



BPS Business Office “Giving Kids a Helping Hand”



PAYROLL – USING TIMECLOCK PLUS

Overview: TimeClock Plus is the program that is used to track staff hours. Employees will be set up in TC+ and are required to use this program daily in order to have the correct hours submitted for payroll.

ENTERING HOURS

All employees required to use TC+ must clock in and out every day. On days that the employee has scheduled to be off, an entry must still be made. If an employee is absent, the Bookkeeper is responsible for entering their time in TC+ **after** the employee has submitted their leave in Ivisions.

Timesheets will no longer be accepted for any additional duties. All employees that have an approved PAR (Personnel Action Request) in place will be required to use TC+ to keep track of their hours.

HOW TO ENTER TIME

Login to TC+ > Go to hours > Click Individual Hours > Enter employees last name in search bar > Enter > Choose employee > Click Add > Enter Date, Time, Job Code, and Note > Save.

HOW TO EDIT TIME

Login to TC+ > Go to hours > Click Individual Hours > Enter employees last name in search bar > Enter > Choose employee > Click Date to be edited > Enter Date, Time, Job Code, and Note > Save.

HOW TO ENTER LEAVE

Login to TC+ > Go to hours > Click Individual Hours > Enter employees last name in search bar > Enter > Choose employee > Click Add > Check box for Time Sheet Entry > Enter Date, Hours, Job Code, and Note > Save.

*TimeClock Plus should be reviewed daily by the site Bookkeeper to verify that an entry has been made by ALL employees required to use this program, and that the employee is approving their time daily. The Bookkeeper is required to make any corrections needed on a daily basis.