Time Clock Plus

Approving Time

Using the Web Portal

1. Navigate to the TimeClock Plus website.
   https://278110.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278110/1
2. Enter your ID Number, this number is assigned to you across all Extension Offices through TimeClock Plus.

3. Click LOG ON TO DASHBOARD.
4. If prompted, enter your PIN number.

5. Click Log On.
6. Click on VIEW.

7. Click on Hours.

8. Using the Navigate Period, select the week to be reviewed and approved.

9. Under the [E ✓] check the boxes of times to be approved.

10. If desired, click on the Download button to save your approved time.

Using the Mobile App
*Images are from the iOS app

1. Launch the TimeClock Plus app.

2. Select Hours.

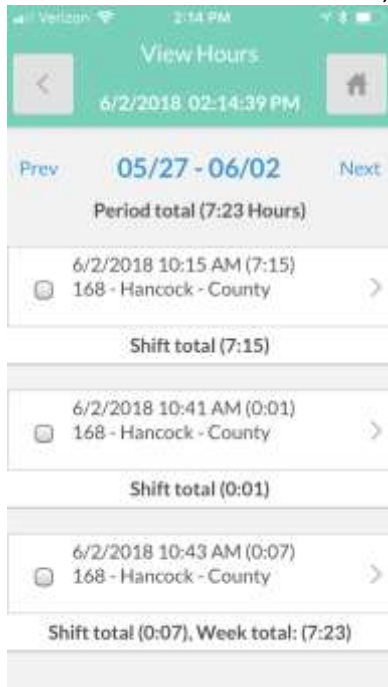3. If needed, navigate to the correct week using Prev or Next.

4. Review the hours listed. If need, click the > to see full details of the shift total.

5. Check the box to approve the hours.
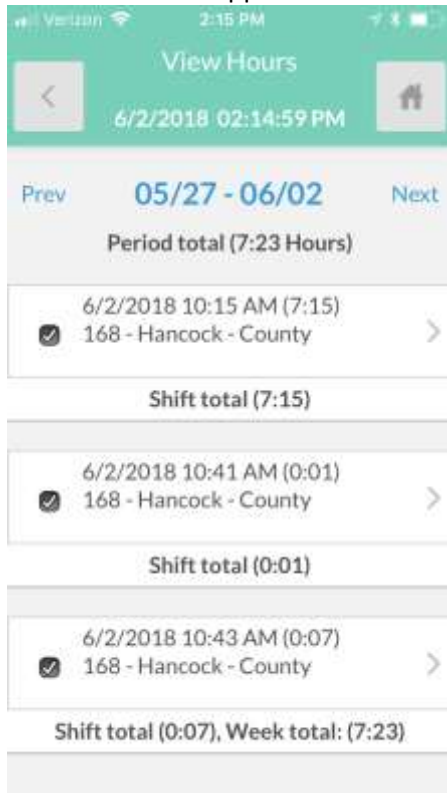
Last revised: 2018-05-01
Last revision by: Jennifer Hershberger, QCI
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