

Accessing TCP

Manage Time Sheet

Copy

Edit

Autofill

Accept

TimeClock Plus

Entering time worked using the “Manage Time Sheet” feature

FTNE Employees

Accessing TCP Webclock:

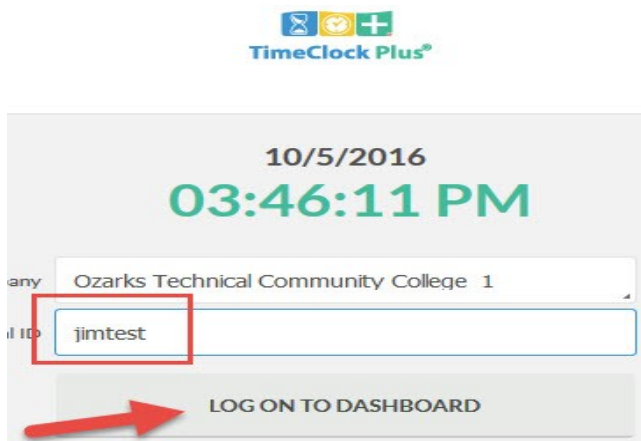
1) Access TimeClock Plus “Webclock” icon on your computer desktop :



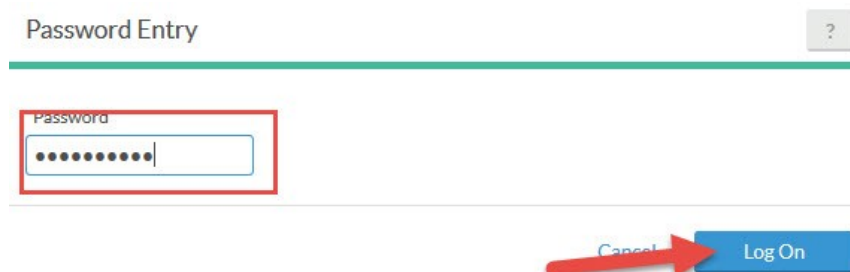
2) Access TimeClock Plus “Webclock” through “MyOTC”, “AccessOTC” under “Time Clock”:



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”:

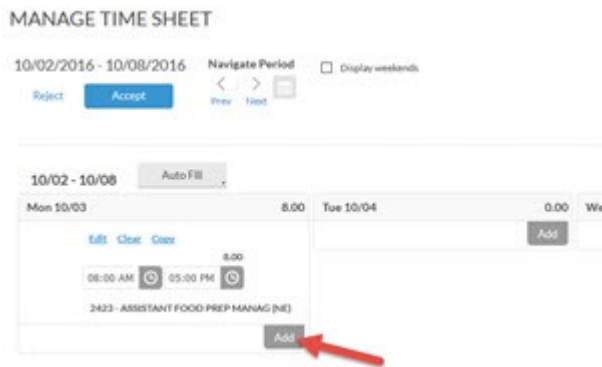


How to “Manage Time Sheet”:

- 1) Select “Manage Time Sheet” on the toolbar:



- 2) When the time sheet opens, choose “Add” to put in hours as an 8:00 a.m.—5:00 p.m. day with a lunch from noon—1:00 p.m. automatically configured in:

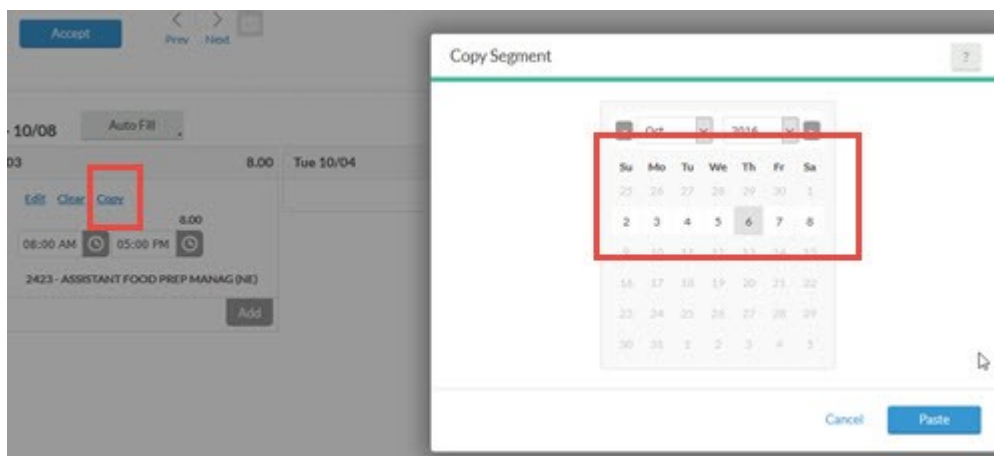


- 3) If these are the hours you work every day, you can select “Add” for each day that week.



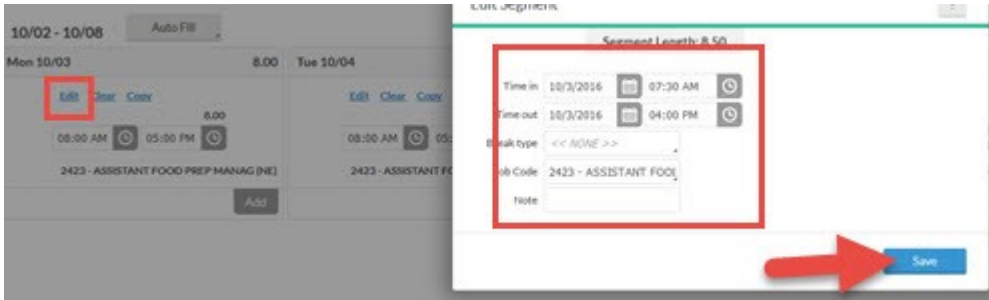
Copy:

Use the “copy” feature to copy hours from one day to other days:



Edit:

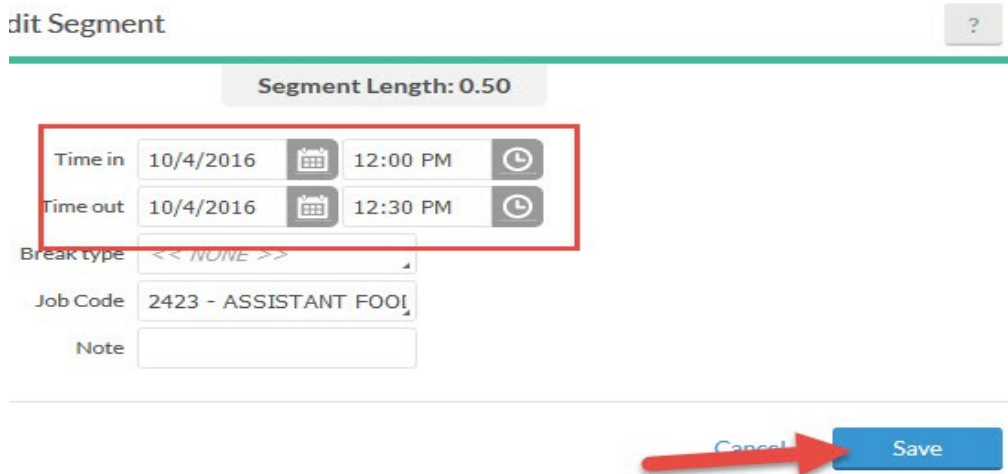
1) Use the “Edit” feature to edit time. Say you worked from 7:30 a.m. to 4:00 p.m.:



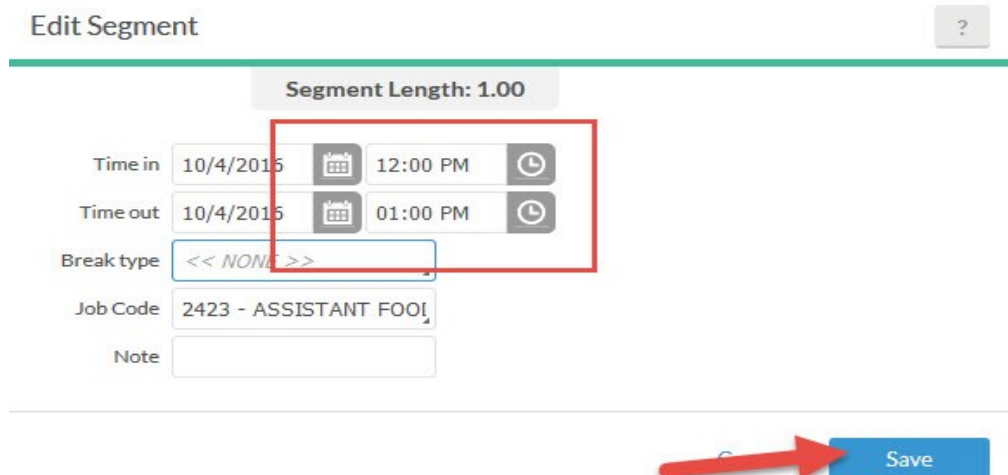
NOTE: There is an automatic lunch from noon to 1:00 p.m.

2) Edit time to show a 30 minute lunch or no lunch:

A) There is an automatic lunch calculated in from noon—1:00 p.m. If you take a 30 minute lunch then you have to put that you worked 30 minutes of that allotted time for lunch. Select “add” to add time, then put in 12:00 p.m.—12:30 p.m. and select “save”:

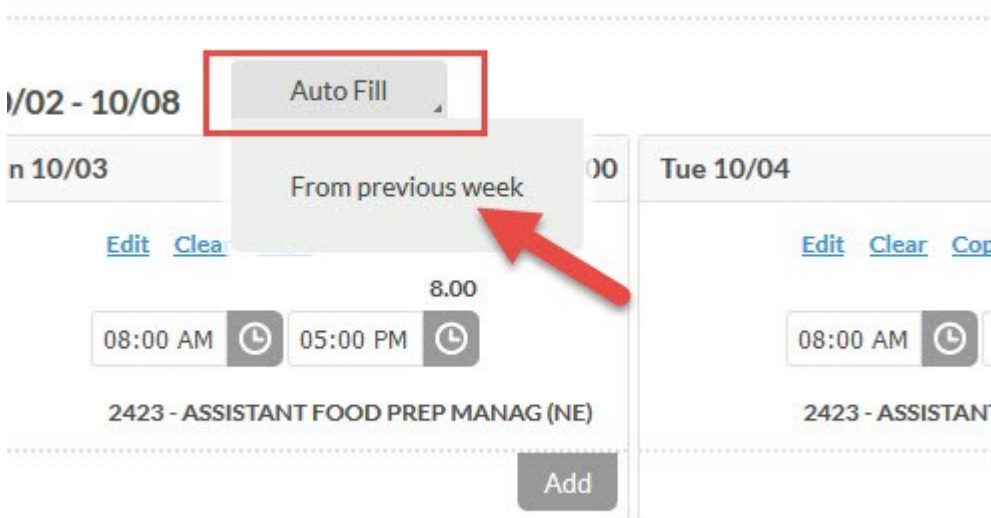


B) There is an automatic lunch calculated in from noon—1:00 p.m. If you work through lunch then you have to put that you worked the 60 minutes of that allotted time for lunch. Select “add” to add time, then put in 12:00 p.m.—1:00 p.m. and select “save”:



Auto Fill:

Use the “Auto Fill” feature to automatically fill in time entered from a previous week. This is a great feature if you work the same hours every week.



Accept:

1) When you have entered your hours for the day/week make sure and select “Accept” in the top. This is TCP’s SAVE! This will send the segment of time to your manager for approval:



2) Once you accept your hours, the “Accept” button will grey out unless you make an edit, then you have to “Accept” again to save the changes:



Note: You can manage your time one week to the day behind or forward.