Time Clock Plus Users for Clocking in:

To log on go to:

<u>https://timeclockplus.hopewdm.org/</u> (which will forward to the employee login.) or <u>https://timeclockplus.hopewdm.org/app/webclock/#/EmployeeLogOn</u>

(If using timeclock station, make sure your finger print works and you have details to clock in)

🗧 🗇 🖹 https:// timeclockplus /app/webclock/#/EmployeeLogOn 🛛 🔎 🔹 😮	ertificate error C	×		
		TimeC	ock Plus [®]	
		9/18 11:34	3/2016 :21 AM	
	Select Company	Lutheran Church of Ho	pe 96995	
	ID Number		·	
		CLOCK IN	CLOCK OUT	
		LEAVE ON BREAK	RETURN FROM BREAK	
		LOG ON TO	DASHBOARD	

For ID put in your User ID #

Then click Clock In (Green Button)

The screen below will pop up – you will have your own PIN that is set up for you to be able to clock in, enter it here and click LogOn

PIN Entry	?
PIN	
Ca	ancel Log On

If you did it correctly you will see the screen below

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		R Co ₽ TimeClock Plus®		
	9/18/2016 11:34:58 AM	Hello Gail Smith Confirmation (Clock In)	N	ot you?
			Cancel Continue	

To Clock Out for Break you will just click on the appropriate button OR to Clock out you click on the Blue Clock Out button

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		ImeClock Plus [®]	
		9/18/2016 11:34:21 AM	
	Select Company	y Lutheran Church of Hope 96995	
	ID Number	ir 🗌	
		LEAVE ON RETURN FROM BREAK BREAK	
		LOG ON TO DASHBOARD	

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TimeClo	ock Plus [®]								
合	CLOCK IN	CLOCK OUT	BREAK	CHANGE JOB	CODE VIEV	V REQUESTS			
CLO	CK IN								
					9/18/2016 1	1:35:39 AM	Hello Gail Smith		Not you?
							Confirmation (Missed Clock Out)		
								Cancel Continue	
								_	-

If you forgot to clock out or in the time before you will see the screen below:

Click on Continue and you will see the below, click continue :



CLOCK IN

9/18/2016 11:35:58 AM	Hello Gail Smith		Not you?
	Missed Clock Out		
	Your last punch was a clock in at:		
	09/18/2016 11:35 AM.		
	Enter missed out punch manually?		
	Press continue to enter the missed out time, or choose another operation		
Back	Cancel	Continue	

On this screen you will need to put in the date and time you missed along with a Note as to what happened if your manager asks for this – Something like – Ran right into a meeting, or my kids were sick etc. Please know your manager will need to approve this missed clock so they may talk with you if this happens over and over.

(c) (c)	ertificate error C TimeClock Plus	×		C
				9
CLOCK IN	CODE VIEW REQUESTS			
	9/18/2016 11:36:15 AM	Hello Gail Smith Time Entry (Missed Clock Out) Date in 9/18/2016 11:35 AM C Mite	<u>Notwood</u>	
	Back	c	iancel Continue	

EXAMPLE:

	Kalus app/webdock + C	REAK	cidis (P + Q Cer CHANGE JOB (tificate error C Tin	neClock Plus REQUESTS	×			
CLOCK IN				9/18/2016 11:3	6-57 AM	Hello Gail Smith Time Entry (Missed Clock Out) Date in: \$132016 1135 AU 0 Date in: \$132016 1120 PM 0 Here Forgot to clock out		Sector 2	
				Bac	k		Cancel	Continue	

If you want to view your hours on the dashboard where you clock in click the Login to dashboard button at the bottom. Then on this screen click view. Anything in Blue your manager will need to approve as those were missed punches.

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TimeCl	ock Plus								Gail Smith Clocked out at 11:37 AM 9/18/2016 11:38:03 AM	Log Off Change Pin	1
奋							VIEW				l
							View Hor	rrs View Last Punch View Messages			
VIEV	V HO e period > Next 09/18	URS							Regular OT1 OT2 001 000 000	? Leave Total 0:00 0:01	
٠	\$	Ø	Time In	Time Out	Hours	Shift Total	Week Total	Job Code			
		Е	9/18/2016 11:35 AM	9/18/2016 11:36 AM	0:01	0:01		1 - Administration			
		E	9/18/2016 11:37 AM	9/18/2016 11:37 AM	0:00	0:00	0:01	1 - Administration			

Change Pin

All new employees will get a pin of 1234 if they are using the web version of the timeclock. They must go in and change that pin. Here is how

Top right corner of their dashboard: Click on the Change Pin link

	Gail Smith	
	Clocked out	Log Of
	9/20/2016 08:35:25 AM	Change Pi
		_
Change Pin		?
Current pin		
New pin		
Re-enter pin		
	Cancel	Change