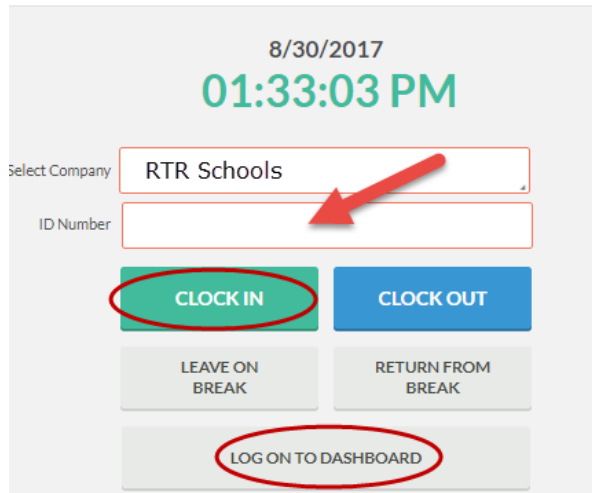


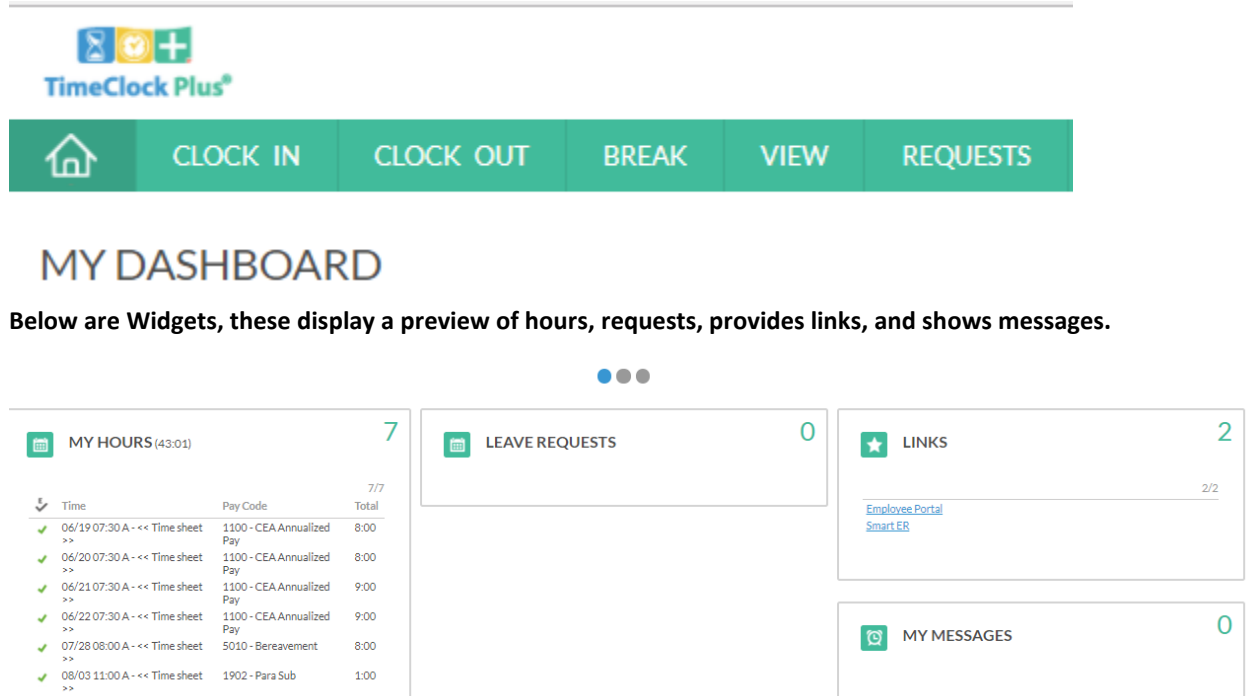
To clock in or out of your shift

Go to www.rtrschoools.org and under the Staff Portal Click TimeClock Plus Login. Here you will enter in your ID# and your PIN#.



- **Select Company.** Your district name appears here
- **ID Number.** This is your payroll ID
- **PIN Number.** This is the last four-digits of your Social Security #
 - Hello.....your name Confirmation (Clock In), **click on continue**
 - Hello.....your name Select Job Code(Clock In), **click on continue**
 - Clock operation successful, **click on OK**

You can also choose to LOG ON TO DASHBOARD to see all options.



Clock In. Clocks you in for this shift. **Clock Out.** Clocks you out for this shift **Break.** Use to punch in and out for an unpaid lunch break. **View.** Allows you to View Hours for this pay period, View Last Punch, View Messages. **Requests.** Allows you to enter a leave request by clicking on the **+Add** button. **LogOff.** Click log off in the upper right hand corner of the screen to exit.

Missed Clock in or Missed Clock out

This example shows a missed clock out. Missed clock in will be similar.


Date and timestamp

Hello

Missed Clock Out

Your last punch was a clock in at:

Enter missed out punch manually?



Hello

Time Entry (Missed Clock Out)

Date in

Date out

Note

Hello

Summary (Missed Clock Out)

Date in

Date out

Job Code **Administrative Asst**

Note **Forgot to punch**

Press continue to finish clocking out and save this information

Enter a Leave Request

Employee must have an active email in the TimeClock Plus Database for leave requests to route to the supervisor.

- **Select Company.** Your district name appears here
- **ID Number.** This is your payroll ID
- **LOG ON TO DASHBOARD.** This is the last four-digits of your Social Security # unless you change it
- **PIN Number.** This is the last four-digits of your Social Security # unless you change it

- **Click on REQUESTS**
 - **Calendar Tab** displays the current calendar. Click on the + sign in a date field to open up Add Employee Request field.
 - Click on the **arrows to the left or right of the month** displayed to enter a leave request for a previous or future month.
 - **Date requested.** This defaults to the date you clicked. You can change it.
 - **Start time.** Enter your scheduled start time for a full day. Enter the time your leave will begin for a partial day.
 - **Hours.** Enter the number of hours you are requesting leave for. Do not include the ½ hr unpaid lunch break. Example, leave requested from 10:00 AM – 2:00 PM would be recorded as 3:30, not 4:00.
 - **Days.** Will always default to 1 even if it is a request for a partial day. It identifies the “date” of leave. If you are requesting multiple days in a row, example PL for two days, enter a 2. If the leave involves a weekend break you must enter, for example, Wed – Fri as 3 and do a second leave entry for Mon-Tues as 2.
 - **Leave Code.** Select the leave code from the dropdown list.
 - **Description.** Enter a reason for the leave. It can be as simple as Sick Leave. Does not have to be detailed unless requested by your supervisor.
 - **Click on SAVE.** When you click on save the leave request shows as Pending and will be emailed directly to your supervisor for approval. You will receive an email back from your supervisor once the request is approved or denied.
 - **Deleting a leave request.** If the supervisor has not approved your leave request and it still shows as Pending you can right click on the word Pending and click Delete to remove your request. If the request has been approved you will need to ask your supervisor to delete the request.

It is very important if you're using a public computer that you click on Log Off in the upper right-hand corner to exit TimeClock Plus Web Clock.