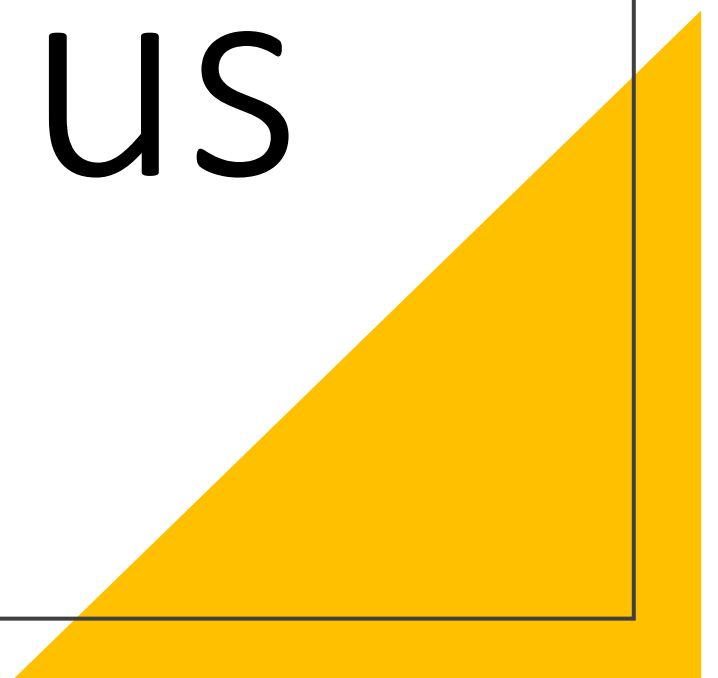


# Timeclock Plus

Electronic Timesheet Entry for Hourly  
Faculty and Adjunct Assignments





8/17/2021  
**01:45:55 PM**

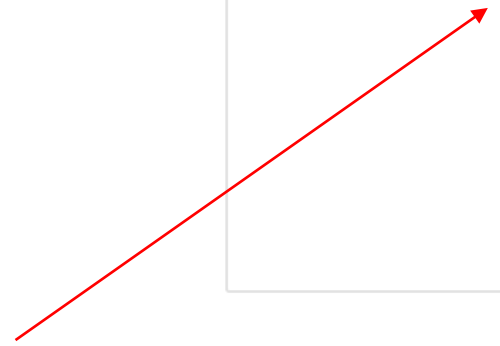
Select Company Taft College 1

ID/Badge Number

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

CHANGE PAY CODE

LOG ON TO DASHBOARD



Your badge number is located on the back of your Taft College ID, in the bottom right hand corner. Omit leading zeros



8/17/2021

01:46:15 PM

Select Company Taft College 1

ID/Badge Number 9003

CLOCK IN

CLOCK OUT

CHANGE PAY CODE

LOG ON TO DASHBOARD



Enter your badge number here and select "log on to dashboard"



# MY DASHBOARD

Refresh




**MY HOURS** (24:00)  **3**

Time	Pay Code	Total
08/10 07:00 A - << Time sheet >>	107 - Substitute Faculty & Adjunct	10:00
08/11 07:00 A - << Time sheet >>	105 - Extra Duty Faculty & Adjunct	4:00
08/12 07:00 A - << Time sheet >>	107 - Substitute Faculty & Adjunct	10:00

[Jump to View Hours](#)

**LEAVE REQUESTS** **0**

**MY ACCRUALS**  **2**

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Adjunct Sick Leave	0.0000	0.0000	0.0000	0.0000	0.0000
Overload Sick	0.0000	1.0000	0.0000	0.0000	1.0000

# MANAGE TIME SHEET

08/01/2021 - 08/31/2021 **Navigate Period**  
[<](#) [>](#) 8/10/2021  Display weekends  
[Prev](#) [Next](#)

Regular	OT1	OT2	Leave	Total
24:00	0:00	0:00	0:00	24:00

Mon 08/09 0:00	Tue 08/10 10:00 <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> 07:00 AM 10:00 <a href="#">107 - Substitute Faculty &amp; Adjunct</a> <a href="#">Add</a>	Wed 08/11 4:00 <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> 07:00 AM 4:00 <a href="#">105 - Extra Duty Faculty &amp; Adjunct</a> <a href="#">EOPS</a> <a href="#">Add</a>	Thu 08/12 10:00 <a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a> 07:00 AM 10:00 <a href="#">107 - Substitute Faculty &amp; Adjunct</a> <a href="#">Add</a>	Fri 08/13 0:00 <a href="#">Add</a>
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08/16 - 08/22

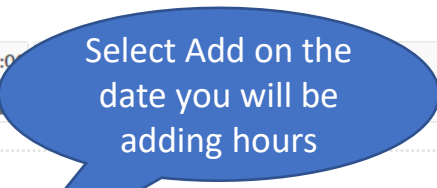
Mon 08/16 0:00 <a href="#">Add</a>	Tue 08/17 0:00 <a href="#">Add</a>	Wed 08/18 0:00 <a href="#">Add</a>	Thu 08/19 0:00 <a href="#">Add</a>	Fri 08/20 0:00 <a href="#">Add</a>
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08/23 - 08/29

Mon 08/23 0:00 <a href="#">Add</a>	Tue 08/24 0:00 <a href="#">Add</a>	Wed 08/25 0:00	Thu 08/26 0:00	Fri 08/27 0:00
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08/30 - 09/05

Mon 08/30 0:00	Tue 08/31 0:00	Wed 09/01 0:00	Thu 09/02 0:00	Fri 09/03 0:00
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# MANAGE TIME SHEET

01/2021 - 08/31/2021  
Navigate Period  
8/10/2021  
 Display weekends

Day	Time	Segment	Regular	OT1	OT2	Leave	Total
Mon 08/09	0:00		24:00	0:00	0:00	0:00	24:00
Tue 08/10	07:00 AM - 10:00	107 - Substitute Faculty & Adjunct	0:00	0:00	0:00	0:00	0:00
Mon 08/16	0:00		0:00	0:00	0:00	0:00	
Tue 08/17	0:00		0:00	0:00	0:00	0:00	
Mon 08/23	0:00		0:00	0:00	0:00	0:00	
Tue 08/24	0:00		0:00	0:00	0:00	0:00	
Wed 08/25	0:00		0:00	0:00	0:00	0:00	
Thu 08/26	0:00		0:00	0:00	0:00	0:00	
Fri 08/27	0:00		0:00	0:00	0:00	0:00	
Mon 08/30	0:00		0:00	0:00	0:00	0:00	
Tue 08/31	0:00		0:00	0:00	0:00	0:00	
Wed 09/01	0:00		0:00	0:00	0:00	0:00	
Thu 09/02	0:00		0:00	0:00	0:00	0:00	
Fri 09/03	0:00		0:00	0:00	0:00	0:00	

### Edit Segment

Segment Length: 10:00

Time in: 8/16/2021 07:00 AM

Hours: 10:00

Pay Code: 105 - Extra Duty Faculty & Adjunct

Cost Code: 105 - Extra Duty Faculty & Adjunct

Note: 107 - Substitute Faculty & Adjunct

109 - Overload Faculty & Adjunct

1000 - Sick

1001 - Personal Necessity

Cancel Save

Select the pay code that represents the hours being recorded

MANAGE TIME SHEET

01/2021 - 08/31/2021  
Navigate Period  
8/10/2021  
Display weekends

Regular 24:00 OT1 0:00 OT2 0:00 Leave 0:00 Total 24:00

Day	Time	Code	Notes	Regular	OT1	OT2	Leave	Total
Mon 08/09	0:00			24:00	0:00	0:00	0:00	24:00
Tue 08/10	07:00 AM - 10:00 AM	107 - Substitute Faculty & Adjunct						
Mon 08/16	0:00			0:00	0:00	0:00	0:00	0:00
Tue 08/17	0:00			0:00	0:00	0:00	0:00	0:00
Mon 08/23	0:00			0:00	0:00	0:00	0:00	0:00
Tue 08/24	0:00			0:00	0:00	0:00	0:00	0:00
Wed 08/25	0:00			0:00	0:00	0:00	0:00	0:00
Thu 08/26	0:00			0:00	0:00	0:00	0:00	0:00
Fri 08/27	0:00			0:00	0:00	0:00	0:00	0:00
Mon 08/30	0:00			0:00	0:00	0:00	0:00	0:00
Tue 08/31	0:00			0:00	0:00	0:00	0:00	0:00
Wed 09/01	0:00			0:00	0:00	0:00	0:00	0:00
Thu 09/02	0:00			0:00	0:00	0:00	0:00	0:00
Fri 09/03	0:00			0:00	0:00	0:00	0:00	0:00

**Edit Segment** ?

---

Segment Length: 10:00

Time in

Hours

Pay Code

Cost Code  Select

DISTANCE ED

EOPS

SUBSTITUTE FAC & ADJ

Cancel Save

Select the cost code that represents the assignment. These will be prepopulated for you.

Verify the date and total hours and selected codes. Then select save.



To view your hours, select View and Hours

# VIEW HOURS

Navigate Period  
< >  
[Prev](#) [Next](#)  
08/01 - 08/31

Regular	OT1	OT2	Leave	Total
21:30	0:00	0:00	0:00	21:30

Showing records of 3

				Split		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Pay Code	Cost Code
						8/10/2021 07:00 AM	<< Time sheet >>	10:00	10:00	10:00		107 - Substitute Faculty & Adjunct	
						8/11/2021 07:00 AM	<< Time sheet >>	10:00	10:00	10:00		105 - Extra Duty Faculty & Adjunct	DISTANCE ED
						8/12/2021 07:00 AM	<< Time sheet >>	1:30	1:30	1:30	21:30	109 - Overload Faculty & Adjunct	EOPS

Use the navigate period arrows to view different months.



# ACCRUALS

Select forecast date:  

Showing 2 records of 2

Ledger	Accrual Bank <sup>†</sup>	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
	Adjunct Sick Leave	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
	Overload Sick	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	1.0000

You also have the ability to view your leave balances at any time. To view your balances, select View and then accruals. These will be updated monthly as we receive your leave forms.

Hours are exported based on date range. We do not go back and check to see if someone entered their hours after the close of the month. To ensure you are paid timely, all hours must be entered by the last day of the calendar month.

IF you miss the deadline, YOU are responsible for notifying us so we can make sure you are paid!