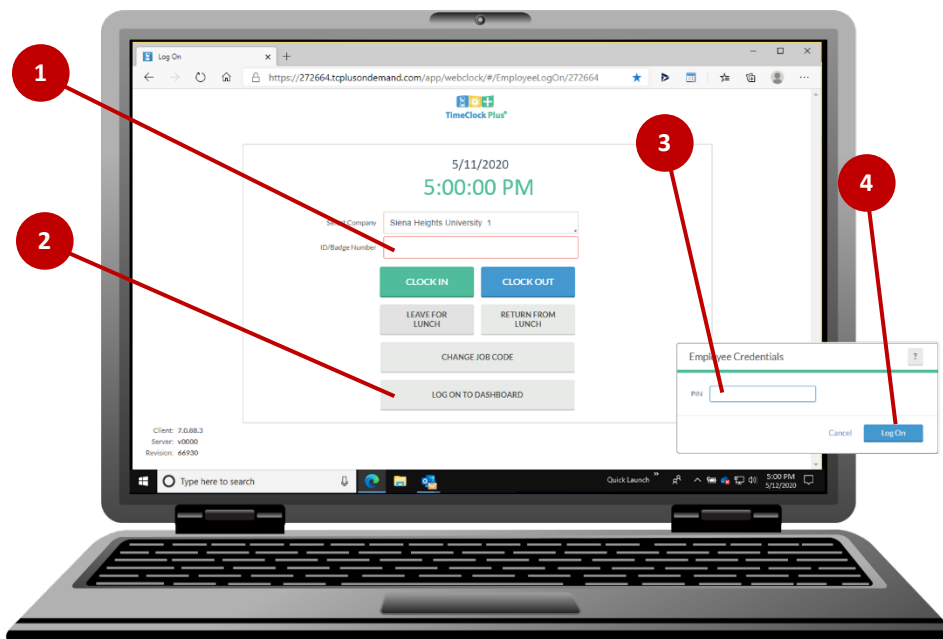


# VIEWING MY HOURS AND LEAVING NOTES

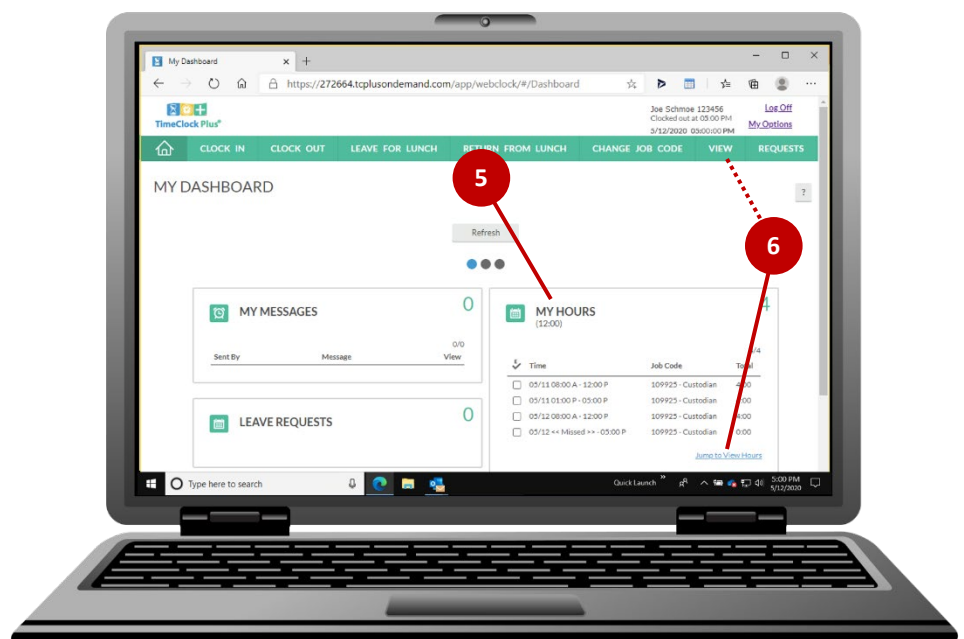


Web Client shown

1. You must first log on to the TimeClock Plus system. Enter your employee ID.
2. Click the **LOG ON TO DASHBOARD** button.
3. The **Employee Credentials** box opens. Enter your current PIN.
4. Click the **Log On** button.

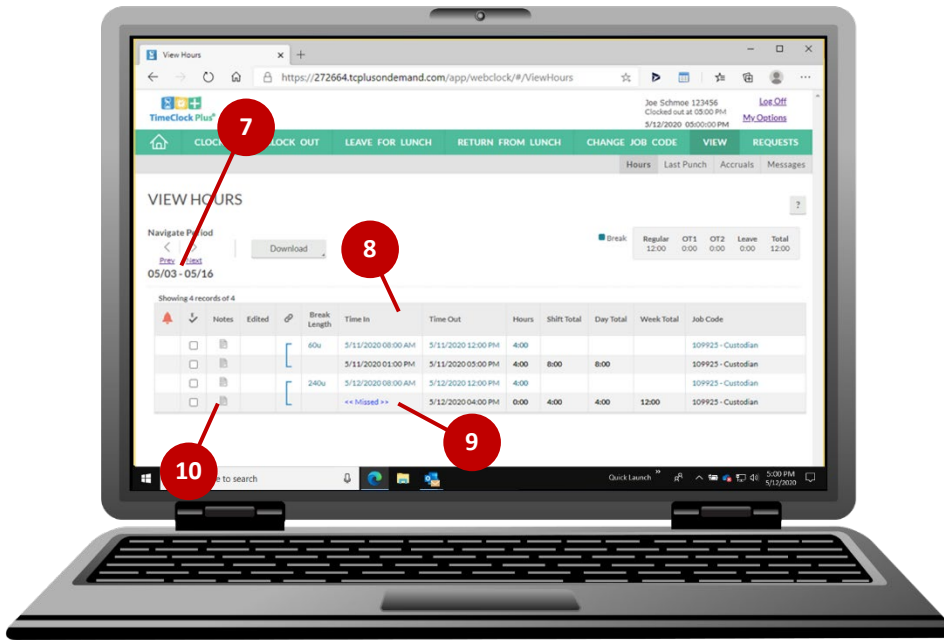
5. On the **MY DASHBOARD** page, one of the tiles is **MY HOURS**.
6. Click the **Jump to View Hours** link inside of the **MY HOURS** tile.

[Alternatively, you can also get to your hours from the menu. **VIEW** → **Hours**.]



Web Client shown

# VIEWING MY HOURS AND LEAVING NOTES (CONT.)



Web Client shown

7. In the **VIEW HOURS** page, you can see/select the payroll period for the hours to be shown. *In the example shown to the left, the payroll period shown is 5/3/2020 thru 5/16/2020.*
8. Detail of punches/hours for the selected payroll period are shown in the grid. *In the example shown to the left, punch ins and outs are shown for the 11th and 12th.*
9. Missed punches (e.g., forgot to clock back in from lunch), will be designated as <<Missed>>.

10. If you need to leave a note\* for your supervisor about a line (e.g., in the case of a missed punch), click on the icon in the **Notes** column for that line.

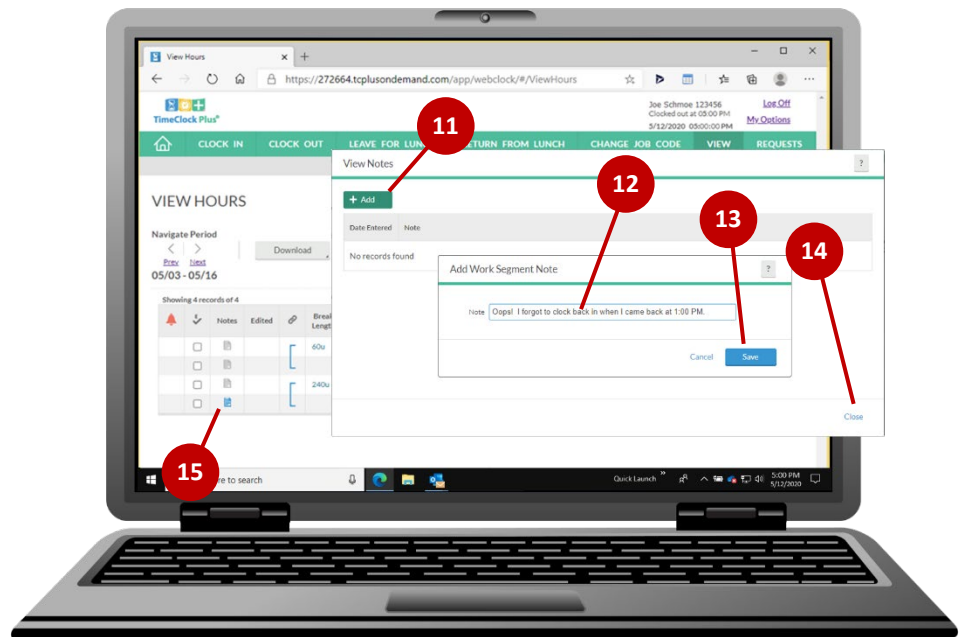
11. The **View Notes** box opens. Click the **+ Add** button.

12. The **Add Work Segment Note** box opens. Enter your note in the text field.

13. Click the **Save** button.

14. The **Add Work Segment Note** box closes. Click the **Close** link of the **View Notes** box.

15. The icon in the **Notes** column of the grid turns **blue**.



Web Client shown

\* If you forget to punch in and out for an entire day/morning/afternoon, there will be no work segment for you to add a note to. In this case, you will need to contact your supervisor to get your hours corrected.