Time Clock Plus – Guide to the Basics

There are 3 ways to access Time Clock Plus.

You can:

- Use the Time Clock Plus Icons
- Follow the Time Clock Plus Link
- Access through VCOM webmail

Using the Time Clock Plus Desktop Icons

VCOM’s IT department has added desktop icons to all VCOM laptops/desktops that automatically sign into the Time Clock Plus websites.

The Blue icon will direct you to the Employee website where you can:

- Submit Paid Time Off (PTO) Requests
- Check PTO leave balances

The Red icon will direct you to the Supervisor website. If you do not have supervisory privileges this link will not work. From the Supervisor website you can:

- Approve submitted leave requests from those you directly supervise
- See the PTO balances of those you directly supervise
Access Time Clock Plus by Following the link:

1. Follow the appropriate link from below:
   • VCOM Employee Link
     https://myapps.microsoft.com/signin/f1cbbb3e-5c89-49d9-945b-e207423faf95?tenantId=9b8f1f7b-b013-4471-a8c4-99a15ecc8b1c
   • Supervisor Link
     https://myapps.microsoft.com/signin/b6792105-3296-4727-afd8-5a5409298e55?tenantId=9b8f1f7b-b013-4471-a8c4-99a15ecc8b1c

2. If you are not automatically signed into the Time Clock Plus website, you should see the screen shown below. You will need to enter your VCOM email address.

3. A second log in screen will appear. Enter your VCOM username and password. This will be the same username and password that you use to log into your VCOM computer.
Access Time Clock Plus via VCOM Webmail:

1. From the VCOM website (www.vcom.edu) click on the QuickLinks/Search Button

2. Then click on Webmail
3. If your VCOM Outlook email is already open you will automatically be signed into webmail. If you see the screen shown below all you need to do is enter your VCOM username and password. This will be the same username and password that you use to log into your VCOM computer.

![Sign In]

This will be the same information you use to log into your VCOM computer.

4. Once in your webmail, click on the App Launcher icon

![App Launcher]
5. Then choose **All Apps**

6. Scroll down to the bottom of the apps until you reach TimeClock Plus SSO
   - All employees can sign on through TimeClock Plus SSO (Employees)
   - Only supervisors will see and can sign on through TimeClock SSO (User)
Requesting Leave

1. Log into the Time Clock Plus Employee site

2. Click on Requests

3. Click on Add
4. Enter the requested information:
   A. The date of the PTO
   B. Enter the time your PTO leave will start
   C. Enter the total number of PTO hours to be used that day
   D. If you are requesting PTO for multiple days in a row
      • Be careful when using this option as weekends will be counted
   E. Choose the appropriate PTO leave (vacation, sick leave, CME, etc.)
   F. Enter a short description of the purpose of the request (vacation, dentist, etc.)
   G. When finished click Save
Viewing Your PTO Leave Balances

1. Log into the Time Clock Plus Employee site

2. Click on View

3. Click on Accruals
   - Accrual Bank = Type of PTO
   - Accrued = Your beginning PTO balance awarded
   - Used/Used Forecasted = The total amount of PTO leave requested
     - Used is for leave that has been requested and approved and is in a closed period
     - Used Forecasted shows leave requested during an open period
   - PTO requests during an open period can be modified
Approving Leave (Supervisor)

1. Log into the Time Clock Plus Supervisor site

2. While on the My Dashboard screen, move to the Pending Time Off Requests box and click Jump to Request Manager
3. The Request Manager page will allow you to view requests as a calendar or as a list. Employee requests can be approved through either view.

Calendar View

This view will look like a calendar and shows all requests grouped by the requested PTO day.
- Requests in Green have already been approved
- Requests in Blue are pending and need to be approved or denied

To approve or deny a request while in this view you must:
1. **Right Click** on the pending PTO request
   - This will bring up a Menu

2. **Click on** Approve Request or Deny
List View

This view will provide a listing of all PTO requests based on the date range that you choose and grouped by the date of the PTO request.

- This view allows you to see requests across multiple months
- The request status can be seen under Level 1
  - Approved request are listed in Green
  - Pending requests are listed in Blue

To approve or deny a request while in this view you must:

1. **Right Click** on the pending PTO request
   - This will bring up a Menu

2. Click on **Approve Request** or **Deny**
**Viewing PTO Leave Balances for Those You Supervise**

1. Log into the Time Clock Plus Supervisor site

2. Click on Hours then Individual Hours

3. Type the employee’s last name in the Search box
   - Press Enter

4. Click on the Accruals tab