

## How to log into TimeClock Plus to view and accept an assignments.

- Log in to TimeClock Plus go to <https://tcp.swsc.org/app/webclock/#/EmployeeLogOn/RTR/2902>
- Enter employee ID number
- Click Log On To Dashboard, enter employee pin (this is the last four-digits of your Social Security #)

- Once logged in you will see the employee dashboard and the green ribbon task bar.
- In the green ribbon task bar click **VIEW**, then click **VIEW ASSIGNMENTS**.  
View assignments displays open and unfilled assignments even if they have not yet been approved by the employee’s manager. –If the assignment available ends up being denied, you will be notified by the district or via TimeClock Plus notifications that the assignment is no longer available.

TimeClock Plus

Home CLOCK IN CLOCK OUT BREAK VIEW REQUESTS MANAGE TIME SHEET

Hours Schedules Last Punch Accruals Messages Assignments

### VIEW ASSIGNMENTS

Available Accepted

Group by Request Date

8/4/2017 to 10/2/2017 Next 60 Days Update

Showing 1 records of 1 Selected 1 records

Date	Time	Hours	Location	Name	Pay Code	Note
- 08/07/2017	(1 of 1 requests)					
<input checked="" type="checkbox"/>	08/07/2017	08:00 AM - 04:00 PM	8:00	Penni Burdette	1901 - Sub Teacher Daily EML	Test note for sub

- To accept the assignment click the check box to select the assignment then click **ACCEPT.**



You are about to accept 1 segment(s). Accepting these shifts will add them to your schedule and notify the appropriate personnel. Are you sure you want to continue?

Cancel

Ok

- Click **OKAY**

Once you click okay, the manager of the employee who you will be subbing for will get a notification that you accepted the position. The employee you are subbing for will also get a notification.

- To view accepted assignments click on the Accepted tab
- To unaccept an assignment you will need to contact the district office for the appropriate personnel to remove you from the position

### To Clock in/out.

#### Clock In/Out

- Log in to TimeClock Plus go to <https://tcp.swsc.org/app/webclock/#/EmployeeLogOn/RTR/2902>
- Enter employee ID number,
- Click Clock in/out, enter employee pin (this is the last four-digits of your Social Security #)

Select Company: RTR Schools 2902

ID Number:

**CLOCK IN** **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

CHANGE JOB CODE

LOG ON TO DASHBOARD

- Confirmation Clock In click **CONTINUE** (optional confirmation notification)
- You will automatically be clocked into the correct job code and substitution

**If you have any questions contact your District Office.**