

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:

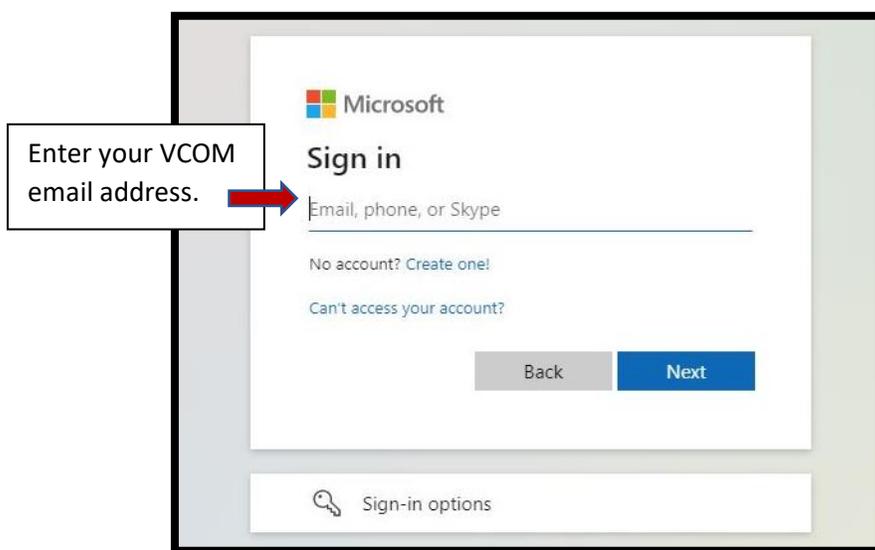
- VCOM Employee Link

<https://myapps.microsoft.com/signin/f1cbbb3e-5c89-49d9-945b-e207423faf95?tenantId=9b8f1f7b-b013-4471-a8c4-99a15ecc8b1c>

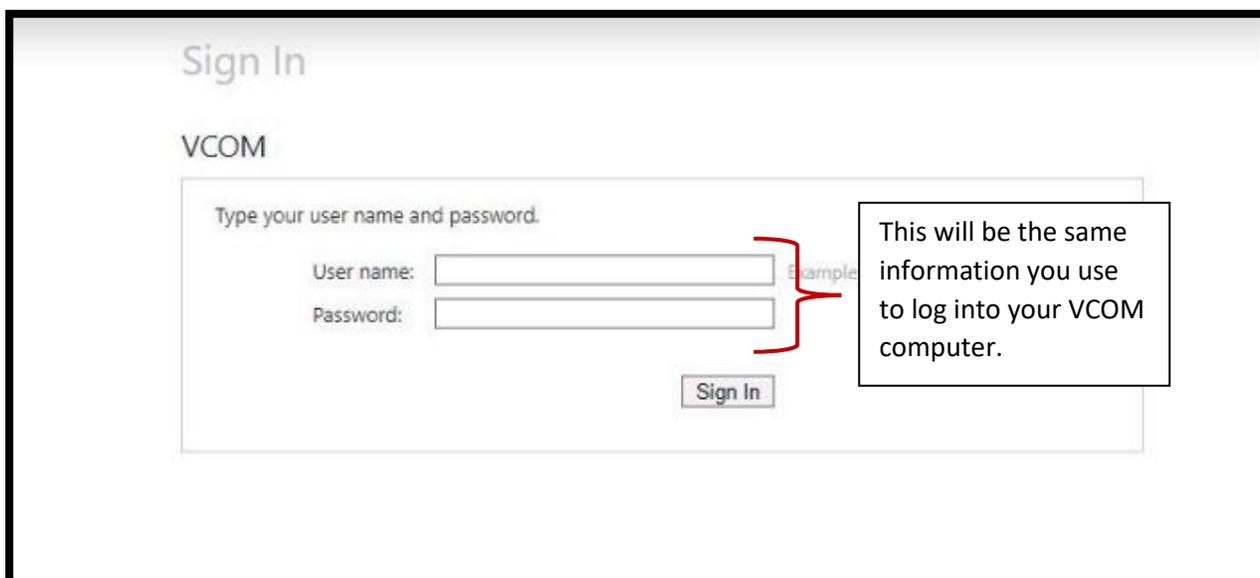
- Supervisor Link

<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.

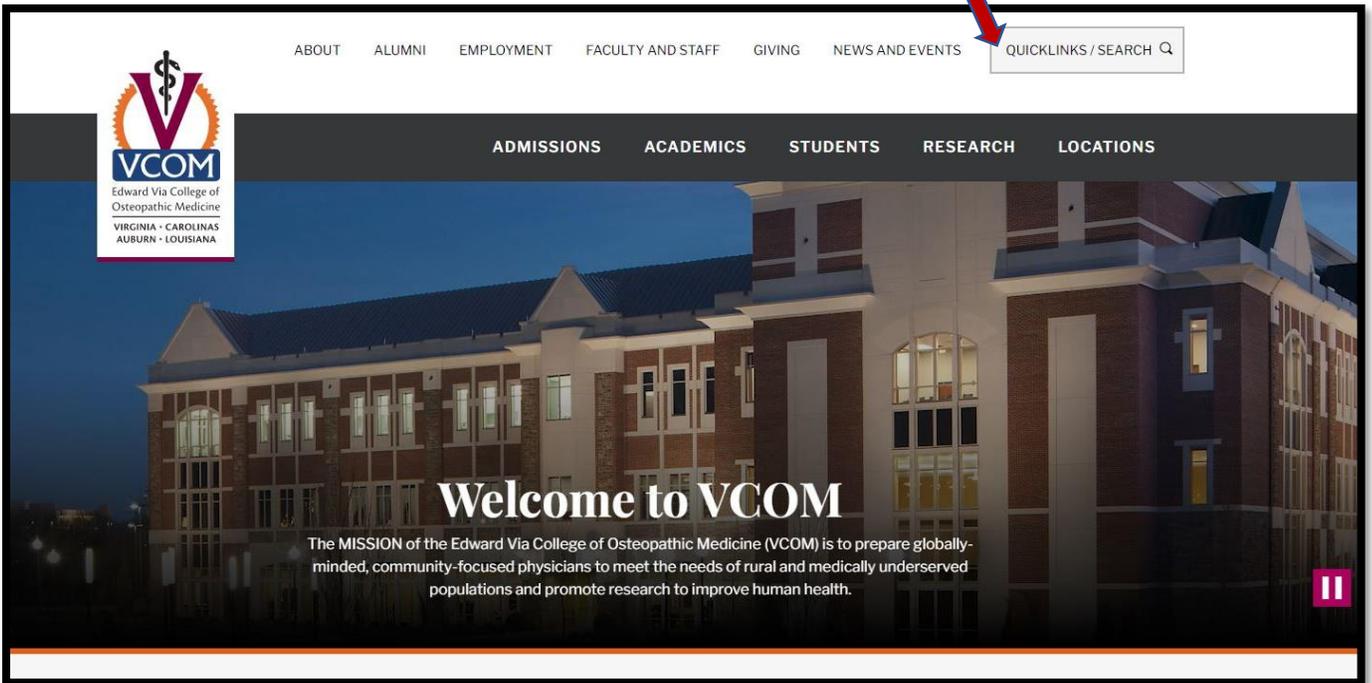


3. A second log in screen will appear. Enter your VCOM username and password. This will be the same username and password that you use to log into your VCOM computer.

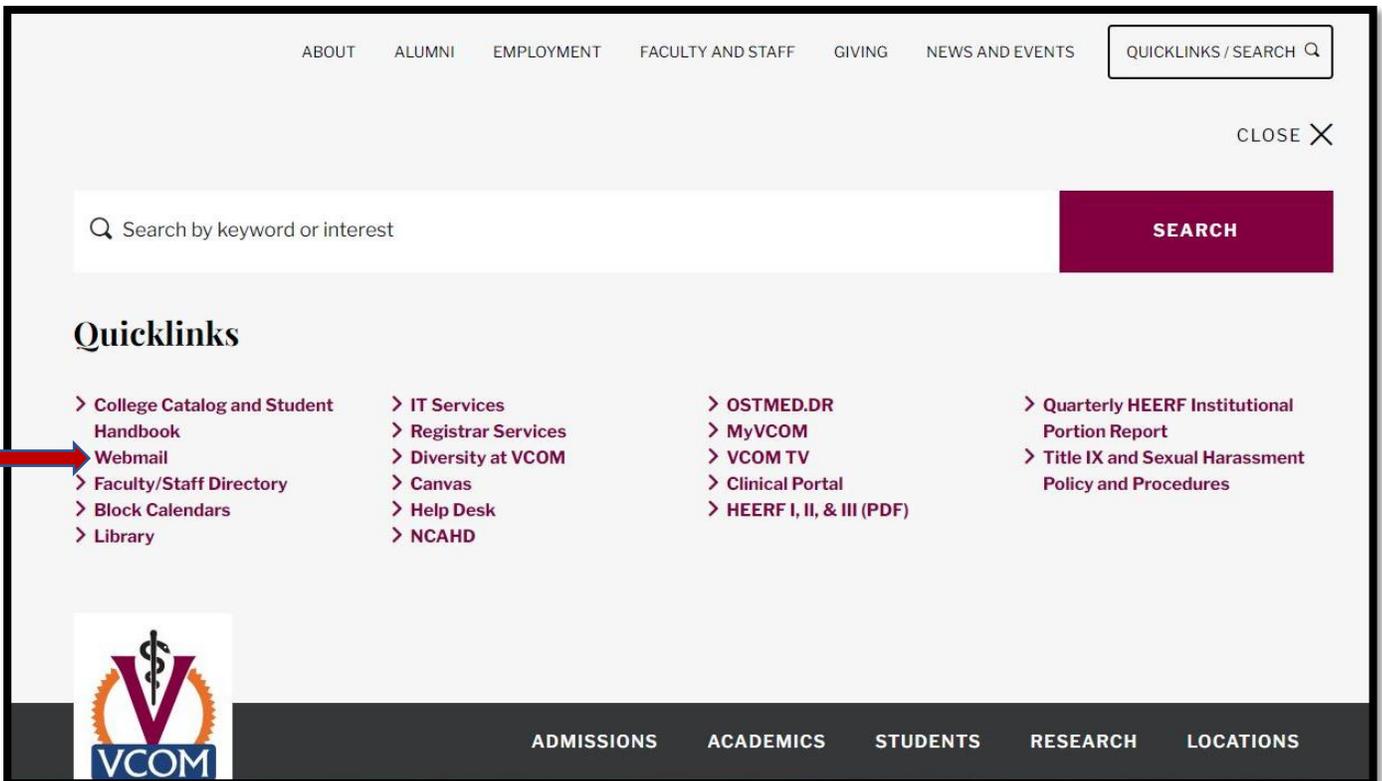


Access Time Clock Plus via VCOM Webmail:

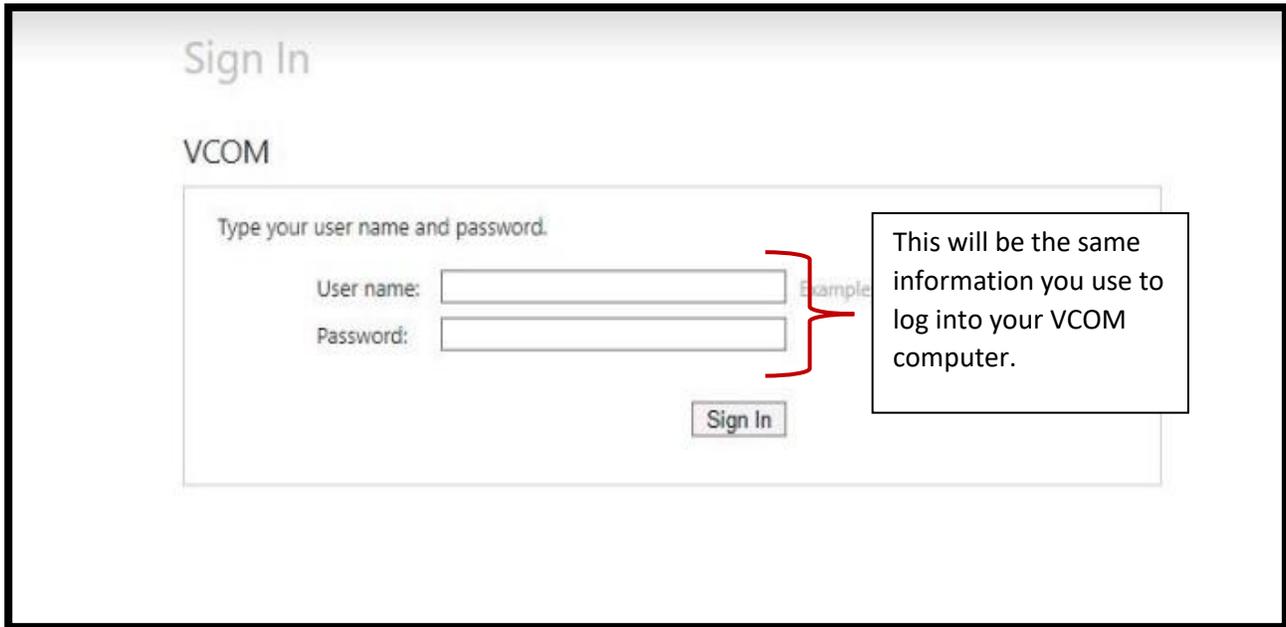
1. From the VCOM website (www.vcom.edu) click on the **QuickLinks/Search** Button



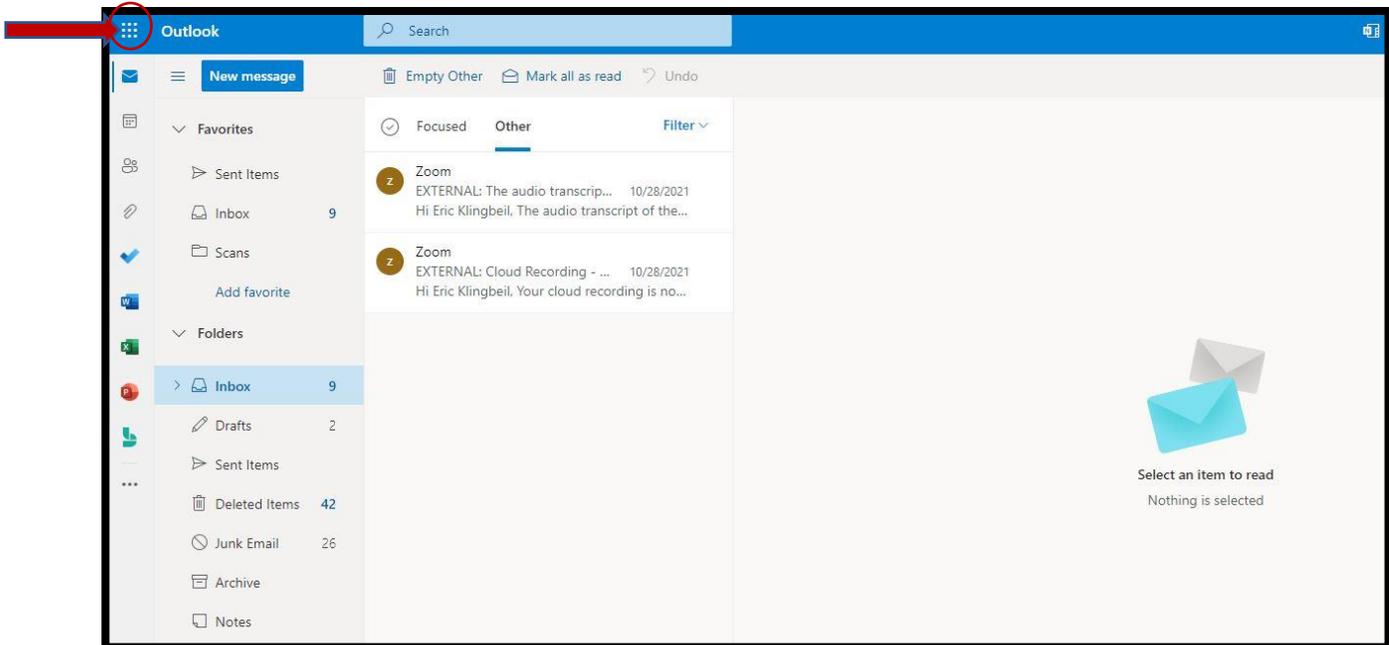
2. Then click on **Webmail**



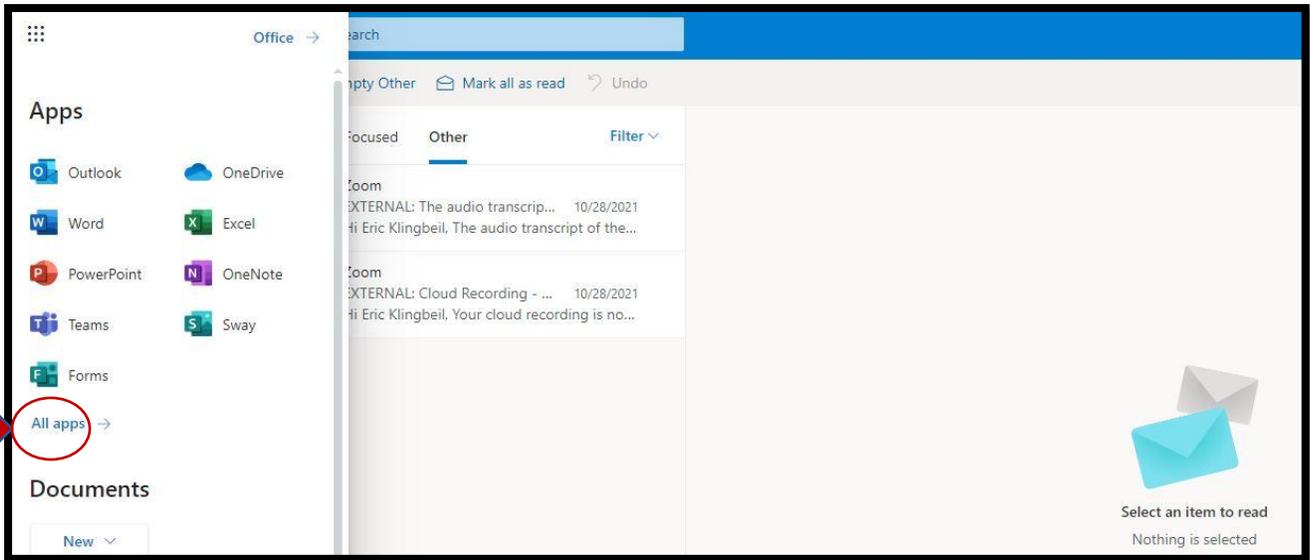
3. If your VCOM Outlook email is already open you will automatically be signed into webmail. If you see the screen shown below all you need to do is enter your VCOM username and password. This will be the same username and password that you use to log into your VCOM computer.



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

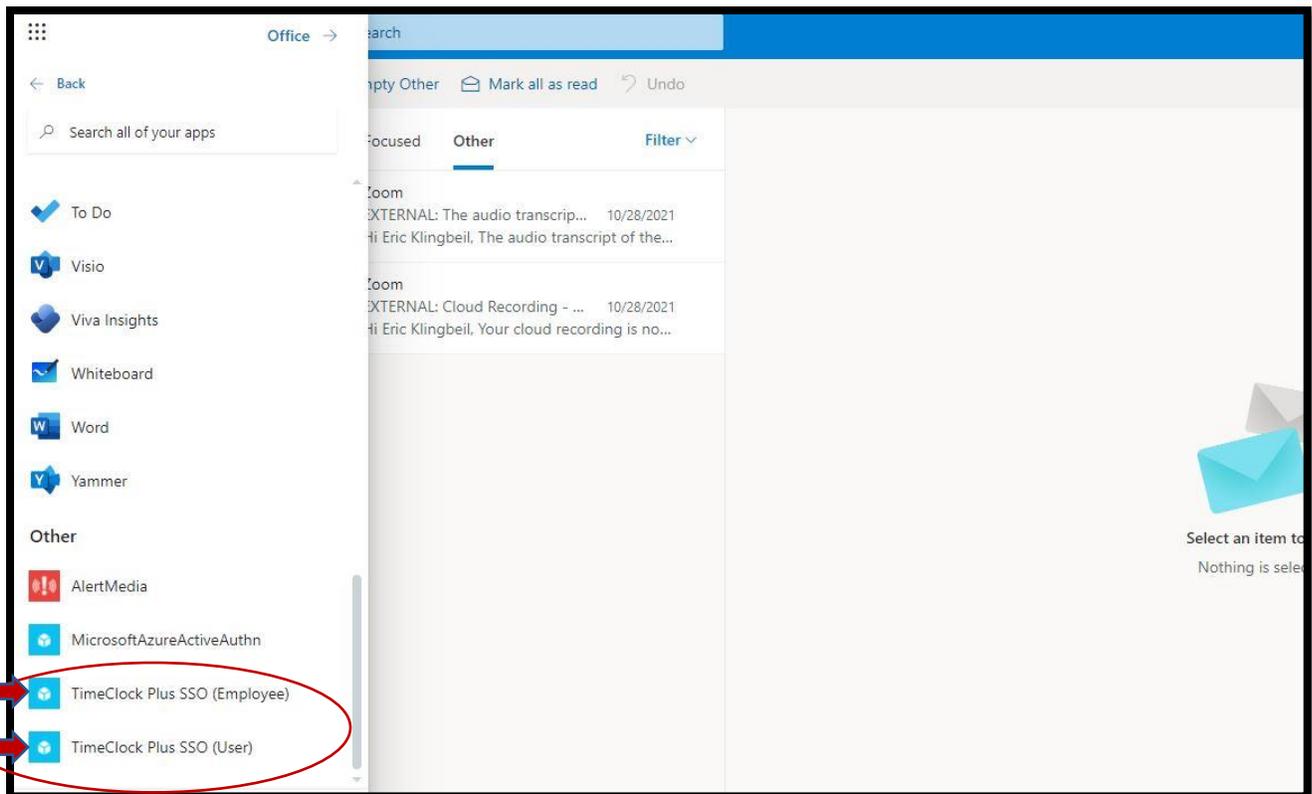


5. Then choose **All Apps**



6. Scroll down to the bottom of the apps until you reach TimeClock Plus SSO

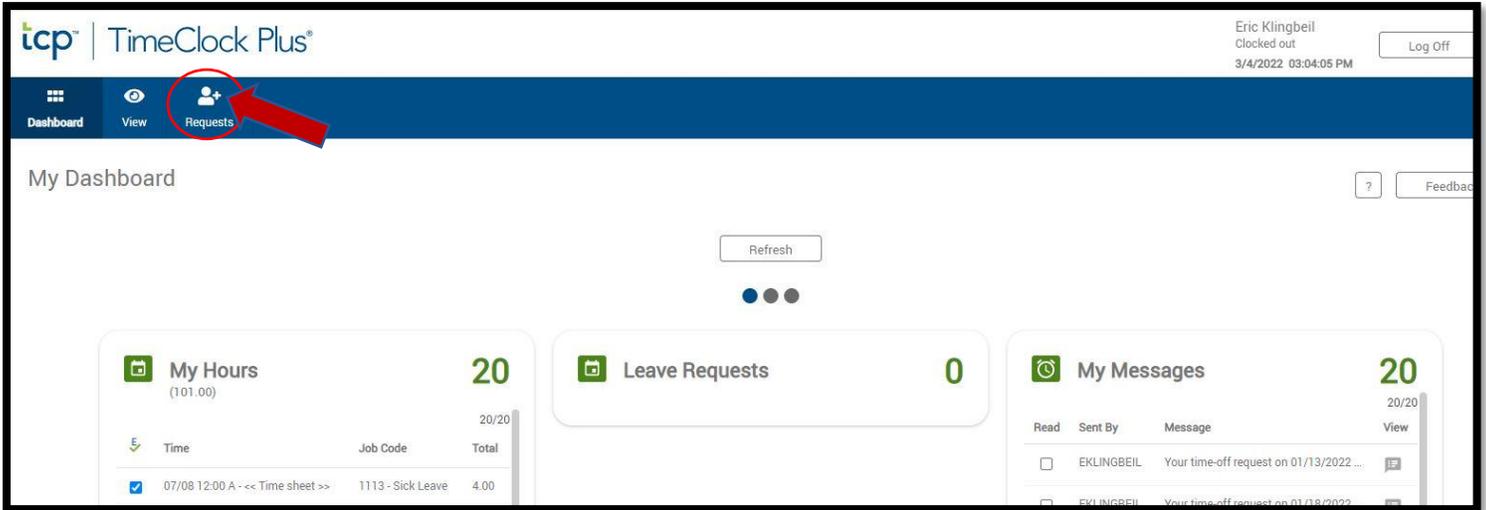
- All employees can sign on through TimeClock Plus SSO (Employees)
- Only supervisors will see and can sign on through TimeClock SSO (User)



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

The screenshot shows a web form titled "Add Employee Request". On the left, there is a "Templates" section with "No records found" and an "Accruals" button. The main form area contains the following fields and values:

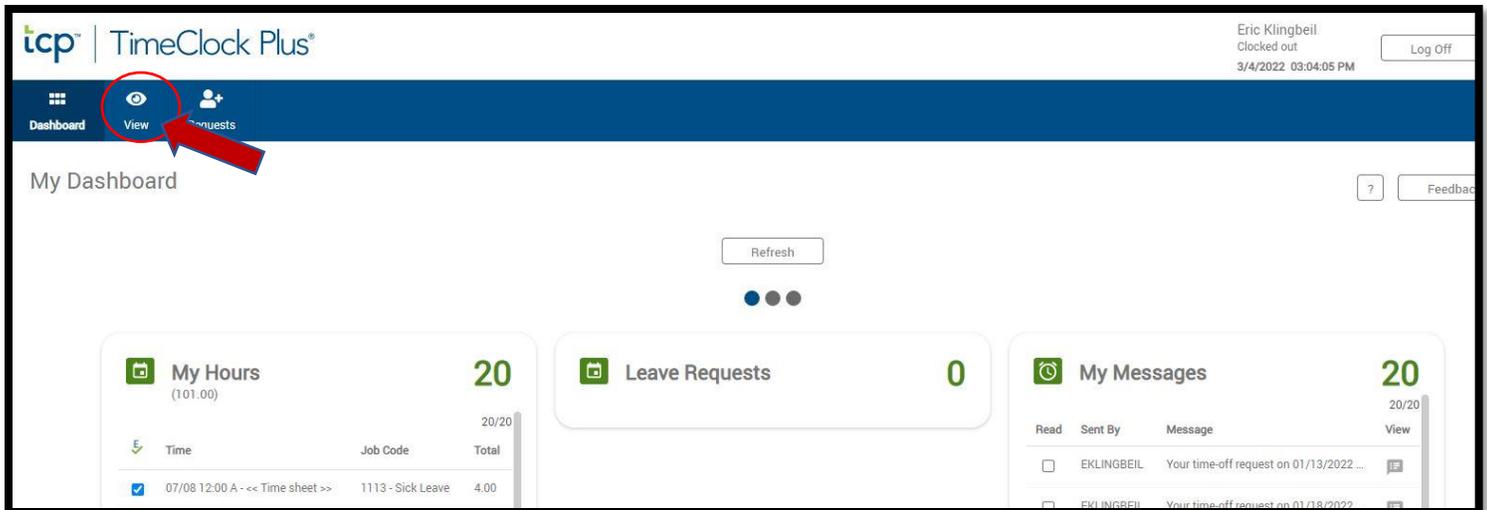
- Employee: Eric Klingbeil [889]
- Date requested: 3/4/2022 (with a calendar icon) - labeled A
- Start time: (empty) - labeled B
- Hours: 24:00 - labeled C
- Days: 1 - labeled D
- Leave Code: << NONE >> - labeled E
- Description: (empty) - labeled F

At the bottom right, there are "Cancel" and "Save" buttons. A red arrow labeled G points to the "Save" button.

Viewing Your PTO Leave Balances

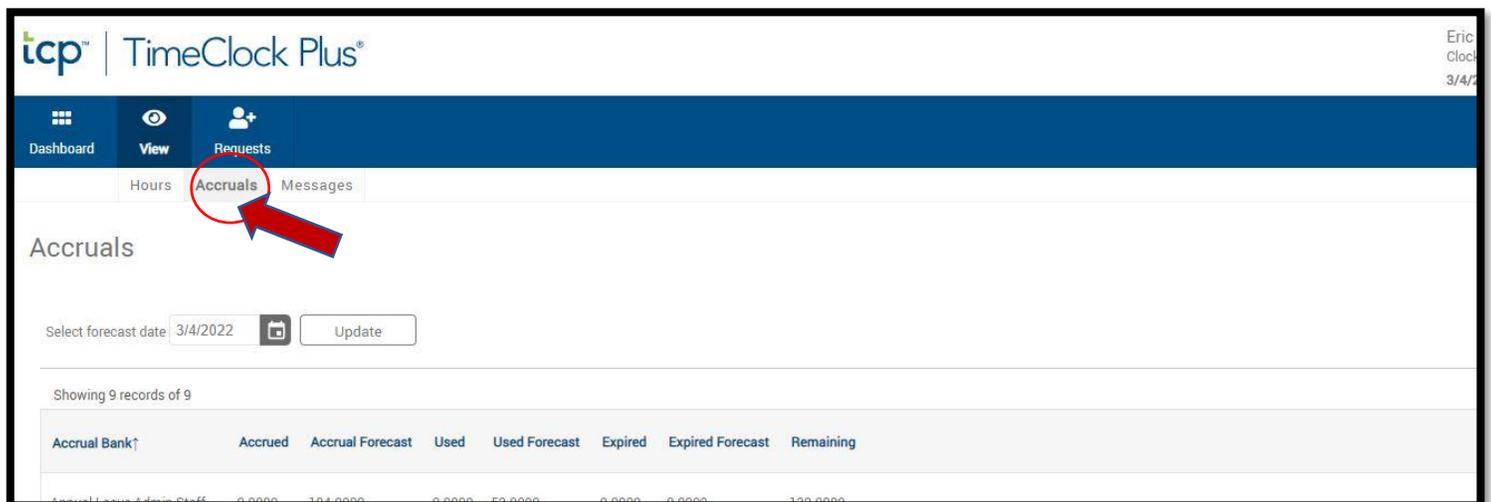
1. Log into the Time Clock Plus [Employee](#) site

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**

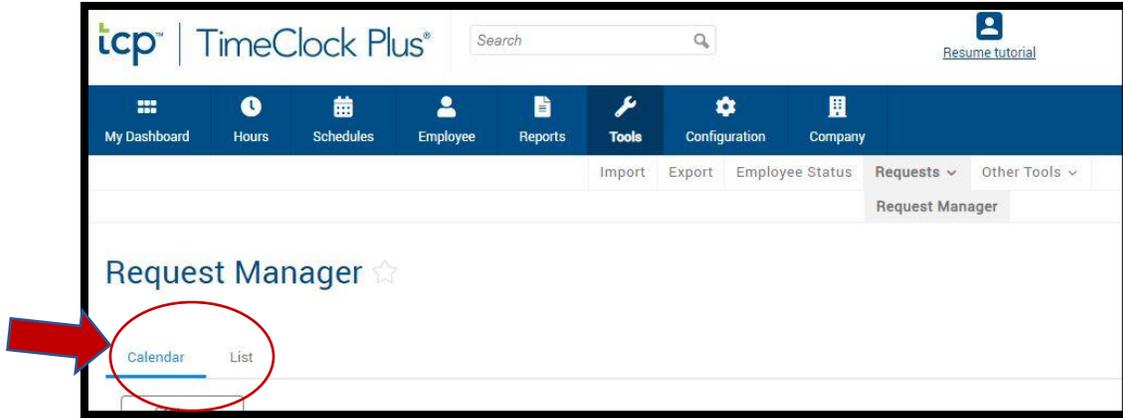
The screenshot displays a user interface for managing pending time off requests. At the top, there is a header with a calendar icon, the text 'PENDING TIME OFF REQUESTS', and a large orange number '100*' indicating the total number of requests. Below the header, a table lists individual requests with columns for Name, Date, Request, and two action buttons (X and checkmark). A vertical scrollbar is visible on the right side of the table. At the bottom of the interface, a button labeled 'Jump to Request Manager' is circled in red, with a red arrow pointing to it.

Name	Date	Request	X	✓
[Redacted]	8/1	Vacation - 12:07 AM to 12:07 AM	X	✓
[Redacted]	8/2	Vacation - 12:07 AM to 12:07 AM	X	✓
[Redacted]	3/4	Vacation - 08:00 AM to 01:00 PM	X	✓
[Redacted]	3/21	Sick Leave - 09:00 AM to 05:00 PM	X	✓
[Redacted]	3/11	Vacation - 08:00 AM to 04:00 PM	X	✓
[Redacted]	3/10	Vacation - 08:00 AM to 04:00 PM	X	✓
[Redacted]	3/9	CME Leave - 08:00 AM to 04:00 PM	X	✓
[Redacted]	3/10	CME Leave - 08:00 AM to 04:00 PM	X	✓
[Redacted]	3/11	CME Leave - 08:00 AM to 04:00 PM	X	✓
[Redacted]	3/11	Vacation - 08:00 AM to 04:00 PM	X	✓

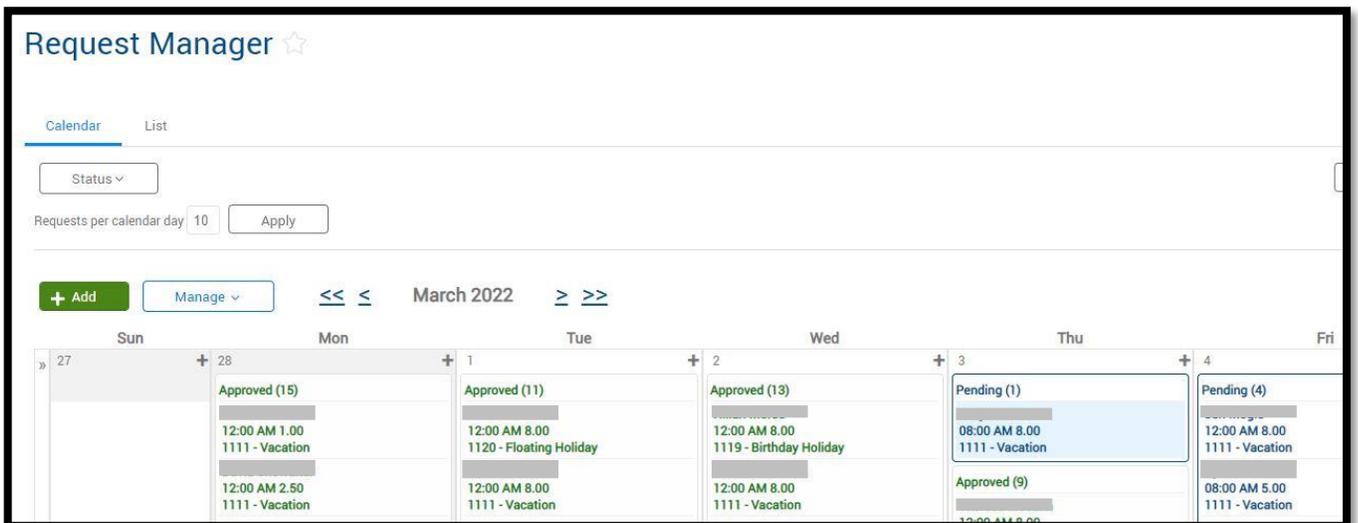
15/100

Jump to Request Manager

- 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

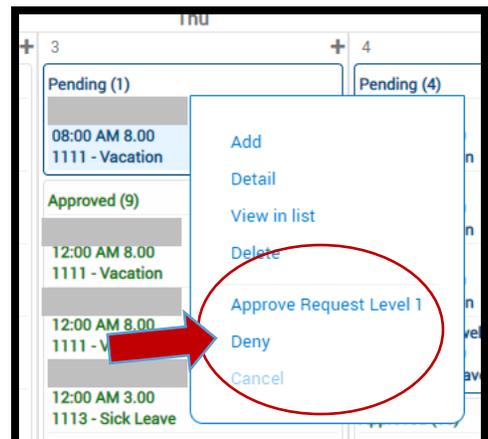


This view will look like a calendar and shows all requests grouped by the requested PTO day.

- 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:

- Right Click** on the pending PTO request
 - This will bring up a Menu
- Click on **Approve Request** or **Deny**



List View

Calendar List

Status ▾

Group by Request Date ▾

3/10/2022 to 5/8/2022 Next 60 Days Update

Start date Stop date Period

+ Add Manage ▾ Expand all Collapse all

< Page 1 >

Page 1 of 4

Showing 1-100 records of 364 Selected 0 records

ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
▼ 03/10/2022 (14 of 14 requests)													
<input type="checkbox"/>		03/04/2022	6	03/10/2022	12:00 AM 8:00	8.00	Approved	N/A	N/A	Leave Code	1111 - Vacation		
<input type="checkbox"/>		03/04/2022	6	03/10/2022	12:00 AM 8:00	8.00	Approved	N/A	N/A	Leave Code	1111 - Vacation		

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**

Add

Detail

View in calendar

Delete

Approve Request Level 1

Deny

Cancel

Viewing PTO Leave Balances for Those You Supervise

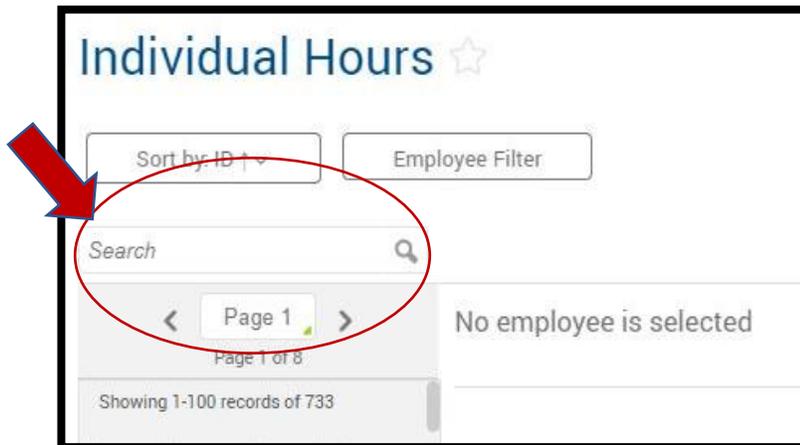
1. Log into the Time Clock Plus [Supervisor](#) site

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

