



TimeClock Plus[®]

Leaders uses Time Clock Plus (TCP) to manage time punches, holiday pay and time off approvals. You will access TCP from a designated computer in your work location.

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What Log In Do I Use?

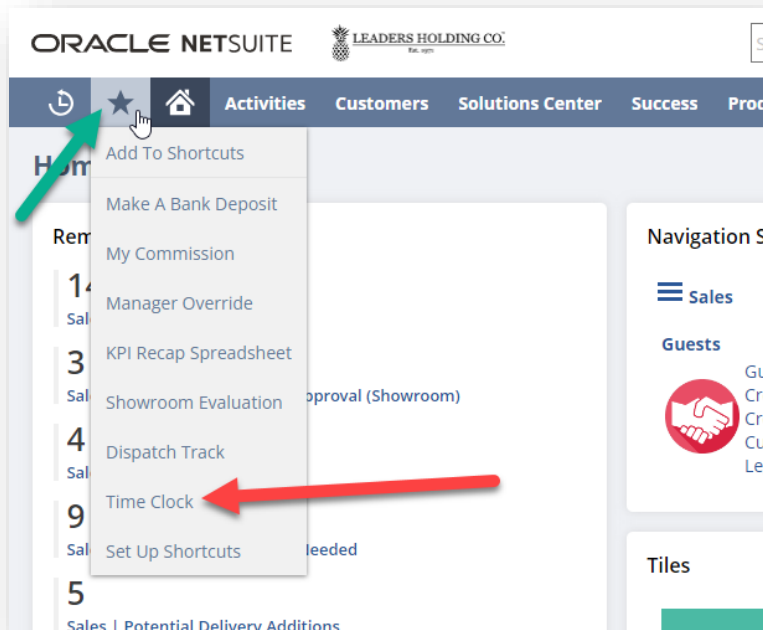
	App On Your Mobile	Regular Log In NetSuite ★	Manager Log In Navigation Shortcuts
Clock In, Clock Out, Break	✗	✓	✗
View Available Paid Time Off	✓	✓	✗
View Hours Worked	✓	✓	✗
View Last Punch	✓	✓	✗
Submit Time Off Request	✓	✓	✗
View Time Off Request Approval Status	✓	✓	✗
View Available Paid Time Off	✓	✓	✗
View Holiday Pay	✓	✓	✗
Add a time punch	✗	✓	✓
Adjust a time punch	✗	✓	✓
Approve an added or adjusted time punch	✗	✗	✓
Approve Time Off Request	✗	✗	✓

Accessing Time Clock Plus

Logging in is done a little differently depending on the area you participate at Leaders. If you use NetSuite throughout the day to complete your responsibilities, you will click a short cut in NetSuite. If you do not use NetSuite you will use the Clock In Clock out computer near the warehouse office.

NetSuite Shortcut

1. Log Into NetSuite
2. From your Favorites drop down menu select "Time Clock"

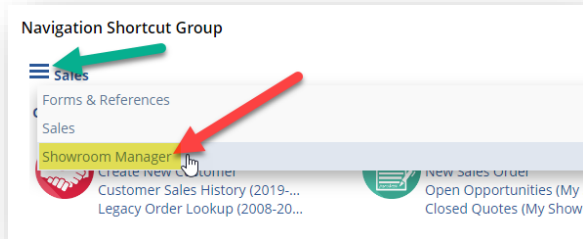


3. Enter your employee ID Number

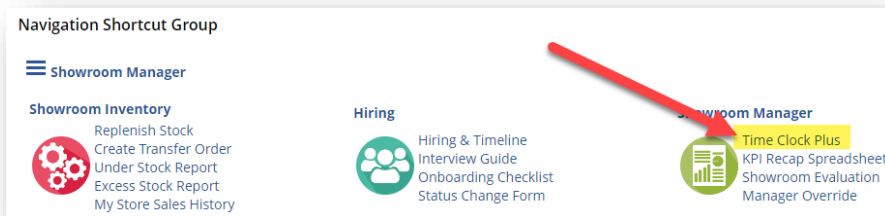
A screenshot of the Time Clock Plus login form. At the top, the date '11/29/2023' and the time '11:06:42 AM' are displayed. Below this, there is a 'Select Company' dropdown menu with 'Leaders Holding Company 1' selected. A red arrow points to the 'ID Number' input field, which is highlighted with a yellow border. Below the input field, there are four buttons: 'Clock In' (green), 'Clock Out' (blue), 'Leave For Lunch' (white), and 'Return From Lunch' (white). At the bottom, there is a 'Log On To Dashboard' button.

Store Manager Role

1. Log into NetSuite
2. Make sure you are in your *Retail Store Manager role
3. In the Navigation Shortcut Group, and select the Showroom Manager from the drop down.



4. click on "Time Clock Plus"



5. Enter your User ID and Password
 - a. User ID: Your employee number
 - b. Password: Set by you
 - i. You set the password the first time you log-in. If you need help please contact IT@leadersfurniture.com

Distribution Team Member

Distribution team members will access Time Clock Plus at the clock in clock out station adjacent to the Distribution Center Office. If you need to privately use time clock plus to review your dashboard there is a computer available in the Human Resources Department on the second floor in the main offices.



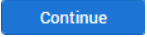
Clocking, Time Punch

1. Access Time Clock Plus in using your regular log in. Do not use a Manager Role, it will not work.
2. Your ID Number Employee Number. Type in your ID number and click the action you would like to take.

The screenshot shows the Time Clock Plus interface. At the top, the date is 11/29/2023 and the time is 11:06:42 AM. Below this, there is a 'Select Company' dropdown menu with 'Leaders Holding Company 1' selected. To the right of the dropdown is a red circle with the number 1. Below the company selection is an 'ID Number' input field with a red circle and the number 2 next to it. Below the ID field are four buttons: 'Clock In' (green) with a red circle and the number 3, 'Clock Out' (blue) with a red circle and the number 4, 'Leave For Lunch' (white) with a red circle and the number 5, and 'Return From Lunch' (white) with a red circle and the number 6. At the bottom is a 'Log On To Dashboard' button with a red circle and the number 7.

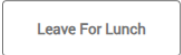

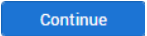
	Field	What?
1	Select Company	Do not use – Leaders is a single entity
2	ID Number	Your Employee Number
3	Clock In	First time punch you make when you arrive. Starts time for the day
4	Clock Out	Last time punch you make when you leave. Stops time for the day
5	Leave For Lunch	Use this button when you leave for lunch. You will not be allowed to clock back in for 30 minutes. This is required by law.
6	Return From Lunch	Click when returning form lunch. This selection is not available until 30 minutes or more from when you submitted your “Leave For Lunch.”
7	Log On To Dashboard	Allows you to request and view time off, see hours worked for a pay period

Clock In – Start the Day

1. Login using a regular role
2. Enter your ID Number / Employee Number
3. Click 
4. Enter your Password / Social Security Number
5. Click 
6. Click 



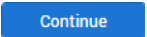
Leave for Lunch

Use Leave On Break for lunch only. For shorter breaks throughout the day, use Clock In / Clock Out



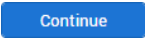
1. Login using a regular role
2. Enter your ID Number / Employee Number
3. 
4. Enter your Password / Social Security Number
5. Click 
6. Click 

Return From Lunch

Use when returning from lunch

1. Login using a regular role
2. Enter your ID Number / Employee Number
3. 
4. Enter your Password / Social Security Number
5. Click 
6. Click 

Clock Out – End the Day

1. Login using a regular role
2. Enter your ID Number / Employee Number
3. Click 
4. Enter your Password / Social Security Number
5. Click 
6. Click 


Missed Punch

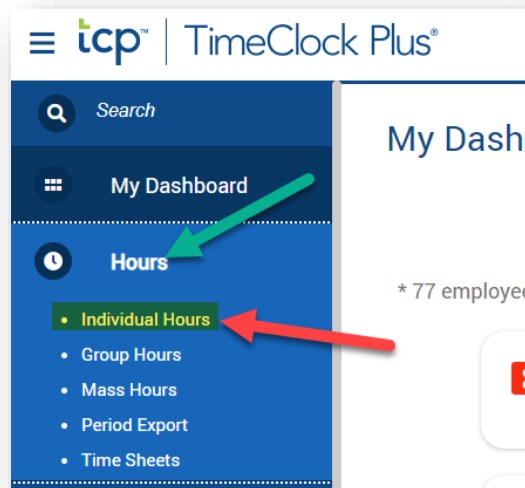
If you miss a punch in and punch out for an entire day, you cannot fix this yourself. Please reach out to your supervisor.

Team Member

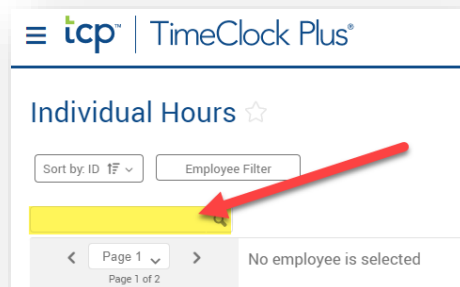
1. If you missed a punch, the system will recognize it the next time you use the time clock. For instance if you didn't clock in and you clock out for lunch, the system will ask you, "Did you forget to Clock In?"
2. Click and follow the prompts
3. Correct your time entry. Please pay close attention to AM and PM
4. Click
5. Review the time your submitted. If you need to make a change you can click . If all is correct click .
6. You missed punch is now submitted to your supervisor for approval.

Supervisor Approval

1. Log into your Manager Role
2. On the dashboard you will see a MISSED PUNCHES report for your team members
3. If you agree with the missed punch you can click the  on the right column to approve the correction
4. If you need to edit the missed punch
 - a. Click Hours and select Individual Hours on the menu on the right of your screen



- b. Search for the team member you would like to edit in the search box



- c. Missed punches will have a ● on the line item. Double click the line you wish to edit and approve.

Showing 7 records of 7 Selected 0 records

		Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Pay Code	Labor Code	Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

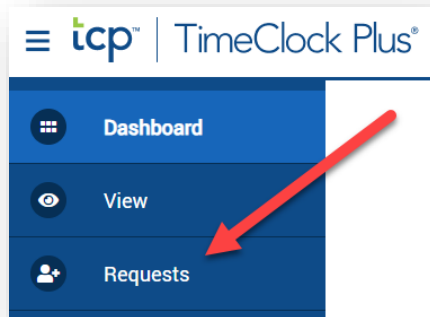
- d. Make the corrections you wish to see and click

Save

Time Off

Submitting For Time Off – Regular Role

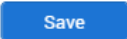
1. Log into your dashboard
2. Click Requests in the top left of your screen

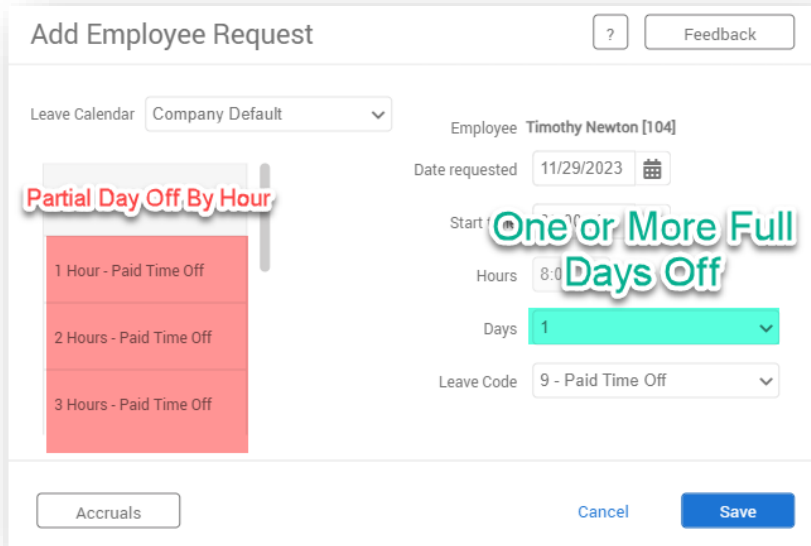


3. Navigate to the date you would like to make a request and click the +



+ Add Manage Refresh << ≤ January 2025 ≥ >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 0 entered +	30 0 entered +	1 0 entered +	2 0 entered +	3 0 entered +	4 0 entered +	5 0 entered +
6 0 entered +	7 0 entered +	8 0 entered +	9 0 entered +	10 0 entered +	11 0 entered +	12 0 entered +
13 0 entered +	14 0 entered +	15 0 entered +	16 0 entered +	17 0 entered +	18 0 entered +	19 0 entered +
20 0 entered +	21 0 entered +	22 0 entered +	23 0 entered +	24 0 entered +	25 0 entered +	26 0 entered +
27 0 entered +	28 0 entered +	29 0 entered +	30 0 entered +	31 0 entered +	1 0 entered +	2 0 entered +

4. You can select partial days off by hour or up to multiple days off in a row. Make your appropriate selection and click 



Approving Time Off – Manager Role

1. Log into your Manager Role
2. On the dashboard you will see a PENDING TIME OFF REQUESTS report for your team members
3. You can click the  on the right to approve each request.
4. You can click the  on the right to deny the request

Time Clock Plus APP

Time Clock Plus has a mobile APP you can download from the APP store.



TCP MobileClock
TimeClock Plus, LLC

You can:

- ✓ Swipe up from the bottom for more options.
- ✓ View your last punch
- ✓ View your hours by pay period or date range
- ✓ Submit, change, or cancel your time off
- ✓ View your time off balance
- ✓ View your schedule if posted by your supervisor