



bayarea
Christian School

Time Clock Manual

Employee may login to **TimeClock Plus** through the following URL:

<https://222852.tcplusondemand.com/app/webclock/#/EmployeeLogOn/222852/1>

The URL is available at: <http://www.bacschool.org/portal/>

The screen will look like this:

Client: 7.0.51.4
Server: v0000
Revision: 40839

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Each employee may login to **TimeClock** by entering the Employee ID number. If you do not know your login ID please contact your Department Administrative Assistant.

If you are not an hourly employee, please skip the information below and go to page 4

CLOCKING IN AND OUT

The time you clock in and out is based on the clock on the web, not your computer, watch, or phone.

The hours will be rounded to the nearest quarter and round up at 8 minutes.

For i.e: John Smith clocks in at 8:37; his registered time-in in TimeClock is 8:30 AM; If he clocks in at 8:38, his registered time-in is 8:45 AM.

To Clock In:

Enter your employee ID → CLOCK IN → CONTINUE → SELECT YOUR JOB CODE → CONTINUE → MAKE SURE YOU GET THE MESSAGE “CLOCK OPERATION SUCCESSFUL → OK

5/26/2017 08:52:16 AM Hello Test Test [Not you?](#)

Select Job Code (Clock In)

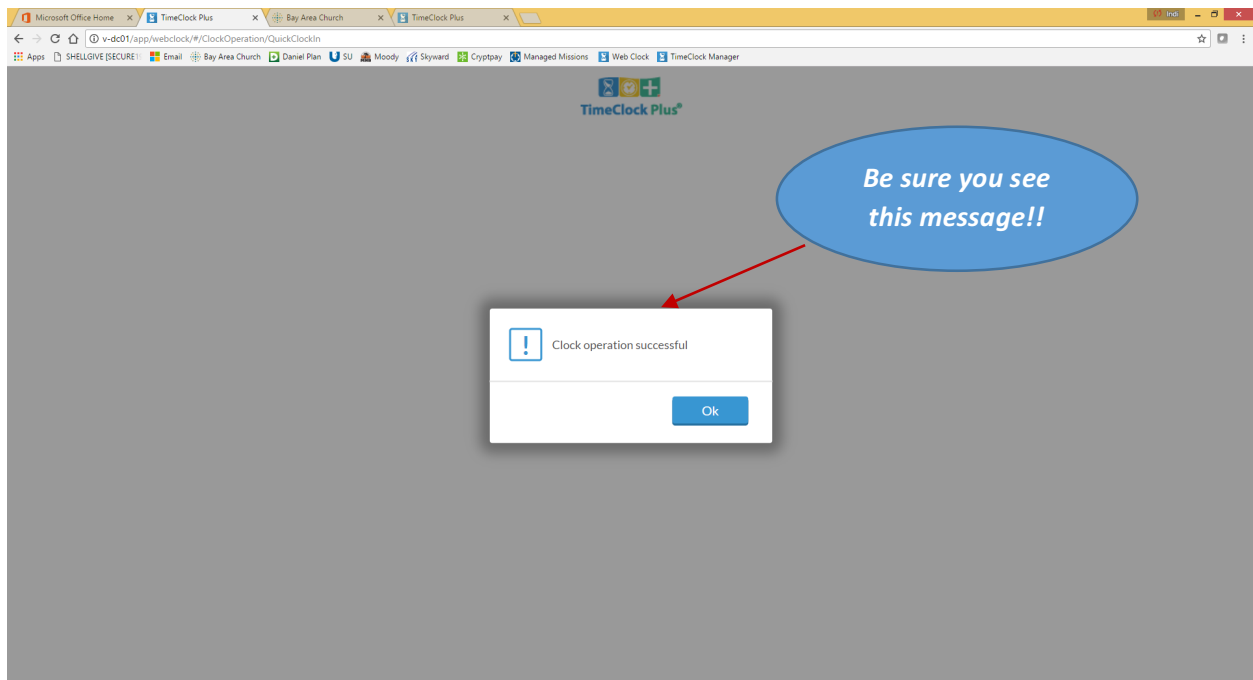
Search

Showing 8 records of 8

ID↑	Description	Group
101	CH-Operation Staff	Church
102	CH-Bldg Opening and Closin	
201	SC-Operations Staff Salaries	
202	SC-Kitchen	School
204	SC-Teacher Aide	School
205	SC-Office Staff	School
301	PS-Teacher	ELA
302	PS-PM Plus	ELA

Back Cancel Continue

Select Job Code



Leave on Break:

Enter your employee ID → Clock Out → Continue

Return from Break:

Enter your employee ID → Clock In → Continue

Clock Out:

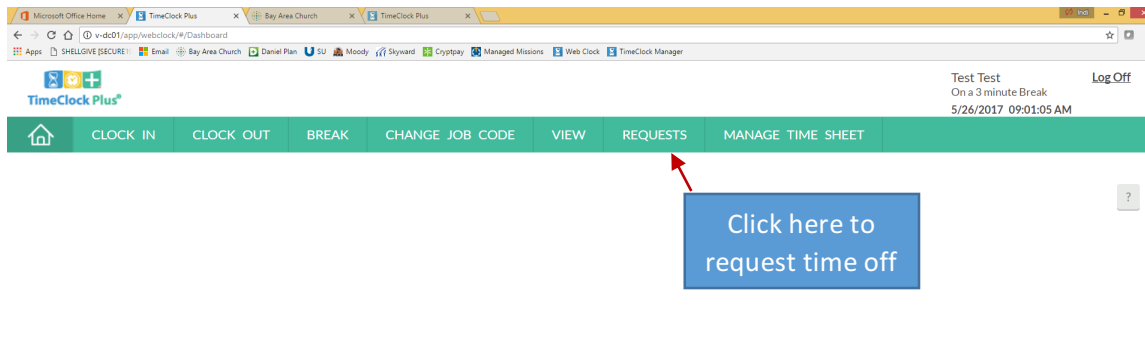
Enter your employee ID → CLOCK OUT → Continue → OK

TIME-OFF REQUESTS

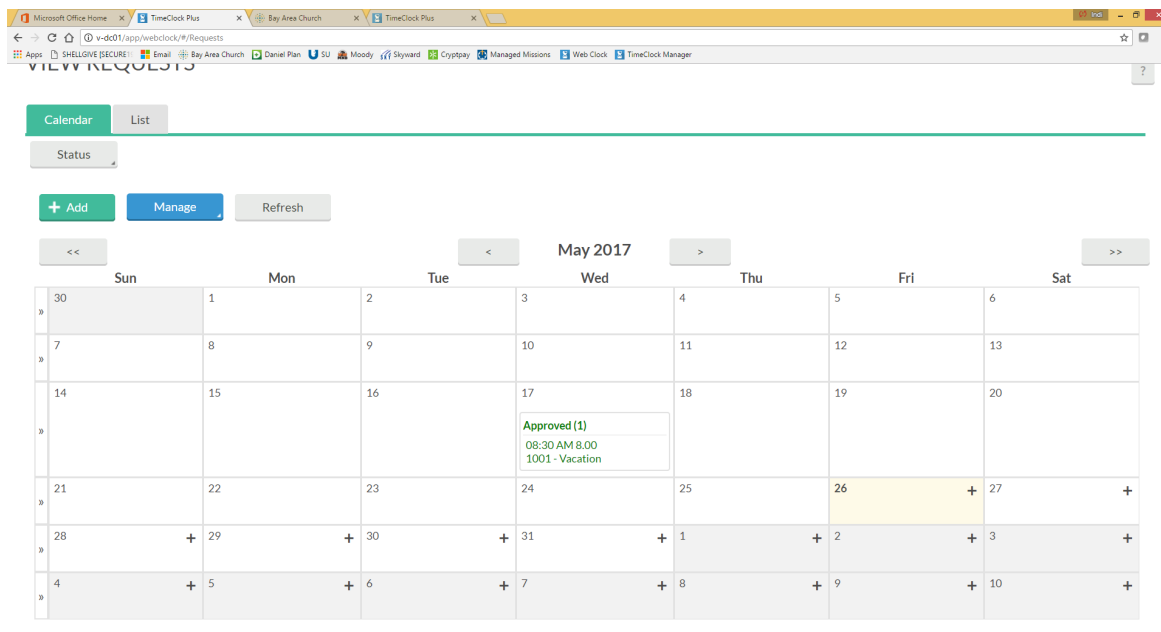
To submit a time-off request:

Enter your employee ID at the log in screen. For hourly employees, enter your employee ID number and and click on →LOG ON TO DASHBOARD

Hourly Employees will see this screen:



** Non-hourly employees will see:



Double-click on the date on the calendar you would like to request off. You will see the box below.

- Be sure the date requested off is correct.
- Start time can be entered as your normal starting time; i.e: 8:00 AM
- Enter the hours you want to take off. If you take an entire day off, enter the hours you typically work. For example, if you typically are scheduled to work 7 hours a day, then enter 7 hours. (**Teachers** – a full day is 8 hours.)
- Days: Enter how many days you are requesting off
- Leave Code – click on the the box and a drop-down menu will appear with the leave code options you have. Select the appropriate leave code.
- Description: Enter a brief description of the reason for your request so that your manager understand the reason before approving.

CLICK SAVE!!

The screenshot shows a web browser window with the TimeClock Plus application. A modal dialog box titled "Add Employee Request" is open in the center. The dialog box contains the following fields and values:

- Employee: Test Test [1]
- Date requested: 6/2/2017
- Start time: 08:00 AM
- Hours: 7:00
- Days: 1
- Leave code: 1003 - Personal Leave
- Description: Visit parents in Florida

At the bottom of the dialog box, there are "Cancel" and "Save" buttons. The background shows a calendar interface with a "Calendar" tab selected and a "List" tab. The calendar displays dates from 30 to 10, with a "+" sign indicating a request for each day.

SITUATIONS and WHAT TO DO?

SITUATION: Missed Punches (*Hourly Staff Only*)

WHAT TO DO: Notify your manager as soon as possible, do not wait until the next day or next week.

SITUATION: Entering past sick leave time

WHAT TO DO: When you are back in the office, notify your manager and request that they enter your past sick time. The system will not allow you to enter past sick time.

SITUATION: Work during a holiday

WHAT TO DO: Work during a holiday needs to have a prior approval from the manager. You may take an alternative day off **within the same pay period**, as long as it falls within that 2-week window of time. An alternative day off needs to be approved by your manager or supervisor.

The TimeClock Plus module has dual functions. Our Human Resource Manager is managing the paid time off (vacation, personal, and sick leave) functions, and our Financial Administrator is managing payroll, which relates to the time sheets and job codes. If you have any questions, please direct them to the email appropriate email below.

Email:

HR Manager: anne.dowless@bayarea.church

Financial Administrator: indi.tumborang@bayarea.church
