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**Employee User Guide**

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# Logging In

Depending on your job, there are different options to record hours either by punching in and out or by recording time in the system.

**Employee Web Access** – If you are punching in/out, are entering hours on a time sheet, or requesting time off on a computer. The link below is a Single Sign-on link that will have you authenticate through Microsoft, this is the same as you would authenticate for Outlook and Teams. Links are also found on the Employee Resources page of the KRESA website and in the Employee Access Center. The website does timeout very quickly so be sure to save any changes you make frequently.

Direct Link: <https://myapps.microsoft.com/signin/0dff9b1b-0522-4d04-a3ad-fb53b230e361?tenantId=db41661a-e1af-4c7c-aa1d-bebeb98a9be7>

**\*Note- If you are planning on bookmarking the website be sure to bookmark using the link above and not the website after it loads**

Graphical user interface, application

Description automatically generated**Employee MobileClock App** – If you are punching in/out or requesting time off on a smart phone. You can search the app store for ‘TCP Mobileclock’ or use one of the links below:

Android phone: <https://play.google.com/store/apps/details?id=com.timeclockplus.MobileClock>

Apple phone: <https://apps.apple.com/us/app/tcp-mobileclock/id1485910210>

The first time you open the app, you need to enter the Customer ID (278293) and your Employee ID (this is found on your paystub or by logging into the EAC) and allow push notifications.

Graphical user interface, application

Description automatically generatedGraphical user interface, application

Description automatically generated

# Clocking using Web Access

## For those who clock in/out

**NOTE**: Dashboard messages remain until you mark them as Read by putting a checkmark in the Read box.

**IMPORTANT WHEN CLOCKING**:

* If you have multiple assignments, be sure to select the correct assignment.
* Be sure to click through all of the system prompts to ensure that your time is correctly processed.

### Web Access clocking operation to clock in

1. Log in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center.
2. Graphical user interface, application

   Description automatically generatedPress the Green Clock In button.

Graphical user interface, application

Description automatically generated

1. Confirm the clock in operation is correct and press **Continue**
2. Upon successful clock in you will receive the following message, then click OK.

### Web Access clocking operation to clock out

1. Log in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center
2. Graphical user interface

   Description automatically generated with low confidencePress the Blue Clock out button.

Graphical user interface, application

Description automatically generatedConfirm the clock in operation is correct and press **Continue.**

1. Upon successful clock in you will receive the following message, then click OK.

### Web Access Lunch Break Operations

If you are required to punch out for lunch, you will follow the same operation above but there will be a white ‘Start Lunch Break” button that will appear that you will click to begin your lunch break. When you return from lunch, there is a button to end your lunch break.

Graphical user interface, text, application

Description automatically generated

# Clocking using the Mobile App

**IMPORTANT WHEN CLOCKING**:

* If you have multiple assignments, be sure to select the correct assignment.
* Be sure to click through all of the system prompts to ensure that your time is correctly processed.

### Mobile App clocking operation to clock in

Graphical user interface, application

Description automatically generated

1. Open the app on your smart phone.
2. Press the Clock In button.
3. Graphical user interface, application, website

   Description automatically generatedConfirm the clock in operation is correct and press **Continue**
4. You will see a banner on the top of the screen letting you know the clock in was successful.

### Mobile App clocking operation to clock out

Graphical user interface, application

Description automatically generated

1. Open the app on your smart phone.
2. Press the Clock Out button.
3. Graphical user interface, application

   Description automatically generatedConfirm the clock out operation is correct and press **Continue.**
4. You will see a banner on the top of the screen letting you know the clock out was successful.

### Mobile App Lunch Break Operations

If you are required to punch out for lunch, you will follow the same operation above but there will be a ‘Start Lunch Break” button that will appear that you will click to begin your lunch break. When you return from lunch, there is a button to end your lunch break.

Graphical user interface, application

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Graphical user interface, application

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# Missed clock in/out

## How to enter in a missed clock in/out using Web Access

1. Click on ‘Missed clock in’ or ‘Missed clock out’, this will change based on whether you are currently clocked in or out.



1. Graphical user interface, text, application

   Description automatically generatedPress Continue on the next screen.
2. Graphical user interface, text, application

   Description automatically generatedEnter the missed time and a required note and press Continue.

Graphical user interface, text, application

Description automatically generated

1. Press Continue again to complete the operation, you will also get a pop-up telling you it was successful.

## How to enter in a missed clock in/out using the Mobile App

1. Graphical user interface, application

   Description automatically generatedClick on ‘Missed clock in’ or ‘Missed clock out’, this will change based on whether you are currently clocked in or out.
2. Graphical user interface, application

   Description automatically generatedPress Continue on the next screen.
3. Graphical user interface, application

   Description automatically generatedPress Continue again.
4. Graphical user interface, application

   Description automatically generatedEnter the missed time and a required note and press Continue.
5. Graphical user interface, application

   Description automatically generatedYou will then get a confirmation, press Continue, and you are finished.

# Direct time entry using Web Access

## For those who enter in/out times

**NOTE**: Dashboard messages remain until you mark them as Read by putting a checkmark in the Read box.

**IMPORTANT WHEN ENTERING TIME**:

* If you have multiple assignments, be sure to select the correct assignment.
* Be sure to click Accept (upper left) to save.

1. Log in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center.
2. Graphical user interface, application, Word

   Description automatically generatedClick on ‘Manage Time Sheet’ on the left of the screen.
3. Application, Word

   Description automatically generatedOn the next screen is a calendar view, make sure the period setting is correct for the hours you are adding.
4. Click on the Add button and a time entry will appear with default hours. Chenge the default hours to match your hours worked. Be sure not to click the Add button below your time entry unless you want to add another time entry for that day.

Graphical user interface, text, application

Description automatically generated

You can add a note for your manager by clicking the Notes link.

1. When all hours have been entered be sure to press ‘Accept’ to save any changes.

Graphical user interface, text, application

Description automatically generated

Though not required, you can also Approve your time. This would let your manager/timekeeper know you have reviewed the entry when they log in to approve your time sheet. Just be sure to press the Accept button after approving.

## For Daily Time Entry Employees:

1. Log in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center.
2. Graphical user interface, application, Word

   Description automatically generatedClick on ‘Manage Time Sheet’ on the left of the screen.
3. Application, Word

   Description automatically generatedOn the next screen is a calendar view, make sure the period setting is correct for the hours you are adding.
4. Click on the Add button and a time entry will appear with default start tme and Hours of 1. Do not change the 1 in the hours field; this is 1 unit/day, not one hour.

Graphical user interface, text, application

Description automatically generated

1. Click Accept in the upper left corner to save.

# Direct time entry using the Mobile App

## For those who enter in/out times

**IMPORTANT WHEN ENTERING TIME**:

* If you have multiple assignments, be sure to select the correct assignment.
* Be sure to click Accept (upper left) to save.

A screenshot of a phone

Description automatically generated with medium confidence

1. Open the app in your smart phone. On the Home dashboard swipe up on the arrow on the bottom of the screen and select ‘Manage Time Sheet’.
2. Graphical user interface, application

   Description automatically generatedThe time sheet screen will show all of the hours you have already entered for the selected period, make sure the payroll period is showing correctly. To add an entry, press the + button.
3. Enter in the time entry details and press ‘Save’.

A screenshot of a computer screen

Description automatically generated with medium confidence

Though not required, you can also Approve your time. This would let your manager/timekeeper know you have reviewed the entry when they log in to approve your time sheet.

A screenshot of a computer

Description automatically generated with medium confidence

## For Daily time entry employees

From the dashboard, swipe up on the arch above the hours and accruals icons, then select Manage Time Sheet:

A picture containing graphical user interface

Description automatically generated Graphical user interface, application

Description automatically generated

Click the plus sign:

Graphical user interface, text, application

Description automatically generated

Graphical user interface, application

Description automatically generated

You may change the Time in if you wish, but this is not required.

Do **NOT** change the 1 in the Hours field.

If you have more than one daily assignment, you can select the correct one in the Job Code field.

You may enter a note if you wish.

Click Save when ready.

Once you click Save, you will be returned to the Manage Time Sheet Window:

Graphical user interface, application

Description automatically generated

Approving your timesheet is OPTIONAL.

At this point you can close your app.

# Leave

## How to request leave using Web Access

**NOTE**: Dashboard messages remain until you mark them as Read by putting a checkmark in the Read box.

**IMPORTANT**: **Please be mindful when entering leave**.

* Do not enter a leave request that spans the weekend.
* Enter only as much as is *necessary* in the note; notes become a permanent record and are visible to more than just your approver.
* You **cannot cancel a leave request once it is approved**; approved leave cancellation will be handled by your manager or timekeeper and **must** be completed within the pay period.

1. Graphical user interface

   Description automatically generatedLog in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center.
2. Click on ‘Requests’ on the left menu.
3. Calendar

   Description automatically generatedOn the calendar view, to add a leave request, press the Add button or the + icon on the date on the calendar.
4. Graphical user interface, application

   Description automatically generatedThe request window will appear. You will select the leave type first using the drop-down (1). Then you will select the allowable number of hours requested (per day) on the left menu (2). Make sure the date (start date) is correct and the number of days requested is correct (3). When you are done press ‘Save’. You can also press the Accruals button (4) to see your current leave balances.
5. Your manager will get an email notification with the request for them to approve.

## How to view leave status using Web Access

**NOTE**: Dashboard messages remain until you mark them as Read by putting a checkmark in the Read box.

1. Graphical user interface

   Description automatically generatedLog in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center.
2. Click on ‘Requests’ on the left menu.
3. Graphical user interface, text, application, chat or text message

   Description automatically generatedOn the calendar view, you will see your leave request, it will say Approved or Pending. You will also get an email when your request is either Approved or Denied.

## How to view leave balances using Web Access

**NOTE**: Dashboard messages remain until you mark them as Read by putting a checkmark in the Read box.

1. Graphical user interface

   Description automatically generatedLog in with the SSO link. The SSO link can be found on the Employee Resources page of the KRESA website or through the Employee Access Center.
2. Click on ‘View’, then ‘Accruals‘ on the left menu.
3. Graphical user interface, text, application, email

   Description automatically generatedThis will show you your current leave balances.

## How to request leave using the Mobile App

**IMPORTANT**: **Please be mindful when entering leave**.

* Do not enter a leave request that spans the weekend.
* Enter only as much as is *necessary* in the note; notes become a permanent record and are visible to more than just your approver.
* You **cannot cancel a leave request once it is approved**; approved leave cancellation will be handled by your manager or timekeeper and **must** be completed within the pay period.

1. Graphical user interface, application

   Description automatically generatedOpen the app in your smart phone. On the Home dashboard swipe up on the arrow on the bottom of the screen and select ‘Requests’.
2. A screenshot of a computer

   Description automatically generated with medium confidenceSelect the + button to add a new request.
3. A screenshot of a phone

   Description automatically generated with low confidenceThe request window will appear. You will select the leave type first (1). Then you will select the allowable number of hours requested (per day) on the Templates menu (2). Make sure the date (start date) is correct and the number of days requested is correct (3). Note that Hours cannot be changed here, the Template sets the hours. When you are done press ‘Save’ (4).
4. Your manager will get an email with the request to approve.

## How to view leave status using the Mobile App

1. Graphical user interface, application

   Description automatically generatedOpen the app in your smart phone. On the Home dashboard swipe up on the arrow on the bottom of the screen and select ‘Requests’.
2. A screenshot of a video game

   Description automatically generated with medium confidenceThis screen will show you any leave requests that have been made, be sure to set the correct date range. You will see status messages by each request. You will get an email when requests are apporved or denied.

## How to view leave balances using the Mobile App

1. A screenshot of a computer

   Description automatically generated with medium confidenceOpen the app in your smart phone. On the Home dashboard select Accruals at the bottom of the screen.
2. A screenshot of a computer

   Description automatically generated with medium confidenceThis will then display current leave bank information.