Prism Time and Labor (Non-exempt Employees)

Basic Web Clock Operations

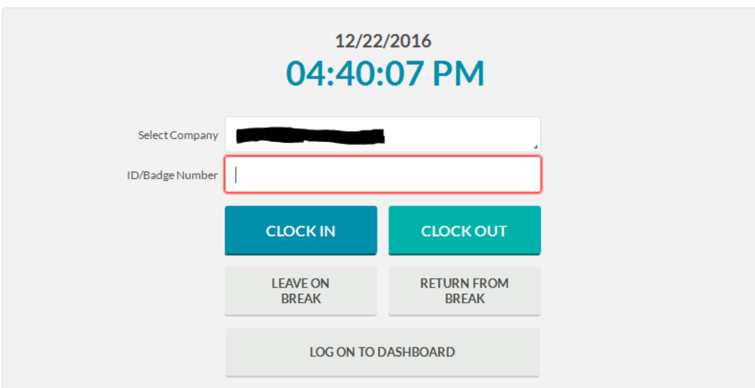
Access the Prism Time and Labor Web Clock at this web address:

https://phr2.tcplusondemand.com/app/webclock/#/EmployeeLogOn/381-195/195

Do NOT use Internet Explorer

To record a punch in the Web Clock, enter your timeclock employee number.

Then click on the appropriate action button.

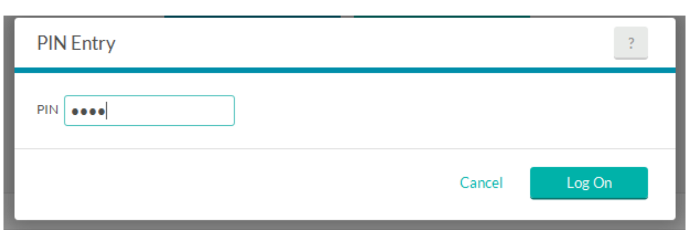


- Clock In — You can use this anytime you need to clock into work.
- Clock Out — Use this when you are leaving work for the day.
- Leave on Break — Use this when you are leaving work, but you plan to return that day. After you click on the break button, you can choose between lunch and break.

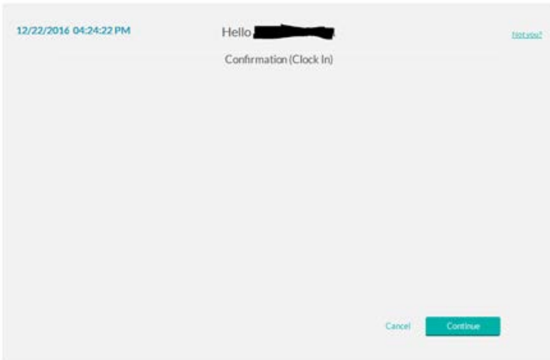
Do NOT just clock out if you are actually taking a lunch or a break—always use the correct break code!

- Log Onto Dashboard — Use this when you need to access the website to view hours, approve hours, request leave, record paid leave as a timesheet entry, add a note to a time record, etc.

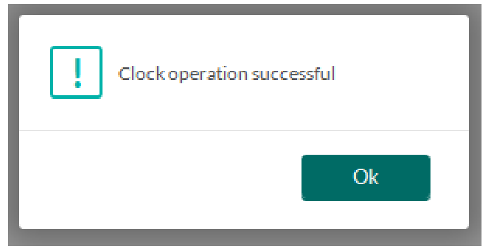
Next enter your PIN and click on Log On.



At the Confirmation Screen, click on Continue.

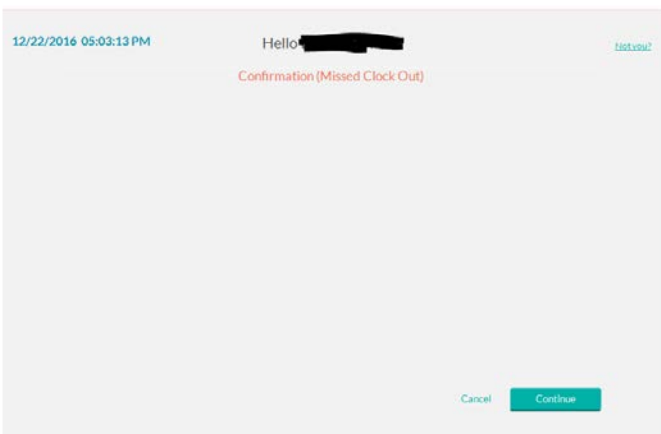


Then click on OK.



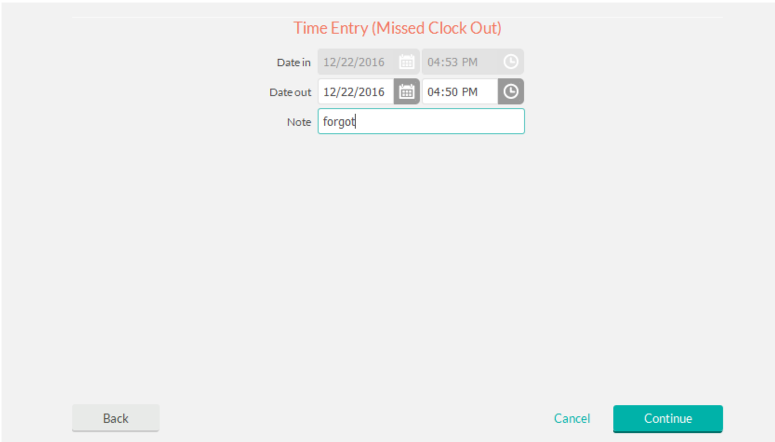
Missed Punches

If you miss a punch, you can enter the missed entry at your next punch. Web Clock will notify you that you have a missed punch.

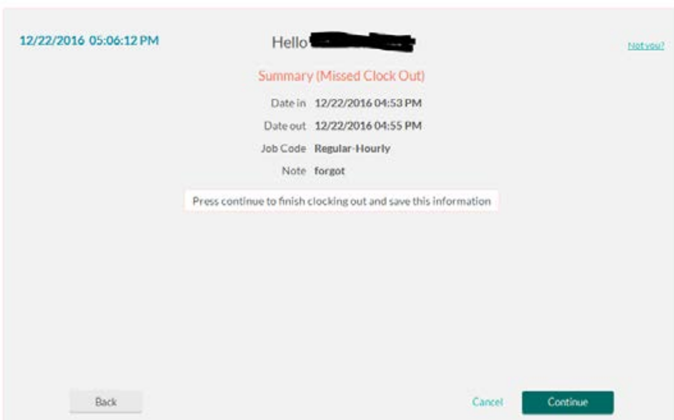


Click on Continue to see further details about the missed punch.

Click on Continue again. Enter the date and time of the missed punch. Then add a note to explain why the punch was missed. Then click on Continue.



You will see a summary of your missed punch entry. Click on Continue one more time and then click on OK to complete the punch.



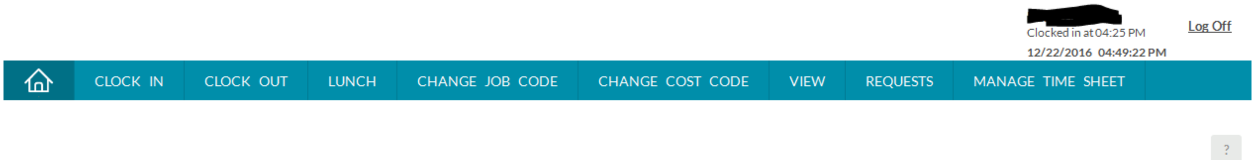
Time and Labor Dashboard

Log into the Time and Labor Dashboard to do the following:

- View hours
- Approve hours for payroll processing
- Add a note to a time record
- Request paid time off
- Record holiday hours

At the Web Clock, enter your timeclock employee number. Then click on Log On to Dashboard. Enter your PIN and click on Logon.

Here's what the dashboard looks like when you first log on:



You can see whether you are currently clocked in or out by looking at the status at the top right corner of the screen.

View Hours

To view hours do the following:

- Click on View.
- Click on View Hours

You can now see your hours for the current pay period.

To move between pay periods, click on the left and right arrow keys underneath Navigate Period.

Approve Hours

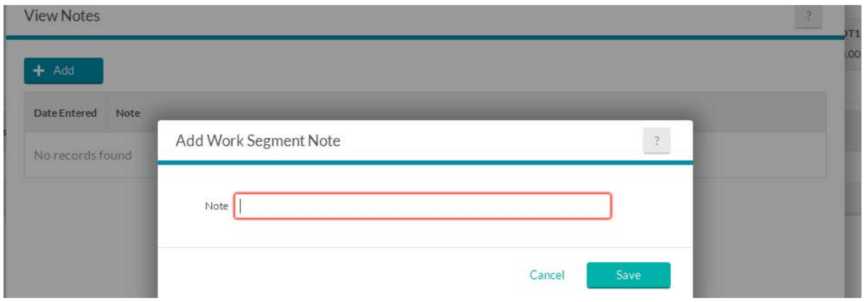
To approve your hours for payroll, click on the checkboxes to the left of the time records on the View Hours screen.

Be sure to review your hours carefully before approving them. Hours that are not recorded in the timekeeping system (including vacation, sick and holiday) will not be paid.

Add a Note

To add a note to a time record, click on the note icon to the left of the appropriate record on the View Hours screen. Then click on Add.
Type in your note and click on Save. Then click on Close. The note icon for that time record is now blue to indicate an active note.

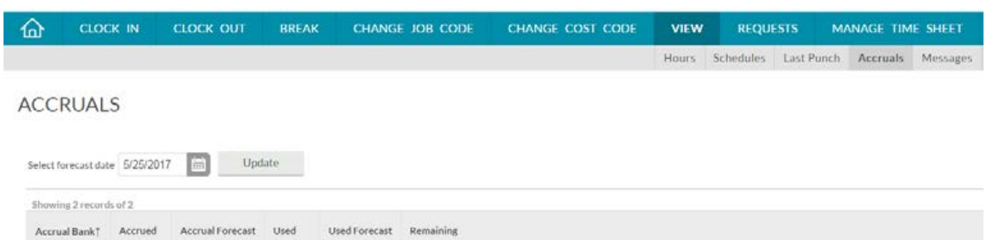
Use the note feature to make comments about your time or to ask your supervisor to make an adjustment to your hours.



View Paid Time Off Balances

To view paid time off balances (vacation, sick, PTO, etc), do the following:

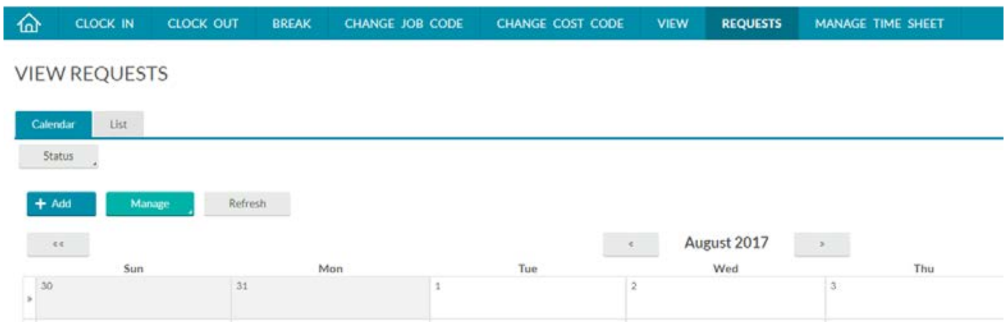
- Click on View
- Click on Accruals



Request Paid Time Off (PTO)

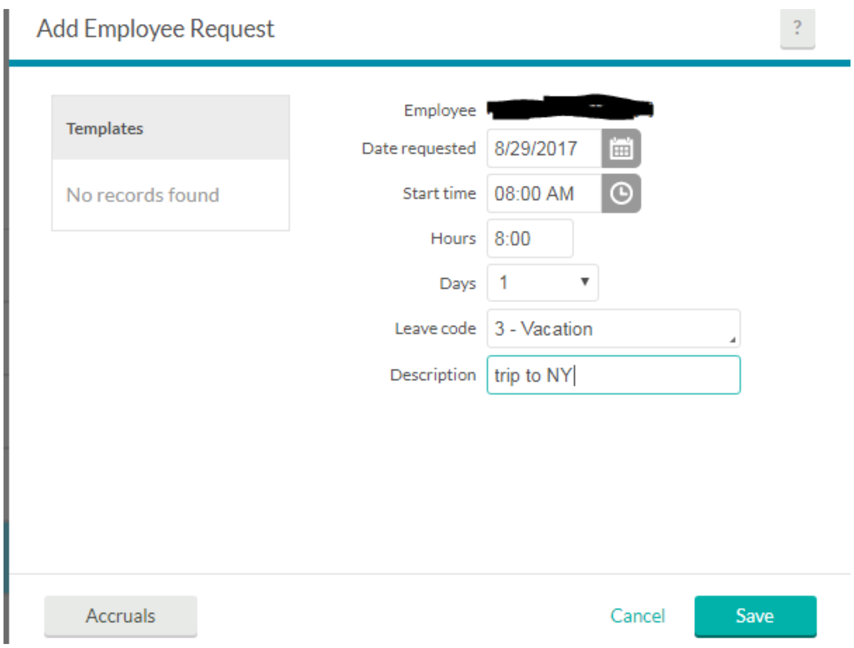
To submit a request for PTO, click on the Requests Button.

If your company uses the Time Off Request feature, then your PTO will be automatically recorded when your time off requests are approved—do not manually add PTO hours using Timesheet Entry.



Select the correct month using the grey left and right arrow buttons.

Enter a request by clicking on the plus sign on the correct day.



If you are requesting a full day off, generally use the default start time. If you are requesting a partial day off, enter the time when your request leave will begin.

For a full day, generally use the default hours. If you are requesting a partial day off, enter the total number of hours you wish to take off that day.

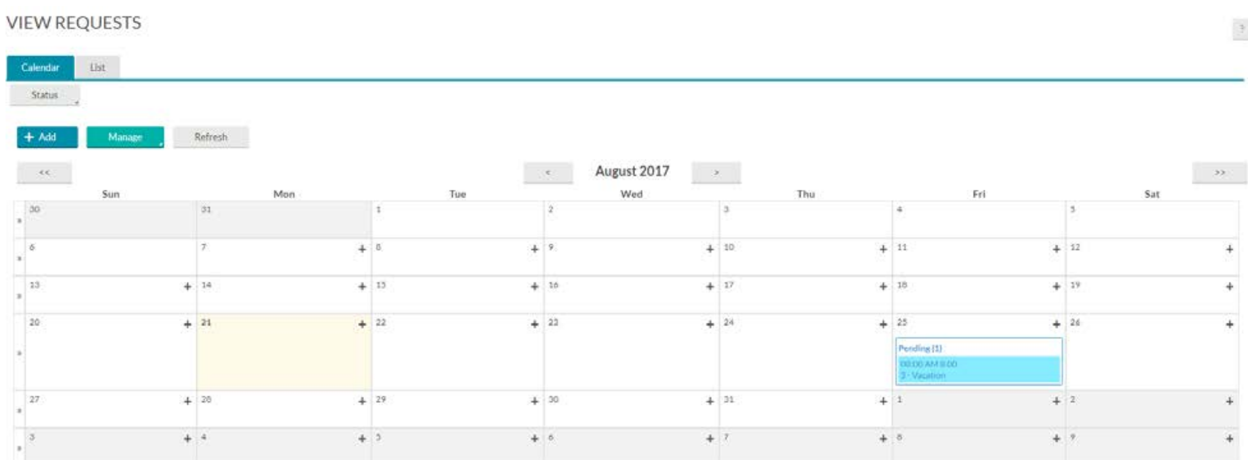
For a request for one day, Days should be “1”. If you are requesting multiple, consecutive days, you may enter another number: “2” for two consecutive days; “3” for three consecutive days, etc. Keep in mind that the system will apply consecutive days on weekends. So if you are requesting off a Friday, Monday, and Tuesday, you should enter a one-day request for Friday and then you may enter a two-day request starting Monday.

Select the proper leave code, such as vacation or sick.

Enter a short description of the request for your supervisor.

Click on Save.

The request will now display in the calendar view as a Pending Request in blue.

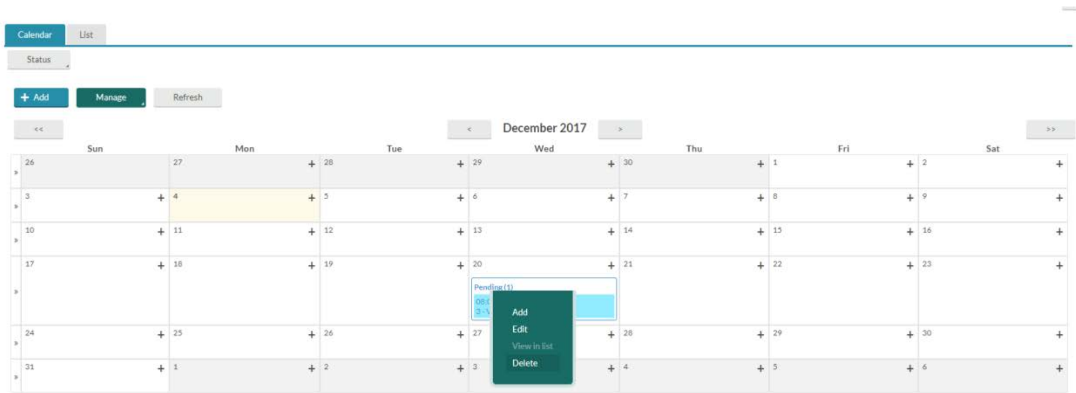


Your supervisor will be notified of the request. When he/she approves or denies the request, you will receive an email notification. An approved request will change to green in the calendar view. A denied request will change to red in the calendar view.

If your request is approved, the hours will automatically be recorded as hours for payment, and they will be available for viewing on the View-Hours screen.

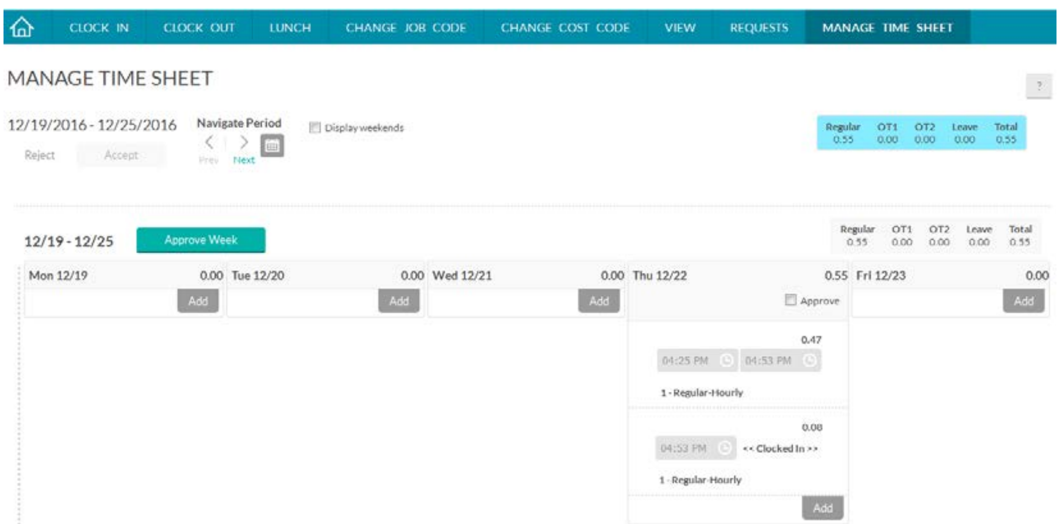
If you decide not to take a PTO day that has been approved and transferred to the View-Hours screen, make sure that your supervisor deletes the hours.

If you decide not to take a PTO day that is still pending approval, you can delete the request yourself. Select the pending request on the calendar. Then right click and select Delete. Click on OK to confirm.

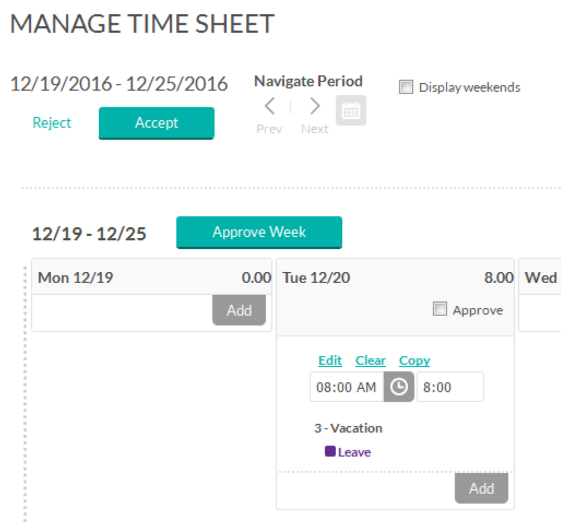


Add a Timesheet Entry

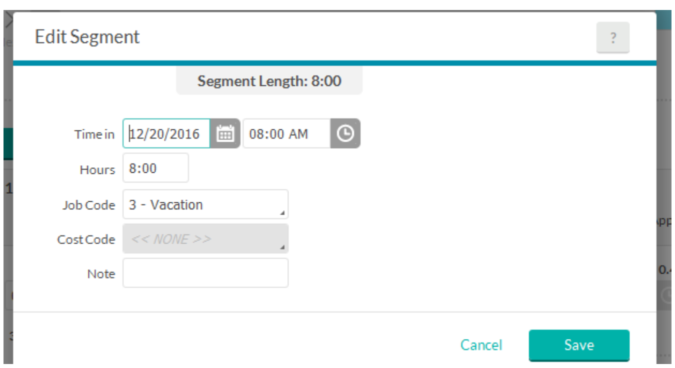
To add a timesheet entry (typically just holiday hours) click on the Manage Timesheet button.



Make sure that the date range is correct for the timesheet entry you wish to add.
Click the Add button on the appropriate day.



Enter the correct start time and the correct total hours. If you need to change the pay code or add a note, click on Edit.



When you are done, click on Save.

Click on Accept underneath Manage Time Sheet to save the timesheet entries.

Notes

Prism Time and Labor works best with Firefox or with Google Chrome. Do NOT use Internet Explorer.

If you log into the Dashboard, be sure to log out when you are done.