



TimeClock Plus v7

User Training



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Web Clock

- Copy and paste link to web browser or locate TimeClock PLUS hyperlink on SJSJ website staff tab

<https://timeclockplus.sjsd.k12.mo.us/app/webclock>

- Save website link to desktop or favorites for quick access

Desktop - Right click on web page and select “Create Shortcut”

Favorites – Click star on top right of browser and “Add to Favorites”



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Phone App

- Locate and install “TimeClock Plus v7 by Data Management, Inc.”



Scheme: https

Domain: timeclockplus.sjsd.k12.mo.us

Port: 443

Path: api/v0000

Namespace: Leave Blank (OPTIONAL printed in field)



TimeClock Plus v7

Data Management, Inc.

E Everyone

Supported on iOS 8.1+ and Android 4.4+ *Optional access - data plan and phone required.





Web Clock

WebClock allows employees to perform clock operations from a PC through their web browser. It can also be used to go on break, change job code, view hours, and perform other tasks.

- Clock In\Out
- Leave\Return from Lunch Break lasting longer than 20 minutes
- Change Job Code (if more than one job)
- Viewing and Approving Hours

- Note: If an employee only has one clockable job code it will clock them in without asking what job code.



2/6/2015
03:56:37 PM

Select Company m-70002020

Id Number A-Z, 0-9

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD





Performing Clock Operations

Clocking In Using WebClock

1. Log into **WebClock** using employee ID number, select **Clock In**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.
3. If you have more than one job code, select the appropriate job code from the list.
4. If you have any unread messages, they will be displayed here. Click **Continue**.
5. Click **Ok**.





Performing Clock Operations Continued

Clocking In with a Missed Punch

If you attempt to clock in while still clocked in to the last shift, you will be taken to the **Missed Punches** screen. You will be asked to confirm that you missed an out-punch. Then, you may enter in a time for your missed punch, which must be approved by your supervisor.



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Performing Clock Operations Continued

Break

When you are ready to take a lunch break (longer than 20 minutes), but are not clocking out for the day, you will use the **Leave on Break** or **Return from Break** button.

6/21/2016
04:13:49 PM

Select Company

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD



Performing Clock Operations Continued

Clocking Out Using WebClock

1. After logging into **WebClock** while clocked in, select **Clock Out**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.
3. Click **Ok** on the "Clock operation successful" window.





Performing Clock Operations Continued

Clocking Out with a Missed Punch

If you attempt to clock out while still off the clock, you will be taken to the **Missed Punches** screen. You will be asked to confirm that you missed an in-punch. Then, you may enter in a time for your missed punch, which must be approved by your supervisor.



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Navigating Dashboard

1. Navigate to the **WebClock**.
2. Enter your employee **ID number** and click on **Log On To Dashboard**.
3. After you have logged into WebClock, select the relevant action from the menu bar at the top.



In the top right, you will see the server date and time as well as the button to Log Off. On the blue bar, you will see your name as well as your status (if you are clocked in, you will see the time you clocked in, and if you are on break, you will see the length of your break).



Navigating Dashboard Continued

View Last Punch

1. After logging into **WebClock**, select **View**, and **View Last Punch**.

Mandy Nelson

Clocked in at 5/8/2014 03:41 PM

Job Code 5 - Welding



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Navigating Dashboard Continued

Verifying Hours

Hours must be approved by employee at least weekly in order for payroll to receive your hours worked.

1. After logging into **WebClock**, select **View**, and **View Hours**.
2. Select the appropriate week with the **Next** and **Prev** buttons.
3. All of the segments worked during that week can be seen in a grid.
4. Find the segment you want to approve and click on the check mark in the **[E]** column. (See next slide)





Navigating Dashboard Continued

- Verify hours daily or weekly by using navigation arrows and clicking boxes to check mark correct hours

Navigate period



Prev Next
07/17 - 07/23

Download

			Break Length	Time In	Time Out	Hours	Shift Total	Week Total
	<input checked="" type="checkbox"/>			7/17/2016 01:30 PM	7/17/2016 03:15 PM	1:45	1:45	
	<input checked="" type="checkbox"/>		60u	7/18/2016 07:30 AM	7/18/2016 10:07 AM	2:37		
	<input checked="" type="checkbox"/>			7/18/2016 11:07 AM	7/18/2016 05:00 PM	5:53	8:30	
	<input checked="" type="checkbox"/>		45u	7/19/2016 07:30 AM	7/19/2016 09:46 AM	2:16		
	<input checked="" type="checkbox"/>			7/19/2016 10:31 AM	7/19/2016 05:00 PM	6:29	8:45	
	<input type="checkbox"/>			7/20/2016 07:30 AM	7/20/2016 05:15 PM	9:45	9:45	
	<input type="checkbox"/>			7/21/2016 07:15 AM	7/21/2016 04:30 PM	9:15	9:15	
	<input type="checkbox"/>		60u	7/22/2016 07:30 AM	7/22/2016 12:14 PM	4:44		
	<input type="checkbox"/>			7/22/2016 01:14 PM	7/22/2016 06:00 PM	4:46	9:30	47:30



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**Questions – Please contact your supervisor
or the Business Office 671-4000 X 126**



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