Timeclock Plus

Electronic Timesheet Entry for Hourly Faculty and Adjunct Assignments
Your badge number is located on the back of your Taft College ID, in the bottom right hand corner. Omit leading zeros.
Enter your badge number here and select “log on to dashboard”
Select Add on the date you will be adding hours.
Select the pay code that represents the hours being recorded.
Select the cost code that represents the assignment. These will be prepopulated for you.

Verify the date and total hours and selected codes. Then select save.
To view your hours, select View and Hours.

Use the navigate period arrows to view different months.
You also have the ability to view your leave balances at any time. To view your balances, select View and then accruals. These will be updated monthly as we receive your leave forms.
Hours are exported based on date range. We do not go back and check to see if someone entered their hours after the close of the month. To ensure you are paid timely, all hours must be entered by the last day of the calendar month.

IF you miss the deadline, YOU are responsible for notifying us so we can make sure you are paid!