

Human Capital Management

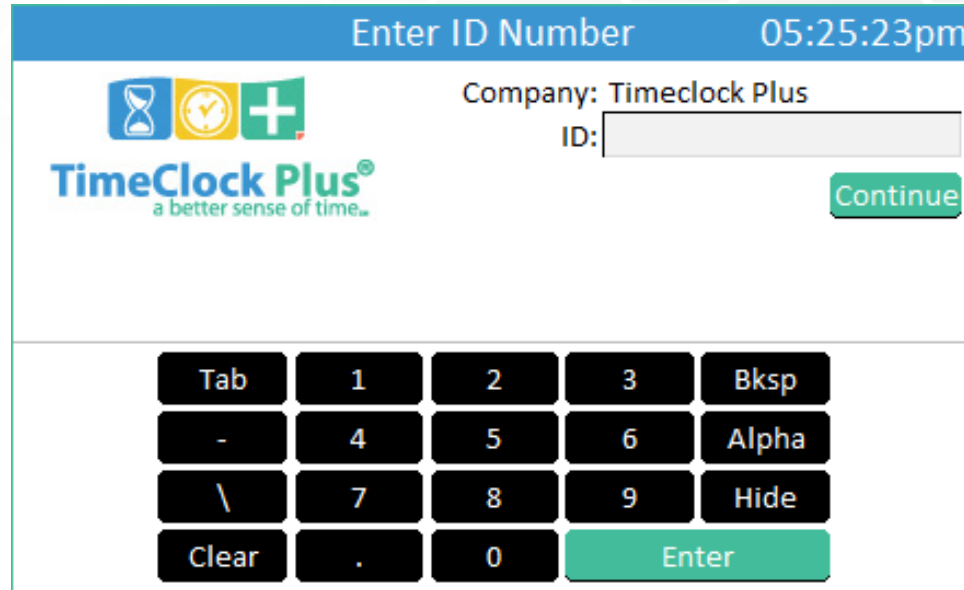
Time Clock Plus Operations: Step-by-Step Time Reporting

Course Summary	This Time Clock Plus training guide provides step by step time Time Clock Plus Operations used for Time Reporting at MDC.
Audience:	FULL-TIME NON-EXEMPT (C2) AND PART-TIME EMPLOYEES (C1), INCLUDING WORK STUDY STUDENT ASSISTANTS (N1) (WSSA's)* AND PART-TIME INSTRUCTIONAL HOURLY PERSONNEL (H1)
Training Material	STEP-BY STEP TIME REPORTING
Trainer/Contact:	Center for Institutional & Organizational Learning
Version Date:	June 2018

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**TIME CLOCK PLUS
STEP-BY STEP TIME REPORTING
FOR FT NON-EXEMPT AND
PT EMPLOYEES – INCLUDING
WORK STUDY STUDENT ASSISTANTS**

Basic Biometric Clock/Card Scanner Operations



Enter ID Number 05:25:23pm

Company: Timeclock Plus
ID:

TimeClock Plus®
a better sense of time.

Continue

Tab	1	2	3	Bksp
-	4	5	6	Alpha
\	7	8	9	Hide
Clear	.	0	Enter	

Using the keypad, enter your
Employee ID
OR
Swipe your badge

Press **Continue**

The process requires two steps:
Empl_ID or card swipe
AND
Fingerprint ID



Basic Biometric Clock/Card Scanner Operations



Place your finger on the fingerprint scanner.

The process requires two steps:
Empl_ID or card swipe
AND
Fingerprint ID

Basic Biometric Clock/Card Scanner Operations

Screen View to Time Reporting Actions

Select Operation

Daniel Gonzalez
Clocked Out
Wednesday January 20, 2016 04:05:04 pm

Clock In	Clock Out
Start Break	End Break
Change Job Code	
Self Service	

Logout

To Clock In:

Select 

To Clock Out:

Select 

Basic Biometric Clock/Card Scanner Operations

Screen View to Time Reporting Actions

Please select your job code

Filter:

Number	Description
1	Cashier
2	Stocker

Select **Job** *

Press

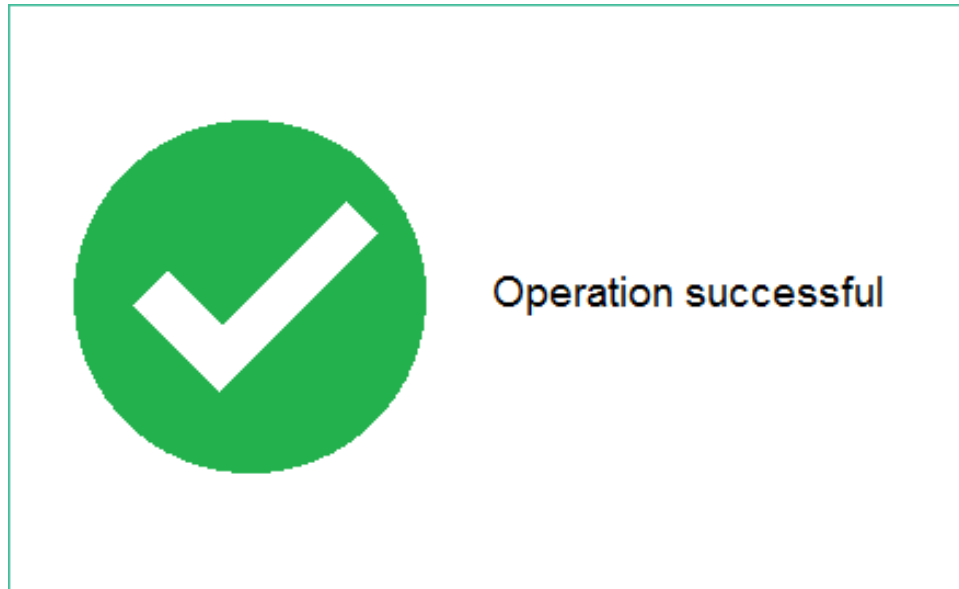
*applicable ONLY to employees with multiple assignments;

For example: FT **or** PT regular assignment

AND

a Grant-related assignment

Basic Biometric Clock/Card Scanner Operations



When you see this screen, you have successfully clocked in/out.

IMPORTANT INFORMATION: *It is imperative that you complete your clock in/clock out transaction by following the "continue" transaction until you reach "Operation Successful" screen*

Basic Web Clock Operations at MDC Networked PC

Access Web Clock via MDC Employee Portal Quick Link “Web Clock”

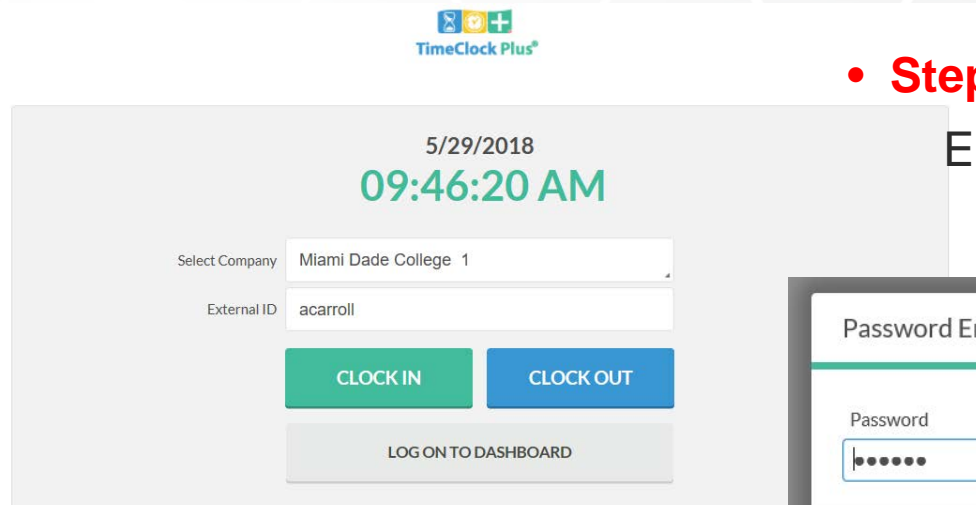
URL: <http://timeclock.mdc.edu>

Time Clock Plus -
Web Clock Time
Reporting
Hyperlink

The screenshot displays the Miami Dade College Employee Portal. At the top, the navigation bar includes links for 'About MDC', 'Academics', 'Admissions', 'Paying for College', and 'Life at MDC'. The main header reads 'Employees' and shows a personalized greeting: 'Good Afternoon Laura Marks | Your ID is 1000052101'. A left-hand navigation menu lists various services like 'My MDC Account', 'SharePoint', and 'My Personal Records'. The 'Latest News' section features a photo of students and the headline 'Legislative Days in Tallahassee'. Below this is a 'We're live! Welcome to your new portal.' section with a 'Log in to MDConnect' button and a list of tasks to perform in MDConnect. The 'Quick Links' section contains several icons and links, including 'Time Clock', which is highlighted by a red arrow. Other sections include 'Announcements' with information about Zika virus and 'Center for Institutional and Organizational Learning'.

Basic Web Clock Operations at MDC Networked PC

Access Web Clock via MDC Employee Portal Quick Link “Web Clock”



TimeClock Plus®

5/29/2018
09:46:20 AM

Select Company Miami Dade College 1

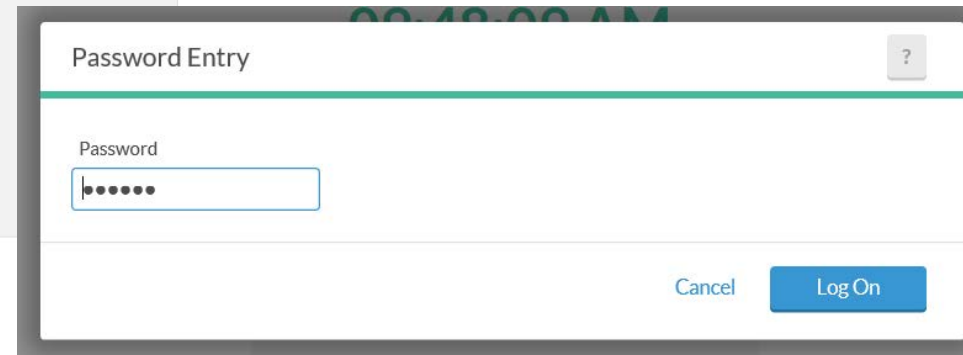
External ID acarroll

CLOCK IN CLOCK OUT

LOG ON TO DASHBOARD

- **Step 1**

Enter your MDC user name credentials



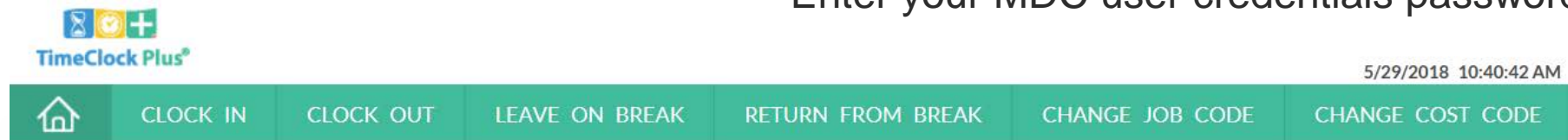
Password Entry

Password

Cancel Log On

- **Step 2**

Enter your MDC user credentials password



TimeClock Plus®

5/29/2018 10:40:42 AM

HOME CLOCK IN CLOCK OUT LEAVE ON BREAK RETURN FROM BREAK CHANGE JOB CODE CHANGE COST CODE

- **Step 3**

Select the transaction to complete from CLOCK IN or CLOCK OUT only

TIME CLOCK/SCANNER AND WEB CLOCK DISCLAIMER

The screenshot displays the TimeClock Plus web application interface. At the top, the user is identified as OQBRLRSU SQYLBSQRLF, who is currently clocked out on 4/9/2018 at 09:27:59 AM. The main navigation bar includes options for CLOCK IN, CLOCK OUT, BREAK, CHANGE JOB CODE, CHANGE COST CODE, and VIEW. The current page is titled 'CLOCK IN'. A message is displayed, dated 4/9/2018 09:27:59 AM, addressed to the user. Below the message, a table shows one record of messages sent by TCPUSER on 03/13/2018. A 'Message Detail' popup window is open, displaying the following text: 'The total hours ONLY reflects hours clocked-in/out and DOES NOT include any leave or adjustments. Overtime hours may be viewed on your timesheet in MDConnect.' The popup has 'Continue' and 'Cancel' buttons. The Windows taskbar at the bottom shows the system tray with the time 9:28 AM on 4/9/2018 and various application icons.

TimeClock Plus®

OQBRLRSU SQYLBSQRLF Log Off
Clocked out
4/9/2018 09:27:59 AM

CLOCK IN CLOCK OUT BREAK CHANGE JOB CODE CHANGE COST CODE VIEW

CLOCK IN

4/9/2018 09:27:59 AM Hello OQBRLRSU SQYLBSQRLF [Not you?](#)

Messages (Clock In)

Showing 1 records of 1.

View	Date Sent	Message	Sent By
	03/13/2018	The total hours ONLY reflects hours clocked-in/out an...	TCPUSER

Message Detail

The total hours ONLY reflects hours clocked-in/out and DOES NOT include any leave or adjustments. Overtime hours may be viewed on your timesheet in MDConnect.

Continue

Cancel

9:28 AM
4/9/2018

Basic Web Clock Operations at MDC Networked PC

Screen View to Time Reporting Actions

Please select your job code

Filter:

Number	Description
1	Cashier
2	Stocker

Select **Job** *

Press

*applicable to employees with multiple assignments;

For example: Grant

When you see this screen, you have successfully clocked in/out.



Operation successful

IMPORTANT INFORMATION: *It is imperative that you complete your clock in/clock out transaction by following the "continue" transaction until you reach "Operation Successful" screen*

Thank
You!

