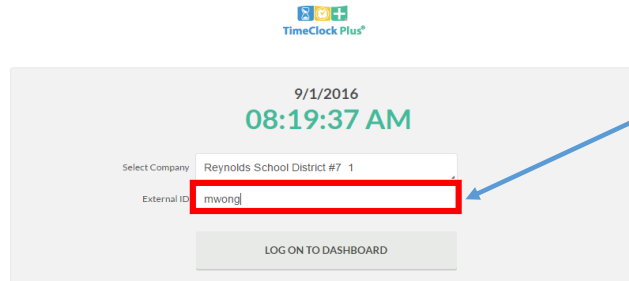


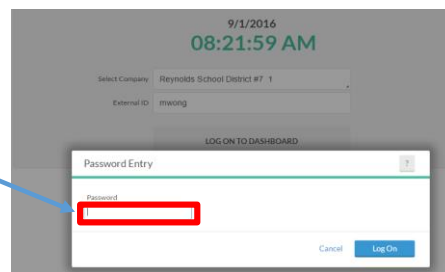
**Google Chrome Recommended:** <https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594>

1. Enter the same login as your RSD computer and email login.  
For temps, enter your first initial and last name.



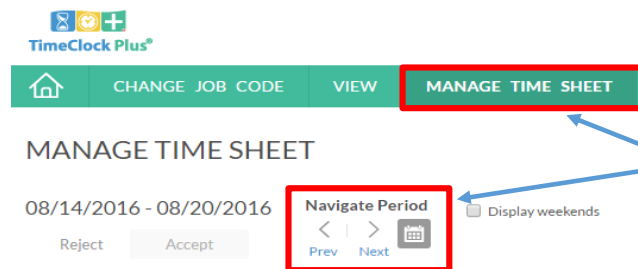
The screenshot shows the TimeClock Plus login interface. At the top, it displays the date '9/1/2016' and the time '08:19:37 AM'. Below this, there are two input fields: 'Select Company' with the value 'Reynolds School District #7 1' and 'External ID' with the value 'mwong'. A red box highlights the 'External ID' field. A blue arrow points from the text above to this field. At the bottom, there is a 'LOG ON TO DASHBOARD' button.

2. Your password is the same as your RSD computer/email password.  
Default password for temps is PEID plus two zeroes or just PEID (example: 99999900 or 999999).  
If you are having issues logging in, contact Payroll at [TimeClockPlus@rsd7.net](mailto:TimeClockPlus@rsd7.net)



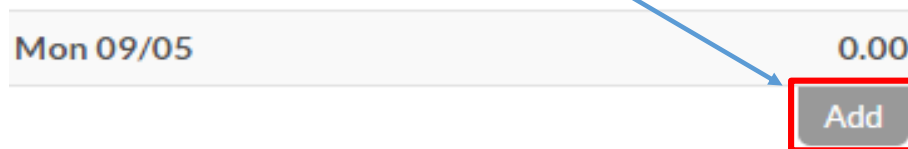
The screenshot shows a 'Password Entry' dialog box overlaid on the login page. The dialog has a 'Password' input field, which is highlighted with a red box. A blue arrow points from the text above to this field. The dialog also has 'Cancel' and 'Log On' buttons.

3. Click on Manage Time Sheet and navigate to the correct week.



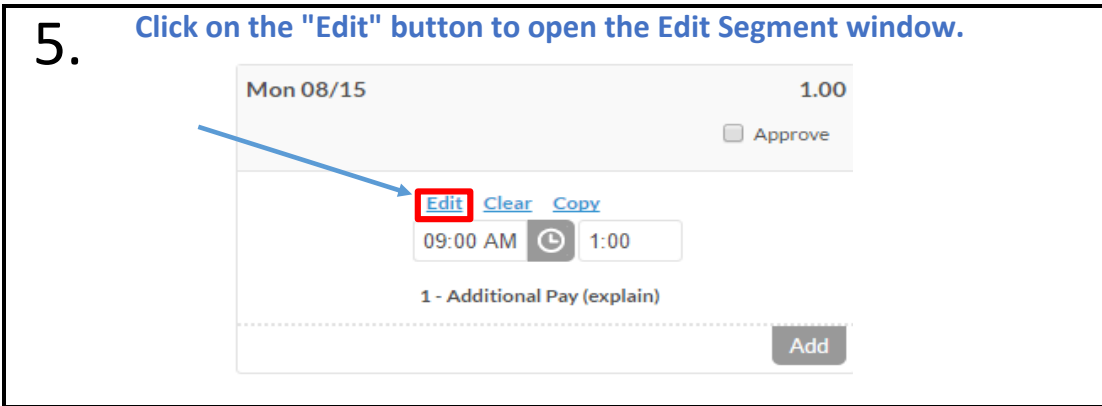
The screenshot shows the 'MANAGE TIME SHEET' interface. At the top, there is a navigation bar with buttons for 'HOME', 'CHANGE JOB CODE', 'VIEW', and 'MANAGE TIME SHEET'. The 'MANAGE TIME SHEET' button is highlighted with a red box. Below this, the current period is shown as '08/14/2016 - 08/20/2016'. There are 'Reject' and 'Accept' buttons. A 'Navigate Period' section contains navigation arrows and a calendar icon, with a red box around it. A blue arrow points from the text above to this section. There is also a 'Display weekends' checkbox.

4. Click on "Add" button to expand desired day.

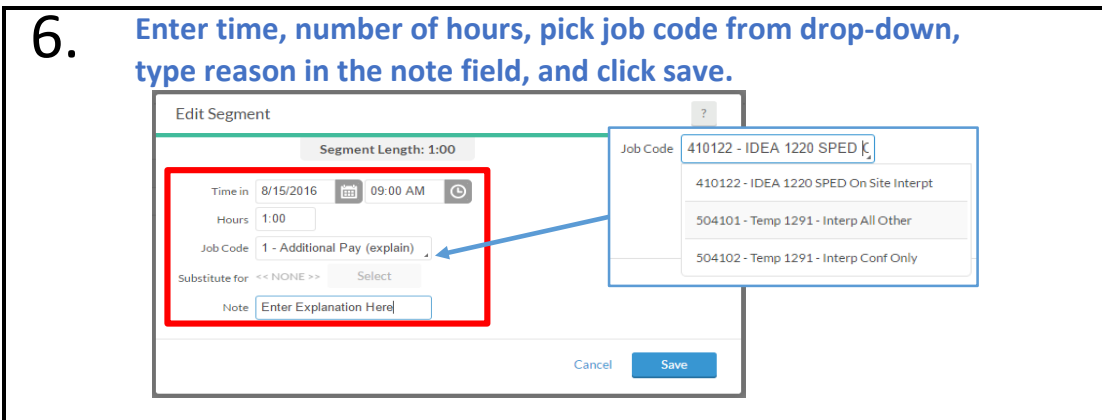


The screenshot shows a single row in a time sheet table. The row is for 'Mon 09/05' and has a value of '0.00'. An 'Add' button is located at the end of the row, highlighted with a red box. A blue arrow points from the text above to this button.

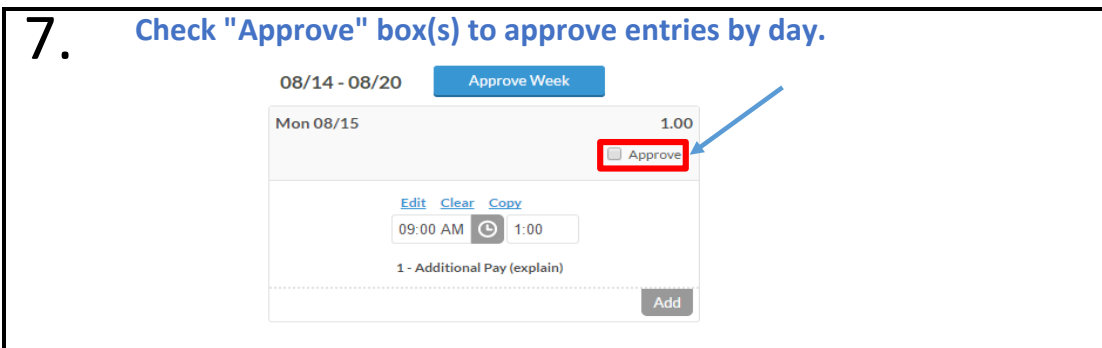
**5. Click on the "Edit" button to open the Edit Segment window.**



**6. Enter time, number of hours, pick job code from drop-down, type reason in the note field, and click save.**

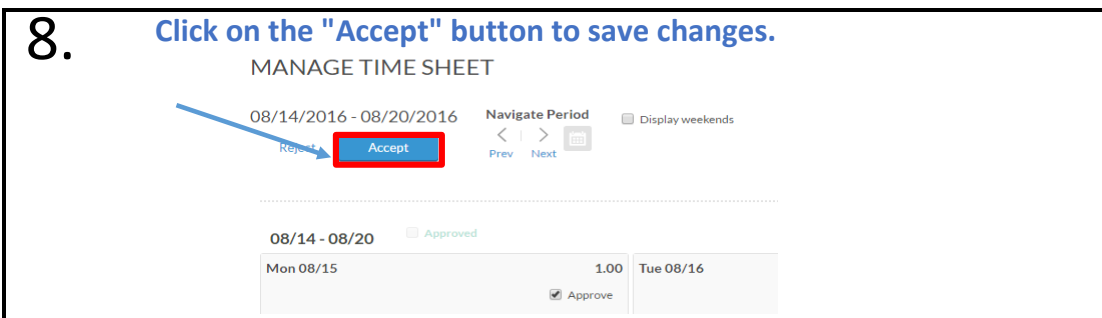


**7. Check "Approve" box(s) to approve entries by day.**



**8. Click on the "Accept" button to save changes.**

MANAGE TIME SHEET



**9. ✓ FINAL CHECK: Verify approval of submitted time entry.**

Your entry is now submitted for approval by your supervisor. It is your responsibility to check back in TimeClock Plus to confirm that your timecard was approved.