# HOW TO APPROVE TIME USING THE WEB CLOCK

This guide explains how to use the Web Clock to approve your time. Employees required to clock in and out on a Wall Clock must approve their time in TimeClock Plus. Time can be approved on a daily basis or for a weekly basis. We recommend that you approve at least weekly on Monday for the prior week. Time for a day while you are clocked in cannot be approved until after you have clocked out.

You can access the Web Clock using a computer or mobile device using Chrome or Firefox as your browser. If you use Internet Explorer or Safari, there is no guarantee it will work. To log into the Web Clock enter the address below.
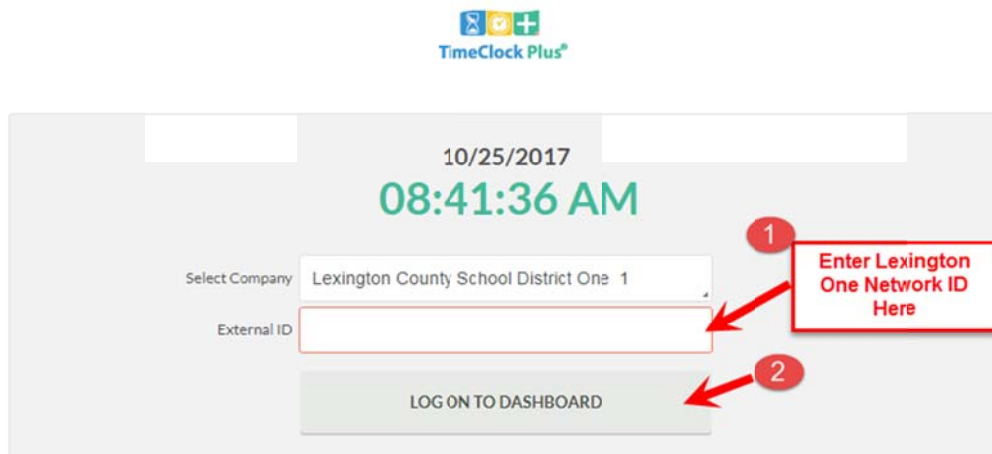
https://128880.tcplusondemand.com/app/webclock/#/EmployeeLogOn/128880/1

The link can also be accessed from the Lexington School District One website by following any one of the paths below.

I AM/An Employee/Time and Attendance

I AM/A Former Employee, Substitute or Temporary Employee

DEPARTMENTS/Fiscal Services/Time and Attendance

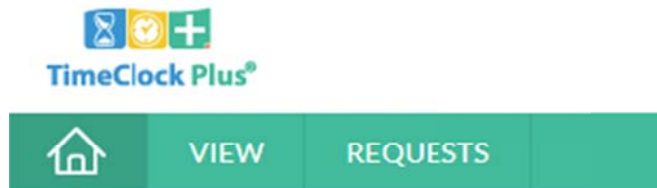The login screen below will appear. Enter your Lexington One network User ID and select "LOG ON TO DASHBOARD".
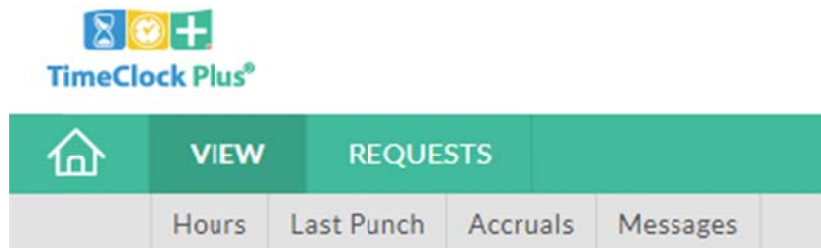
You will then be prompted to enter your password. Enter your Lexington One network password. Click on "Log on".
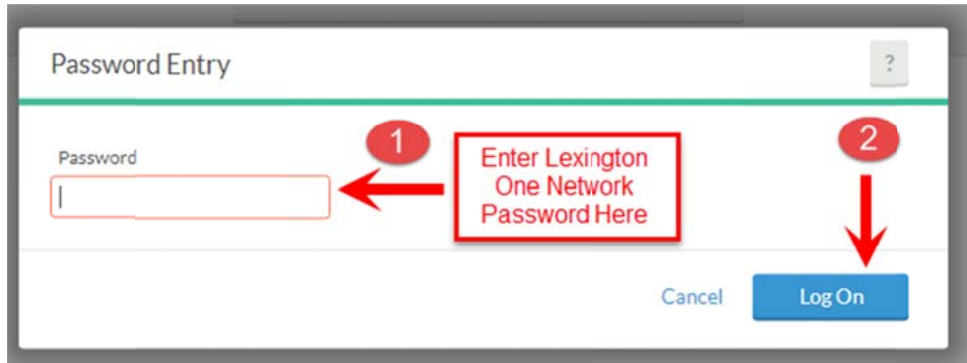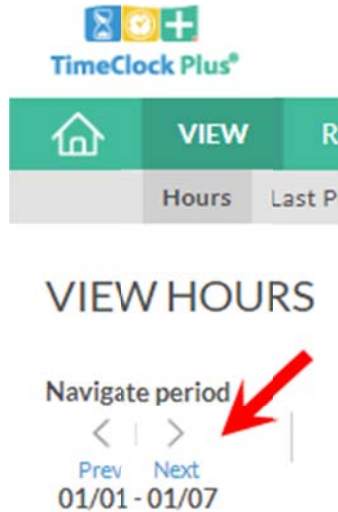


The Home page will appear, you have the option to select "VIEW" or "REQUESTS". To approve time, select "VIEW."



Next, select "Hours" from the gray area.

Your time will be shown in weekly increments that run Monday through Sunday. To select the week that you need to approve time in, use the arrows below "Navigate period" to get the correct week.



Review the time for each day that has not yet been approved, if correct, approve your hours either daily by checking the box for each day in the [✓] column or approve entire week by clicking in the [✓] area at the top of the column. If any missed punches, missing segments or conflicting segments are shown on any day, make sure you have submitted the necessary Time Clock Missed Punch/Edit form

Screen below shows no time approved.



| Break | Regular | OT1 | OT2 | Comp Time | Leave | Total |
|---|---|---|---|---|---|---|
| | 40:00 | 3:10 | 0:00 | 0:00 | 0:00 | 43:10 |

| 🔔 | ✓ | Notes | 🔗 | Break Length | Time In | Time Out | Hours | Shift Total | Day Total | Week Total | Job Code |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ● | ☐ | 📄 | ⊏ | 30u | 10/9/2017 06:55 AM | 10/9/2017 03:25 PM | 8:00 | 8:00 | | | 2210 - SECRETARY ASSISTANT |
| ● | ☐ | 📄 | ⊏ | | 10/9/2017 03:25 PM | 10/9/2017 05:00 PM | 1:35 | 1:35 | 9:35 | | 8050 - AFTERSCHOOL PROGRAM |
| ● | ☐ | 📄 | ⊏ | 30u | 10/10/2017 06:59 AM | 10/10/2017 03:25 PM | 7:56 | 7:56 | 7:56 | | 2210 - SECRETARY ASSISTANT |
| ● | ☐ | 📄 | ⊏ | 30u | 10/11/2017 07:01 AM | 10/11/2017 03:25 PM | 7:54 | 7:54 | 7:54 | | 2210 - SECRETARY ASSISTANT |
| ● | ☐ | 📄 | ⊏ | 30u | 10/12/2017 06:45 AM | 10/12/2017 03:25 PM | 8:10 | 8:10 | | | 2210 - SECRETARY ASSISTANT |
| ● | ☐ | 📄 | ⊏ | | 10/12/2017 03:25 PM | 10/12/2017 05:00 PM | 1:35 | 1:35 | 9:45 | | 8050 - AFTERSCHOOL PROGRAM |
| ● | ☐ | 📄 | ⊏ | 30u | 10/13/2017 07:00 AM | 10/13/2017 03:30 PM | 8:00 | 8:00 | 8:00 | 43:10 | 2210 - SECRETARY ASSISTANT |

Screen below shows time approved by clicking in daily boxes.

**VIEW HOURS**

Navigate period
< | >
Prev   Next
10/01 - 10/15

Download

| ■ Break | Regular | OT1 | OT2 | Comp Time |
|---|---|---|---|---|
| | 40:00 | 3:10 | 0:00 | 0:00 |

| 🔔 | ✓ | Notes | 🔗 | Break Length | Time In | Time Out | Hours | Shift Total | Day Total | Week Total | Job Code |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ● | ☑ | 📄 | ⊏ | 30u | 10/9/2017 06:55 AM | 10/9/2017 03:25 PM | 8:00 | 8:00 | | | 2210 - SECRETARY ASSISTANT |
| ● | ☑ | 📄 | ⊏ | | 10/9/2017 03:25 PM | 10/9/2017 05:00 PM | 1:35 | 1:35 | 9:35 | | 8050 - AFTERSCHOOL PROGRAM |
| ● | ☑ | 📄 | ⊏ | 30u | 10/10/2017 06:59 AM | 10/10/2017 03:25 PM | 7:56 | 7:56 | 7:56 | | 2210 - SECRETARY ASSISTANT |
| ● | ☐ | 📄 | ⊏ | 30u | 10/11/2017 07:01 AM | 10/11/2017 03:25 PM | 7:54 | 7:54 | 7:54 | | 2210 - SECRETARY ASSISTANT |
| ● | ☐ | 📄 | ⊏ | 30u | 10/12/2017 06:45 AM | 10/12/2017 03:25 PM | 8:10 | 8:10 | | | 2210 - SECRETARY ASSISTANT |
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| ● | ☐ | 📄 | ⊏ | 30u | 10/13/2017 07:00 AM | 10/13/2017 03:30 PM | 8:00 | 8:00 | 8:00 | 43:10 | 2210 - SECRETARY ASSISTANT |

Screen below shows all time checked as approved after clicking in the ✓ area.

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Prev   Next
10/01 - 10/15

Download

| 🔔 | ✓ | Notes | 🔗 | Break Length |
|---|---|---|---|---|
| | ☑ | 📄 | ⊏ | 30u |
| | ☑ | 📄 | ⊏ | |
| | ☑ | 📄 | ⊏ | 30u |
| | ☑ | 📄 | ⊏ | 30u |
| | ☑ | 📄 | ⊏ | 30u |
| | ☑ | 📄 | ⊏ | |
| | ☑ | 📄 | ⊏ | 30u |

If corrections are needed on any days and you have not already submitted necessary Time Clock Edit/Missed Punch Form or Leave correction form, complete it as soon as possible and submit for approval and entry by your timekeeper or manager. Once the correction has been entered, you will need to go approve the corrected time.