tcp | TimeClock Plus®

For Employees

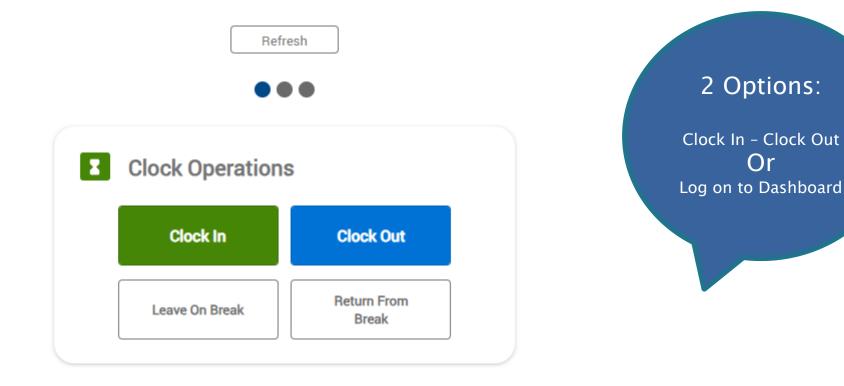# VISIT OUR WEBSITE

Clocking In & Out

Refresh

● ● ●

Clock Operations

Clock In   **Clock Out**

Leave On Break   Return From Break

2 Options:

Clock In – Clock Out
Or
Log on to Dashboard

10/31/2023 10:17:57 AM Hello Ashley Engle

Not you?

Confirmation (Clock In)

CLOCK IN

! Clock In operation successful

Cancel **Continue**

Ok

CLOCK OUT

10/31/2023 10:15:41 AM Hello Ashley Engle

Not you?

Confirmation (Clock Out)

! Clock Out operation successful

Ok

Cancel **Continue**

The time keeping system is an "all or nothing" system. All time should be entered and approved under the following schedule, ***regardless*** if the employee is paid on a semi-monthly or monthly basis.

- **1st – 15th**: deadline to approve is the 17th by noon (or first business day thereafter).

- **16th – end of the month**: deadline to approve is the 2nd by noon (or first business day thereafter).

The deadlines are important as they give Payroll enough time to handle any problems that need to be researched or corrected prior to running the payroll.

Contact Info

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