you clock in. Select "Continue":



2) You will receive a confirmation, select "Continue":



3) You will receive a summary, select "Continue":



4) You will receive a "Clock operation successful" notice:

