

Employee Operations Manual:

Employee Time Sheets

This document will walk you through how to create new time sheets for the hours that you work throughout each week.

Open a web browser and go to **WebClock**

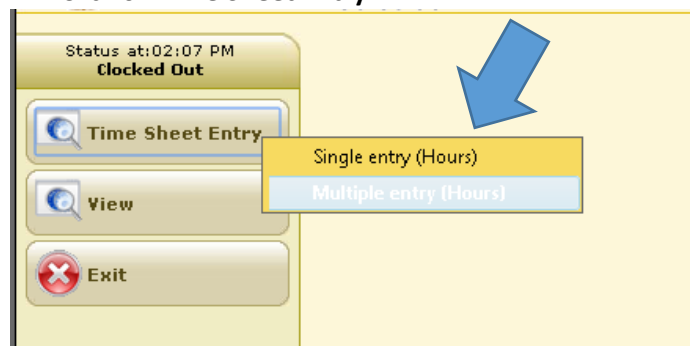
- a. <http://timecard.fwsu.org/WebClock30/login.aspx>
- **Select Company** (WHO PAYS YOU? BFA/GEMS/FWSU/FEMS)
- Log in with your
 - a. **ID NUMBER** (ALWAYS THE LAST 4 OF YOUR SOCIAL SECURITY NUMBER)
- **Pin Number** (ALWAYS LEAVE BLANK)



The image shows the 'WebClock' login interface. At the top, there's a header with the title 'WebClock' and a background image of silhouettes of people standing on a globe. Below the header is a section titled 'Individual Login'. Inside this section, there are three input fields: 'Select Company:' with a dropdown menu showing 'FWSU [4]', 'Id Number:', and 'Pin Number:'. Below these fields is a 'Login' button. To the right of the login fields is a link labeled 'Configuration'.

Paraprofessionals - Choose FWSU in the drop down menu.

- Click on **Login**
- Click on **Time Sheet Entry**



The image shows the 'Time Sheet Entry' screen. At the top, it says 'Status at: 02:07 PM' and 'Clocked Out'. Below this, there are three buttons: 'Time Sheet Entry', 'View', and 'Exit'. A blue arrow points to the 'Time Sheet Entry' button. A dropdown menu is open, showing two options: 'Single entry (Hours)' and 'Multiple entry (Hours)'.

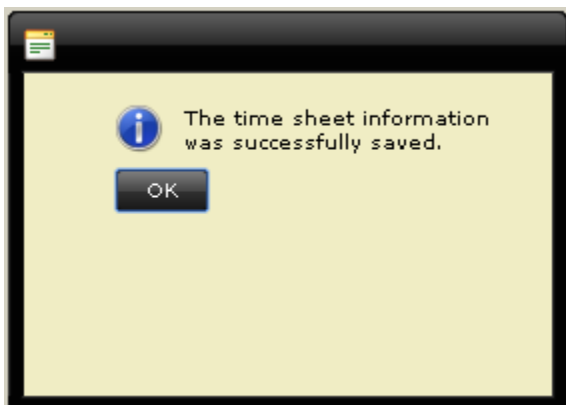
- Click on **Single entry (Hours)**
- Fill in the following fields:
 - a) **Date In**
 - b) **Time In**
 - c) **Date Out**
 - d) **Time Out**

- e) Job or Leave Code
- f) Shift Note

- Click **Add**

- **Add new record**, if you need to add another day and repeat steps above.

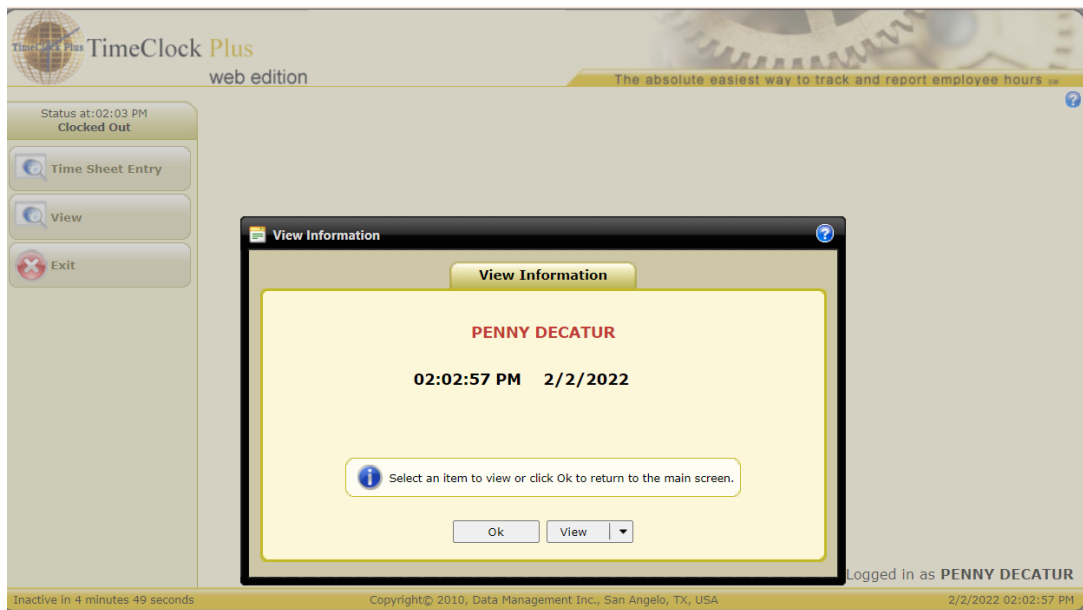
- Click **Save** when you have entered all the days/time you want to
Please round your entries to the nearest quarter hour. This includes any subbing entries in the shift notes.



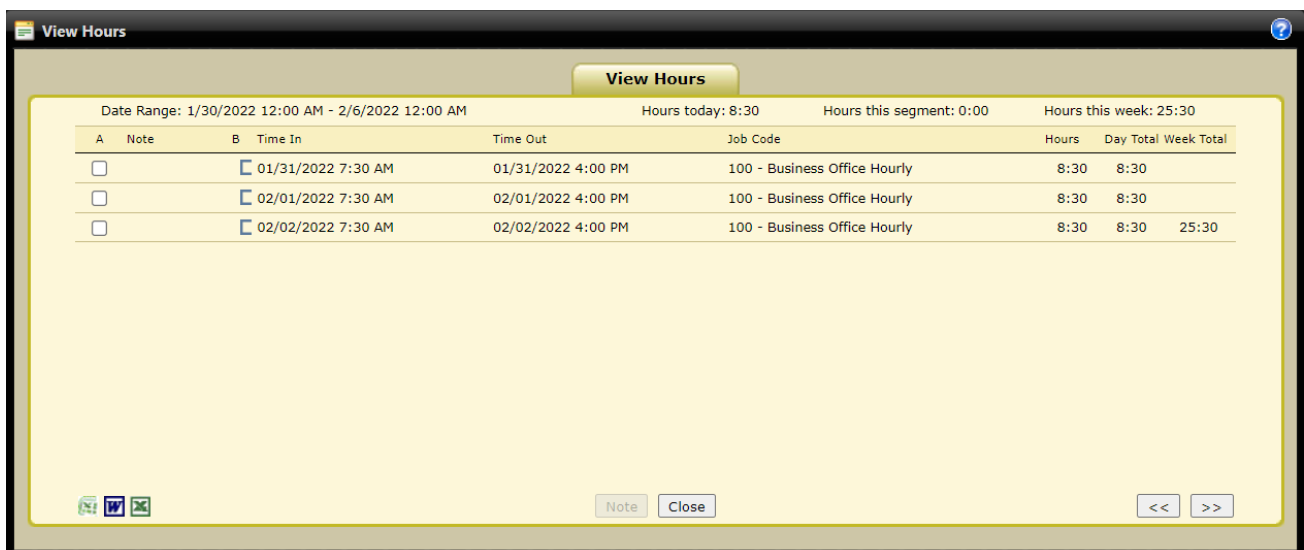
AT THE END OF THE PAY PERIOD YOU MUST APPROVE YOUR HOURS.

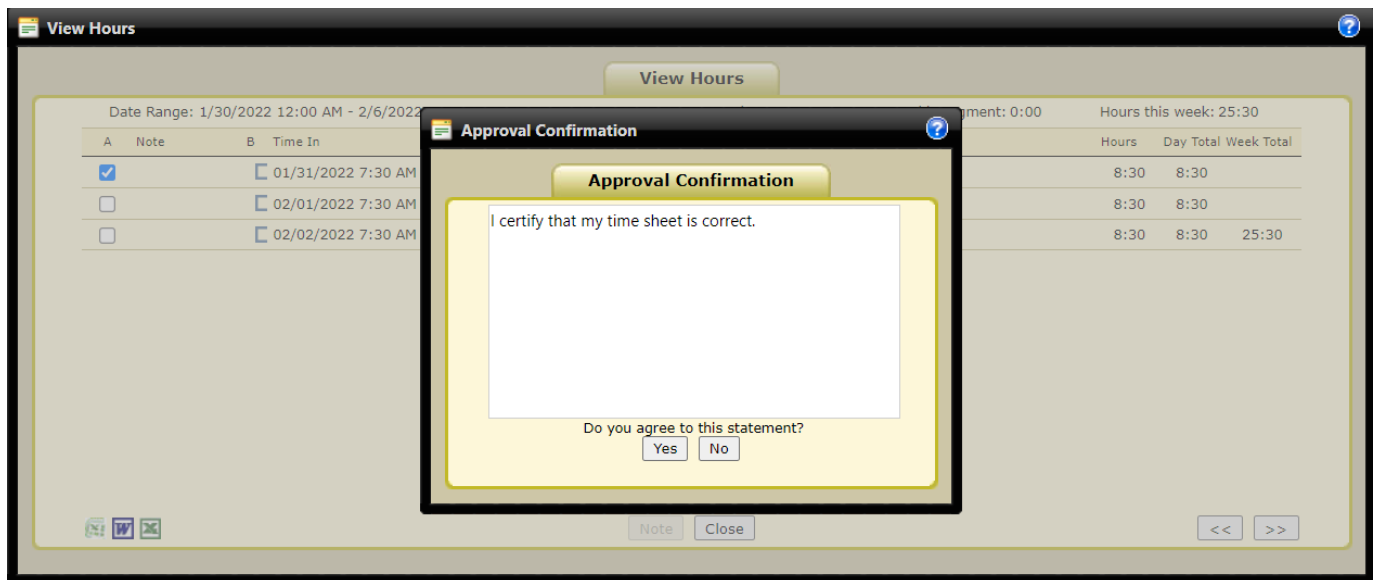
To approve your hours

- Click on View on the left and at the bottom

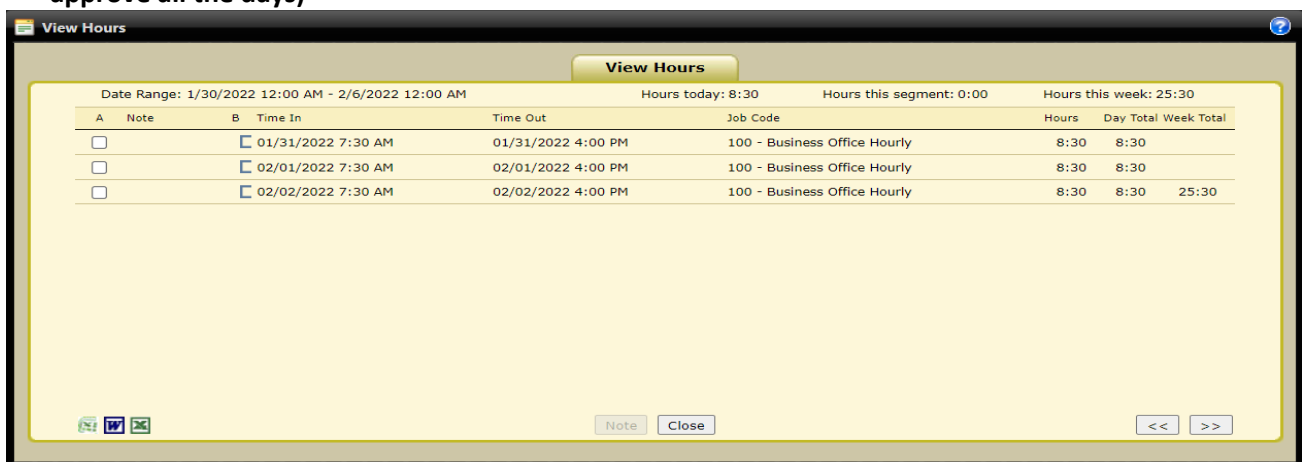


- Under view choose Hours
- Check the top box under A





- Click Yes that you certify that my time sheet is correct. (This will only appear once why you approve all the days)



- Once all the boxes under the A are checked you have approved your time sheets. Click Closed

You have successfully completed your time sheet.

Please remember to round all entries to the nearest quarter hour

Reminder - ALL TCP leave entries must match Frontline/ESS

If you have any questions please email Penny at pdecaturo@fwsu.org any time or call her during school hours at (802) 370 – 3113 x116.

HELPFUL TIMECLOCK PLUS (TCP) TIPS

Entering Time -

When entering time in Time Clock Plus, you should not enter your time in advance with the exception of the Friday of the week before your pay date as your timesheets are due on Thursdays at the school level.

Subbing for a Teacher -

If you are subbing for a teacher, use your scheduled work code and enter a note as to who you are subbing for (full name, not initials) and the duration times (not half day, block, etc).

Example: Subbed for Jane Doe 8:00 am - 9:00 am

Paid Holidays -

When entering your paid holiday in Time Clock Plus, please use your leave code. Paid Holidays do not need to be entered in Frontline.

Leave Time -

If you enter leave time in Frontline/ESS, do not forget to enter the same leave time in Time Clock Plus as it is the information in Time Clock Plus that generates your paycheck.

Changes -

If you have to make any changes on your timesheet, please contact your building administrative assistant.

Thank you. If you should have any questions, please feel free to contact your building administrative assistant or Tammy/Penny at the SU office.