FAQs for All Staff

Reynolds School District

Finance Department
1204 NE 201st Avenue, Fairview, OR 97024
Phone: 503-661-7200 Fax: 503-667-6932
www.reynolds.k12.or.us

WHAT IS TimeClock Plus?

A replacement for the yellow paper time cards you have been using to record Additional Pay / Hours Worked. These are extra hours worked beyond your regularly scheduled work day. Some of these hours might include On-Call, Title 1 Work Shop, Curriculum, Drivers Ed, Media, SPED One-on-One and general extra hours worked in your regular position (as approved by your Supervisor, Principal, Manager).

WHEN WILL TimeClock Plus BE IMPLEMENTED?

TimeClock Plus will be rolled out in two phases:

Phase 1: All Schools   September 2016

Phase 2: All Departments   January 2017

WHERE DO I GO TO SIGN-IN, SO THAT I MAY ADD MY EXTRA HOURS WORKED?

You may use your personal or school-issued computer if you have internet access. If you do not have a computer assigned to you, please check with your Principal or Supervisor on protocol for your particular school/department.

TimeClock Plus is NOT available for your Android/IOS phone at this time.

MAY I USE MY COMPUTER AT HOME OR AT SCHOOL?

Yes, this timekeeping system is web based and secure. The link will be available on the Reynolds District intranet and iVisions Web Portal.

There will be 2 computers available at the District Office. Ask your secretary if your location has a computer available for TimeClock Plus entry.

WHAT IS THE WEBSITE ADDRESS?

https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594

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WHAT IS MY LOGIN INFORMATION?

Your username and password is the same as your RSD computer and email login.

WHAT IS THE LOGIN INFORMATION FOR TEMPORARY EMPLOYEES?

For temps, enter your first initial and last name.
The default password for temps is either PEID plus two additional zeroes or just PEID.

Example Username: mjordan
Example Password: 99999900 or 999999

WHAT HAPPENS IF I HAVE TROUBLE LOGGING IN?

Email TimeClockPlus@rsd7.net for assistance.

WHAT WILL I NEED IN ORDER TO ADD MY TIME?

You will need to know the **date worked**, **amount of time** (hours, minutes) and the **Job Code** to be charged.

WHAT IS A JOB CODE?

A **Job Code** is a simple explanation of the work you did and tied to a specific RSD account from which you will be paid. Many of the Job Code names are familiar to you already. Your building secretary, Department Manager and Payroll Office can assist you with Job Codes and their meaning and use. Job Codes have already been assigned to employees based on position with Reynolds District.

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WHAT ARE THE PAYROLL DEADLINES FOR ENTERING TIME?

All additional hours for TimeClock Plus **MUST** be entered and approved NO LATER THAN the last working day of the month.

The month will be closed and **NO** more time entries will be allowed for payment on the regular 20th pay date.

Deadline Date	For Hours Worked	Paid on	Deadline Date	For Hours Worked	Paid on
July 31st	July 1-31	Aug 19th	January 31st	Jan 1-31	Feb 17th
August 31st	Aug 1-31	Sept 20th	February 28th	Feb 1-28	Mar 20th
September 30th	Sept 1-30	Oct 20th	March 31st	Mar 1-31	Apr 20th
October 31st	Oct 1-31	Nov 18th	April 30th	April 1-30	May 19th
November 30th	Nov 1-30	Dec 16th	May 31st	May 1-31	June 19th
December 31st	Dec 1-31	Jan 20th	School Year Staff June 19th	June 1-19	June 30th
			Full Year Staff June 30th	June 1-30	July 20th

WHAT HAPPENS IF I FORGET TO ENTER TIME FOR A PREVIOUS MONTH?

You will need to enter the time on the current date (today) as JOB CODE = **Late Time Entry**, include in the note field (100 character limit) the job code which the hours should have been entered on, original date worked, hours and an explanation of the work. You will be contacted by your Principal, Supervisor or Department Manager who will approve the entry and forward to payroll on exception report for payment. Repeated Late Time Entries in TimeClock Plus could result in disciplinary action.

If you have any additional questions or are having issues logging in, contact Payroll at TimeClockPlus@rsd7.net