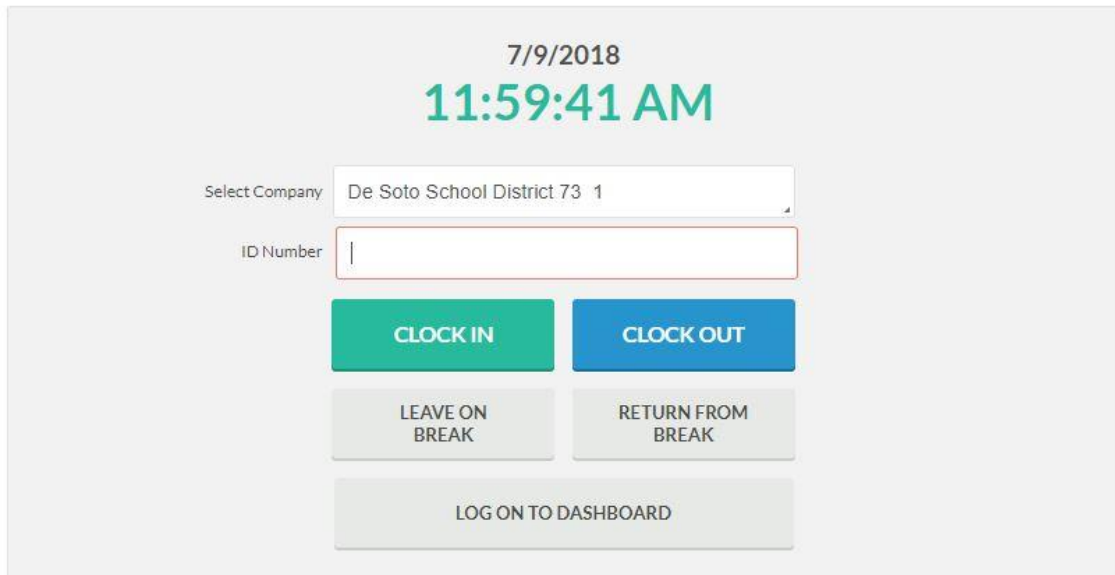


TimeClock Plus Employee Guide

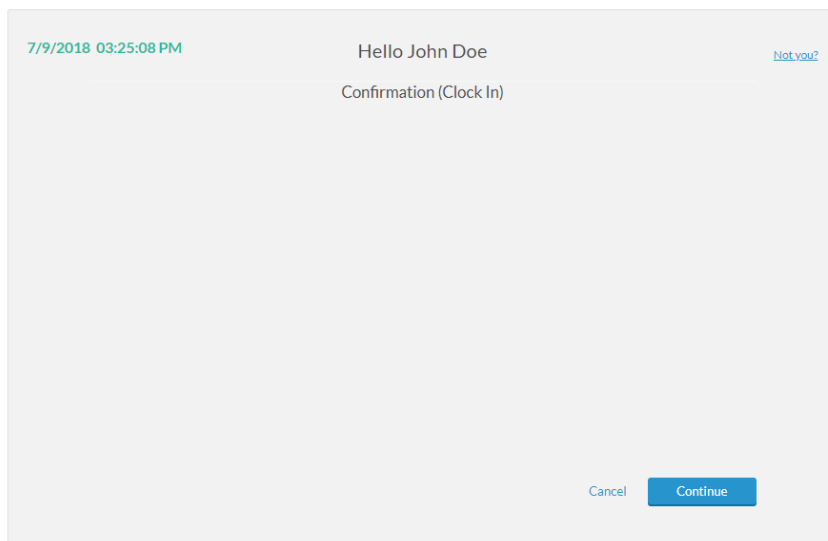
<https://271547.tcplusedemand.com/app/webclock/#/EmployeeLogOn>

Once you follow the link to the De Soto Timeclock Plus log in site, you will see the following screen. To log in enter your 5 digit employee ID number in the "ID Number" area. Then select the appropriate tile below.



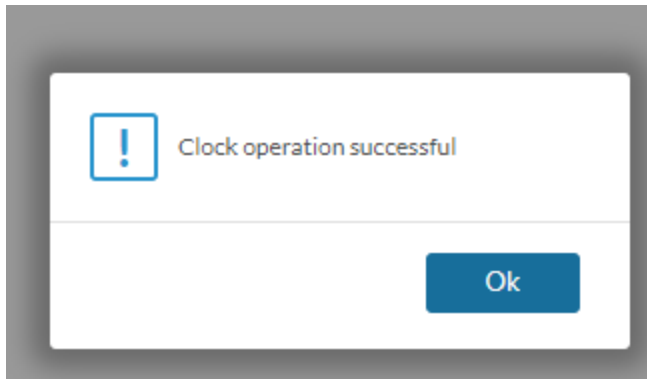
The screenshot shows the TimeClock Plus Employee Log On interface. At the top, the date is 7/9/2018 and the time is 11:59:41 AM. Below the date and time, there is a "Select Company" dropdown menu with "De Soto School District 73 1" selected. Below that is an "ID Number" input field. There are five buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (grey), "RETURN FROM BREAK" (grey), and "LOG ON TO DASHBOARD" (grey).

When clocking in or out for break or your regular shift you will be taken to the screen below after you type in your user ID. **YOU MUST HIT "CONTINUE" TO FINISH YOUR PUNCH.**



The screenshot shows the Confirmation (Clock In) screen. At the top left, the date and time are 7/9/2018 03:25:08 PM. In the center, it says "Hello John Doe" and "Confirmation (Clock In)". At the bottom right, there are two buttons: "Cancel" and "Continue".

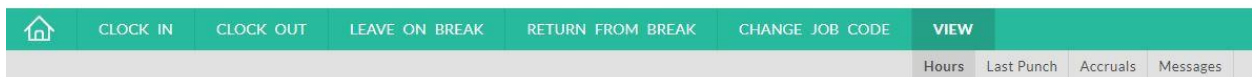
Your submission is not complete until you receive the following message



If you select “Log On To Dashboard” you will see the following screen.



If you select the “View” tab you can see your current hours, this will also be where you can verify your hours worked for the previous week. If you click on the back arrow in the left side of the screen under “Navigate Period”, it will direct you to the previous week. If you need to report an error in your time, contact your building or department administrator.



VIEW HOURS

Navigate Period

< > Download
 Prev Next
 07/02 - 07/08

		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
			7/2/2018 06:55 AM	7/2/2018 03:30 PM	8:35	8:35		45 - Custodian
		24u	7/3/2018 07:00 AM	7/3/2018 11:15 AM	4:15			45 - Custodian
			7/3/2018 11:39 AM	7/3/2018 03:30 PM	3:51	8:06		45 - Custodian
		22u	7/5/2018 07:00 AM	7/5/2018 11:18 AM	4:18			45 - Custodian
			7/5/2018 11:40 AM	7/5/2018 03:30 PM	3:50	8:08		45 - Custodian
		24u	7/6/2018 07:00 AM	7/6/2018 11:45 AM	4:45			45 - Custodian
			7/6/2018 12:09 PM	7/6/2018 03:30 PM	3:21	8:06	32:55	45 - Custodian