

# Timeclock FAQ's – General Employees

## Who needs to clock in/out?

Department Heads do not clock in/out. They will use the system for time off requests.

Salaried employees will clock in but will not need to clock out.

Hourly/General employees will need to clock in and out.

## How do I clock in/out?

### Timeclock device-

- A. With a Badge
  - 1. Hold your badge near the machine
  - 2. The machine will confirm the punch on the display.
  
- B. Without a badge
  - 1. Enter your employee ID number
  - 2. Push the appropriate button (**clock in** / **clock out**)

### Webclock –

<https://229529.tcplusondemand.com/app/webclock/#/EmployeeLogOn/229529/1>

- 1. Enter your employee ID number
- 2. Push the appropriate button (**clock in** / **clock out**)

## When do I clock in/clock out?

Clock in when you are ready to begin work.

Clock out at the end of the workday.

## What if I need to clock in for a special situation?

This would include call back, special events, or severe weather designations.

Clock in – either with your badge or employee id number

Then using your employee ID number, select the **Log on to Dashboard**

Select **Change Job Code**

Select the appropriate code.

Please remember these events are declared by management please check with your supervisor if you have any questions.

**Where can I clock in/out?**

There are timeclock devices most city buildings, including each fire station, the police department, fleet maintenance and the building maintenance shop.

Additionally, employees use the Webclock from any city computer.

**How do I find my Employee ID number?**

- Your employee ID number can be found on your badge.
- Your supervisor can see your ID number in the timeclock system.

## How do I request time off?

### Timeclock –

Enter your employee ID number and then select **“Log on to Dashboard”**

Push Requests, then the date, and enter your requested times.

### Webclock –

Enter your employee ID Number,

Select the **log into dashboard** option button, found at the bottom of the page.

Select **Requests** from the top toolbar. This will take you to a calendar.

Click on the plus sign + (top right of the day

Complete the required fields.

## What do I do if I forget to punch?

Notify your supervisor immediately, if you are unsure if you punched or not you can view your punches.

## How do I view my punches or approve my time?

1. Enter your employee id number
2. Select log on to dashboard
3. **View** (far right)
4. **Last punch**

## How do I approve my hours?

1. Enter your employee id number
2. Select log on to dashboard
3. **View** (far right )
4. **Hours**
5. Check the box in the **E ✓** column

## When should I approve my time?

All punches must be approved at the end of your workday every Tuesday.