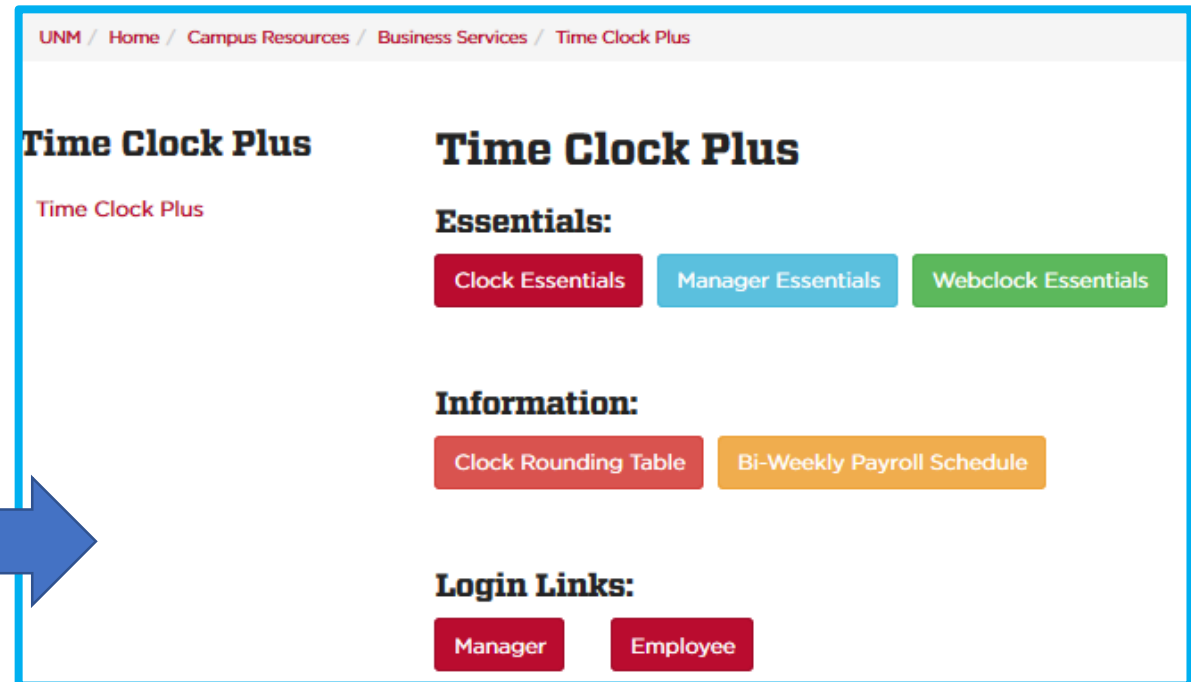
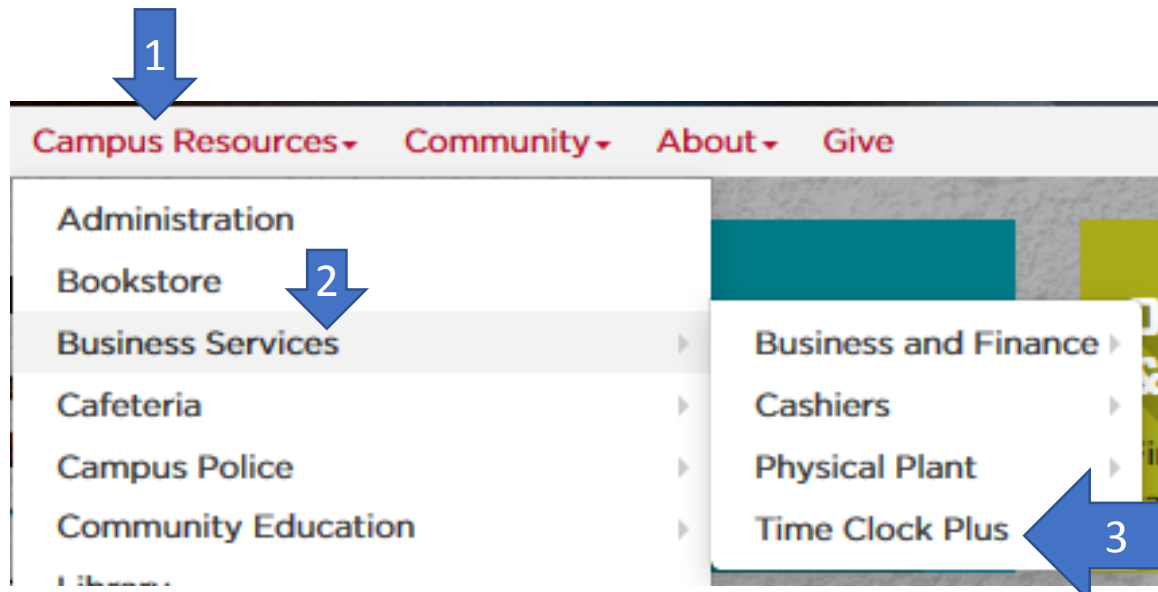




**TimeClock Plus<sup>®</sup>**

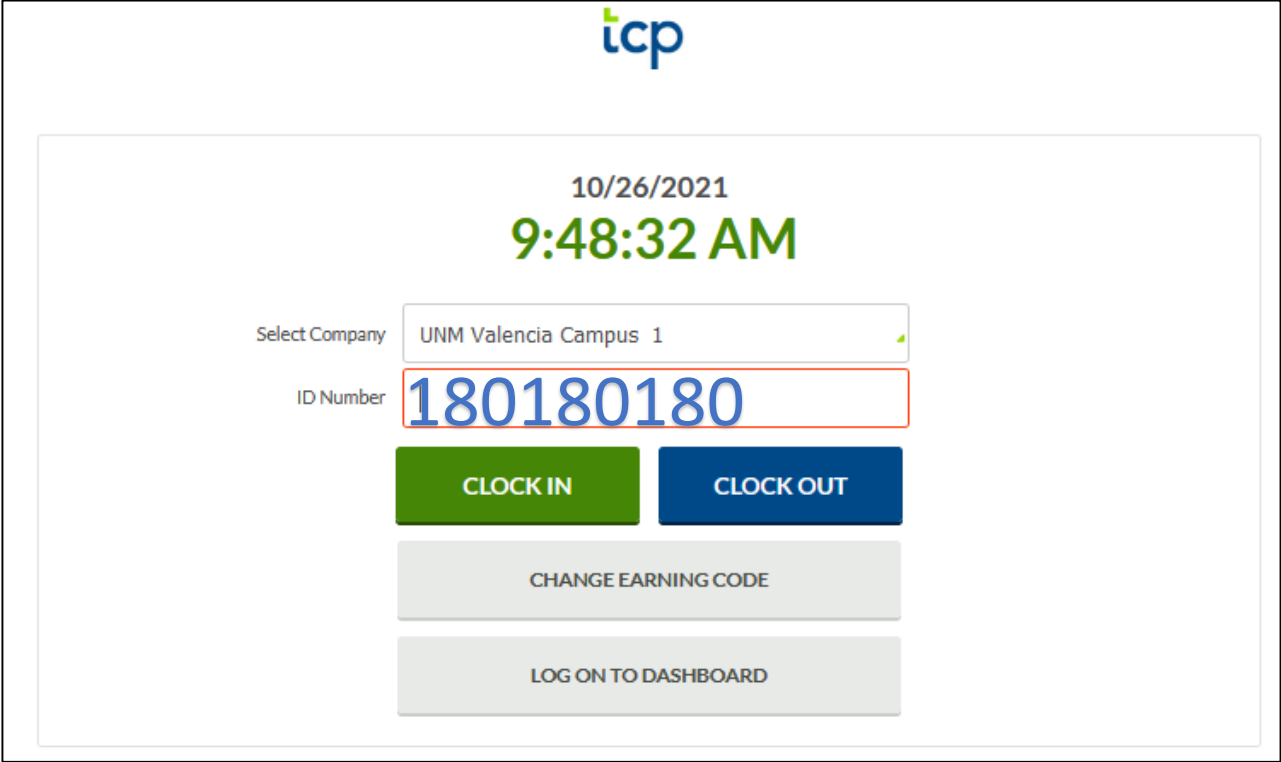
Exempt Training

# Where to find the login link, guides, and resources...

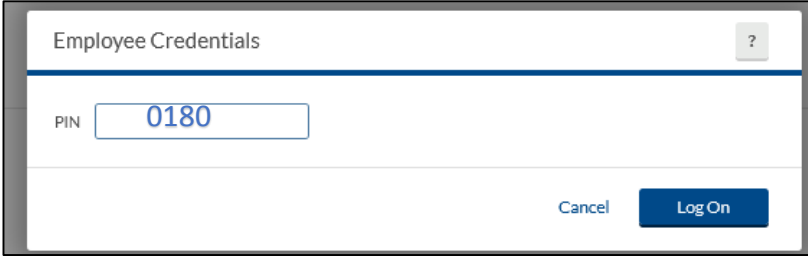


# Log on to Dashboard

ID Number = Banner ID



The screenshot shows the TCP login interface. At the top center is the TCP logo. Below it, the date and time are displayed: 10/26/2021 and 9:48:32 AM. The 'Select Company' dropdown menu is set to 'UNM Valencia Campus 1'. The 'ID Number' field contains the value '180180180', which is highlighted with a red border. Below the ID number field are four buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'CHANGE EARNING CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).



The screenshot shows the 'Employee Credentials' dialog box. It has a title bar with a question mark icon. The 'PIN' field contains the value '0180'. At the bottom right, there are two buttons: 'Cancel' and 'Log On'.

# Change your PIN!!!

Employee = Banner ID

The screenshot shows the TCP employee dashboard. At the top, the date is 10/26/2021 and the time is 9:48:32 AM. Below the date, there is a 'Select Company' dropdown menu set to 'UNM Valencia Campus 1'. The 'ID Number' field contains '180180180', which is highlighted with a red border. Below the ID number, there are four buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'CHANGE EARNING CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).

The screenshot shows the 'Employee Credentials' login form. The 'PIN' field contains '0180'. There are 'Cancel' and 'Log On' buttons at the bottom right.

The screenshot shows the user profile for Louie Lobo. The profile information includes 'Louie Lobo', 'Clocked out', and '10/26/2021 10:06:56 AM'. There are two links: 'Log Off' and 'My Options'. A blue arrow points to the 'My Options' link.

The screenshot shows the 'EMPLOYEE OPTIONS' page. The 'General' tab is selected. Under the 'Pin' section, there are three input fields: 'Current pin' (0180), 'New pin' (####), and 'Re-enter pin' (####). There is an 'Update' button at the bottom right.

# Pay Period and Closing Weeks



## Bi-Weekly Payroll (2R)

December 21, 2019 thru December 18, 2020

*If there are any changes to this schedule, you will be notified via e-mail.*

**Note 1:** Due to the holiday, bi-weekly timesheets are due early.

**Note 2:** When three bi-weekly paydays occur within the month, only mandatory deductions are withheld.

| 2R | Pay Period |   |           |               | Timesheets Due | Payday   |
|----|------------|---|-----------|---------------|----------------|----------|
| 1  | 12/21/2019 | - | 1/3/2020  |               | 12/19/19       | 01/10/20 |
| 2  | 1/4/2020   | - | 1/17/2020 | <i>Note 1</i> | 01/14/20       | 01/24/20 |
| 3  | 1/18/2020  | - | 1/31/2020 |               | 01/29/20       | 02/07/20 |
| 4  | 2/1/2020   | - | 2/14/2020 |               | 02/12/20       | 02/21/20 |

CLOSE WEEK ☆

Close Week

Close week of 01/04/2020 - 01/10/2020

# Submitting Leave Requests



MY DASHBOARD

### VIEW REQUESTS

Calendar List

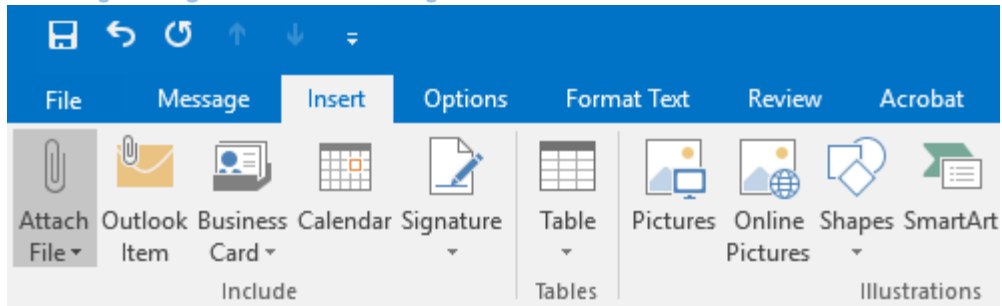
Status

+ Add Manage Refresh << < January 2020 > >>

| Sun    | Mon                         | Tue  | Wed  |
|--------|-----------------------------|--|--|
| » 29   | 30<br>Winter Break 12/30/19 | 31<br>Winter Break 12/31/19                                | 1<br>Winter Break 01/01/20                               |
| » 5 +  | 6 +                         | 7 +<br>Approved (1)<br>7:15 AM 1.10<br>180 - Sick Leave    | 8 +  |
| » 12 + | 13 +                        | 14 +   | 15 +   |
| » 19 + | 20<br>MLK Jr Day 01/20/20   | 21 +<br>Pending (1)<br>7:15 AM 8.00<br>170 - Annual Leave  | 22 +<br>Denied (1)<br>7:15 AM 8.00<br>170 - Annual Leave |
| » 26 + | 27 +                        | 28 +<br>Canceled (1)<br>8:00 AM 8.00<br>170 - Annual Leave | 29 +   |

# Zero Leave

## Employee to Supervisor



Send  Rick Goshorn;

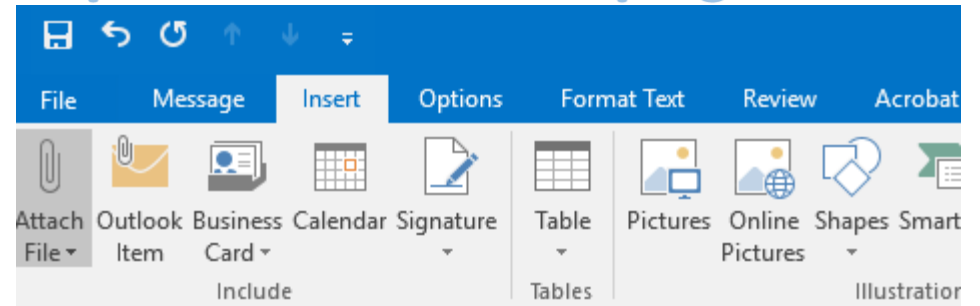
Subject Zero Leave

I did not take any leave for the month of December, 2019.

Thank you.

Paulette Tafoya

## Supervisor to Timekeeping



Send  Angel Kitchevan;

Subject Zero Leave

Approved.

Rick Goshorn

---

I did not take any leave for the month of December, 2019.

Thank you.

Paulette Tafoya

# Questions?



LaVern Rodriguez  
HR Administrator 3  
5-8531  
[vern@unm.edu](mailto:vern@unm.edu)

Angel Elam  
HR Tech  
5-8530  
[elam112@unm.edu](mailto:elam112@unm.edu)



Go live is January 17.

Any information entered in January  
10-14 will be deleted on January 18.