

This is for new employees or reminder for current employees.

Below is a link to **TimeClock Plus** to view your hours online. You will use the same login as you do for time clock.

<https://tcp.swsc.org/app/webclock/#/EmployeeLogOn/BOLD>

Once you are login click on view. Then toward the bottom of the page there is a drop down menu to choose what you want to view. Choose hours to view your hours. Use the arrows keys at the bottom of page to view week by week. Close, Ok, and exist when finished.

Below are directions to view your hours from time_clock.

Press View button

Choose option 1 for hours

Put in your ID and press enter

Put in your pin and press enter

Choose option 4 for detail

Select week you want to view by using the right and left arrow keys

Press enter

Use the right and left arrow keys to view each day

Have a great day!

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