Time Clock Plus

Approving Time – Manager Level

1. Navigate to the TimeClock Plus Manager website.  
   https://278110.tcplusondemand.com/app/manager/#/ManagerLogOn
2. Enter your User ID and password.
3. Click Log On.

4. Click HOURS.
5. Click on Group Hours.

6. Enter the Dates to review.
7. Click Update

GROUP HOURS

Adjust the settings above and click "Update"
8. Review the Hours.
   a. Orange text indicates a conflict, like a shift that is at the same time as vacation.
   b. If the Notes icon is blue, the employee has entered a note.
   c. If the Edited column is marked with a Y the shift was edited by the employee.
   d. If the boxes are checked, the employee has approved their time.

9. Under the check the boxes of times to be approved.

   ![Timesheet Table]

   **744 - Jennifer Hershberger**

<table>
<thead>
<tr>
<th>Bell</th>
<th>M</th>
<th>E</th>
<th>O</th>
<th>Notes</th>
<th>Edited</th>
<th>Break Length</th>
<th>Time In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>Y</td>
<td>✔</td>
<td>6/2/2018 10:15 AM</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>6/2/2018 10:41 AM</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>6/2/2018 10:43 AM</td>
</tr>
</tbody>
</table>

10. Click Apply Changes.