



Missouri State
U N I V E R S I T Y



TimeClock Plus
Time Clock
Employee User Guide

Payroll, Carrington Hall 119
Missouri State University
901 S National Avenue
Springfield, Missouri 65897
(417)836-6578 – Payroll@MissouriState.edu

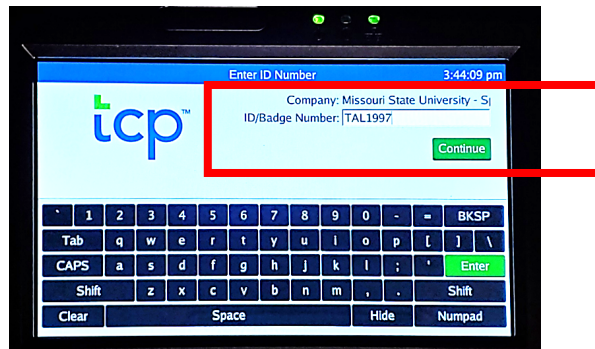
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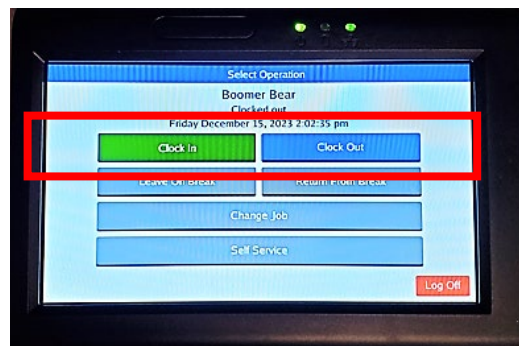
TimeClock Plus (TCP) operations can be performed on the TCP MobileClock or on a physical time clock. Check with your supervisor which one you are to use.

How To Clock In and Clock Out

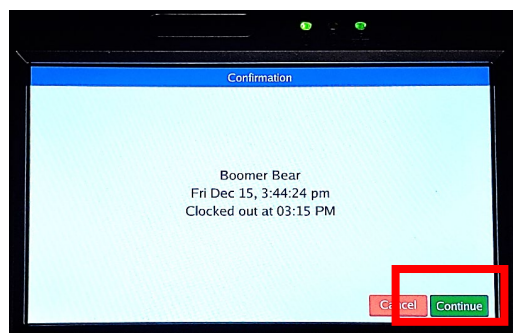
1. If date and time is displayed, touch screen to access the log in screen.
2. Enter your **MSU Login ID** in the **ID/Badge Number** field by using the number or Alpha pad, then select **Continue**.



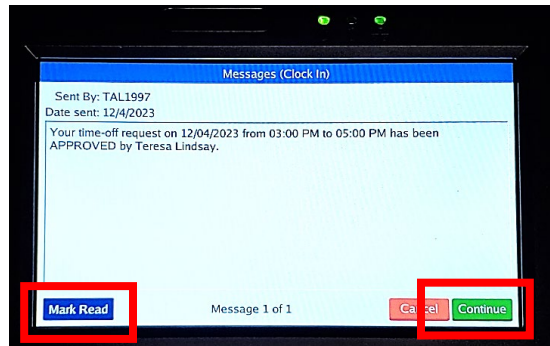
3. Confirm your name is displayed correctly on the screen.
 - a. If the wrong name is displayed, select **Log Off** and notify your manager to ensure the correct ID number is assigned to your profile.
4. To Clock In:
 - a. Select the **Green Clock In**.
5. To Clock Out:
 - a. Select the **Blue Clock Out**.



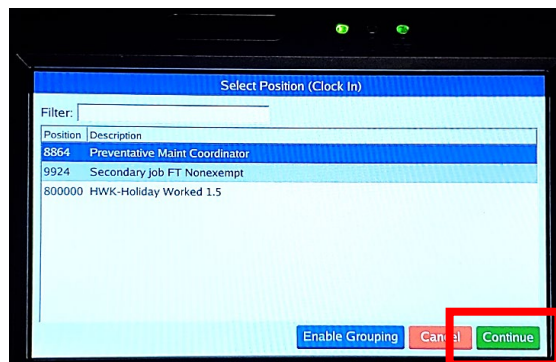
6. The system will then present a **Confirmation** screen, select **Continue** to complete this clock operation.



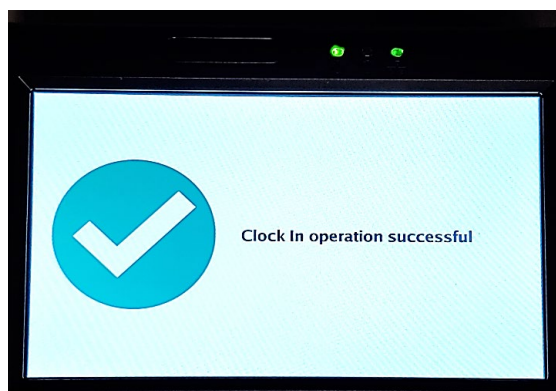
7. The Messages screen will appear if you have any unread messages. Select **Mark Read** to dismiss the message then select **Continue**.



8. If prompted, select the **Job Code/Position** you will be working then select **Continue**.
- a. If you are a full-time employee working on a designated university holiday, you will need to select HWK-Holiday Worked 1.5 position to be compensated according to policy.
 - b. If you are a full-time employee working on a designated Extra Given day, you will select the Job Code/Position you will be working in.
 - c. If eligible for call back and time qualifies for the Call-Out Provision select CB-Call Back Pay @1.5 to receive compensation or CBC-Call Back Comp to receive Comp Time. You must also submit a Call Back Request form. See procedure below under 'How To Submit Call Back/Overtime Request'.



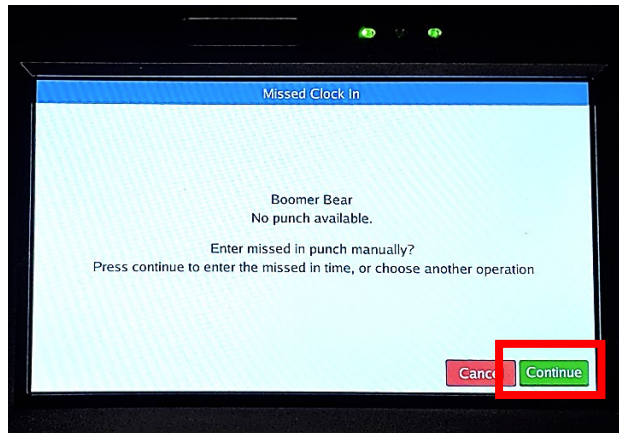
9. You have successfully clocked in or out.



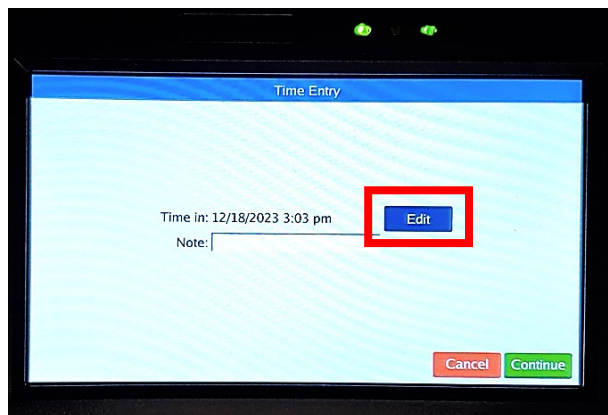
How to Resolve a Missed Clock In/Out

If you realize you failed to clock in or out you will need to manually enter the time on your next clock operation.

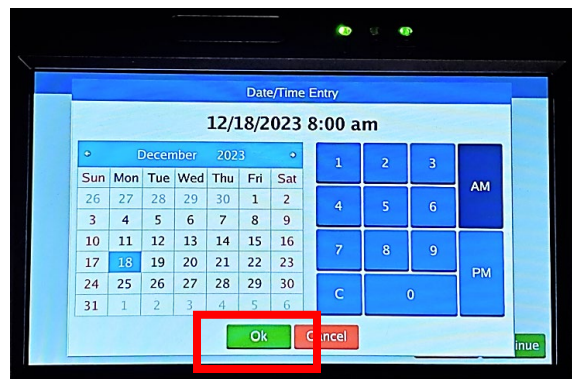
1. Continue to clock in or out as normal.
2. The system will let you know that there is a missed clock in/out. Select **Continue**.



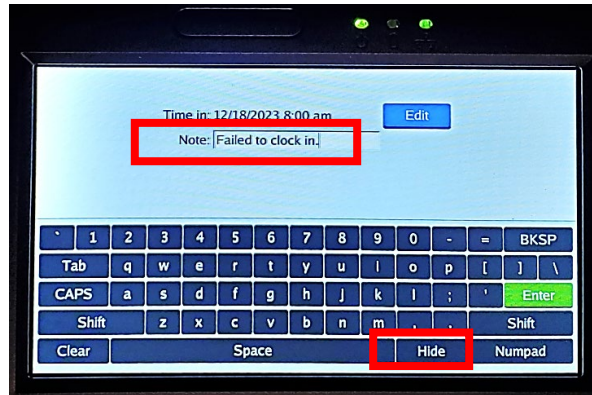
3. Select **Edit** to correct the missing clock in/out.



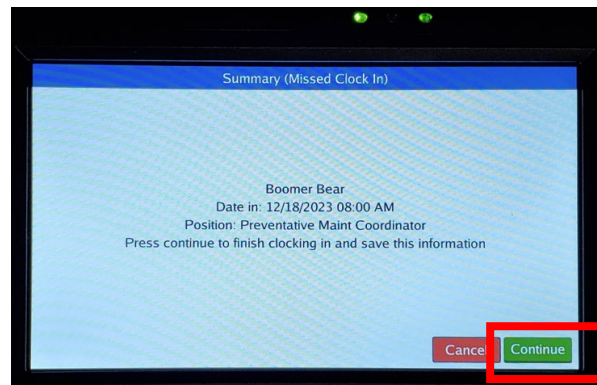
4. Select date and time of your missed punch then select **Ok** to confirm your time entry.



5. Enter an explanation of the missed punch in the **Notes** section.



6. Select **Hide** to close keyboard then select **Continue**.
7. If prompted, select the Job Code/Position for the clock in/out operation then select **Continue**.
8. Review the **Summary (Missed Clock In/Out)** prompt to ensure the time entry is correct.
9. Once verified select **Continue** to submit the missed clock in/out and proceed with your clock operation.

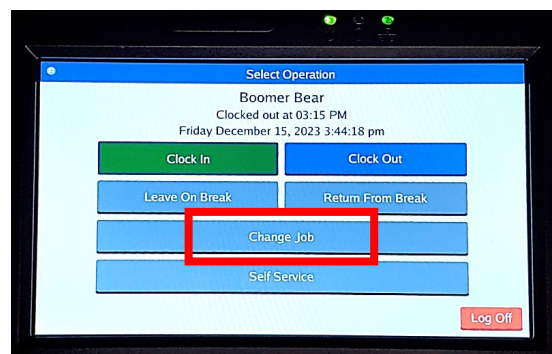


10. Your missed punch has been recorded and you are now Clocked In/Out.

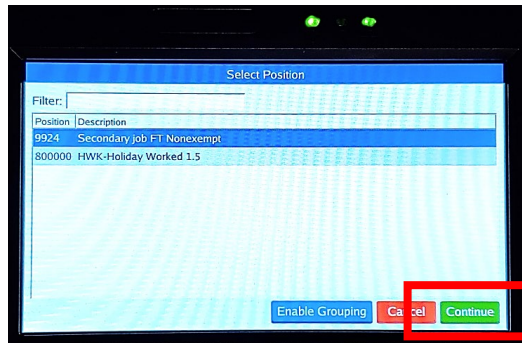
How To Change Job/Position

Change Job/Position is to only be used if you are currently working in a position and need to immediately change to another position.

1. Enter your **MSU Login ID** in the **ID/Badge Number** field then select **Continue**.
2. Select **Change Job**.



3. Confirm your name is displayed correctly on the screen then select **Continue**.
4. You will be given a list of your available positions. Select the **Job Code/Position** you are changing to, then select **Continue**.

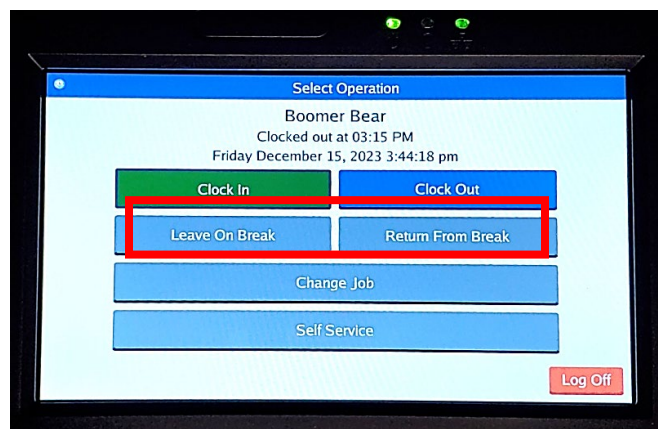


5. Clock operation window will display showing position operation was successful.

How To Clock Out and In From Break

Some employees will have automatic meal breaks, which allows employees to take their meal breaks without clocking out and in. Check with your supervisor to see if you are required to clock out and in for breaks.

1. Enter your **MSU Login ID** in the **Badge Number** field.
2. To clock out for break
 - a. Select the **Leave On Break**.
3. To clock in from break
 - a. Select the **Return From Break**.

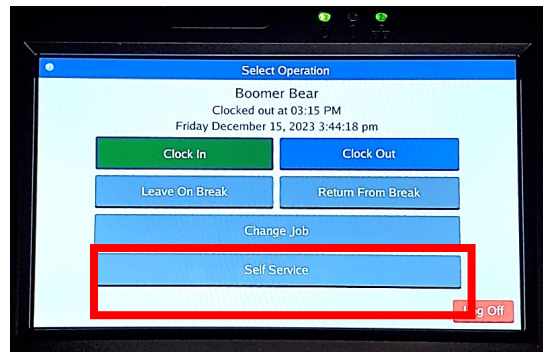


4. Confirm your name is displayed correctly on the screen then select **Continue**.
5. You are now Clocked In/Out from Break.

Self Service Menu

Self Service is where you can view your time sheet, see what your last punch was, or request leave time. **Please do not use any function outside of clocking in/out/resolving missed punch on the time clock during peak time clock use to avoid delaying others using the clock. Self-Service options can also be performed on the TCP MobileClock.**

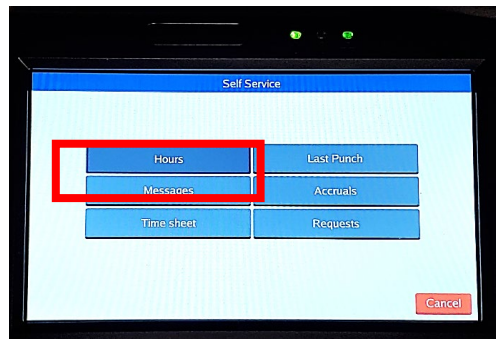
1. Enter your **MSU Login ID** in the **Badge Number** field.
2. Select **Self-Service**.



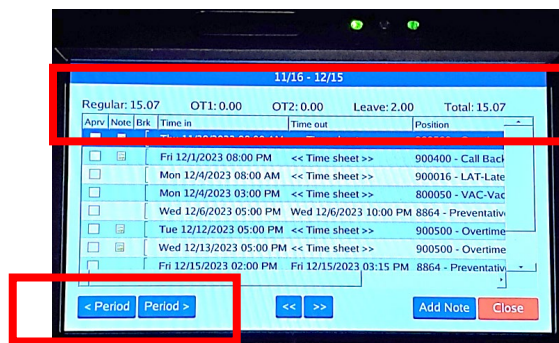
3. This will bring you to your TCP Dashboard.

How To View Hours

1. Select **Hours**.



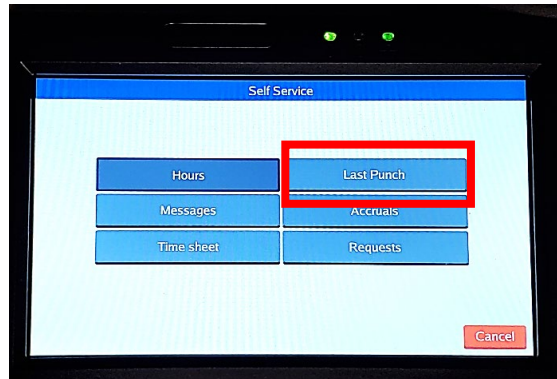
2. You can select **<Period or Period>** to navigate to a different pay period.
3. Upper section will display time worked under **Regular** and leave taken under **Leave** for the period.



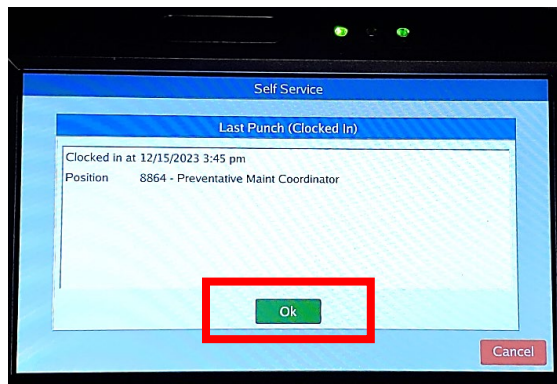
Note: TCP will only capture the time worked and leave taken such as sick, vacation, etc. Any overtime will be calculated when time is imported into Banner and compensated according to Human Resources Policy [G7.02-4.8, 9](#).

How To View Last Punch

1. Select **Last Punch**.

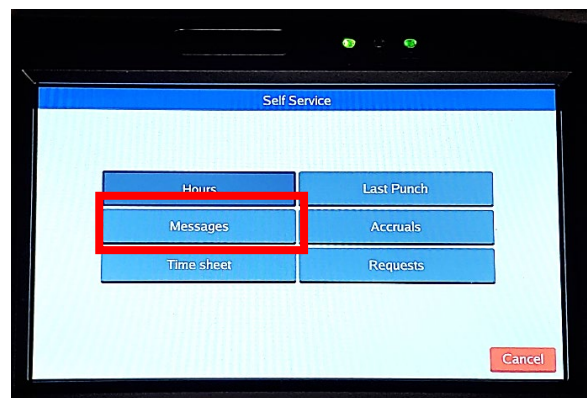


- a. This will display your last clocked in/out and position, select **Ok** to close screen.

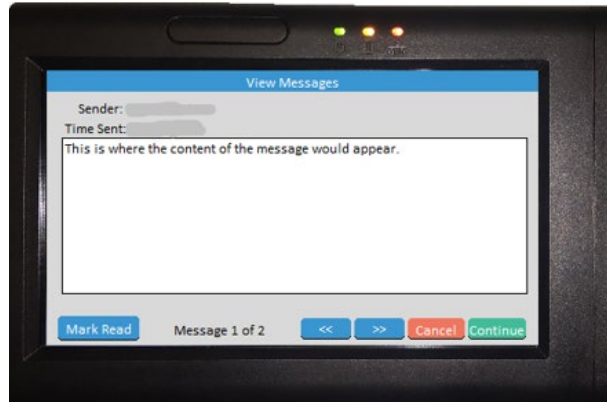


How To View Messages

1. Select **Messages**.



2. If you have any active notifications that have not been read yet, they can be viewed. Unread messages will also display when you are clocking in/out.

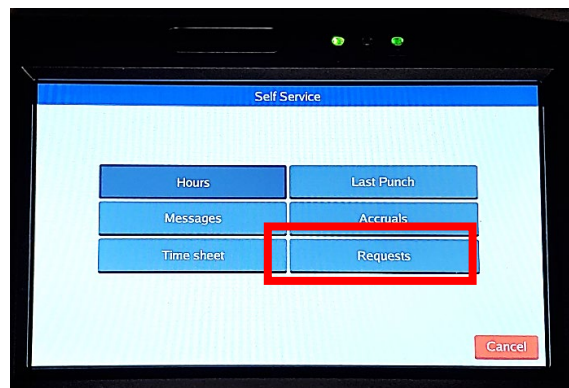


How To View Accruals

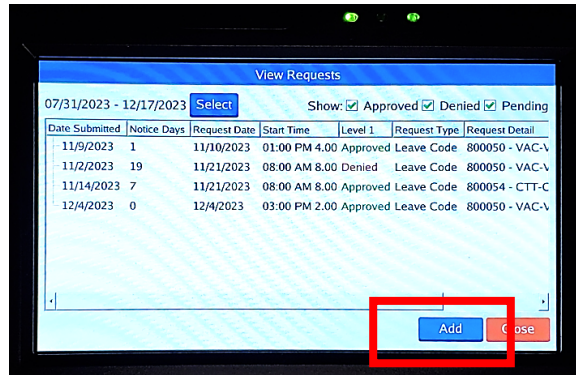
1. **Accruals** are not populated in TCP and must be reviewed through the Employee Dashboard on My Missouri State prior to requesting time off.
2. Keep in mind this information will only display your leave balance as of the end of the previous pay period. Accruals are only updated after the month end payroll has been processed. Leave accruals will include leave not available until the 1st of the following month. Example: Accruals updated on the November payroll will include your sick and vacation accrual for December, which cannot be used until December 1st.

How To Enter Time Off Request (For employees who accrue leave)

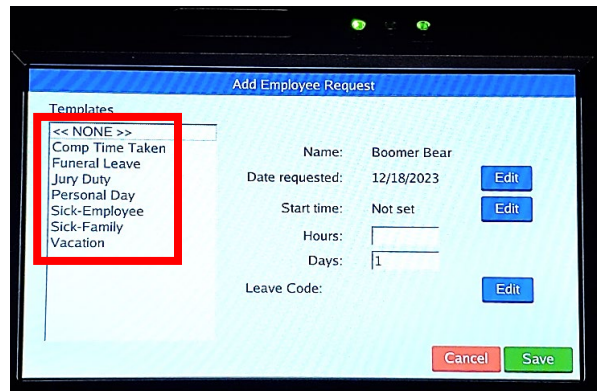
1. Select **Request**.



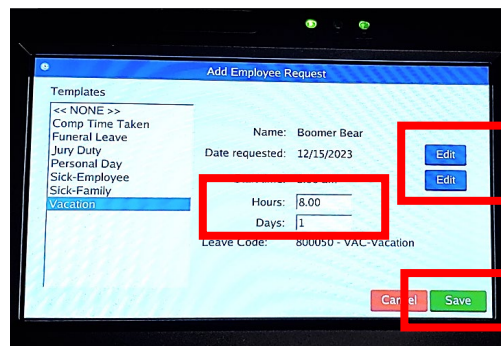
2. Select **Add**.



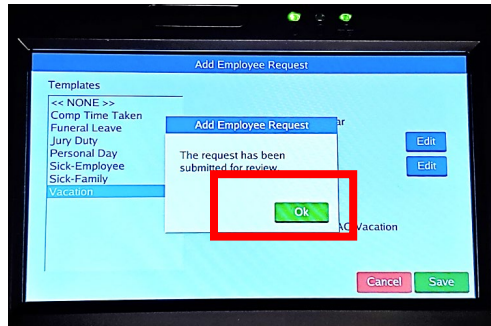
3. Use a template from the left to begin the type of time off request or manually enter the start time, hours, days & leave code for the request.
- To use template, select name of leave requesting.



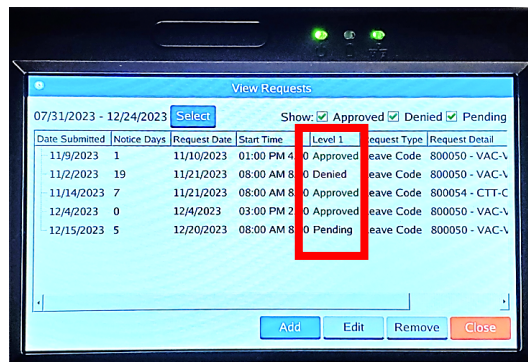
- Select **Edit** button to select **Date and Start time** for leave requested. For a full day, enter start time of your normal shift.
- Enter number of **Hours**, or **Days**.
 - Number of days: select 1 day for a single full day or less. If using the same leave code for more than one day, enter the number of **consecutive** days you are requesting leave. If the leave you are requesting is not consecutive days such as days off or weekends, you will need to submit two separate leave request. One for prior to your scheduled days off and a second one for leave after your days off.



4. Select **Save** to submit your leave request to your supervisor.
5. Select **Ok**.



6. Requested time off will appear as **Pending** until approved or denied by your supervisor.

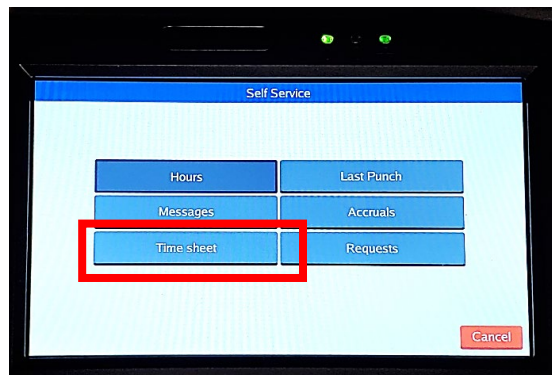


7. If the request is still pending you can delete the request if you no longer wish to take leave.
 - a. Right click on the **Pending** request. Select on **Delete**, and then select **OK**.
8. To make changes to the request select **Edit**.
9. Select **Close** to return to previous screen.

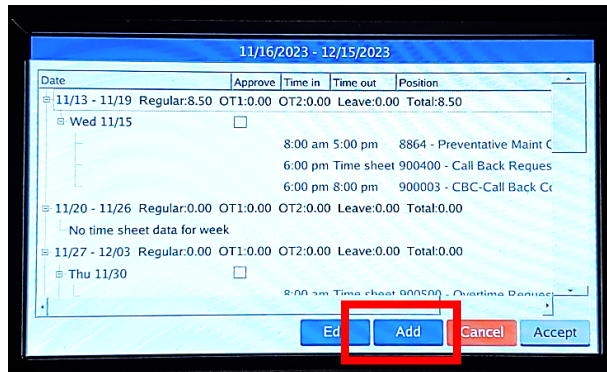
How To Submit Call Back/Overtime Request

If you are eligible for call back or overtime and your department requires you to submit a request for approval, you will need to submit a **Call Back** or **Overtime Request**. *You must still clock in/out for the time actually worked, this step only replaces the paper request form.*

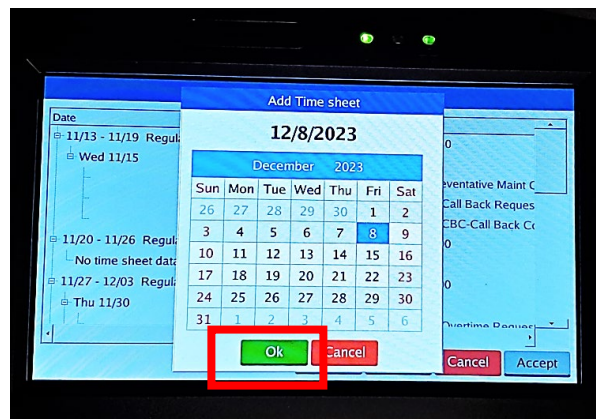
1. Select **Time Sheet**.



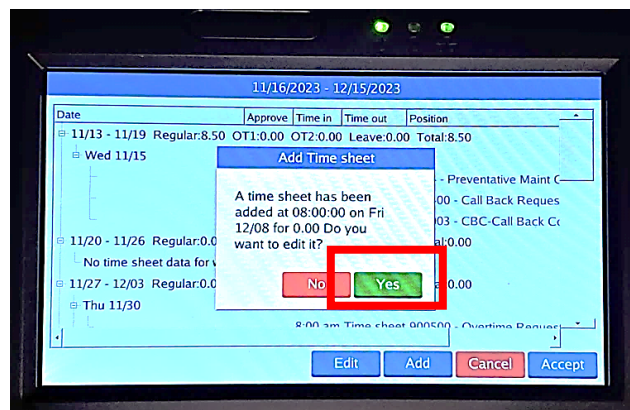
2. Select **Add**.



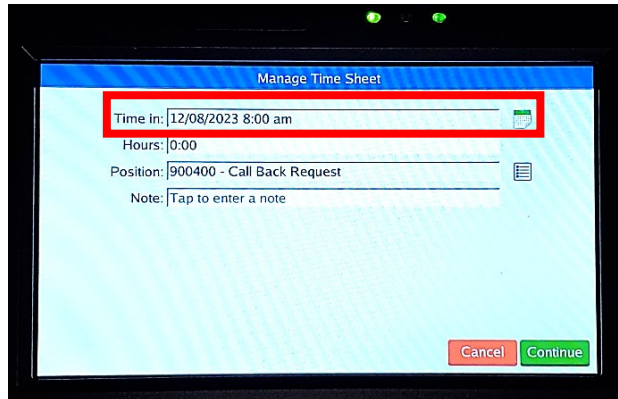
3. Select the date of the **Call Back** or **Overtime** then select **Ok**.



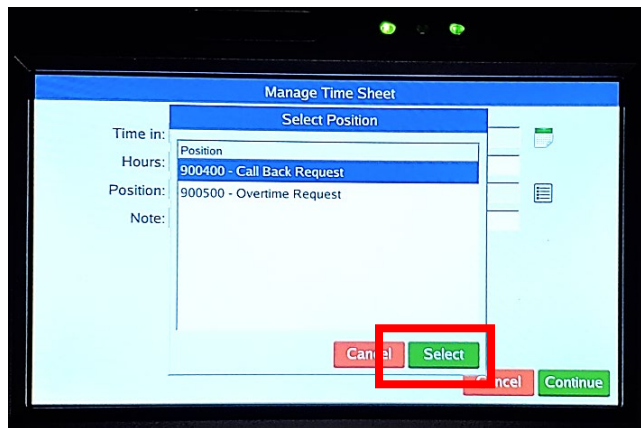
4. A message will pop up stating a time sheet has been added, Do you want to edit it? select **Yes**.



5. Enter the time the **Call Back** or **Overtime** started.

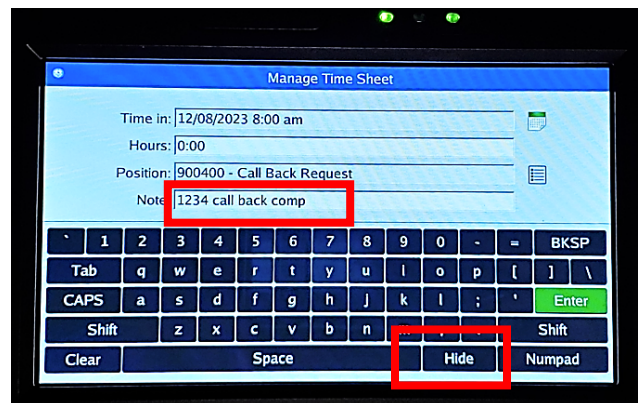


6. Under position select **Call Back Request** or **Overtime Request** then click on **Select**.



7. Enter **Note** for reason of **Call Back/Overtime**.

- a. For Call Back, enter a note requesting to receive Call Back Pay or Call Back Comp for time worked.



- b. Select **Hide** to return to previous screen then select on **Continue**.

8. Select **Accept** at the bottom of the screen to submit the request.

