# TimeClock Plus Employee Guide
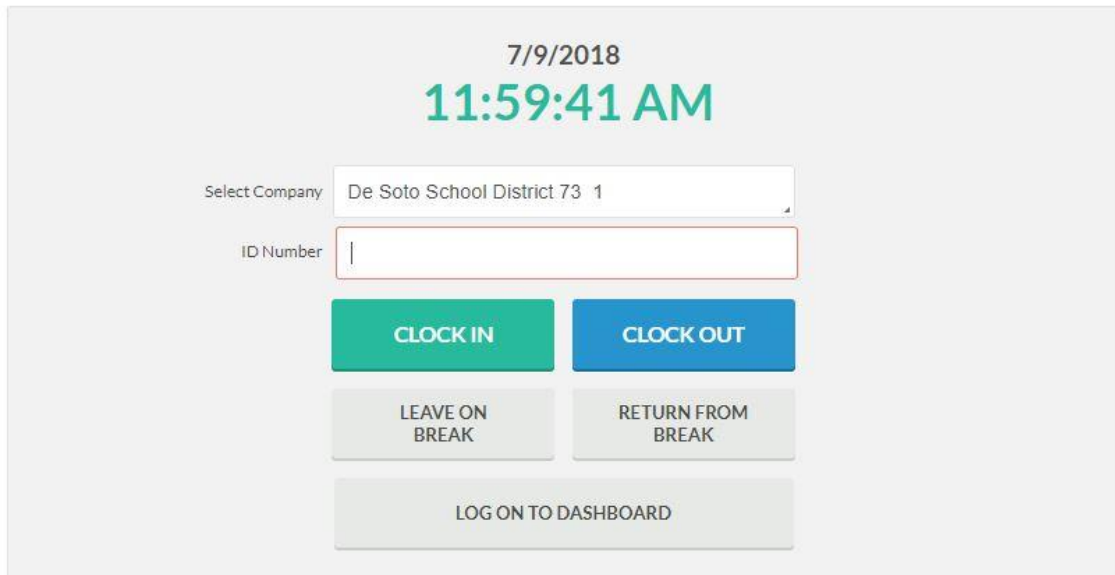
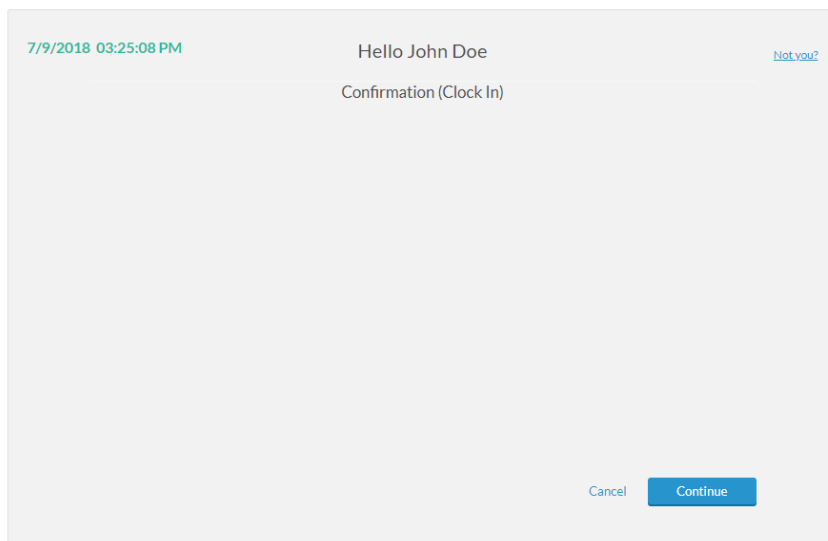https://271547.tcplusondemand.com/app/webclock/#/EmployeeLogOn

Once you follow the link to the De Soto Timeclock Plus log in site, you will see the following screen. To log in enter your 5 digit employee ID number in the "ID Number" area. Then select the appropriate tile below.
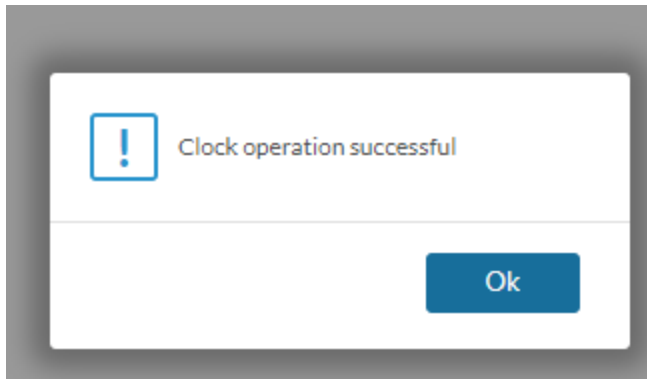


When clocking in or out for break or your regular shift you will be taken to the screen below after you type in your user ID. **YOU MUST HIT "CONTINUE" TO FINISH YOUR PUNCH.**



Your submission is not complete until you receive the following message

If you select "Log On To Dashboard" you will see the following screen.



If you select the "View" tab you can see your current hours, this will also be where you were verify your hours worked for the previous week. If you click on the back arrow in the left side of the screen under "Navigate Period", it will direct you to the previous week. If you need to report an error in your time, contact your building or department administrator.
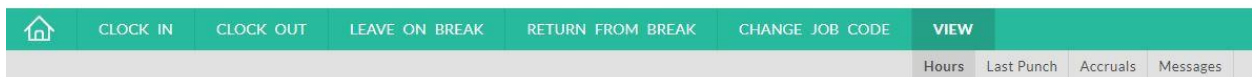
## VIEW HOURS

Navigate Period
< | >
Prev  Next
07/02 - 07/08

| 🔔 | | 🔗 | Break Length | Time In | Time Out | Hours | Shift Total | Week Total | Job Code |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 7/2/2018 06:55 AM | 7/2/2018 03:30 PM | 8:35 | 8:35 | | 45 - Custodian |
| | | | 24u | 7/3/2018 07:00 AM | 7/3/2018 11:15 AM | 4:15 | | | 45 - Custodian |
| | | | | 7/3/2018 11:39 AM | 7/3/2018 03:30 PM | 3:51 | 8:06 | | 45 - Custodian |
| | | | 22u | 7/5/2018 07:00 AM | 7/5/2018 11:18 AM | 4:18 | | | 45 - Custodian |
| | | | | 7/5/2018 11:40 AM | 7/5/2018 03:30 PM | 3:50 | 8:08 | | 45 - Custodian |
| | | | 24u | 7/6/2018 07:00 AM | 7/6/2018 11:45 AM | 4:45 | | | 45 - Custodian |
| | | | | 7/6/2018 12:09 PM | 7/6/2018 03:30 PM | 3:21 | 8:06 | 32:55 | 45 - Custodian |