Quick Guide
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

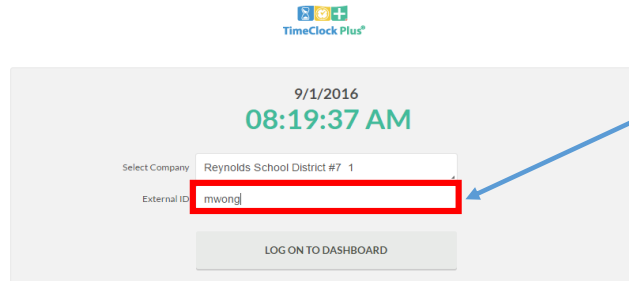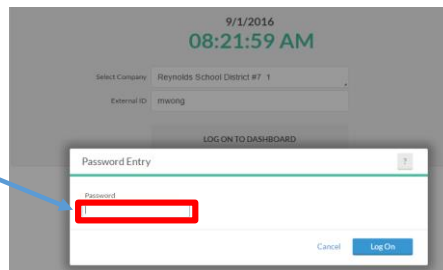**Google Chrome Recommended**: https://rs3.tcplusondemand.com/app/webclock/#/EmployeeLogOn/92594

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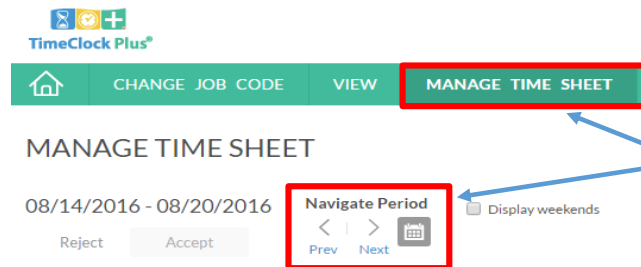
For temps, enter your first initial and last name.

TimeClock Plus®

9/1/2016
08:19:37 AM

Select Company   Reynolds School District #7 1

External ID   mwong

LOG ON TO DASHBOARD

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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).
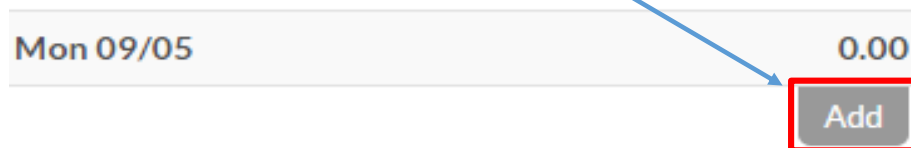**If you are having issues logging in, contact Payroll at TimeClockPlus@rsd7.net**

9/1/2016
08:21:59 AM

Select Company   Reynolds School District #7 1

External ID   mwong

LOG ON TO DASHBOARD

Password Entry

Password

Cancel   Log On

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3. **Click on Manage Time Sheet and navigate to the correct week.**
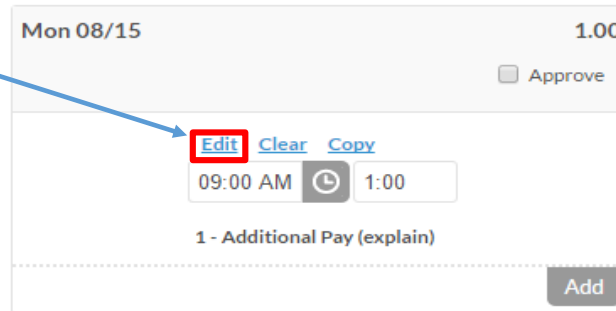
TimeClock Plus®

⌂   CHANGE JOB CODE   VIEW   **MANAGE TIME SHEET**

MANAGE TIME SHEET

08/14/2016 - 08/20/2016

Reject   Accept

Navigate Period
‹ | ›
Prev   Next

☐ Display weekends

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4. **Click on "Add" button to expand desired day.**
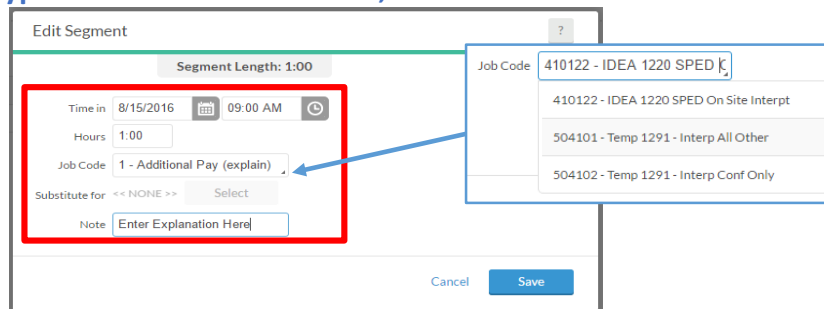
Mon 09/05   0.00

Add

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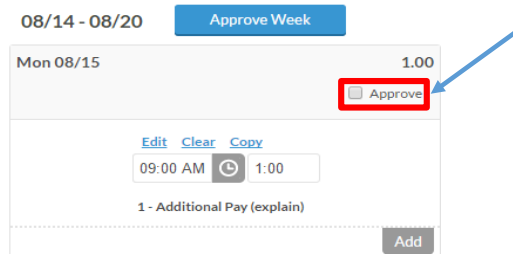
5. **Click on the "Edit" button to open the Edit Segment window.**

Mon 08/15   1.00

☐ Approve

Edit Clear Copy

09:00 AM 🕐 1:00

1 - Additional Pay (explain)

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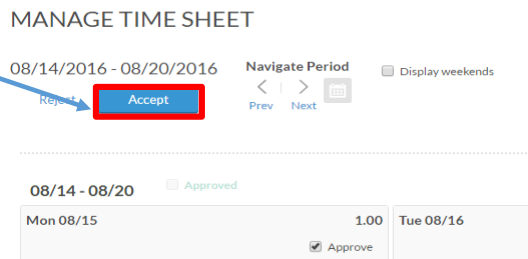
6. **Enter time, number of hours, pick job code from drop-down, type reason in the note field, and click save.**

Edit Segment   ?

Segment Length: 1:00

Job Code: 410122 - IDEA 1220 SPED C

410122 - IDEA 1220 SPED On Site Interpt
504101 - Temp 1291 - Interp All Other
504102 - Temp 1291 - Interp Conf Only

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

Cancel   **Save**

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

08/14 - 08/20   **Approve Week**

Mon 08/15   1.00

☐ Approve

Edit Clear Copy

09:00 AM 🕐 1:00

1 - Additional Pay (explain)

Add

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

MANAGE TIME SHEET

08/14/2016 - 08/20/2016   Navigate Period   ☐ Display weekends

Reject   **Accept**   < | >   Prev Next

08/14 - 08/20   ☐ Approved

Mon 08/15   1.00   Tue 08/16
☑ Approve

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.