## **Employee Operations Manual for Fletcher:**

## **Employee Time Sheets**

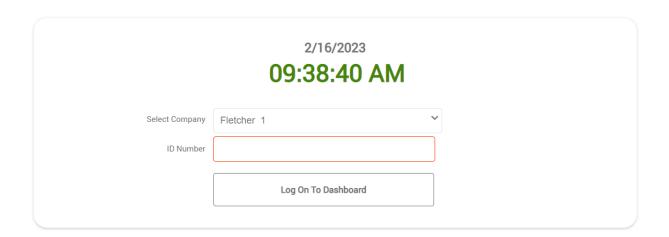
This document will walk you through how to create new time sheets for the hours that you work throughout each week.

Open a web browser and go to WebClock

a. <a href="https://327411.tcplusondemand.com/app/webclock/#/EmployeeLogOn/327411/1">https://327411.tcplusondemand.com/app/webclock/#/EmployeeLogOn/327411/1</a>

Log in with your ID Number (The last 4 digits of your Social Security Number) Click "Log On To Dashboard"





Click on "Manage Timesheet".

Click "Add".



## The following window will then pop up:

Edit Seg	ment	? Feedback	
	Segment Lengt	n: 8:00	
Time in	2/26/2023 <b>=</b> 09:00 A	M O	
Time out	2/26/2023 <b>=</b> 05:00 F	M O	
Break type	<< NONE >>	~	
Job Code	105 - PRINCIPAL OFFICE	V	
Note			
		Cancel	

Segment Length – This is a sample and may not state 8 hours in your case.

Time in: Select the date and time (always in quarter hours).

Time out: Select the date and time (always in quarter hours).

Break Type: You do not need to complete this section, as the break is built into the code if needed.

Job Code: Select the appropriate job code (work or leave).

Note: Enter any notes if needed.

Click "Save".

To approve your hours that you will submit, click the "E" column (E for Employee) on the left of the line you are approving.

## 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 pdecatur@fwsu.org any time or call her during school hours at (802) 370 – 3113 x116.