

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. <https://327411.tcplusondemand.com/app/webclock/#/EmployeeLogOn/327411/1>

Log in with your ID Number (The last 4 digits of your Social Security Number)

Click “Log On To Dashboard”



2/16/2023

09:38:40 AM

Select Company

Fletcher 1

ID Number

Log On To Dashboard

Click on “Manage Timesheet”.

Click “Add”.

Manage Time Sheet

02/26/2023 - 03/04/2023

Navigate Period

< >
Prev Next

2/26/2023



? Feedback

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

+ Add

Showing 0 records of 0



Date In Time In Time Out Note

Job Code

The following window will then pop up :

Edit Segment

Segment Length: 8:00

Time in: 2/26/2023 09:00 AM

Time out: 2/26/2023 05:00 PM

Break type: << NONE >>

Job Code: 105 - PRINCIPAL OFFICE I

Note:

Cancel Save

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