TIMECLOCK PLUS version 7 Employee Dashboard

Entering Leave – Time Sheet Entry

The new TCPv7 Dashboard is a feature of the TCP WebClock. This can be accessed by going to timeclock2012.samford.edu in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work with Safari.**

1. Select the appropriate company from the drop down box.
2. Type in your USERID, the same id you use to access your email.
3. Click on the Dashboard button.
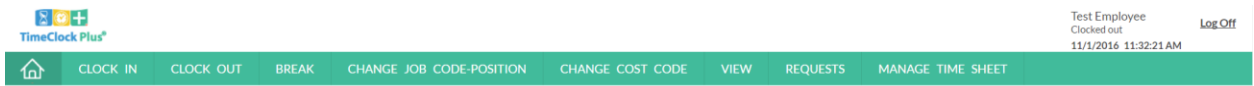

4. A box will pop up for you to enter your password then select LogOn.

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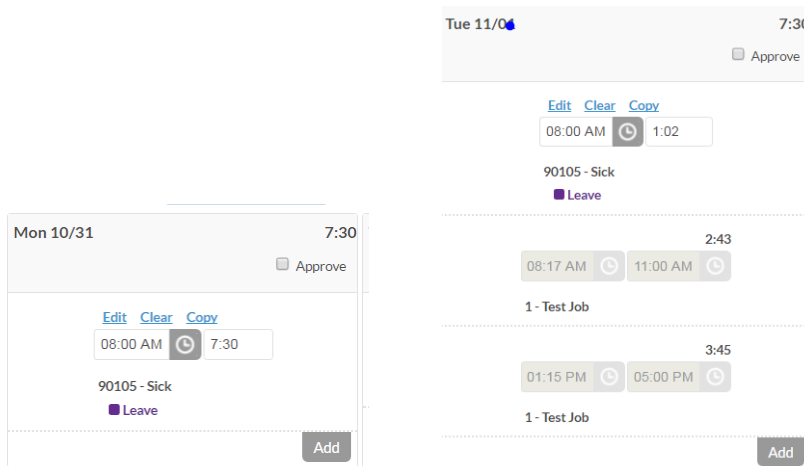## Entering Leave – Time Sheet Entry

5. TCP will display a dashboard menu bar.
6. From this menu, you can choose from several options.
7. Clicking on the MANAGE TIME SHEET option will allow you to enter Time Sheet entries.

8. Once you click on the Manage Time Sheet option, a calendar of the current week is displayed.
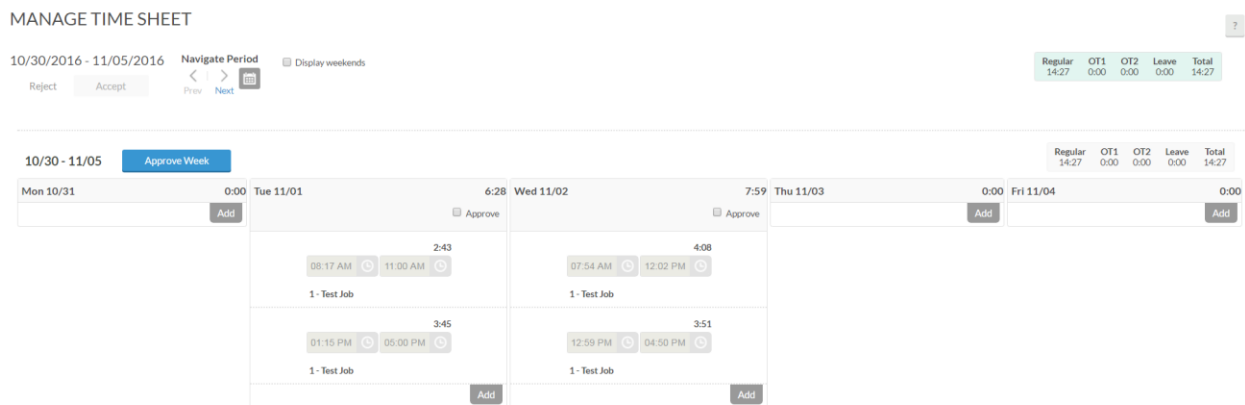
9. This view displays hours worked as well as Time Sheet entries for the week.
10. To add a Time Sheet entry for leave, locate the correct day and click the Add for the day chosen. If hours have been worked for the day, these will be displayed along with any leave you enter.

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11. Make changes to the start time and duration if needed by typing in the box where they appear or by clicking the Edit button above the start time.
12. **PLEASE NOTE:** It is necessary to click on the Edit button to select the correct leave code from the drop down box.

13. Click on the Save button when all changes to this Time Sheet entry have been completed.
14. You will then be returned to the MANAGE TIME SHEET screen where you will see the time that was added. You can add Time Sheet entries to any or all days displayed for the week.
15. Once finished adding for the week, click on the ACCEPT button at the top if the entry(ies) appear as expected. If not, you may Reject the entries by clicking on the word Reject next to the ACCEPT button.

16. To add Time Sheet entries to additional weeks, click on the Navigate Period arrows at the top of the screen to display additional weeks. For those whose work schedule includes weekends, you may click on the Display Weekends box to view weekends.

17. You can also approve time from this menu by clicking on the APPROVE WEEK button.

MANAGE TIME SHEET

10/30/2016 - 11/05/2016   Navigate Period   ☐ Display weekends

Reject   Accept   ‹   ›
                           Prev Next

10/30 - 11/05   Approve Week

18. You will need to click the ACCEPT button after approving as the system interprets that as a change.

19. Please review all time worked and leave segments in all weeks at the end of each pay period to be sure all time worked is correct. If corrections need to be made, please leave a note and coordinate with your supervisor to make corrections. **Do not approve incorrect segments until the corrections have been made.**