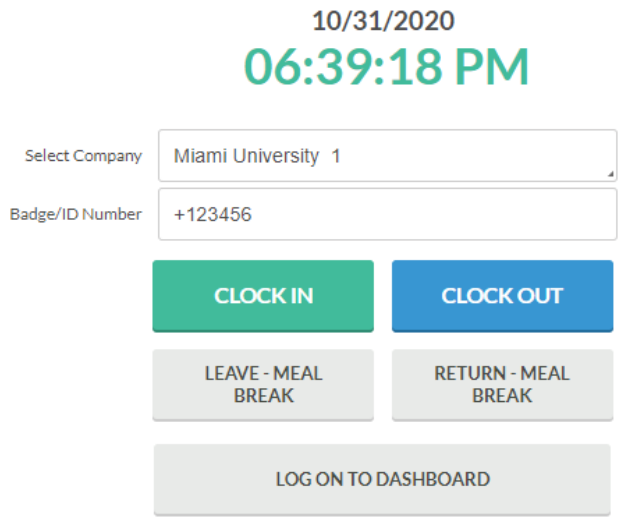
TCP- Employee Instructions

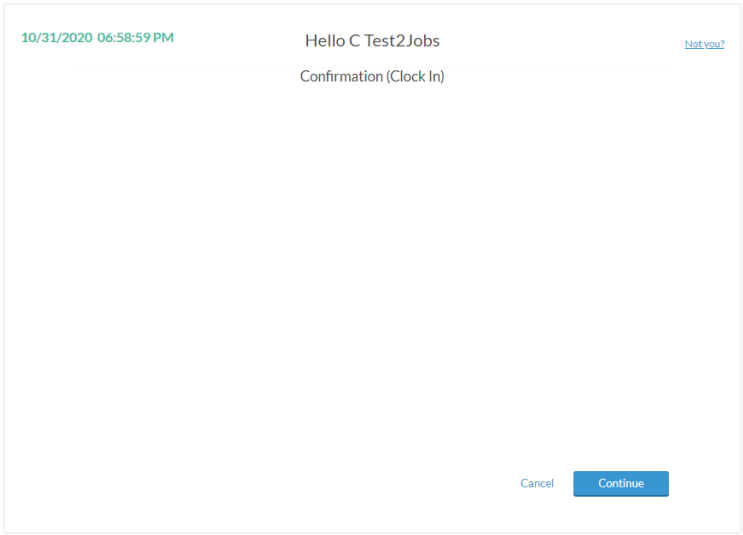
Contents

Clocking

1. Enter your badge number (tap badge on physical clock) or enter Banner+ number including the +
2. Use the “CLOCK IN” and “CLOCK OUT” buttons

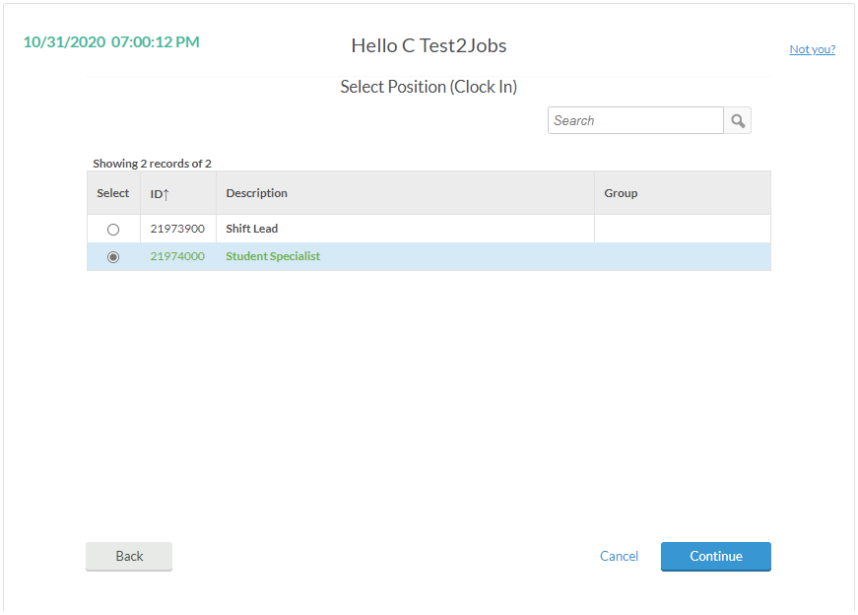


3. Select **Continue** on the Confirmation screen

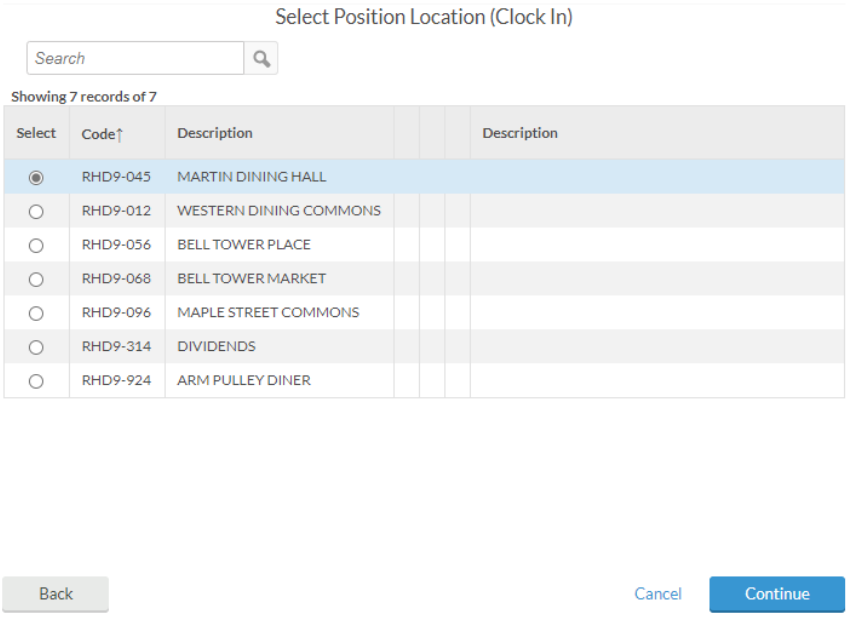


TCP- Employee Instructions

4. If you have more than one position, select the position you are clocking into from the list, then select **Continue.** Clocking Out does not require selecting a position.

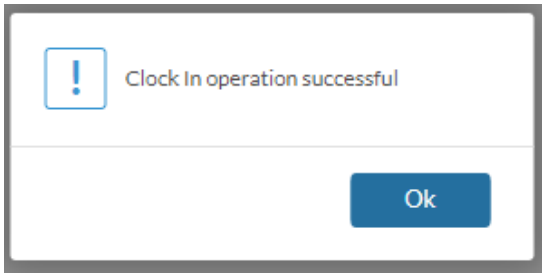


5. If your position requires selecting a location, select the appropriate location from the list and then select **Continue**



6. Select **Ok** on the “Clock operation successful” window

TCP- Employee Instructions



Breaks

- Use the “LEAVE - MEAL BREAK” and “RETURN - MEAL BREAK” buttons for unpaid breaks.

Approving Hours Worked

1. Use the LOG ON TO DASHBOARD button (Web Clock or Smartphone App only)
2. Click View menu, then select Hours
3. Hours worked in the current week will be displayed. To view hours in the previous or future weeks, click the **Prev** or **Next** options
4. Review all hours listed for the current pay period. If the hours are correct, click the box next to the time segment worked to indicate your approval.