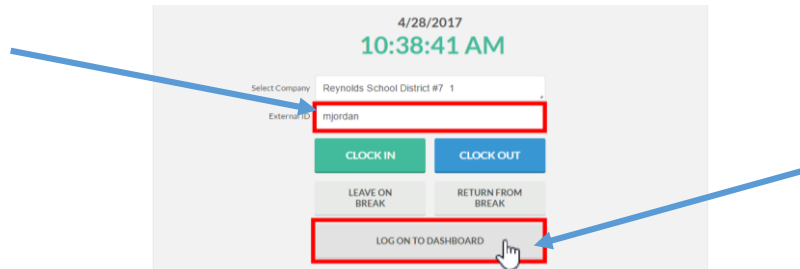
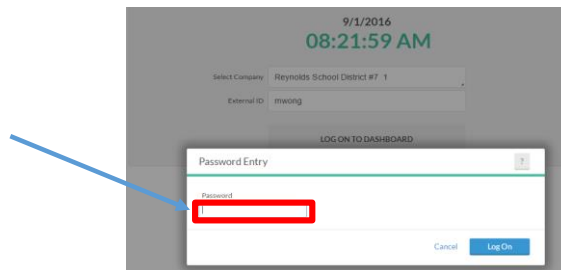


**Google Chrome Recommended:** <https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594>

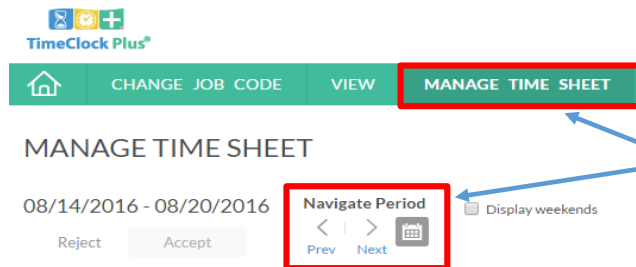
1. Enter the same login as your RSD computer and email login.  
For temps, enter your first initial and last name.



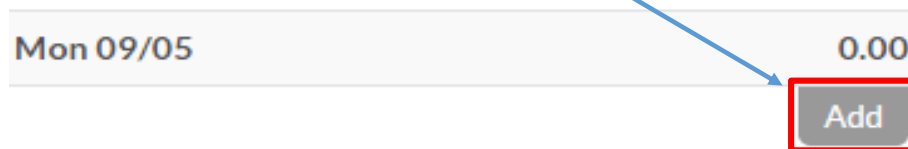
2. Your password is the same as your RSD computer/email password.  
Default password for temps is PEID plus two zeroes or just PEID (example: 99999900 or 999999).  
If you are having issues logging in, contact Payroll at [TimeClockPlus@rsd7.net](mailto:TimeClockPlus@rsd7.net)



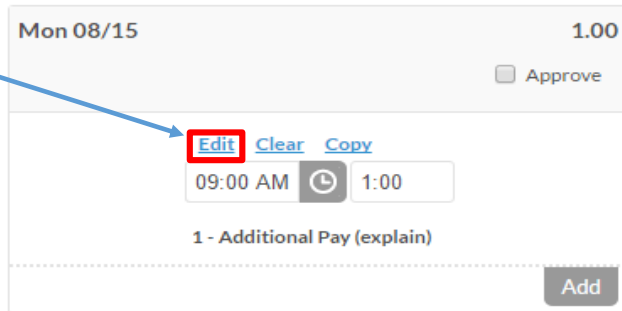
3. Click on Manage Time Sheet and navigate to the correct week.



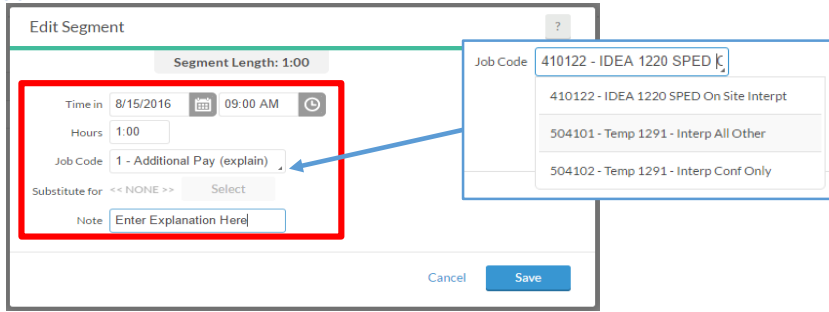
4. Click on "Add" button to expand desired day.



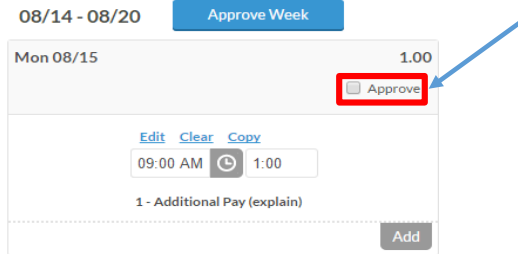
5. Click on the "Edit" button to open the Edit Segment window.



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

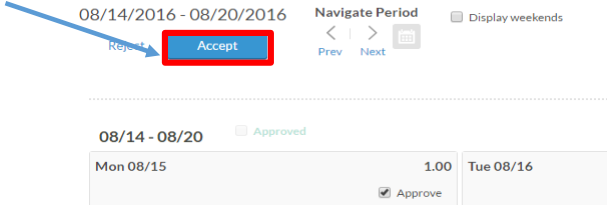



7. Check "Approve" box(s) to approve entries by day.



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 to be approved by your supervisor. It is your responsibility to check back in TimeClock Plus for the status of your entry and any messages sent from your supervisor.