

DASHBOARD

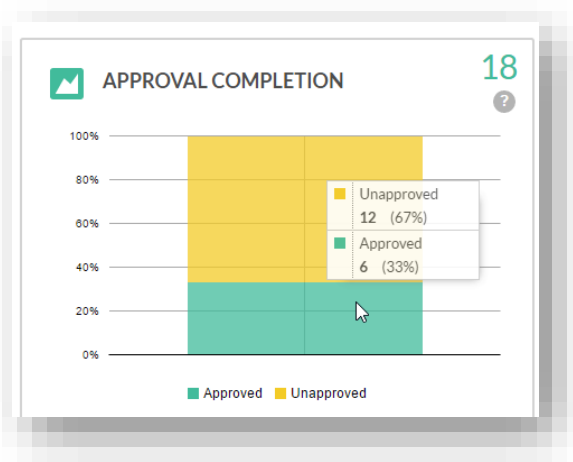
This is the default Dashboard you will see when you log in to TimeClock Plus.

The dashboard interface includes a top navigation bar with 'HOURS', 'EMPLOYEE', and 'TOOLS' tabs. The main content area is titled 'MY DASHBOARD' and shows 'Matching 58 of 58 Employees'. It features four primary widgets: 'REQUIRED APPROVALS' (0), 'REMINDERS +' (0), 'BIRTHDAYS' (12), and 'APPROVAL COMPLETION' (18). The 'APPROVAL COMPLETION' widget includes a stacked bar chart showing 6 approved (33%) and 12 unapproved (67%) items.

Name	Type	Date
KARIN TEISL	Birthday	09/07
DARENE APON	Birthday	09/14
PAMELA TRUBACHIK	Birthday	09/23
INES GARCIA FULLANA	Birthday	09/23
COLLEEN MULLINS	Birthday	09/28
PAULA WATKINS	Birthday	09/29
RIKKA WITHAM	Birthday	10/01
RICHARD BUTLER	Birthday	10/05
JENNIFER PIERCE-GRIFFIN	Birthday	10/06
CHRISTINA ANDERSON	Birthday	10/10
EVAN MORGAN	Birthday	10/21
TATYANA LEVITSKIY	Birthday	11/14

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.

The widget titled "REMINDERS +" shows a table with one row. The table has columns for Delete, Description, and Date. The description is "Due Date Time Card Approve (09/16 -09/30)" and the date is "10/15".

Delete	Description	Date
<input type="checkbox"/>	Due Date Time Card Approve (09/16 -09/30)	10/15

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

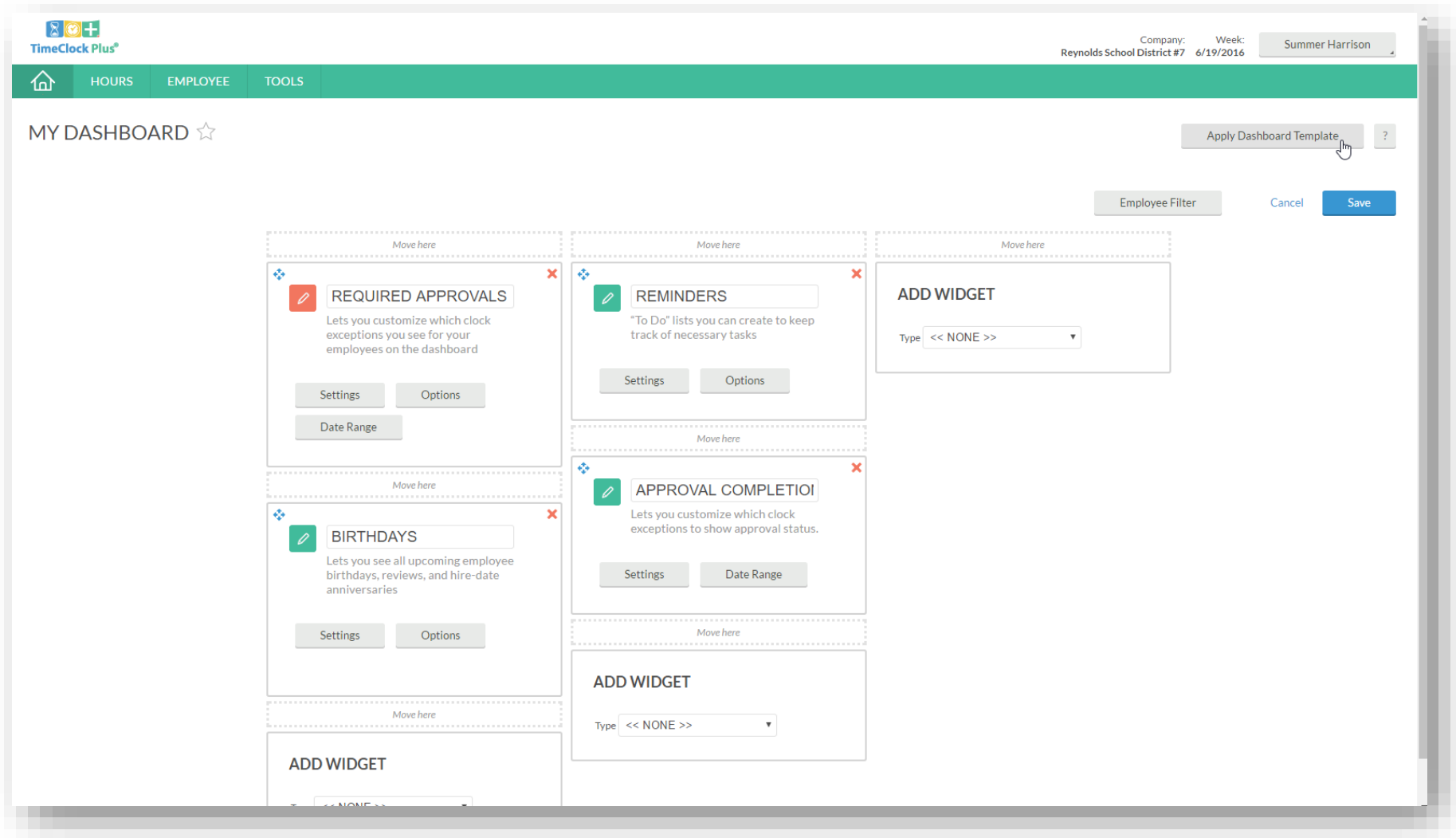
Example:

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 view time entries/edit time entries for employees.

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

The screenshot displays the TimeClock Plus interface. At the top right, it shows 'Company: Reynolds School District #7' and 'Week: 6/19/2016' with a dropdown menu set to 'Summer Harrison'. The navigation bar includes 'HOME', 'HOURS', 'EMPLOYEE', and 'TOOLS'. Under 'HOURS', there are sub-menus for 'Individual Hours', 'Group Hours', and 'Period Reports'. The 'Individual Hours' sub-menu is highlighted with a red box. Below the navigation, the page title is 'INDIVIDUAL HOURS' with a star icon and an 'Options' button. There are controls for 'Sort by: ID' and an 'Employee Filter' button. A search bar is present with the text 'Search' and a magnifying glass icon. Below the search bar, it says 'Showing 58 records of 58'. A list of employee names and IDs is shown, including: 900046 THERESA ALBERT, 900081 VIOREL ALMASAN, 900148 DARENE APON, 900248 KATHARINE BALLASH, 900290 KATHLEEN BARRY, 900631 BETH BULL, 901034 JANNA CRONK, 901044 ANDREA CRUZ, 901662 BLANCA GARCIA, 901851 ADRIANNE GRONNE, 902705 AMIE KRUEGER, 902982 CAROL MACK, 903304 EMILIA MILBURN, 903342 MONICA MILLSPAUG, 903365 JULIANNE MOESER, 903458 COLLEEN MULLINS, 903845 JENNIFER PIERCE-GF, and 904028 LINDA REED. To the right of the list, a message states 'No employee is selected'.

Time Clock Plus - Secretary Roles

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 displays the TimeClock Plus software interface. At the top, the navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. The 'EMPLOYEE' section is active, showing 'Individual Hours' with a search bar and a list of 58 employees. A red box highlights the 'Employee Filter' button in the top right of the employee list area. An arrow points from this button to the 'Employee Filter' dialog box. In this dialog, the 'Custom Fields' checkbox is checked and highlighted with a red box. Another arrow points from this checkbox to the 'Add Custom Field' dialog box. In the 'Add Custom Field' dialog, the 'Custom Field' is set to 'Position Type', the 'Condition' is 'Contains', and the 'Value' is '<< NONE >>'. A dropdown menu is open below the value field, showing a list of position types, with 'A Coordinator Safety' selected. The 'Save' button is highlighted in blue.

Time Entry Assigned

✓ View 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 "X" means not approved yet and a "✓" indicates approved.

The screenshot shows the 'Individual Hours' screen for employee AMIE KRUEGER. The interface includes a navigation bar with 'HOURS', 'EMPLOYEE', and 'TOOLS' tabs. Below the navigation bar, there are filters for 'Sort by: ID', 'Employee Filter', and a search bar. The main content area displays a list of employees on the left and a table of time entries for AMIE KRUEGER on the right. The table has columns for 'M', 'F', and 'O' (representing different days or shifts), 'Notes', 'Edited', 'Time In', 'Time Out', 'Hours', 'Shift Total', 'Week Total', 'Job Code', and 'Substitute For'. A red box highlights the 'M', 'F', and 'O' columns for the first five entries, showing 'X' for not approved and '✓' for approved.

M	F	O	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Substitute For
X	✓	X		Y	9/7/2016 07:15 AM	<< Time sheet >>	0.33	0.33		1 - Additional Pay (explain)	
X	✓	X		Y	9/8/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)	
X	✓	X		Y	9/9/2016 07:35 AM	<< Time sheet >>	0.25	0.25	0.83	1 - Additional Pay (explain)	
X	✓	X		Y	9/12/2016 08:40 AM	<< Time sheet >>	0.50	0.50		1 - Additional Pay (explain)	
X	✓	X		Y	9/13/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)	
X	✓	X		Y	9/14/2016 07:35 AM	<< Time sheet >>	0.25	0.25	1.00	1 - Additional Pay (explain)	

Time Clock Plus - Secretary Roles

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.

The screenshot displays the TimeClock Plus web application interface. At the top left, the logo 'TimeClock Plus' is visible. The top right shows the company name 'Reynolds School District #7', the week '6/19/2016', and the user 'Summer Harrison'. The main navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. Under 'HOURS', there are sub-menus for 'Individual Hours', 'Group Hours', and 'Period Reports'. The 'Group Hours' sub-menu is highlighted with a red box. Below the navigation bar, the 'GROUP HOURS' section is displayed. It includes a date range selector from '6/19/2016' to '9/17/2016', a calendar icon, and a dropdown menu for 'Open Weeks'. An 'Update' button is located to the right of the date range. Below this, there are several filter buttons: 'Sort by: ID', 'Employee Filter', 'Job Code Filter', 'Exception Filter', 'Show absences' (with a checkbox), and 'Download'. A green horizontal line separates the filters from the main content area. Below the line, the text 'Adjust the settings above and click "Update"' is displayed. A blue 'Update' button is highlighted with a red box.

Time Clock Plus - Secretary Roles

Time Entry Assigned

✓ View Group Hours (All Employees assigned)

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

The screenshot displays the 'GROUP HOURS' interface in TimeClock Plus. At the top, the company is identified as Reynolds School District #7, and the current week is 6/19/2016, managed by Summer Harrison. The main navigation bar includes 'HOURS', 'EMPLOYEE', and 'TOOLS'. Below this, there are tabs for 'Individual Hours', 'Group Hours', and 'Period Reports'. The 'GROUP HOURS' section is active, showing a date range from 6/19/2016 to 9/17/2016 with an 'Open Weeks' dropdown and an 'Update' button. There are also filters for 'Sort by: ID', 'Employee Filter', 'Job Code Filter', 'Exception Filter', and a 'Show absences' checkbox. A 'Download' button is also present. Below the filters, there are 'Manage Segments' and 'Expand all / Collapse all' options. The main data area shows 'Showing 6 records of 6' and 'Selected 0 records'. The table below lists the records for employee AMIE KRUEGER (ID 902705).

					Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Substitute For
-	902705 - AMIE KRUEGER														
		X	✓	X		Y		9/7/2016 07:15 AM	<< Time sheet >>	0.33	0.33		1 - Additional Pay (explain)		
		X	✓	X		Y		9/8/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)		
		X	✓	X		Y		9/9/2016 07:35 AM	<< Time sheet >>	0.25	0.25	0.83	1 - Additional Pay (explain)		
		X	✓	X		Y		9/12/2016 08:40 AM	<< Time sheet >>	0.50	0.50		1 - Additional Pay (explain)		
		X	✓	X		Y		9/13/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)		
		X	✓	X		Y		9/14/2016 07:35 AM	<< Time sheet >>	0.25	0.25	1.00	1 - Additional Pay (explain)		

Edit Employee Time Entry

AMIE KRUEGER

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

Exception Filter Job Code Filter Download

Manage Segments

Show absences

	Regular	OT1	OT2	Leave	Total
	2.33	0.00	0.00	0.00	2.33

Showing 8 records of 8 Selected 1 records

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Substitute For
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/7/2016 07:15 AM	<< Time sheet >>	0.33	0.33		1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/8/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/9/2016 07:35 AM	<< Time sheet >>	0.25	0.25	0.83	1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/12/2016 08:40 AM	<< Time sheet >>	0.50	0.50		1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/13/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/14/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/15/2016 07:35 AM	<< Time sheet >>	0.25	0.25		1 - Additional Pay (explain)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	9/16/2016 07:35 AM	<< Time sheet >>	0.25	0.25	1.50	1 - Additional Pay (explain)	

AMIE KRUEGER

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

Manage Segments

Edit

Edit Segment

Segment Length: 0:20

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 9/7/2016 07:15 AM

Hours: 0:20

Job Code: 1 - Additional Pay (explain)

Substitute for: [Select]

Note: [Text Area]

Custom Cancel Save

TimeClock Plus Standard Report

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

The screenshot displays the TimeClock Plus web application interface. At the top, the logo 'TimeClock Plus' is on the left, and the company name 'Reynolds School District #7' and the week '6/19/2016' are on the right. A navigation bar contains 'HOURS', 'EMPLOYEE', and 'TOOLS'. Under 'HOURS', there are sub-links for 'Individual Hours', 'Group Hours', and 'Period Reports', with 'Period Reports' highlighted by a red box. The main content area is titled 'PERIOD REPORTS' with a star icon and an 'Options' button. Below this, there are 'Employee Filter' and 'Job Code Filter' buttons. The interface is divided into three columns: 'Categories' on the left, 'Select a report' in the middle, and a vertical stack of action buttons on the right. The 'Categories' column lists 'Job Code', 'Period', 'Accruals', 'Miscellaneous', 'Contract', and 'Benefit Status'. The 'Select a report' column lists 'Employee Job Codes', 'Job Code Analysis Detail', 'Job Code Analysis Summary', 'Job Code Group Detail', 'Job Code Group Summary', 'Job Code Overtime', 'Job Code Split', and 'Selected Job Code'. The action buttons on the right are '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 web interface. At the top, the logo and navigation tabs (HOURS, EMPLOYEE, TOOLS) are visible. The main content area is titled 'PERIOD REPORTS' and includes a sidebar with 'Categories' and a 'Select' dropdown. A modal dialog box titled 'Saved Report' is open in the center. The dialog contains the following fields and options:

- Base report name: Employee Job Codes
- Category: Job Code (dropdown menu)
- Report title: (empty text input field)
- Filters section with checkboxes and buttons:
 - Make report visible to all users
 - Save employee filter (Employee Filter button)
 - Save job code filter (Job Code Filter button)
 - Save options (Options button)

At the bottom of the dialog are 'Settings', 'Cancel', and 'Save' buttons. The background interface shows a 'Create Saved Report' button and other report management options like 'Download', 'Settings', 'Preview', and 'Print'.

TimeClock Plus Standard Report

✓ Filter Reports

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

The screenshot displays the TimeClock Plus Standard Report interface. The main window shows the 'PERIOD REPORTS' section with a list of categories on the left and a list of reports on the right. The 'Employee Filter' dialog box is open, showing a list of filter options: Employee Status (checked), Employee ID, Job Code, Classification, Department, Location, Manager, Hire Date, Days Employed, and Custom Fields (checked). The 'Add Custom Field' dialog box is also open, showing the following fields: 'Include' (dropdown), 'Custom Field' (text input with 'Position Type'), 'Condition' (dropdown with 'Contains'), and 'Value' (text input with '<< NONE >>'). The 'Add Custom Field' dialog box has 'Cancel' and 'Save' buttons at the bottom.

TimeClock Plus
Company: Reynolds School District #7
Week: 6/19/2016
Summer Harrison

Individual Hours Group Hours Period Reports

PERIOD REPORTS ☆

Options ?

Employee Filter Job Code Filter

Employee Filter

Preview Save as Reset All

+ Add

Edit	Delete	Method	Description	Condition	Value
No					

Add Custom Field

Include

Custom Field Position Type

Condition Contains

Value << NONE >>

Cancel Save

58 of 58 employees match

Employee Information

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

The screenshot shows the TimeClock Plus interface. At the top right, it displays 'Company: Reynolds School District #7', 'Week: 6/19/2016', and 'Summer Harrison'. The navigation bar includes 'EMPLOYEE' and 'TOOLS' tabs. Below the navigation, there are sub-tabs for 'Employee Profiles' and 'Employee Roles'. The main content area is titled 'EMPLOYEE PROFILES' and shows a list of employees on the left and a detailed profile for 'INES GARCIA FULLANA' on the right. The profile includes a search bar, a 'Job Code' section with a table of 4 records, and a '+ Default' button.

Employee List (Left):

- 909649 EVAN MORGAN
- 904551 GRETA SIMONS...
- 908539 INES GARCIA FU...**
- 901034 JANNA CRONK
- 903845 JENNIFER PIERC...
- 908737 JENNIFER SNYD...
- 903365 JULIANNE MOE...
- 910189 KARIN TEISL
- 900248 KATHARINE BAL...
- 900290 KATHLEEN BAR...
- 907881 KATIE HUNTLEY
- 907588 KAYLA MARCHEK
- 907315 KELLY HANN
- 909673 KELSEY SCOTT
- 904028 LINDA REED
- 904452 LYNETTE SESTRIC
- 907162 MEGAN ANDER...

Employee Profile: INES GARCIA FULLANA

Role: No role assigned

Buttons: Expand all, Collapse all, Cancel, Save

Job Code

Search: ID/Description [] [] Active only Default

Showing 4 records of 4

ID↑	Description	Group	Clockable	Counts Overtime	Earns Overtime	Auto Transfer	Time Sheet
504100	Temp Hours (Use Note Field)		✓	✓	✓	✗	✗
504101	Temp 1291 - Interp All Other		✓	✓	✓	✗	✓
504102	Temp 1291 - Interp Conf Only		✓	✓	✓	✗	✓
504103	Temp 1220 SPED Interp		✓	✓	✓	✗	✓

+ Default

Tools (custom reports)

This tab can be used to export customized reports.

Tools> Export

The screenshot displays the TimeClock Plus web application interface. At the top, the logo 'TimeClock Plus' is on the left, and the company name 'Reynolds School District #7' and the week '6/19/2016' are on the right. Below the logo, a navigation bar contains 'HOME', 'HOURS', 'EMPLOYEE', and 'TOOLS'. The 'TOOLS' tab is highlighted with a red box, and a sub-menu is open showing 'Export', 'Employee Status', and 'Other Tools'. The 'Export' option is also highlighted with a red box. Below the navigation bar, the 'EXPORT' section is visible, featuring a dropdown menu for 'Export Type:' with options: '<< NONE >>', '<< NONE >>', 'Employee Information', 'Employee Accruals', 'Employee Job Code Information', 'Job Code List', 'Schedules', 'Employee Segments', 'Recurring Schedules', 'Recurring Schedules Segments', and 'Employee Recurring Schedules'. The 'Employee Information' option is selected and highlighted in blue. A message 'Please select export type from the list above' is displayed next to the dropdown. There are 'Options' and '?' buttons in the top right corner of the 'EXPORT' section.

Tools (custom reports)

➤ How to Export Report (Customize Report)

Body > Add Fields > Select desired fields

The screenshot shows the TimeClock Plus interface for the 'EXPORT' section. The 'Body' section is highlighted with a red box, and a red arrow points to the 'Add Fields' button. A modal window titled 'Select Export Fields' is open, showing a list of fields with checkboxes. The 'NUMBER' and 'FIRSTNAME' fields are selected. The 'Add' button is highlighted with a mouse cursor.

Company: Reynolds School District #7 Week: 6/19/2016 Summer Harrison

EXPORT ☆ Options ?

Export Type: Employee Information

Format: Delimited (COMMA) Save Export Templates

+ Header Add Fields Employee Filter

+ Body Add Fields Preview Build Header Clear Generate

+ Footer Add Fields

Select Export Fields ?

Show non-importable fields Search

Showing 74 records of 74 Selected 2 records

<input type="checkbox"/>	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

Cancel Add

Tools (custom reports)

✓ The body of Report field

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

The screenshot displays the 'EXPORT' configuration screen in TimeClock Plus. The interface includes a navigation bar with 'HOURS', 'EMPLOYEE', and 'TOOLS' tabs. The 'TOOLS' tab is active, and the 'EXPORT' sub-tab is selected. The 'Export Type' is set to 'Employee Information'. The 'Format' is 'Delimited (COMMA)'. The 'Body' section is highlighted with a red box, showing the selected fields: FIRSTNAME, DEFJCODE, DEPARTMENT, NUMBER, and LASTNAME. The 'Preview' section shows the resulting output: "[FIRSTNAME,30]", "[DEFJCODE,10]", "[DEPARTMENT,30]", "[NUMBER,10]", "[LASTNAME,30]".

Time Clock Plus - Secretary Roles

Tools (custom reports)

✓ **We need the Header too!!**

Click on the Build Header button.

Then Click on the Generate button.

The screenshot shows the 'EXPORT' section of the TimeClock Plus application. The interface includes a navigation bar with 'HOURS', 'EMPLOYEE', and 'TOOLS' tabs. The 'TOOLS' tab is active, and the 'EXPORT' sub-tab is selected. The 'Export Type' is set to 'Employee Information'. The 'Format' is 'Delimited (COMMA)'. The 'Header' section is expanded, showing a list of fields: FIRSTNAME, DEFJCODE, DEPARTMENT, NUMBER, and LASTNAME. The 'Header' field is highlighted with a red box, and the 'Build Header' button is also highlighted with a red box. The 'Generate' button is highlighted with a hand cursor. The 'Body' section shows the following format: "[FIRSTNAME,30]", "[DEFJCODE,10]", "[DEPARTMENT,30]", "[NUMBER,10]", "[LASTNAME,30]".

9/30/2016

For Questions, contact TimeClockPlus@rsd7.net

Time Clock Plus - Secretary Roles

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 application interface. At the top, the logo and navigation tabs (HOME, HOURS, EMPLOYEE, TOOLS) are visible. The 'TOOLS' tab is active, showing sub-options for 'Export', 'Employee Status', and 'Other Tools'. The 'EXPORT' section is open, with 'Export Type' set to 'Employee Information'. The format is 'Delimited (COMMA)'. A 'Processing' popup dialog is centered on the screen, indicating 'Exporting ... done!' with a 100% progress bar. The dialog shows 'Elapsed 0:00' and 'Remaining 0 min'. A 'Download' button is highlighted with a red rectangle, and a 'Close' button is also visible. The background interface shows field selection options for Header, Body, and Footer sections, and a 'Generate' button.

Tools (custom reports)

✓ Save Custom Report

Save Export Template

New Template

Template name





Make public

Save employee filter

Save job code filter

Saved Templates

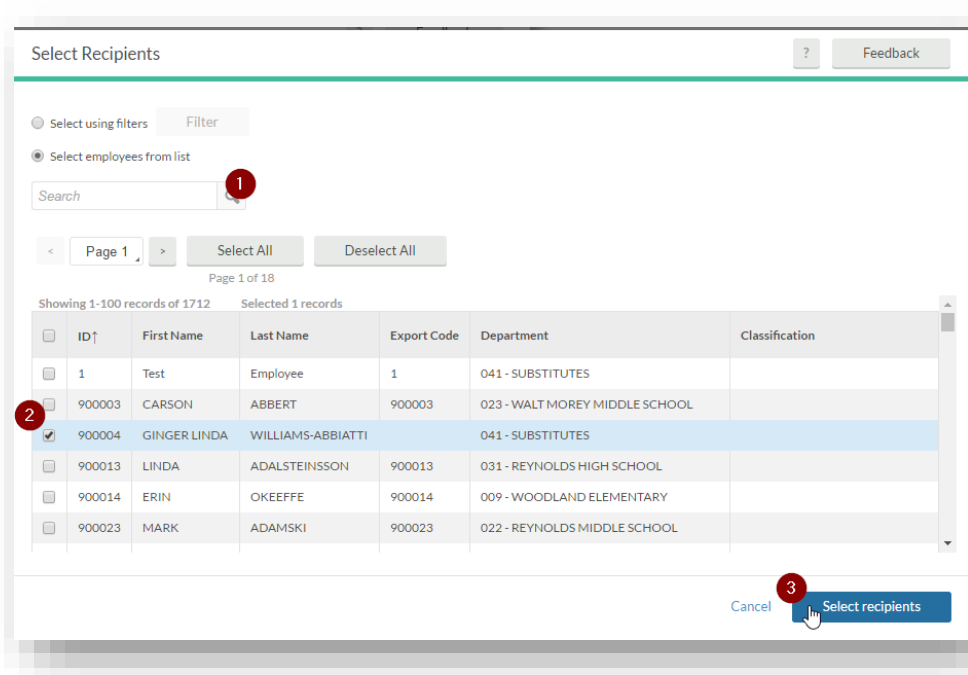
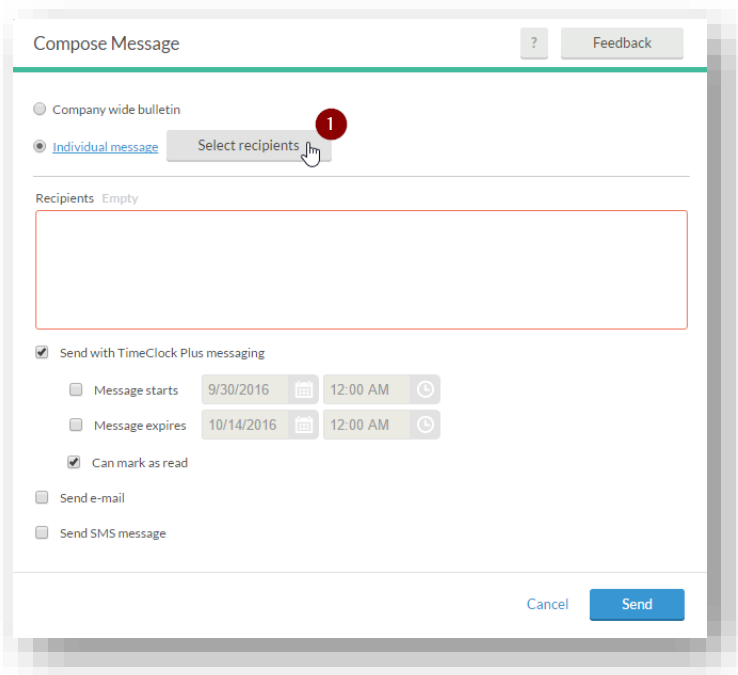
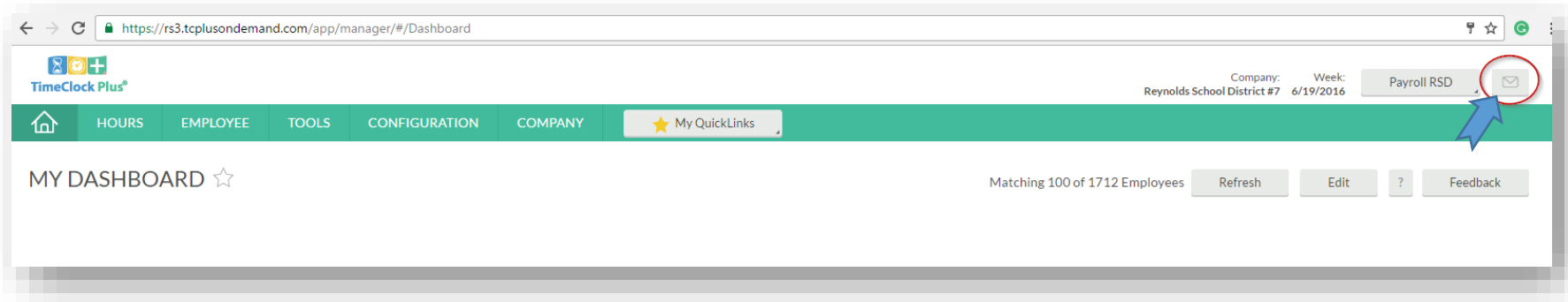
Showing 5 records of 5

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

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

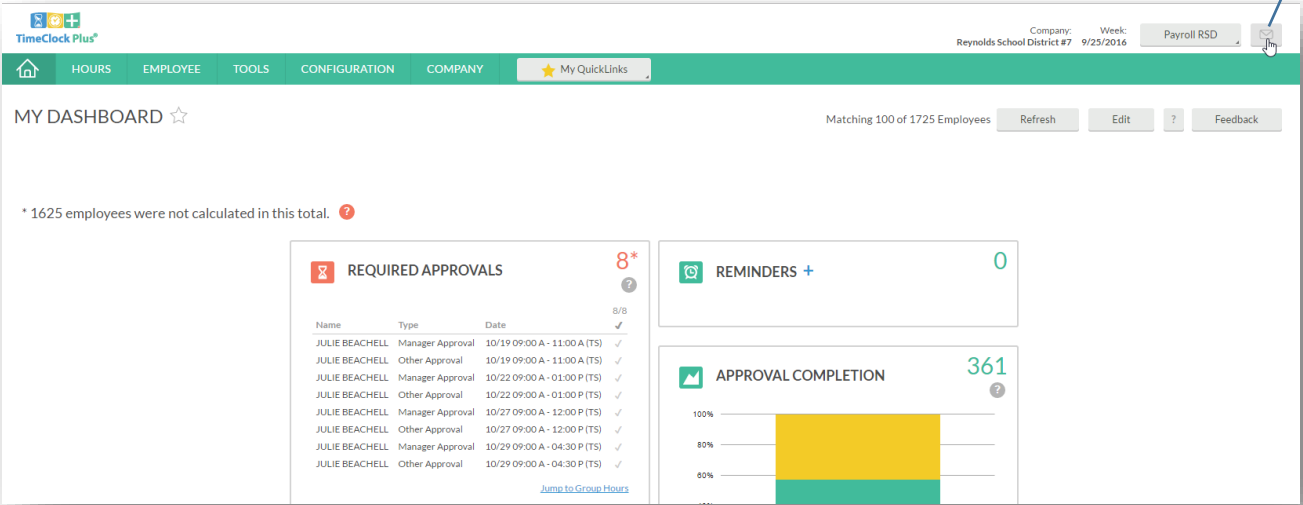
Send e-mail

Send SMS message

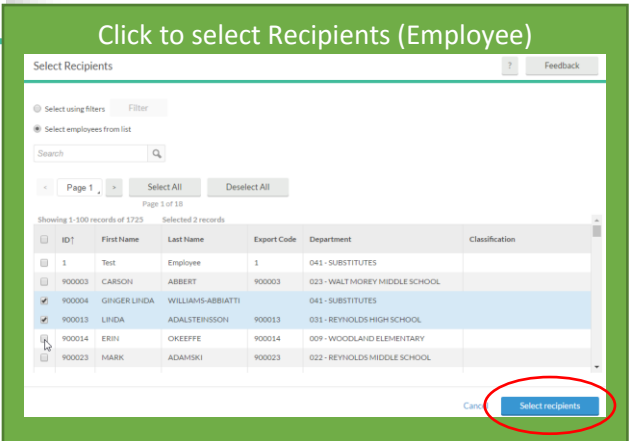
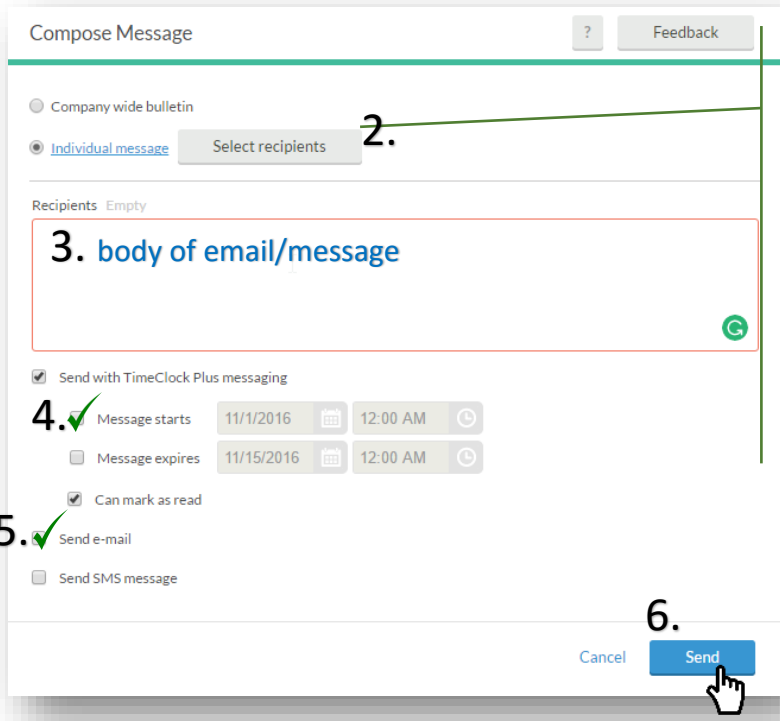
Cancel Send

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 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 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!**