

CIC BUSINESS MENTOR TIME CLOCK PLUS (TCP) PROCEDURES

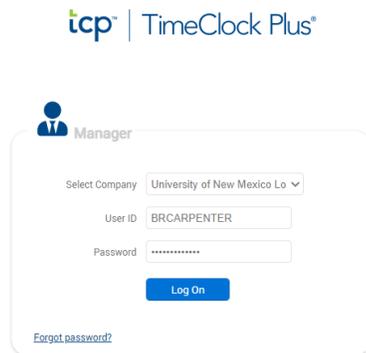
Time Clock Plus

As a CIC business mentor, you will be approving your intern's work hours via UNM-LA's time keeping system, Time Clock Plus (TCP). This is the same system that all UNM-LA employees use to clock in and out of work. This will not only allow for better time-keeping records, but also help prepare students for the professional world where, they will most likely have to clock in and out.

This also allows you to approve their time according to your availability or if they are working remotely. If you do not believe that the time they've submitted is accurate or does not match with the work that they're getting done, please speak with the CIC Coordinator as soon as possible.

LOGGING IN THE FIRST TIME

Using the link sent to your email address, pull up the website for Time Clock Plus (TCP). Do not use the TCP app on your phone. You may use your phone, laptop, or desktop to pull up the website. Enter your USER ID and Password (provided by the CIC coordinator). Next click in the blue "Log On" button.



tcp | TimeClock Plus®

Manager

Select Company: University of New Mexico Lo

User ID: BRCARPENTER

Password:

Log On

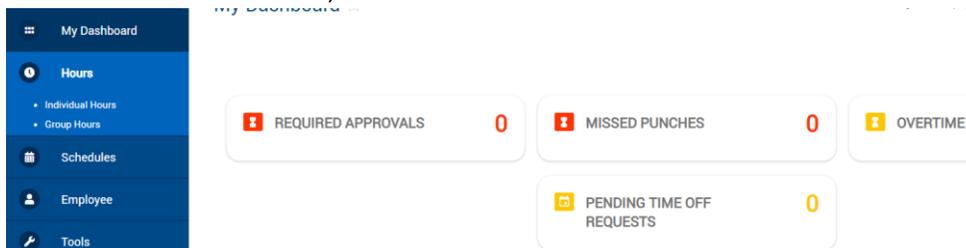
[Forgot password?](#)

CHANGING YOUR PASSWORD

The first time you log on you must go to the top right of the screen of your dashboard and click on the down arrow next to your name and click on "My Options". Click on "Password" where you will enter a new password and click "Update". Please remember your password because we have no access to it.

APPROVING YOUR INTERN'S TIME ENTRIES

After entering your User ID and password, the Dashboard will come up as your main screen. From the menu on the left-hand side, click on "Hours" and then "Individual Hours".



My Dashboard

- My Dashboard
- Hours
 - Individual Hours
 - Group Hours
- Schedules
- Employee
- Tools

REQUIRED APPROVALS 0

MISSED PUNCHES 0

OVERTIME

PENDING TIME OFF REQUESTS 0

You will see your interns name and hours come up. You will be able to see their clock-in and clock-out times for the week. If you agree, with the hours, you simply need to approve them by clicking on the box next to the hours. There will be two columns of boxes. Your column is under the “M” and it will turn blue once you’ve checked it. Interns should have already confirmed their hours and if that’s the case, the box under the “E” column will already be checked and turned blue. **Click “APPLY CHANGES” to save.** Please approve their hours only after their boxes are checked indicating that they’ve verified their hours.

555501 Albert Einstein...

Albert Einstein

10/1/2022 to 10/14/2022 Open Weeks Update

Start date Stop date Period

Apply Changes Discard Changes

Showing 4 records of 4

Select	E	M	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	10/5/2022 11:44 AM	10/5/2022 12:00 PM	0:16	0:00		24 - Student Intern
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			10/6/2022 08:37 AM	10/6/2022 11:19 AM	2:42	0:00	0:00	24 - Student Intern
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			10/10/2022 08:29 AM	10/10/2022 11:51 AM	3:22	0:00		24 - Student Intern
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10/10/2022 11:52 AM	10/10/2022 02:28 PM	2:36	0:00	0:00	24 - Student Intern

Don't forget to click here to approve hours before logging out.

This is your column to approve hours

If your business has more than one intern, you can also choose “Employees” from the menu on the left-hand side of the screen. By clicking on “Employee Profiles” you will see all of your interns come up and then click on the individual’s name to approve their time.

We ask that you please try to approve their weekly time on Friday afternoons, unless they’ll be working on the weekends, in which case you can approve time on Mondays.

IF INTERN FORGETS TO CLOCK IN OR OUT:

Interns have been told that if they miss a clock in or out or need to make a correction, they must notify the CIC Coordinator with a written request that they fix the mistake. If that occurs, the CIC Coordinator will make a note and that will be visible by clicking on the “notes” icon next to the entry.