

## Approving TimeClock Hours

<https://128297.tcplusondemand.com/app/webclock/#/EmployeeLogOn/128297>

1. ID Number: Last 4 digits of your SSN (minus any leading zeros)
2. Click on View > Hours
3. Use navigation arrows to view each week
4. If hours are correct, check the box under E✓ to approve.

### VIEW HOURS










Navigate period

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05/22 - 05/28

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			Time In	Time Out	Hours	Shift Total	Week Total	Job Code
			5/22/2017 01:00 PM	5/22/2017 03:45 PM	2:45	2:45		1 - Associate
			5/23/2017 07:50 AM	5/23/2017 03:45 PM	7:55	7:55	10:40	1 - Associate

5. This sends the hours to your supervisor to approve. Supervisors are:
  - a. Associates/Secretaries: Building Principal
  - b. Cooks: Cindi Sprecher
  - c. Custodians: Billy Olesen
6. If your hours are incorrect, you must contact your supervisor first to correct those hours before approving

To approve hours from the clock:

1. Log in to the clock as usual
2. Click Self Service
3. Click Hours
4. Check boxes next to each segment under approval (first column)
5. Tab through periods at bottom to view other segments