TIMECLOCK PLUS version 7 Employee Dashboard

Employee Entering Notes

The new TCPv7 Dashboard is a feature of the TCP WebClock. This can be accessed by going to timeclock2012.samford.edu in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work with Safari.**

1. Select the appropriate company from the drop down box.
2. Type in your USERID, the same id you use to access your email.
3. Click on the Dashboard button.

10/25/2016

05:10:20 PM

Select Company   100 Samford Hourly Staff 100

External ID

CLOCK IN	CLOCK OUT
LEAVE ON BREAK	RETURN FROM BREAK

LOG ON TO DASHBOARD

4. A box will pop up for you to enter your password then select LogOn.

Password Entry   ?
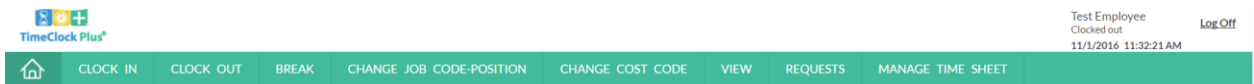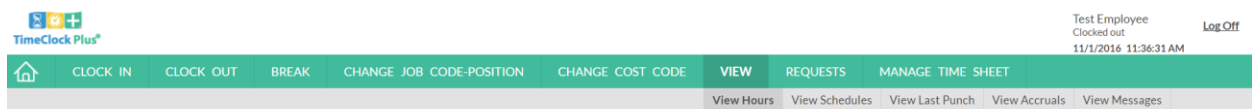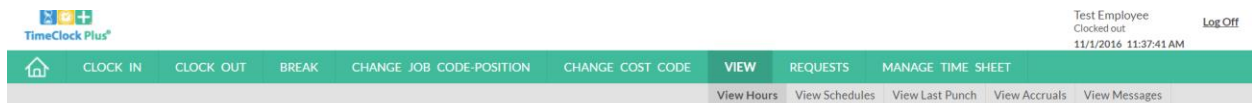
Password

Cancel   Log On

5. TCP will display a dashboard menu bar.
6. From this menu, you can choose from several options.
7. Clicking on the VIEW option will allow you to view time segments and add notes.

8. Click on VIEW and then VIEW HOURS.

9. The hours for the week are shown below. Please note the directional arrows at the top that will allow you to view hours from other weeks.
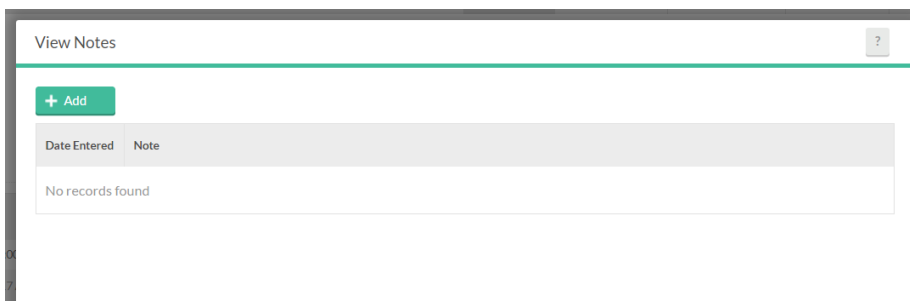

10. Clicking on the 🗎 icon in the Notes column will bring up the View Notes menu.
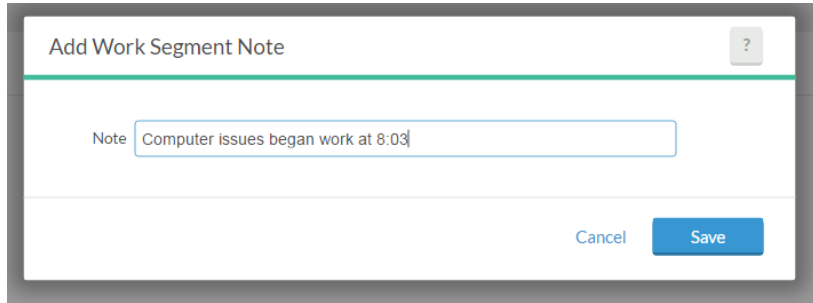
11. Click on the Add button to add a note to the selected time segment.

12. When the Add Work Segment Note box appears, type a brief message in the box being sure to include the time if a correction needs to be made. Click Save when you have completed the note.

13. Hit Close when you have completed adding notes for this segment.
14. The Notes icon will appear blue when a note has been attached to a time segment.

🔔	✓	Notes	🔗	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code-Position
	☑	📄			10/31/2016 08:00 AM	<< Time sheet >>	7:30	7:30		90225 - Vacation
🔴	☐	📄	⌐	59u	11/1/2016 08:17 AM	11/1/2016 11:00 AM	2:43			1 - Test Job

15. Please review all time worked and leave segments in all weeks at the end of each pay period to be sure all time worked is correct. If corrections need to be made, please leave a note and coordinate with your supervisor to make corrections. Do not approve incorrect segments until the corrections have been made.