

# DASHBOARD



This is the default Dashboard you will see when you log in to TimeClock Plus.

**TimeClock Plus** Company: Reynolds School District #7 Week: 6/19/2016 Cynthia Le

HOME HOURS EMPLOYEE TOOLS CONFIGURATION COMPANY

MY DASHBOARD ☆ Matching 10 of 10 Employees Refresh Edit ?

### REQUIRED APPROVALS 26

Name	Type	Date	15/26
HUONG CYNTHIA LE	Manager Approval	08/15 09:00 A - 10:00 A (TS)	✓
HUONG CYNTHIA LE	Manager Approval	08/15 09:00 A - 09:00 A (TS)	✓
JANET NOVAK	Manager Approval	09/07 09:00 A - 10:00 A (TS)	✓
JANET NOVAK	Manager Approval	09/14 04:30 P - 05:00 P (TS)	✓
JULIE BEACHELL	Manager Approval	09/05 09:00 A - 01:00 P (TS)	✓
JULIE BEACHELL	Other Approval	09/05 09:00 A - 01:00 P (TS)	✓
JULIE BEACHELL	Manager Approval	09/06 09:00 A - 10:30 A (TS)	✓
JULIE BEACHELL	Other Approval	09/06 09:00 A - 10:30 A (TS)	✓
JULIE BEACHELL	Manager Approval	09/07 09:00 A - 10:30 A (TS)	✓
JULIE BEACHELL	Other Approval	09/07 09:00 A - 10:30 A (TS)	✓
JULIE BEACHELL	Manager Approval	09/08 09:00 A - 10:00 A (TS)	✓
JULIE BEACHELL	Other Approval	09/08 09:00 A - 10:00 A (TS)	✓
JULIE BEACHELL	Manager Approval	09/10 09:00 A - 12:30 P (TS)	✓
JULIE BEACHELL	Other Approval	09/10 09:00 A - 12:30 P (TS)	✓

[Jump to Group Hours](#)

### REMINDERS + 2

Delete	Description	Date	2/2
<input type="checkbox"/>	Due Date Time Card Approve	09/26	
<input type="checkbox"/>	Due Date Time Card Approve	10/12	

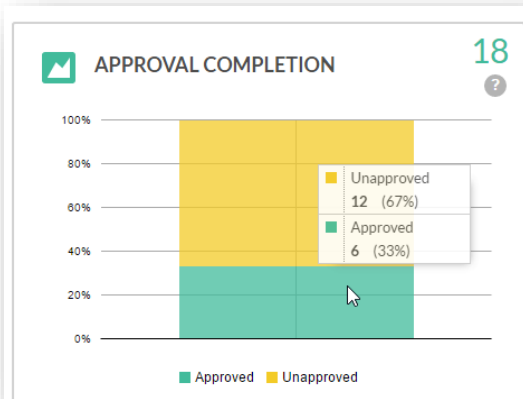
### APPROVAL COMPLETION 51

100%  
80%  
60%  
40%  
20%  
0%

Approved Unapproved

# DASHBOARD

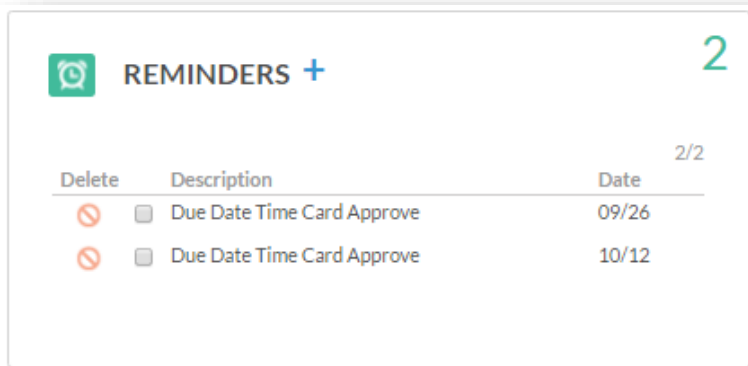
## ✓ Widgets Explained



Every assignment will have 3 approvers:

- Employee
- Manager
- Other

The yellow section means that the assignment is not completely approved by all required approvers.



Delete	Description	Date
<input type="checkbox"/>	Due Date Time Card Approve	09/26
<input type="checkbox"/>	Due Date Time Card Approve	10/12

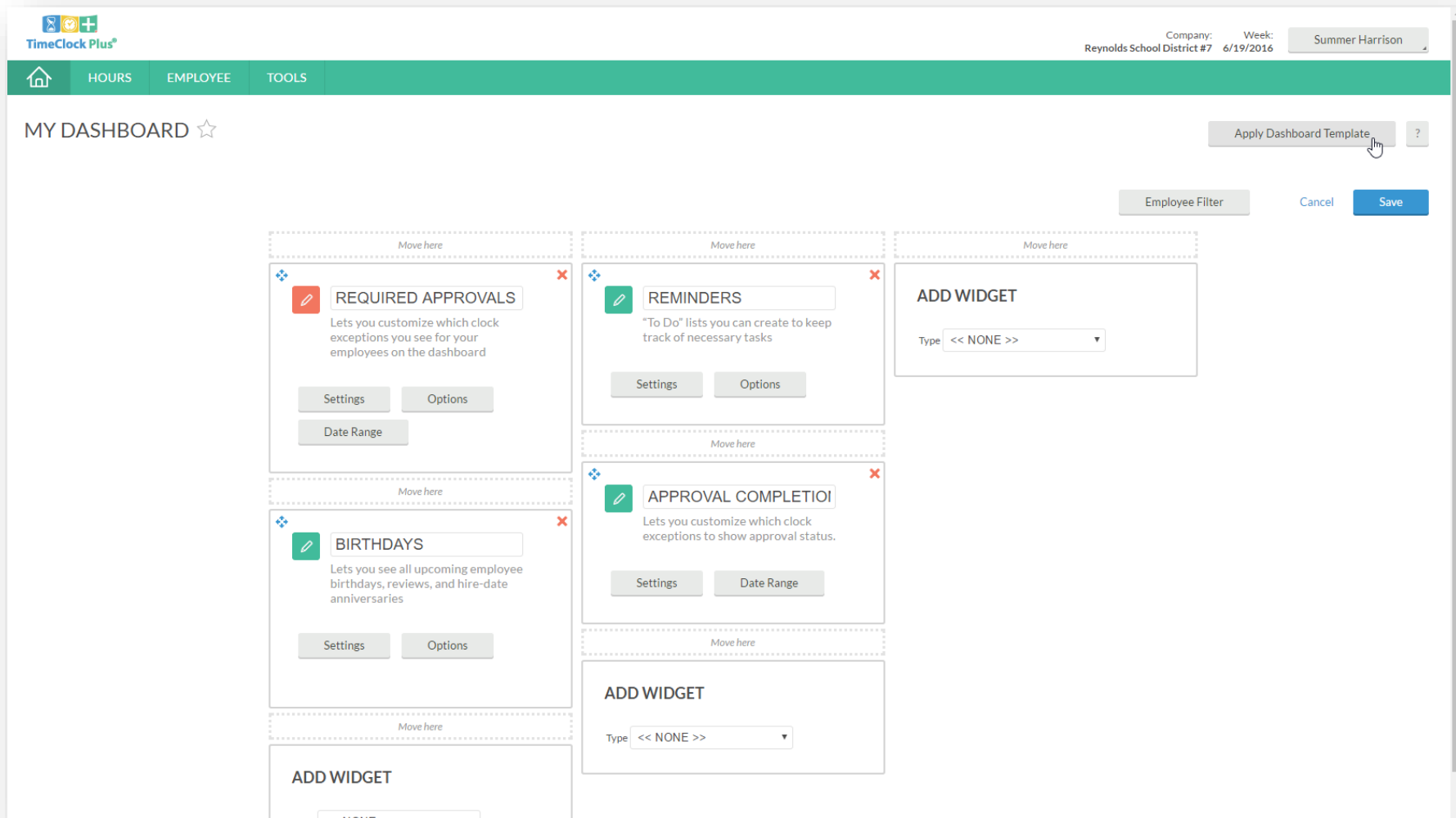
You can use this widget to create a custom “To Do” list.

Example: Time card approval due dates.

# DASHBOARD

## ✓ Design your own Dashboard

This screen allows you to edit which widgets appear on your Dashboard along with individual settings for each widget.

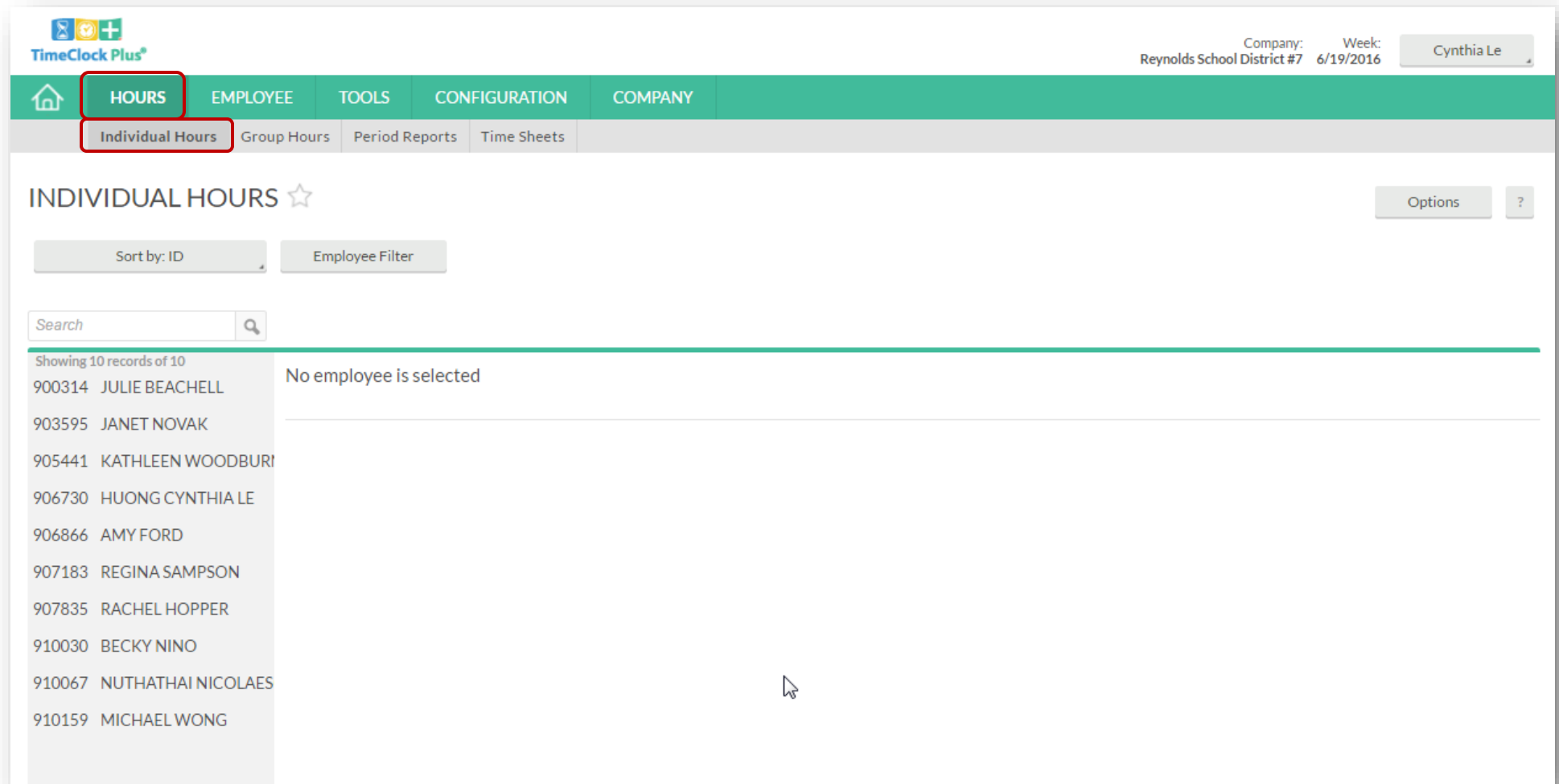


## Time Entry Assigned

### (Employee Time Entries)

Use this screen to approve time entries/edit time entries for employees.

To access, click on HOURS and then click on Individual Hours



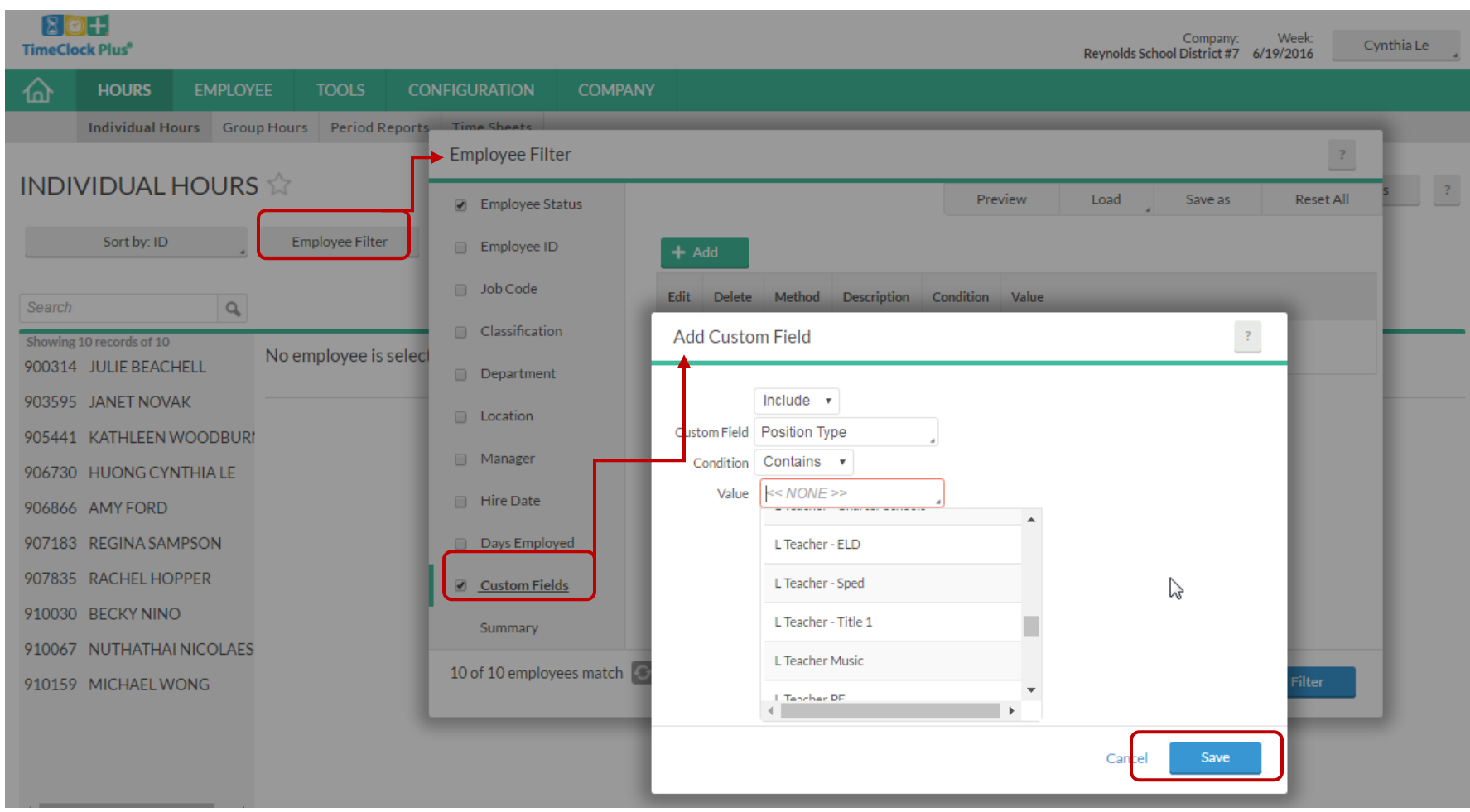
The screenshot displays the TimeClock Plus web application interface. At the top left, the 'TimeClock Plus' logo is visible. The top right shows the user's company, 'Reynolds School District #7', and the current week, '6/19/2016', with the user's name 'Cynthia Le' next to it. The main navigation bar is green and contains several menu items: 'HOURS', 'EMPLOYEE', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. The 'HOURS' menu item is highlighted with a red box. Below the main navigation bar, there is a sub-navigation bar with 'Individual Hours', 'Group Hours', 'Period Reports', and 'Time Sheets'. The 'Individual Hours' sub-menu item is also highlighted with a red box. The main content area is titled 'INDIVIDUAL HOURS' and includes a search bar, a 'Sort by: ID' dropdown, and an 'Employee Filter' button. A list of employees is displayed on the left side of the screen, with their IDs and names: 900314 JULIE BEACHELL, 903595 JANET NOVAK, 905441 KATHLEEN WOODBURN, 906730 HUONG CYNTHIA LE, 906866 AMY FORD, 907183 REGINA SAMPSON, 907835 RACHEL HOPPER, 910030 BECKY NINO, 910067 NUTHATHAI NICOLAES, and 910159 MICHAEL WONG. A message 'No employee is selected' is displayed on the right side of the screen. The 'Options' button and a help icon (?) are visible in the top right corner of the main content area.

# Time Entry Assigned

## ✓ Optional: filter employee list

Click on the Employee Filter button.

Then customize filter by job code, location, custom fields, etc.



The screenshot shows the TimeClock Plus interface. The 'Employee Filter' dialog box is open, displaying a list of filter options: Employee Status, Employee ID, Job Code, Classification, Department, Location, Manager, Hire Date, Days Employed, and Custom Fields. The 'Custom Fields' option is checked. A sub-dialog 'Add Custom Field' is also open, showing a dropdown for 'Include' set to 'Include', a 'Custom Field' dropdown set to 'Position Type', a 'Condition' dropdown set to 'Contains', and a 'Value' dropdown set to '<< NONE >>'. A list of position types is visible below the value field, including 'L Teacher - ELD', 'L Teacher - Sped', 'L Teacher - Title 1', and 'L Teacher Music'. The 'Save' button in the sub-dialog is highlighted with a red box.

# Time Entry Assigned

## ✓ Approve/Edit/Reject individual Hours (Individual Employee)

Select an employee from the list. This screen will show Time In and Time Out, Hours, Totals, Job Code, and Notes by transaction.

The approval status is highlighted in the red box below. An “” means not approved yet and a “✓” indicates approved.

The screenshot shows the TimeClock Plus interface for 'INDIVIDUAL HOURS'. The user is logged in as Cynthia Le, and the company is Reynolds School District #7. The interface includes a navigation menu with 'HOURS', 'EMPLOYEE', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. Under 'HOURS', there are sub-menus for 'Individual Hours', 'Group Hours', 'Period Reports', and 'Time Sheets'. The main content area shows a list of employees on the left and a detailed view for 'MICHAEL WONG' on the right. The detailed view includes a date range from 6/19/2016 to 9/17/2016 and an 'Open Weeks' dropdown. Below this, there are buttons for '+ Add Segment', 'Manage Segments', 'Manage Exceptions', and 'Resolve period'. A table shows the employee's time entries for 8/15/2016. The table has columns for 'Notes', 'Edited', 'Time In', 'Time Out', 'Hours', 'Shift Total', 'Week Total', 'Job Code', 'Rate', and 'Substitute For'. The 'Notes' column contains '1 - Additional Pay (explain)'. The 'Hours' column shows 1.00 for the first record and 0.00 for the second. The 'Rate' column has input boxes. A red box highlights the approval status column, which contains a green checkmark for both records. A tooltip 'Requires Approval Manager' is visible over the first record's status.

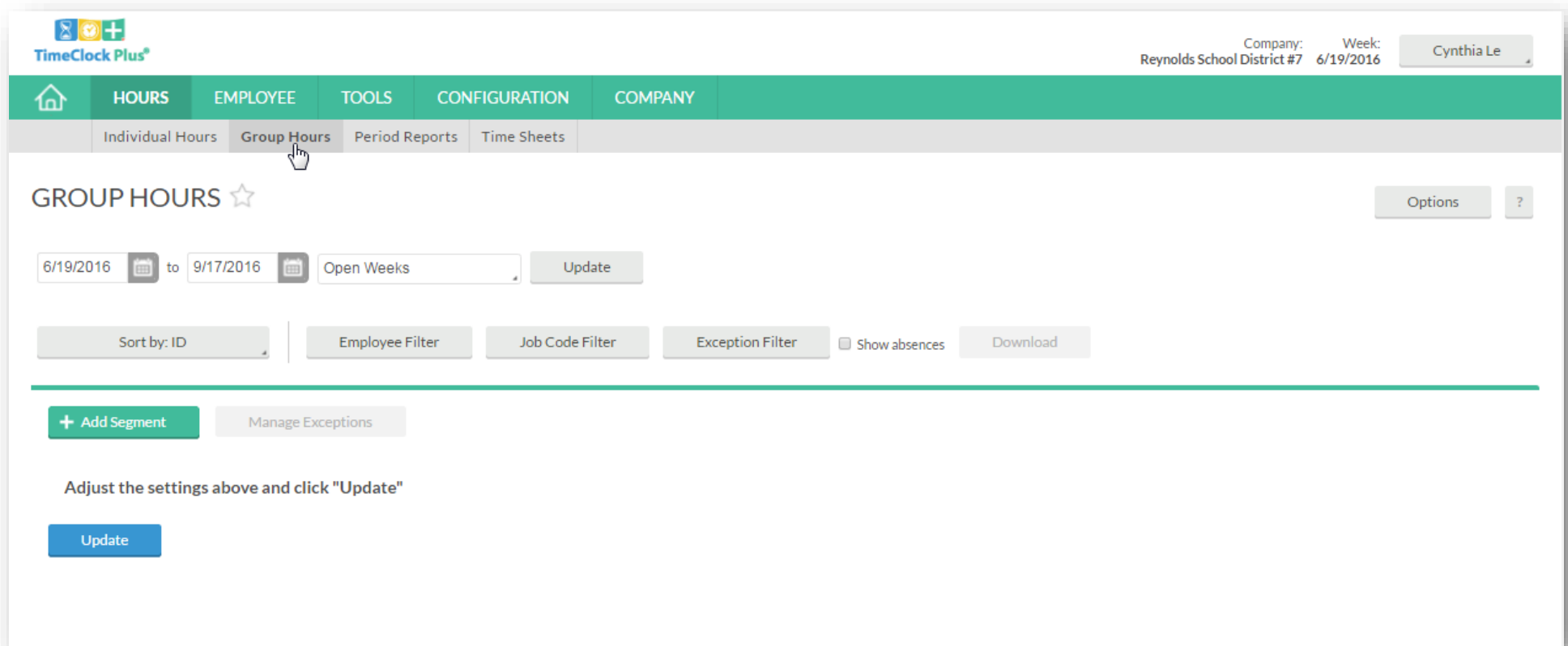
Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	Substitute For
1 - Additional Pay (explain)	Y	8/15/2016 09:00 AM	<< Time sheet >>	1.00	1.00		1 - Additional Pay (explain)	<input type="text"/>	
1 - Additional Pay (explain)		8/15/2016 09:00 AM	<< Time sheet >>	0.00	0.00	1.00	1 - Additional Pay (explain)	<input type="text"/>	

## Time Entry Assigned

### ✓ View Group Hours (All Employees assigned)

Click on HOURS> Group Hours> Update

This will allow you to see all the employee assignments which are pending approval.



TimeClock Plus

Company: Reynolds School District #7 Week: 6/19/2016 Cynthia Le

HOURS EMPLOYEE TOOLS CONFIGURATION COMPANY

Individual Hours **Group Hours** Period Reports Time Sheets

GROUP HOURS ☆ Options ?

6/19/2016 to 9/17/2016 Open Weeks Update

Sort by: ID Employee Filter Job Code Filter Exception Filter  Show absences Download

+ Add Segment Manage Exceptions

Adjust the settings above and click "Update"

Update

# Time Entry Assigned

## ✓ View Group Hours (All Employees assigned)

This screen allows you to see all the employee assignments which are pending approval.

**GROUP HOURS** ☆ Options ?

6/19/2016 to 9/17/2016 Open Weeks Update

Sort by: ID Employee Filter Job Code Filter Exception Filter  Show absences Download

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+ Add Segment
Manage Segments
Manage Exceptions
Resolve period
[Expand all](#) [Collapse all](#)

Showing 17 records of 17 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Rate	Substitute For
<b>- 900314 - JULIE BEACHELL</b>																	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/5/2016 09:00 AM	<< Time sheet >>	4.00	4.00		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/6/2016 09:00 AM	<< Time sheet >>	1.50	1.50		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/7/2016 09:00 AM	<< Time sheet >>	1.50	1.50		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/8/2016 09:00 AM	<< Time sheet >>	1.00	1.00		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/10/2016 09:00 AM	<< Time sheet >>	3.50	3.50	11.50	1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/12/2016 09:00 AM	<< Time sheet >>	1.00	1.00		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/13/2016 09:00 AM	<< Time sheet >>	1.25	1.25		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/14/2016 09:00 AM	<< Time sheet >>	0.75	0.75		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/15/2016 09:00 AM	<< Time sheet >>	0.75	0.75	3.75	1 - Additional Pay (explain)		23.64	
<b>- 903595 - JANET NOVAK</b>																	
<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		Y			9/6/2016 09:00 AM	<< Time sheet >>	0.50	0.50		1 - Additional Pay (explain)			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Y			9/7/2016 09:00 AM	<< Time sheet >>	1.00	1.00	1.50	1 - Additional Pay (explain)		22.15	



# Time Entry Assigned

## ✓ Edit Employee Time Entry

MICHAEL WONG

6/19/2016 to 9/17/2016 Open Weeks Update

Exception Filter Job Code Filter Download

+ Add Segment Manage Segments Manage Exceptions Resolve period

Show absences Regular 1.00 OT1 0.00 OT2 0.00 Leave 0.00 Total 1.00

	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	Substitute For
<input type="checkbox"/>	Y	8/15/2016 09:00 AM	<< Time sheet >>	1.00	1.00	1.00	1 - Additional Pay (explain)	18.17	
<input type="checkbox"/>		8/15/2016 09:00 AM	<< Time sheet >>	0.00	0.00	1.00	1 - Additional Pay (explain)	18.17	

Edit Segment

Segment Length: 1:00

Individual is clocked in  
 Time sheet entry  
 Edit actual time  
 Missed in punch  
 Missed out punch

Time in: 8/15/2016 09:00 AM  
Hours: 1:00  
Job Code: 1 - Additional Pay (explain)  
Rate: 1 - Additional Pay (explain)  
Substitute for: << NONE >>  
Note:

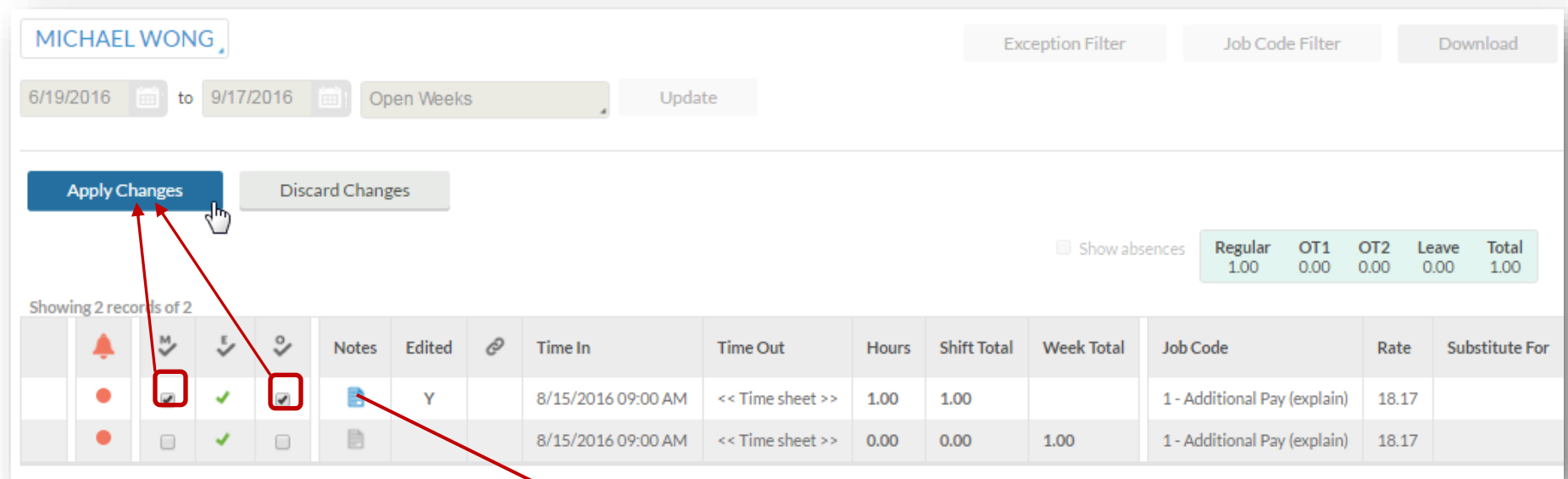
Cancel Save

## Time Entry Assigned

### ✓ Approve / Reject Employee Time Entry

- M ✓ Manager/Principal Approval (2<sup>nd</sup> Approve by head of department /school)
- E ✓ Employee Approval (1<sup>st</sup> Approve by themselves)
- O ✓ Owner of Job Code Approval

**Approve** Check box the transaction to “Approve” then hit “Apply Changes”



MICHAEL WONG

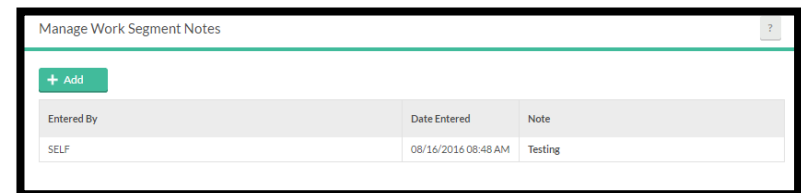
6/19/2016 to 9/17/2016 Open Weeks Update

Apply Changes Discard Changes

Showing 2 records of 2

				Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	Substitute For
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	8/15/2016 09:00 AM	<< Time sheet >>	1.00	1.00		1 - Additional Pay (explain)	18.17	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			8/15/2016 09:00 AM	<< Time sheet >>	0.00	0.00	1.00	1 - Additional Pay (explain)	18.17	

Click to check the note from Employee



Manage Work Segment Notes

+ Add

Entered By	Date Entered	Note
SELF	08/16/2016 08:48 AM	Testing

**Reject/Delete** Check box (The first column) for the transaction to “Delete” then hit “Manage Segment” then “Delete”

MICHAEL WONG

6/19/2016 to 9/24/2016 Open Weeks Update

Exception Filter Job Code Filter Download

+ Add Segment Manage Segments Manage Exceptions Resolve period

Show absences Regular 1.08 OT1 0.00 OT2 0.00 Leave 0.00 Total 1.08

Showing 2 records of 2

	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	Substitute For
<input type="checkbox"/>	Y	8/15/2016 09:00 AM	<< Time sheet >>	1.00	1.00		1 - Additional Pay (explain)	18.17	
<input checked="" type="checkbox"/>	Y	8/15/2016 09:00 AM	<< Time sheet >>	0.08	0.08	1.08	1 - Additional Pay (explain)	18.17	

## Time Clock Plus – Principal/Manager Roles

### \*\*\* After “Approved”

Employee Filter

Hours Accruals

MICHAEL WONG

Exception Filter Job Code Filter Download

6/19/2016 to 9/17/2016 Open Weeks Update

+ Add Segment Manage Segments Manage Exceptions Resolve period

Show absences

Regular	OT1	OT2	Leave	Total
1.00	0.00	0.00	0.00	1.00

Showing 2 records of 2 Selected 0 records

					Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	Substitute For
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	8/15/2016 09:00 AM	<< Time sheet >>	1.00	1.00		1 - Additional Pay (explain)	18.17	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			8/15/2016 09:00 AM	<< Time sheet >>	0.00	0.00	1.00	1 - Additional Pay (explain)	18.17	

### \*\*\* After “Deleted” Employee Page Log in

TimeClock Plus

MICHAEL WONG  
Clocked out 9/19/2016 09:49:14 AM  
[Log Off](#) [Change Pin](#)

CHANGE JOB CODE VIEW MANAGE TIME SHEET

View Hours View Last Punch View Messages

## VIEW HOURS

Navigate period

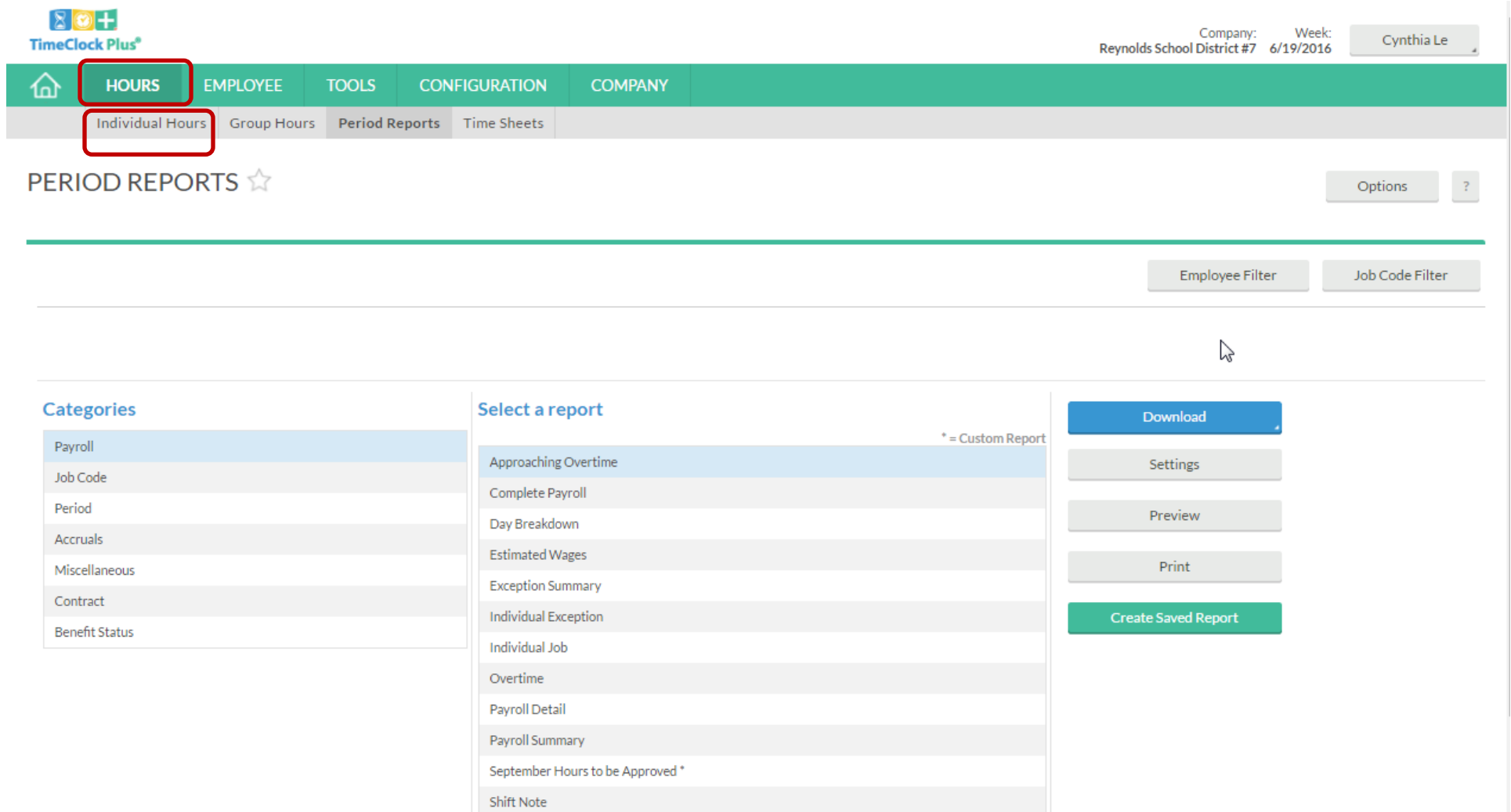
Download

Regular	OT1	OT2	Leave	Total
1.00	0.00	0.00	0.00	1.00

		Notes	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input checked="" type="checkbox"/>		8/15/2016 09:00 AM	<< Time sheet >>	1.00	1.00	1.00	1 - Additional Pay (explain)

# Time Clock Plus Standard Report

The Period Reports are standard reports which are easy to generate. Standard reports cannot be customized.

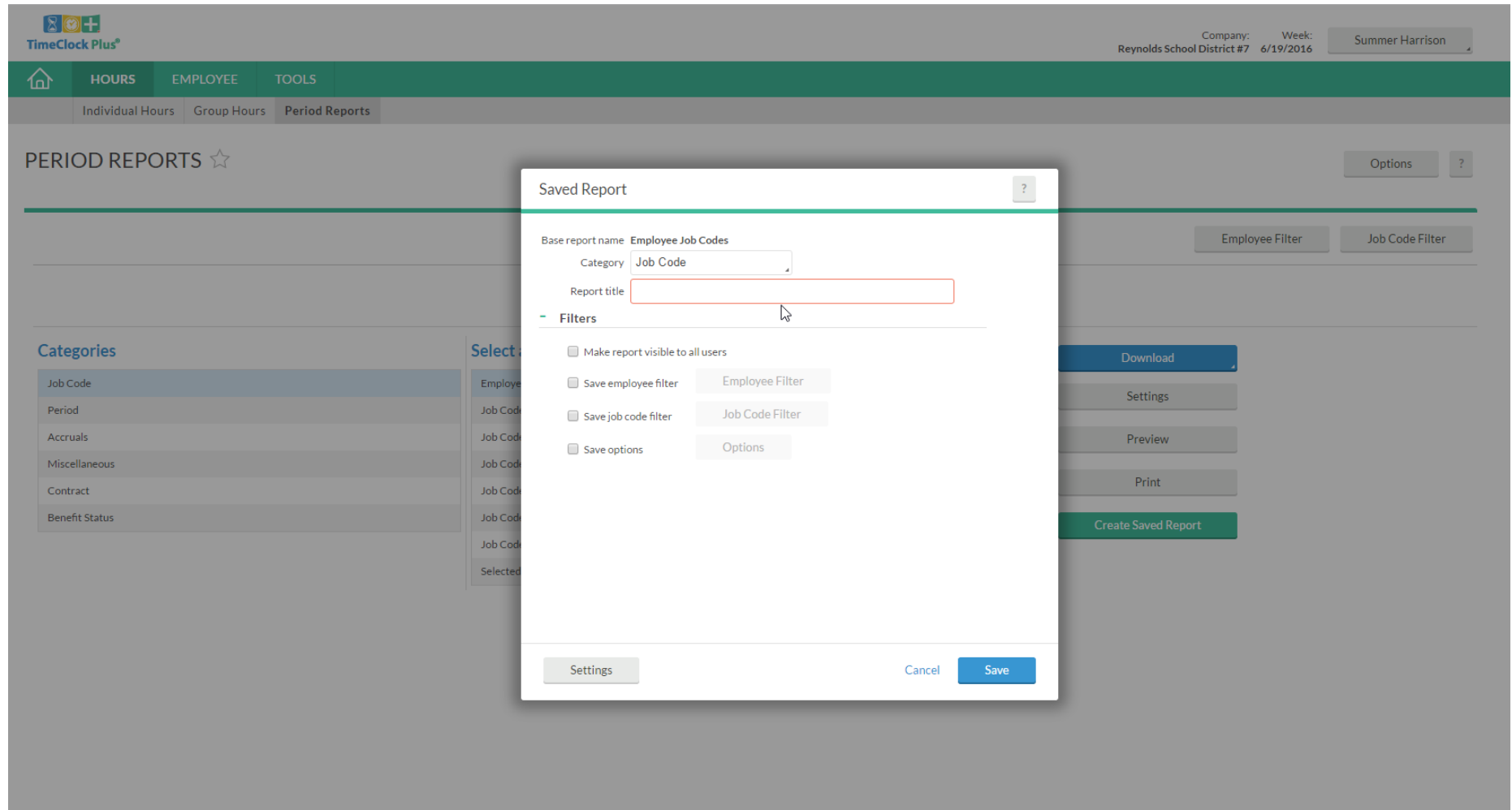


The screenshot shows the TimeClock Plus web application interface. At the top left is the TimeClock Plus logo. On the right, the user information is displayed: Company: Reynolds School District #7, Week: 6/19/2016, and the user name: Cynthia Le. The main navigation menu is a green bar with tabs for HOME, HOURS, EMPLOYEE, TOOLS, CONFIGURATION, and COMPANY. The HOURS tab is selected and highlighted with a red box. Below the HOURS tab, there are sub-tabs for Individual Hours, Group Hours, Period Reports, and Time Sheets. The Individual Hours sub-tab is also highlighted with a red box. Below the navigation menu, the page title is "PERIOD REPORTS" with a star icon. On the right side, there are buttons for "Options" and "?". Below the title, there are two filter buttons: "Employee Filter" and "Job Code Filter". The main content area is divided into three columns. The left column is titled "Categories" and lists: Payroll, Job Code, Period, Accruals, Miscellaneous, Contract, and Benefit Status. The middle column is titled "Select a report" and lists: Approaching Overtime, Complete Payroll, Day Breakdown, Estimated Wages, Exception Summary, Individual Exception, Individual Job, Overtime, Payroll Detail, Payroll Summary, September Hours to be Approved \*, and Shift Note. A note "\* = Custom Report" is located to the right of the "Approaching Overtime" item. The right column contains a vertical stack of buttons: "Download", "Settings", "Preview", "Print", and "Create Saved Report".

# TimeClock Plus Standard Report

## ✓ Save Report and Create your own report name

Saving a report allows you to bookmark it for easy access in the future.



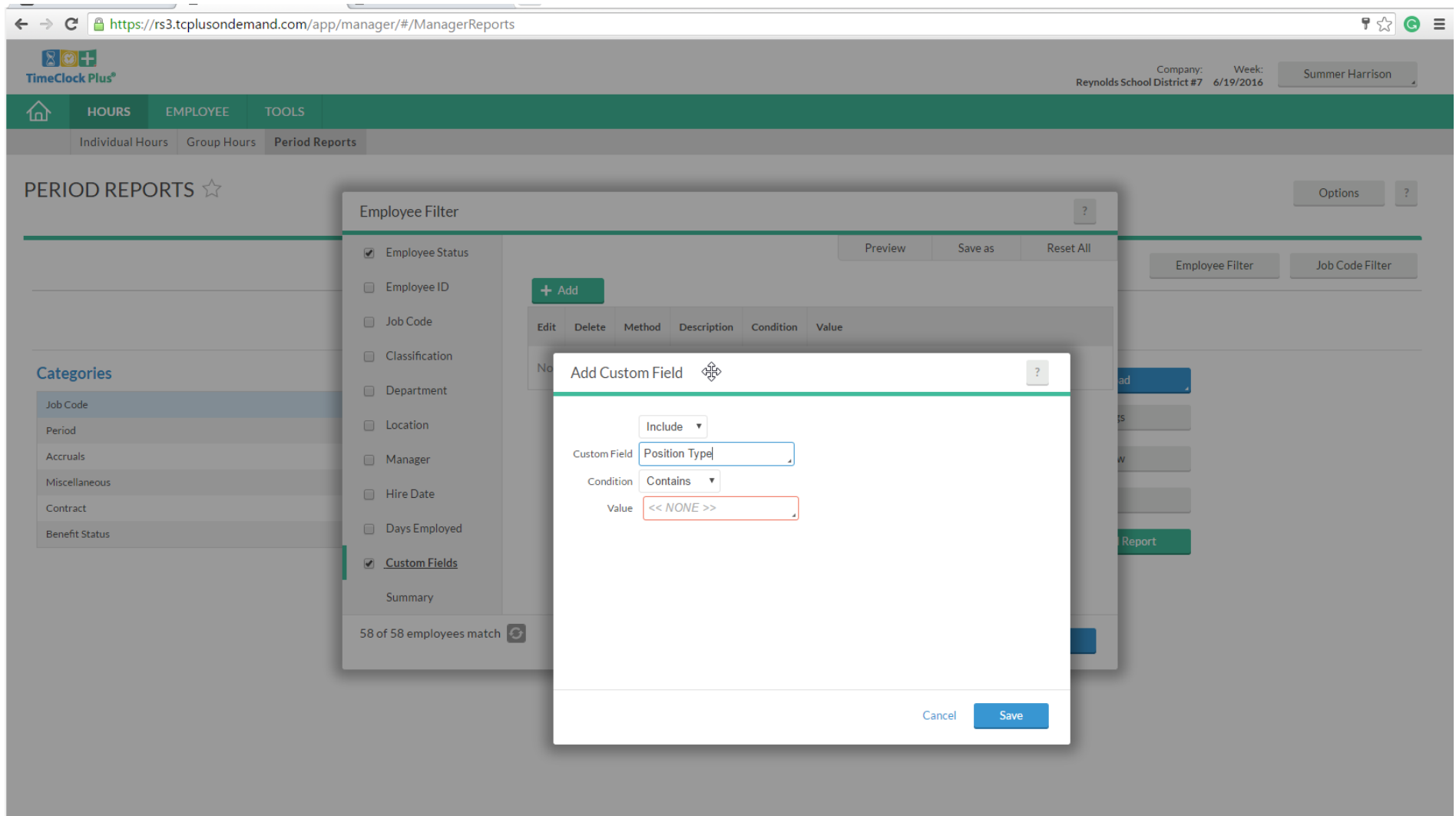
The screenshot displays the TimeClock Plus interface. At the top, the navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. The 'PERIOD REPORTS' section is active, showing a list of categories on the left and a 'Select' dropdown on the right. A 'Saved Report' dialog box is open in the center, allowing users to save their current report configuration. The dialog box includes the following elements:

- Base report name:** Employee Job Codes
- Category:** Job Code
- Report title:** A text input field.
- Filters:**
  - Make report visible to all users
  - Save employee filter (Employee Filter button)
  - Save job code filter (Job Code Filter button)
  - Save options (Options button)
- Buttons:** Settings, Cancel, Save

# TimeClock Plus Standard Report

## ✓ Filter Reports

You can filter your reports by Job Code, Location, Position, etc.



The screenshot displays the TimeClock Plus web application interface. The main navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. The 'PERIOD REPORTS' section is active, showing a list of categories like 'Job Code', 'Period', 'Accruals', etc. An 'Employee Filter' dialog is open, listing various filter criteria such as 'Employee Status', 'Job Code', 'Location', and 'Custom Fields'. The 'Custom Fields' option is selected. Overlaid on this is an 'Add Custom Field' modal window. This modal has a dropdown menu set to 'Include', a 'Custom Field' dropdown set to 'Position Type', a 'Condition' dropdown set to 'Contains', and a 'Value' dropdown set to '<< NONE >>'. The modal also features 'Cancel' and 'Save' buttons at the bottom.

## Recommend Report

- ✓ **Job Code assigned to each Employee**

Categories	Select a report	
Payroll	Employee Job Codes	Download
Job Code	Job Code Analysis Detail	Settings

- ✓ **Payroll Detail**

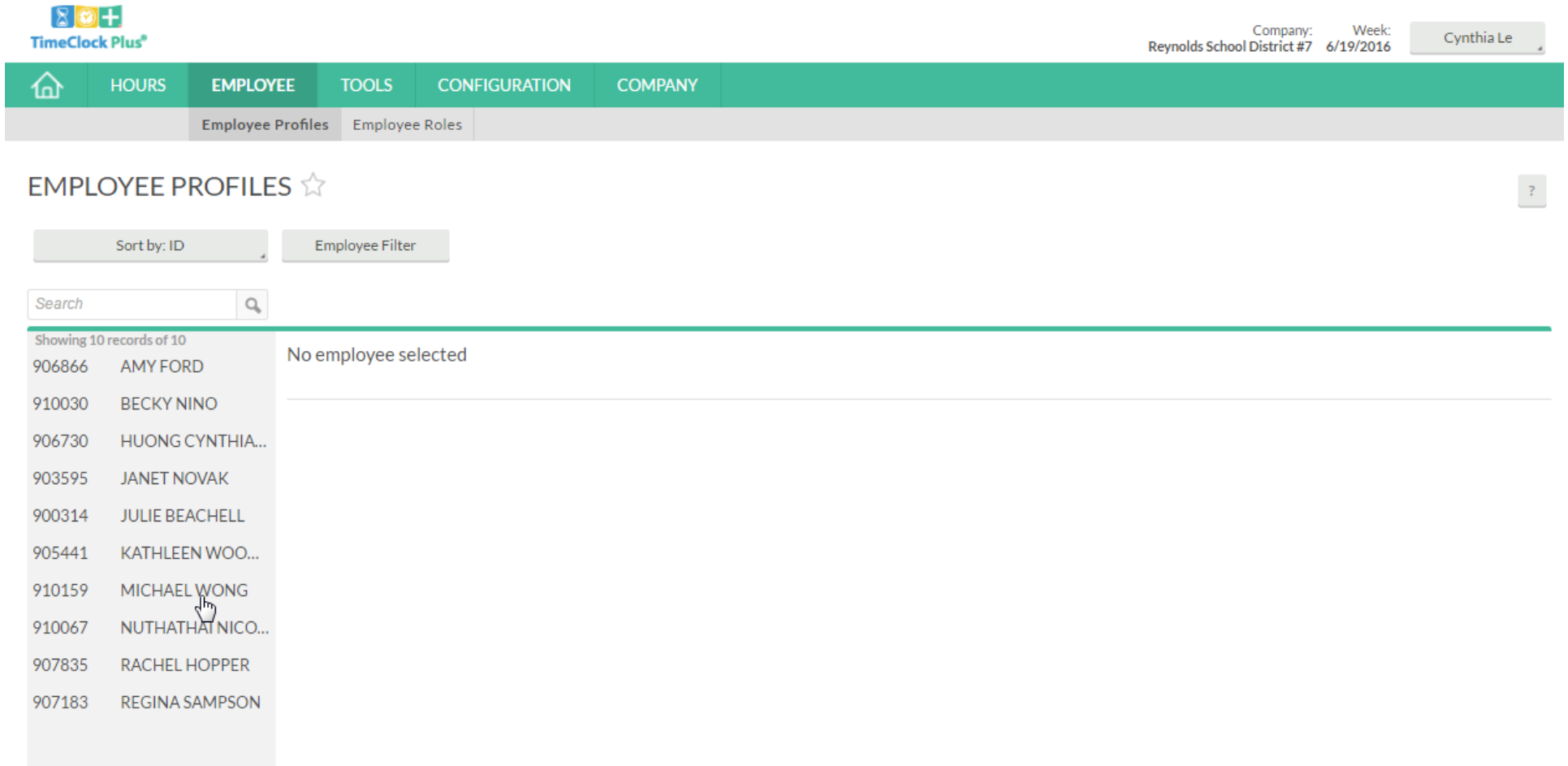
Categories	Select a report	
Payroll	Approaching Overtime	Download
Job Code	Complete Payroll	Settings
Scheduler	Day Breakdown	Preview
Period	Estimated Wages	Print
Accruals	Exception Summary	Create Saved Report
Miscellaneous	Individual Exception	
Contract	Individual Job	
Benefit Status	Overtime	
	Payroll Detail	

\* = Custom Report

## *Employee Information*



This is the list of all employees under your building/department.



TimeClock Plus

Company: Reynolds School District #7 Week: 6/19/2016 Cynthia Le

Home HOURS **EMPLOYEE** TOOLS CONFIGURATION COMPANY

Employee Profiles Employee Roles

### EMPLOYEE PROFILES ☆

Sort by: ID Employee Filter

Search

Showing 10 records of 10

906866	AMY FORD
910030	BECKY NINO
906730	HUONG CYNTHIA...
903595	JANET NOVAK
900314	JULIE BEACHELL
905441	KATHLEEN WOO...
910159	MICHAEL WONG
910067	NUTHATHAT NICO...
907835	RACHEL HOPPER
907183	REGINA SAMPSON

No employee selected

## Tools (custom reports)

Time Clock Plus – Principal/Manager Roles  
This tab can be used to export customized reports.

**Tools > Export**



Company: Reynolds School District #7    Week: 6/19/2016    Cynthia Le

Home   HOURS   EMPLOYEE   **TOOLS**   CONFIGURATION   COMPANY

Export   Employee Status   Other Tools

**EXPORT** ☆

Options ?

Export Type: << NONE >>

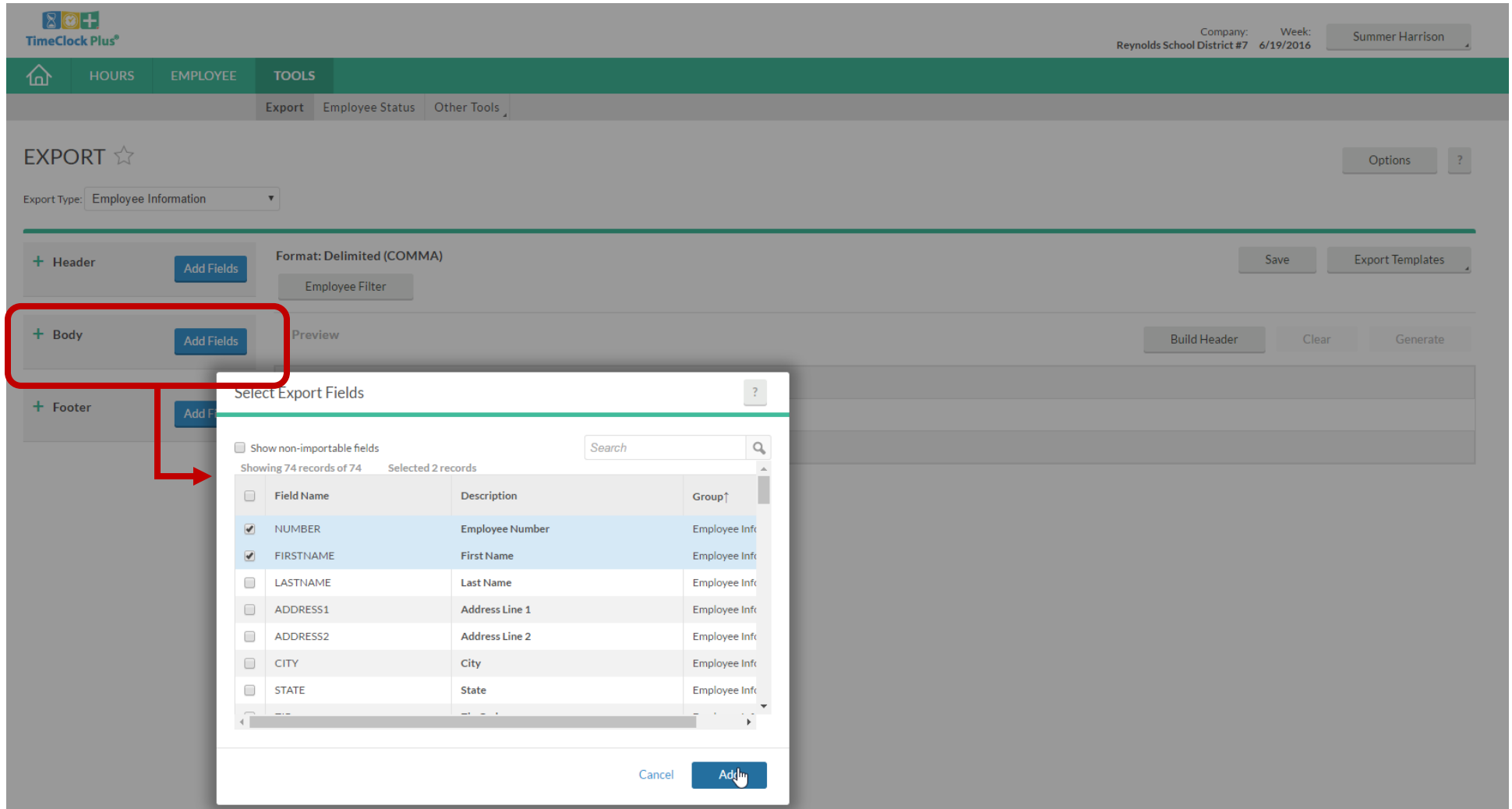
- << NONE >>
- Employee Information**
- Employee Accruals
- Employee Job Code Information
- Rate Change History
- Job Code List
- Schedules
- Employee Segments
- Users
- Recurring Schedules
- Recurring Schedules Segments
- Employee Recurring Schedules

Please select export type from the list above

# Tools (custom reports)

➤ How to Export Report (Customize Report)

Body > Add Fields > Select desired fields



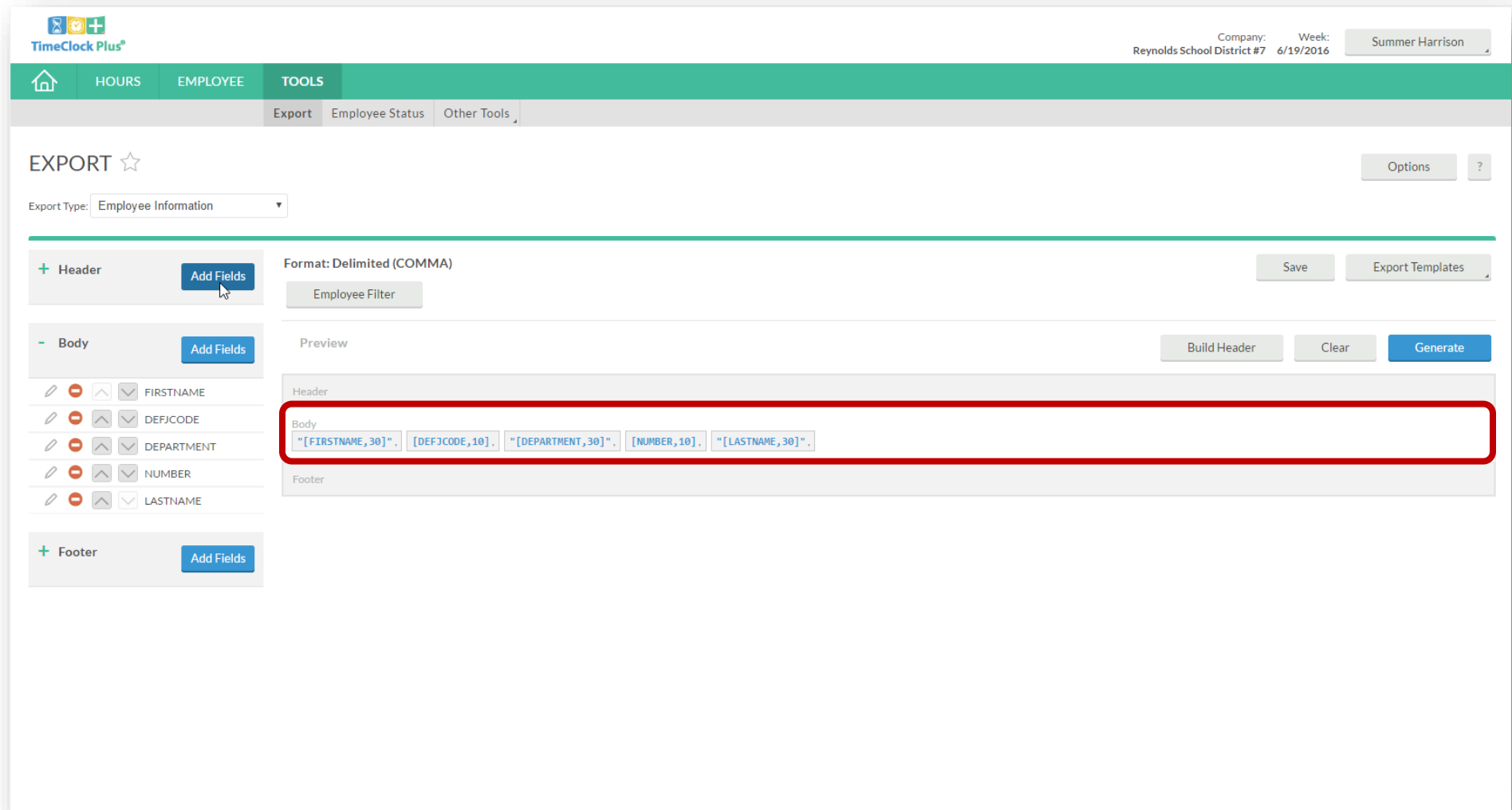
The screenshot shows the TimeClock Plus interface. At the top, it says 'TimeClock Plus' and 'Reynolds School District #7'. The main navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. Under 'TOOLS', there are options for 'Export', 'Employee Status', and 'Other Tools'. The 'EXPORT' section is active, showing 'Export Type: Employee Information'. Below this, there are sections for 'Header', 'Body', and 'Footer', each with an 'Add Fields' button. The 'Body' section is highlighted with a red box, and an arrow points to its 'Add Fields' button. A dialog box titled 'Select Export Fields' is open, showing a list of fields with checkboxes. The 'NUMBER' and 'FIRSTNAME' fields are checked. The dialog box also includes a search bar, a 'Show non-importable fields' checkbox, and 'Cancel' and 'Add' buttons.

Field Name	Description	Group
<input checked="" type="checkbox"/> NUMBER	Employee Number	Employee Inf
<input checked="" type="checkbox"/> FIRSTNAME	First Name	Employee Inf
<input type="checkbox"/> LASTNAME	Last Name	Employee Inf
<input type="checkbox"/> ADDRESS1	Address Line 1	Employee Inf
<input type="checkbox"/> ADDRESS2	Address Line 2	Employee Inf
<input type="checkbox"/> CITY	City	Employee Inf
<input type="checkbox"/> STATE	State	Employee Inf

# Tools (custom reports)

## ✓ The body of Report field

This will show all the fields that you selected on the previous screen.



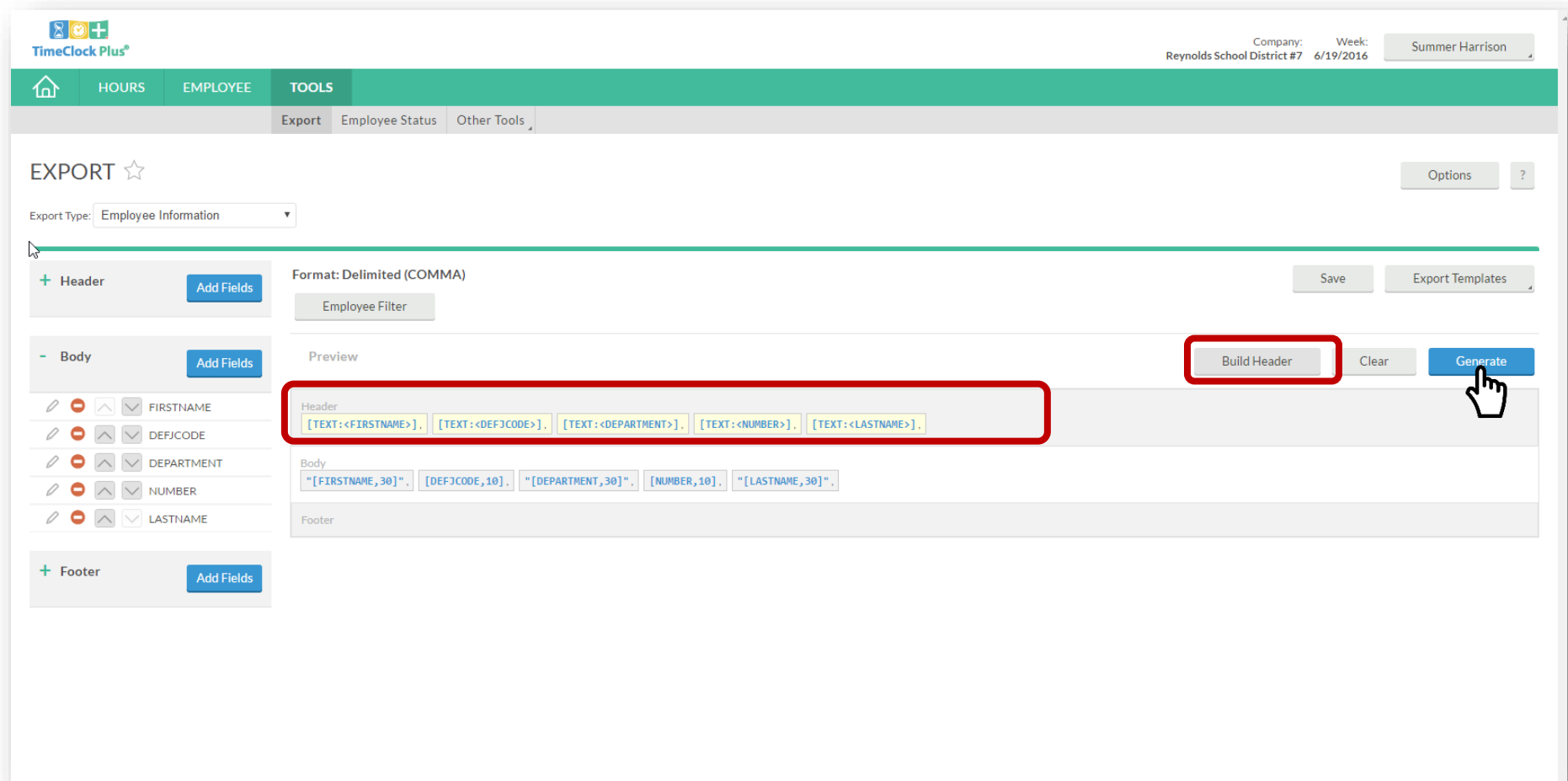
The screenshot shows the 'EXPORT' interface in TimeClock Plus. The 'Export Type' is set to 'Employee Information'. The 'Format' is 'Delimited (COMMA)'. The 'Body' section is expanded, showing a list of fields: FIRSTNAME, DEFJCODE, DEPARTMENT, NUMBER, and LASTNAME. The 'Preview' section shows a delimited text format: \"[FIRSTNAME,30]\". [DEFJCODE,10]. \"[DEPARTMENT,30]\". [NUMBER,10]. \"[LASTNAME,30]\". The 'Body' section is highlighted with a red box.

# Tools (custom reports)

✓ We need the Header too!!

Click on the Build Header button.

Then Click on the Generate button.



The screenshot shows the TimeClock Plus interface. At the top, there's a navigation bar with 'Home', 'HOURS', 'EMPLOYEE', and 'TOOLS'. The 'TOOLS' section is active, showing 'Export', 'Employee Status', and 'Other Tools'. The 'EXPORT' section is titled 'EXPORT ☆' and has an 'Options ?' button. The 'Export Type' is set to 'Employee Information'. The 'Format' is 'Delimited (COMMA)'. There are 'Save' and 'Export Templates' buttons. The 'Header' section is expanded, showing a list of fields: FIRSTNAME, DEFJCODE, DEPARTMENT, NUMBER, and LASTNAME. The 'Body' section is collapsed. The 'Preview' area shows the following header and body rows:

Header
[TEXT:<FIRSTNAME>]. [TEXT:<DEFJCODE>]. [TEXT:<DEPARTMENT>]. [TEXT:<NUMBER>]. [TEXT:<LASTNAME>].

The 'Body' section shows the following rows:

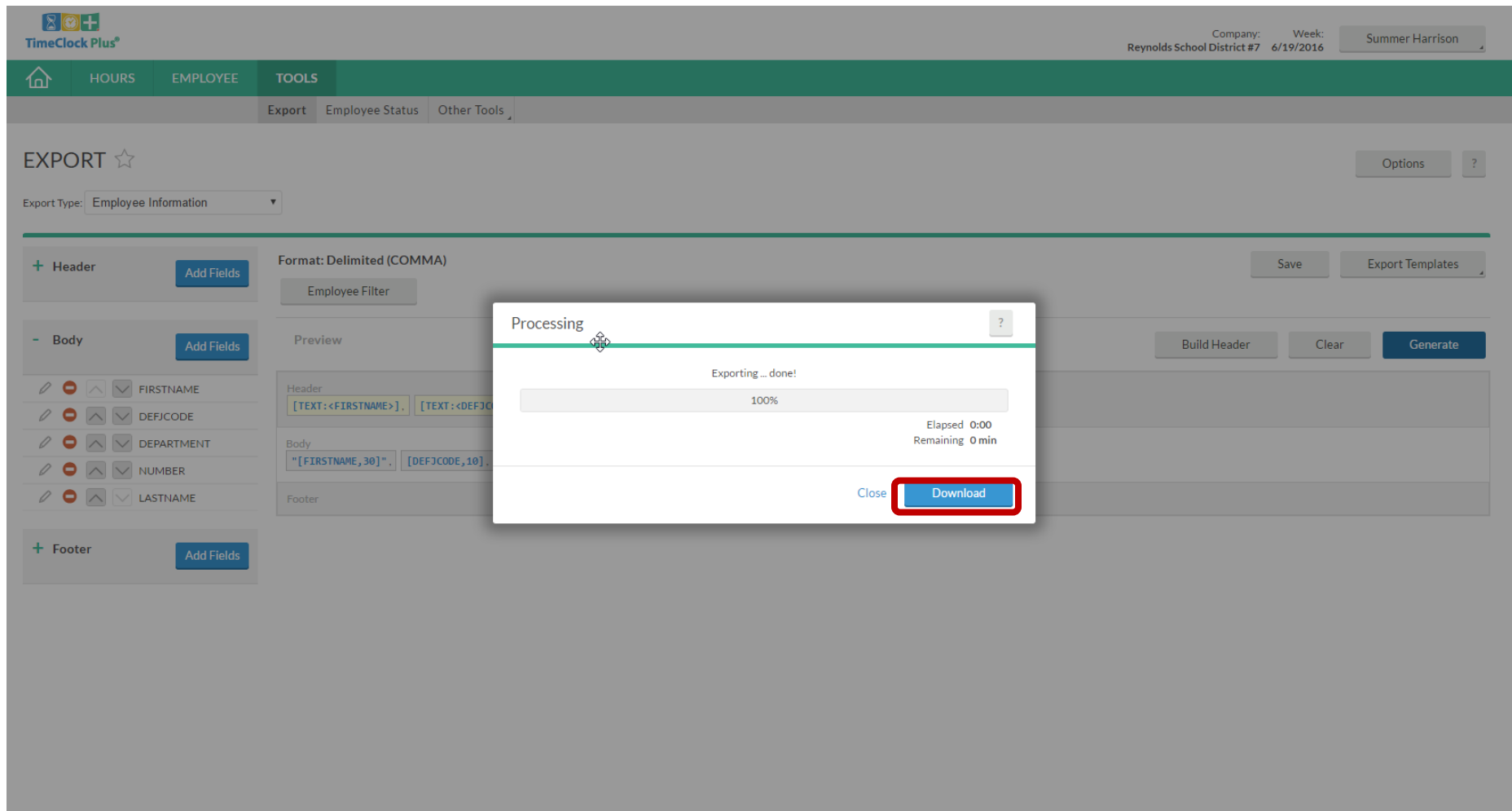
Body
"[FIRSTNAME, 30]". [DEFJCODE, 10]. "[DEPARTMENT, 30]". [NUMBER, 10]. "[LASTNAME, 30]".

The 'Footer' section is empty. The 'Build Header' and 'Generate' buttons are highlighted with red boxes. A hand cursor is pointing at the 'Generate' button.

## Tools (custom reports)

After clicking generate, there will be a popup message that shows processing.

Click download to get report.



The screenshot displays the TimeClock Plus web interface. At the top right, it shows 'Company: Reynolds School District #7', 'Week: 6/19/2016', and 'Summer Harrison'. The main navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. Under 'TOOLS', there are sub-menus for 'Export', 'Employee Status', and 'Other Tools'. The 'EXPORT' section is active, showing 'Export Type: Employee Information'. The interface includes sections for 'Header', 'Body', and 'Footer', each with an 'Add Fields' button. A 'Format: Delimited (COMMA)' option is selected. A 'Preview' section shows a sample of the export data with fields like '[TEXT:<FIRSTNAME>]' and '[DEFJCODE,10]'. A 'Generate' button is visible. A 'Processing' popup dialog box is centered on the screen, displaying 'Exporting ... done!' with a 100% progress bar. It also shows 'Elapsed 0:00' and 'Remaining 0 min'. The dialog has a 'Close' button and a 'Download' button, which is highlighted with a red rectangle.

# Tools (custom reports)

## ✓ Save Custom Report

### Save Export Template

**New Template**

Template name

Make public

Save employee filter

Save job code filter

---

**Saved Templates**

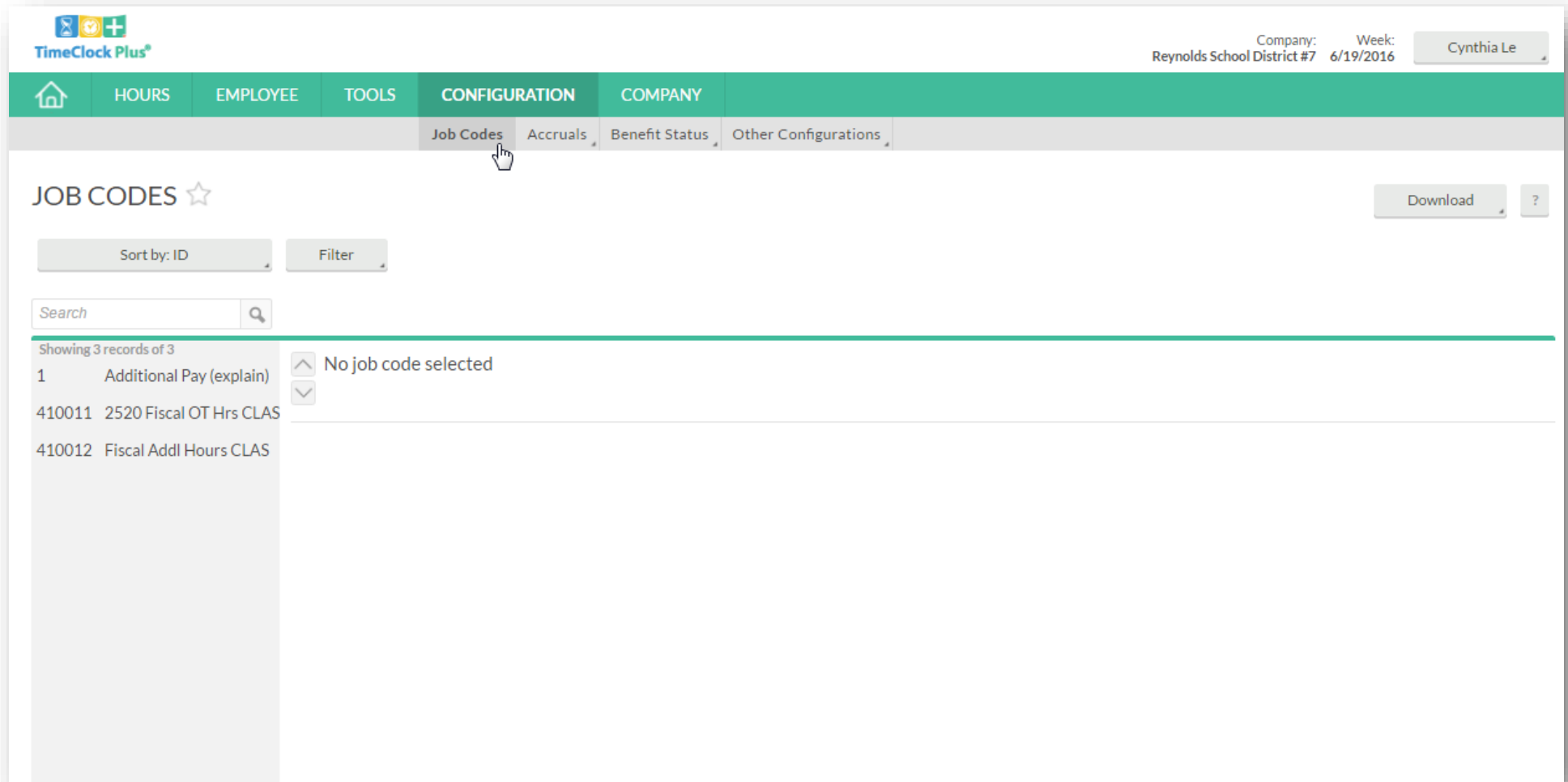
Showing 5 records of 5

Delete	Template Name ↑	Individual	Job Code
	badge and pin number	X	X
	DEFAULT HOURLY RATE	X	X
	Email upload	X	X
	Export Employee Information	X	X

Cancel

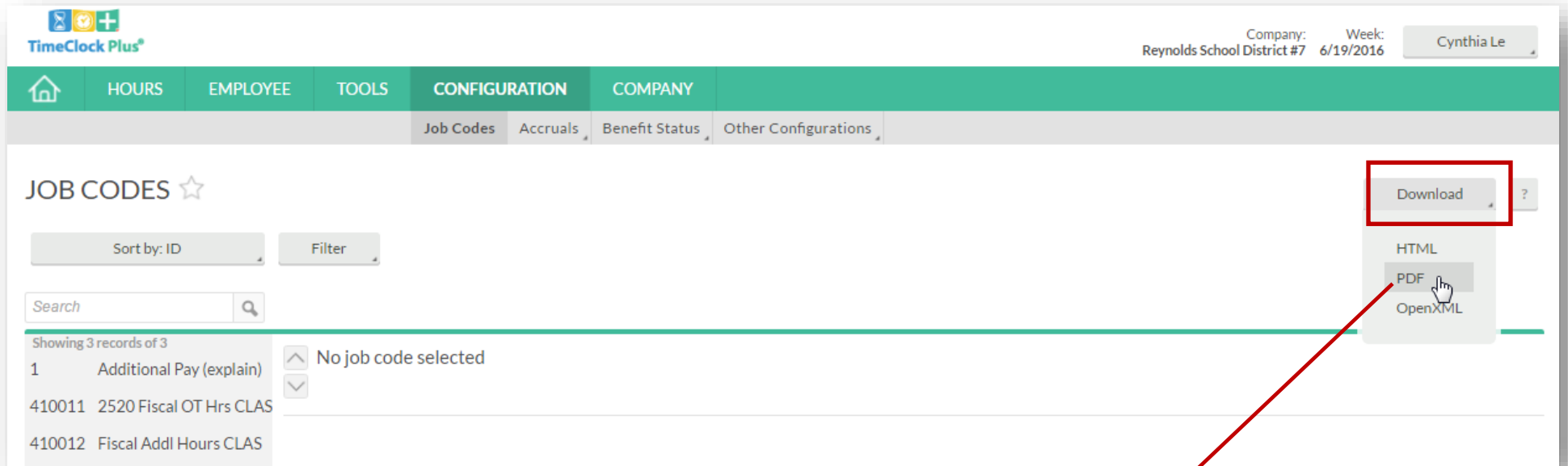
# Configuration (Job Code Access)

\*\*\* All Job Code access (you can download)



The screenshot shows the TimeClock Plus web interface. At the top left is the TimeClock Plus logo. On the right, it displays 'Company: Reynolds School District #7', 'Week: 6/19/2016', and the user name 'Cynthia Le'. A navigation bar contains tabs for 'HOURS', 'EMPLOYEE', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. Under the 'CONFIGURATION' tab, there are sub-tabs for 'Job Codes', 'Accruals', 'Benefit Status', and 'Other Configurations'. The 'Job Codes' sub-tab is active, showing a list of job codes. Above the list are controls for 'Sort by: ID', 'Filter', and a 'Search' box. The list shows three records: '1 Additional Pay (explain)', '410011 2520 Fiscal OT Hrs CLAS', and '410012 Fiscal Addl Hours CLAS'. To the right of the list, there is a 'Download' button and a question mark icon. A message 'No job code selected' is visible next to a dropdown arrow.





TimeClock Plus

Company: Reynolds School District #7 Week: 6/19/2016 Cynthia Le

Home HOURS EMPLOYEE TOOLS CONFIGURATION COMPANY

Job Codes Accruals Benefit Status Other Configurations

### JOB CODES ☆

Sort by: ID Filter

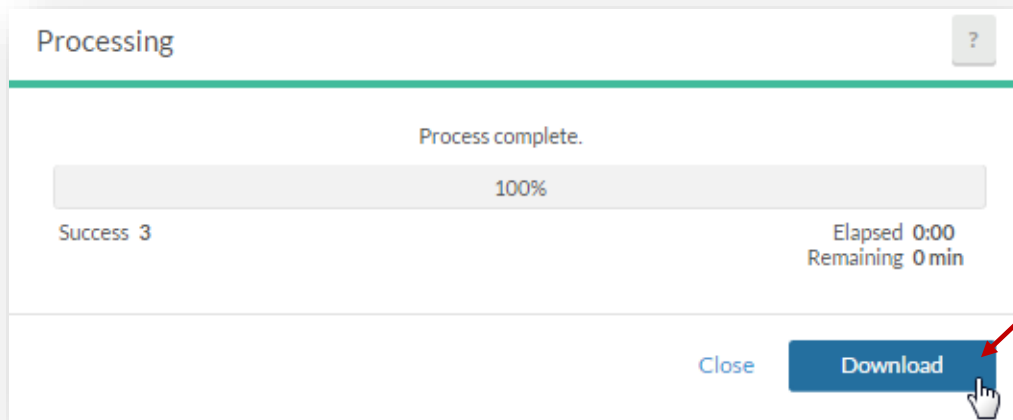
Search

Showing 3 records of 3

1	Additional Pay (explain)	No job code selected	
410011	2520 Fiscal OT Hrs CLAS		
410012	Fiscal Addl Hours CLAS		

Download ?

- HTML
- PDF
- OpenXML



### Processing ?

Process complete.

100%

Success 3

Elapsed 0:00  
Remaining 0 min

Close Download

**Job Codes**

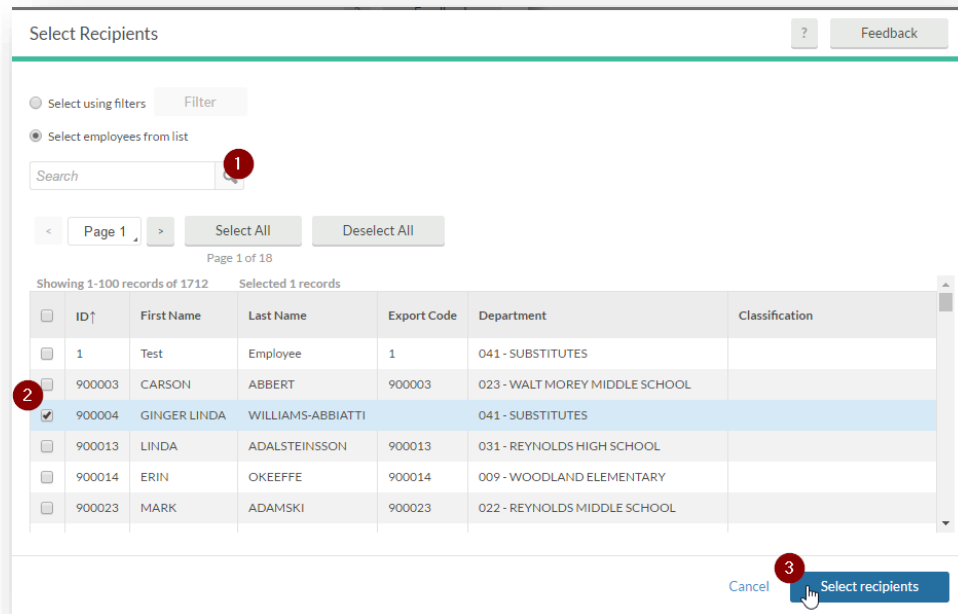
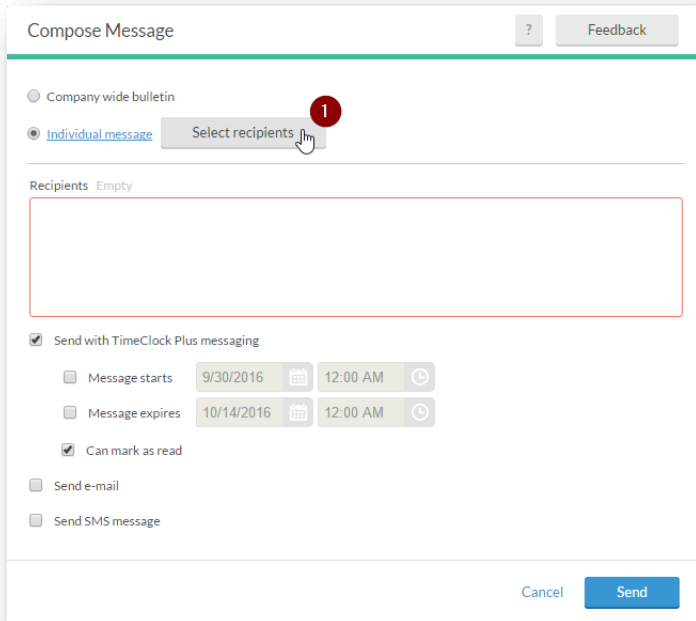
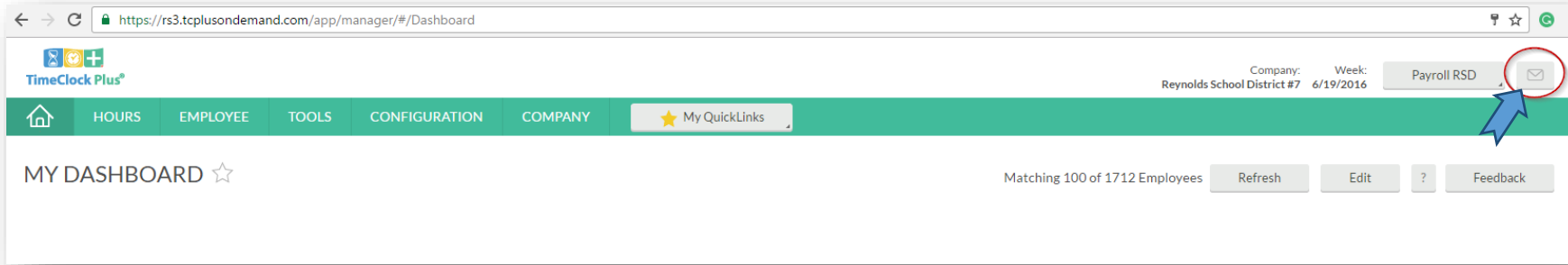
Printed on 09/17/2016 at 09:31 PM

<b>Job Code</b>	<b>Description</b>
1	Additional Pay (explain)
410011	2520 Fiscal OT Hrs CLAS
410012	Fiscal Addl Hours CLAS



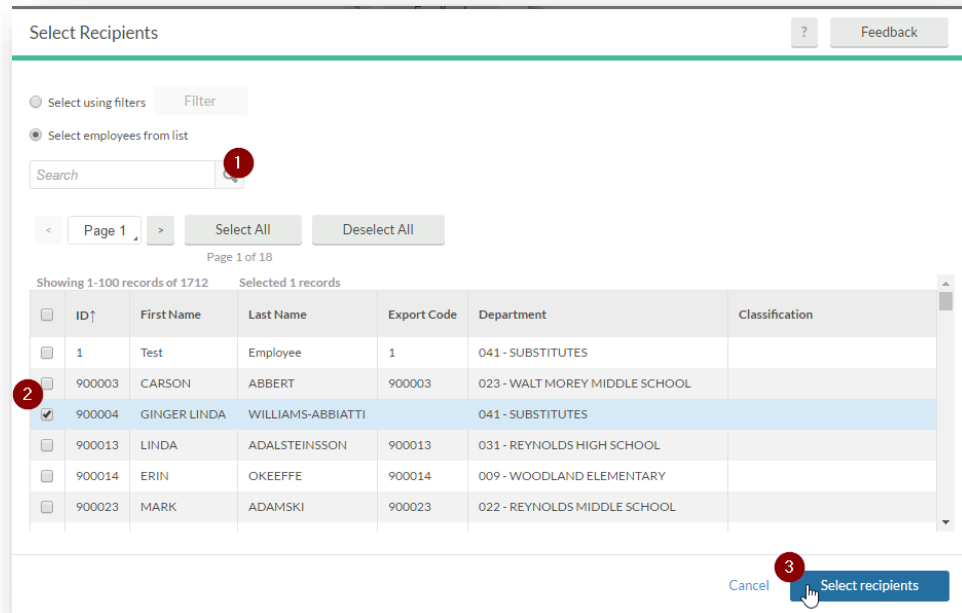
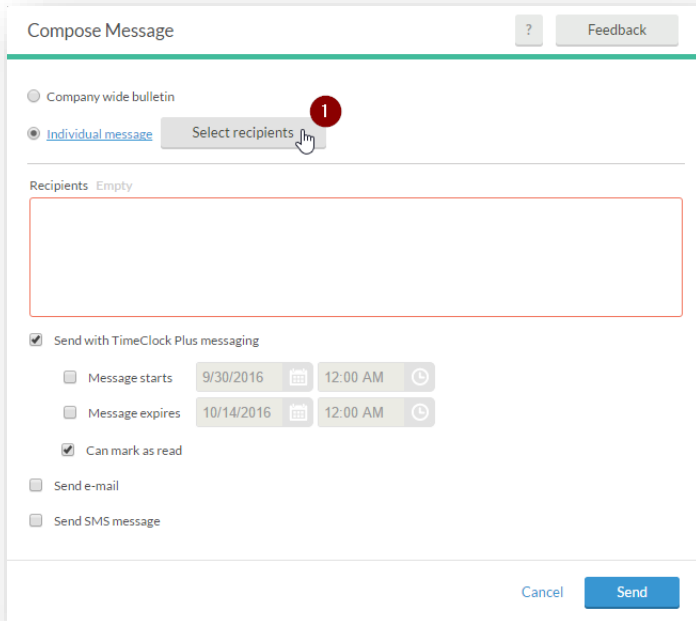
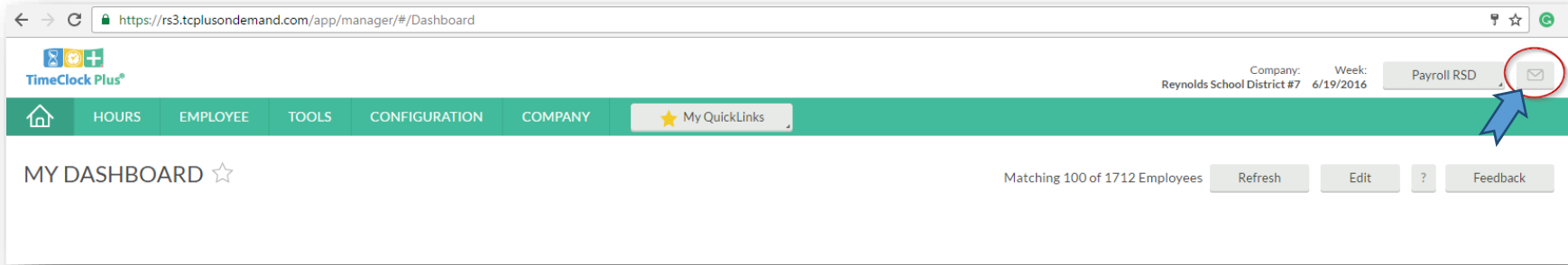
# Message How to send messages to your employees within TimeClock Plus

Click on the message icon > Click on Select recipients > Select Recipients



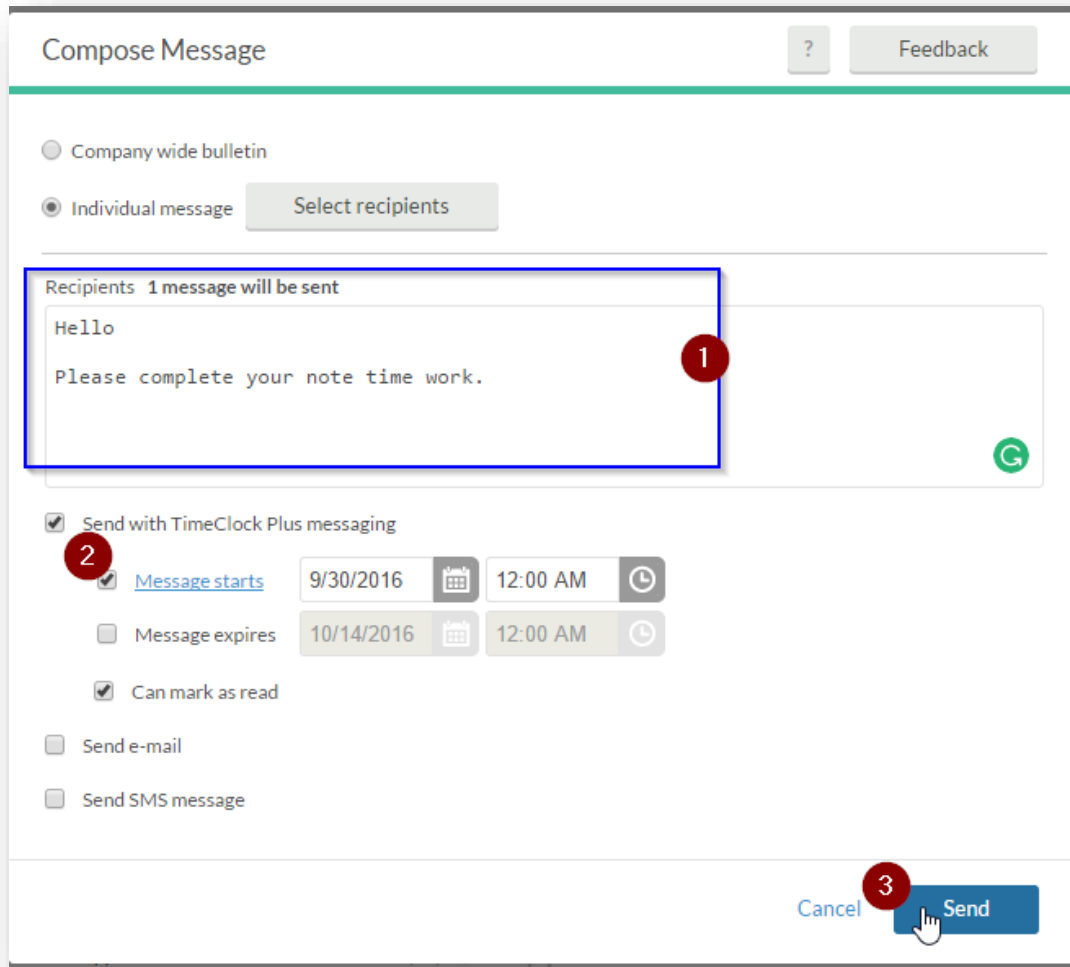
# Message How to send messages to your employees within TimeClock Plus

Click on the message icon > Click on Select recipients > Select Recipients



## Message How to send messages to your employees within TimeClock Plus

Enter message to be sent > Check the box next to “message starts” > Click the Send button



Compose Message ? Feedback

Company wide bulletin

Individual message Select recipients

Recipients 1 message will be sent

Hello

Please complete your note time work.

Send with TimeClock Plus messaging

Message starts 9/30/2016 12:00 AM

Message expires 10/14/2016 12:00 AM

Can mark as read

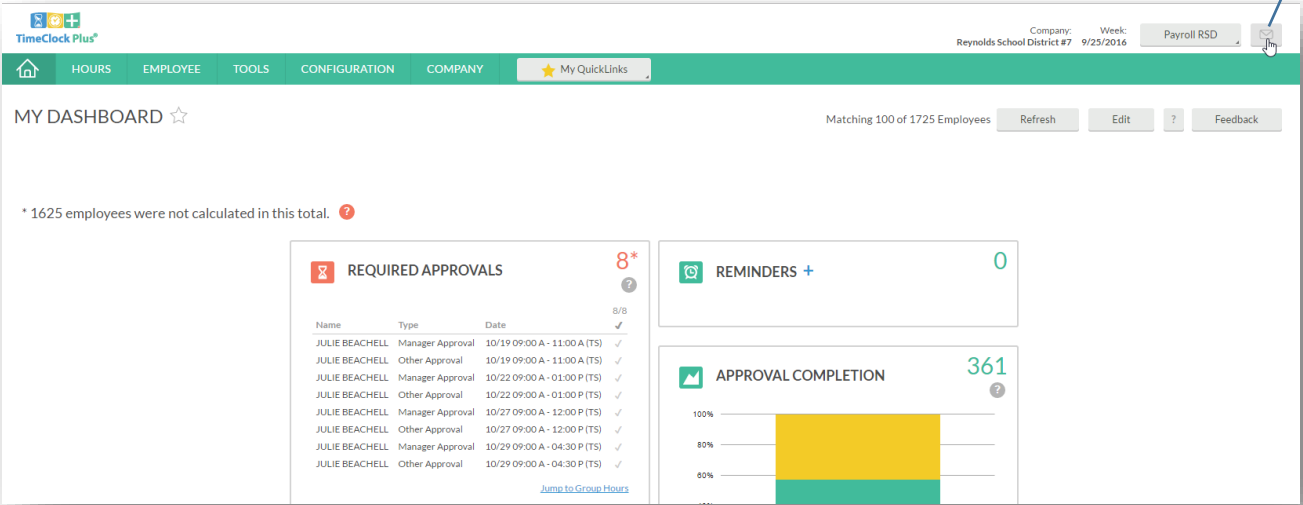
Send e-mail

Send SMS message

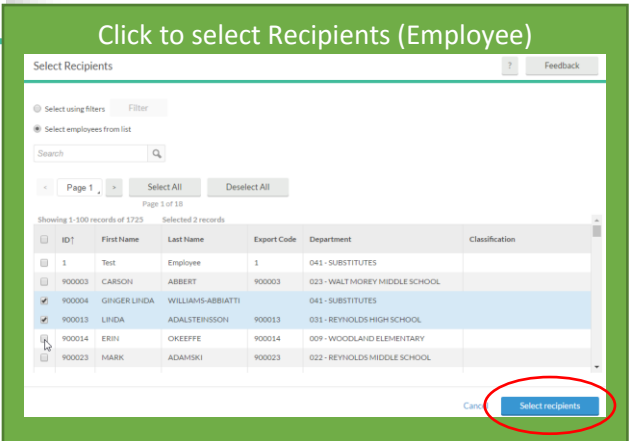
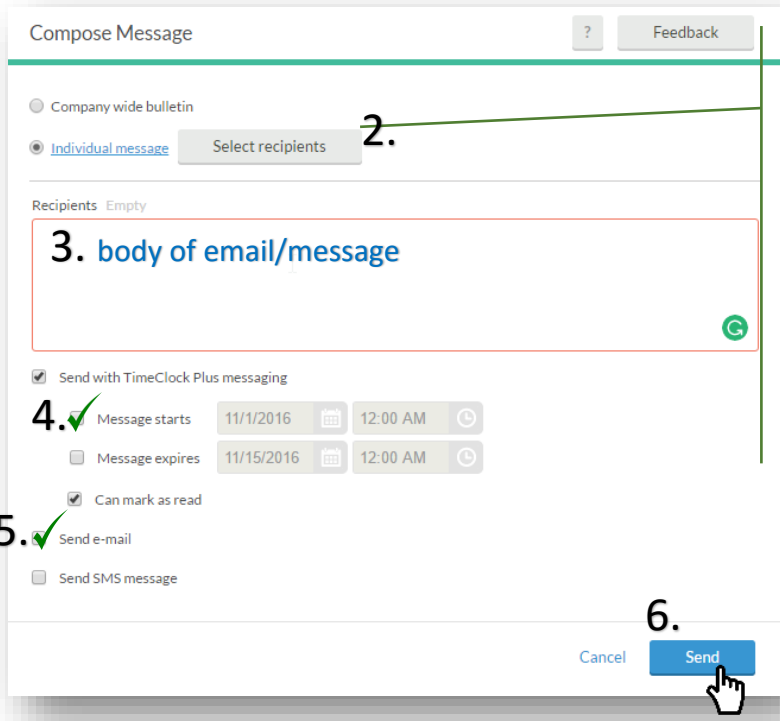
Cancel Send

# How to send message email to employee from TimeClock Plus

1. Click The  Icon to compose email



2. Select recipients
3. Type body of email
4. Check "Message starts" box and pick date/time
5. Check "Send e-mail" box
6. Click Send



## Sample message email to employee using the TimeClock Plus email system

From Sender (Supervisor)

Compose Message

Company wide bulletin

Individual message Select recipients

Recipients 1 message will be sent Show how many recipients to sending

Hi Nutha

Please you correct your TCP Time Sheet ,worked date 10/31/2016  
- No Note Field ,describe your reason.  
- you don't approve your time sheet.  
From Admin Business Services (please email me [aabbbcc@rsd7.net](mailto:aabbbcc@rsd7.net) if you have further question)

Send with TimeClock Plus messaging

Message starts 11/1/2016 12:00 AM

Message expires 11/15/2016 12:00 AM

Can mark as read

Send e-mail

Send SMS message

Cancel Send

Default Email Sender is Admin TimeClock Plus\*

From Receiver (Employee)

Admin TimeClockPlus | Nuthathai Nicolaescu

Reynolds School District #7: Message

Hi Nutha

Please you correct your TCP Time Sheet ,worked date 10/31/2016  
- No Note Field ,describe your reason.  
- you don't approve your time sheet.  
From Admin Business Services (please email me [aabbbcc@rsd7.net](mailto:aabbbcc@rsd7.net) if you have further question)

**\*Important: You must inform your employees what email address they should respond to! You can give them your email in the body of the message. If they accidentally respond to the default email address, the reply will go to Payroll in the District Office and not to you!**