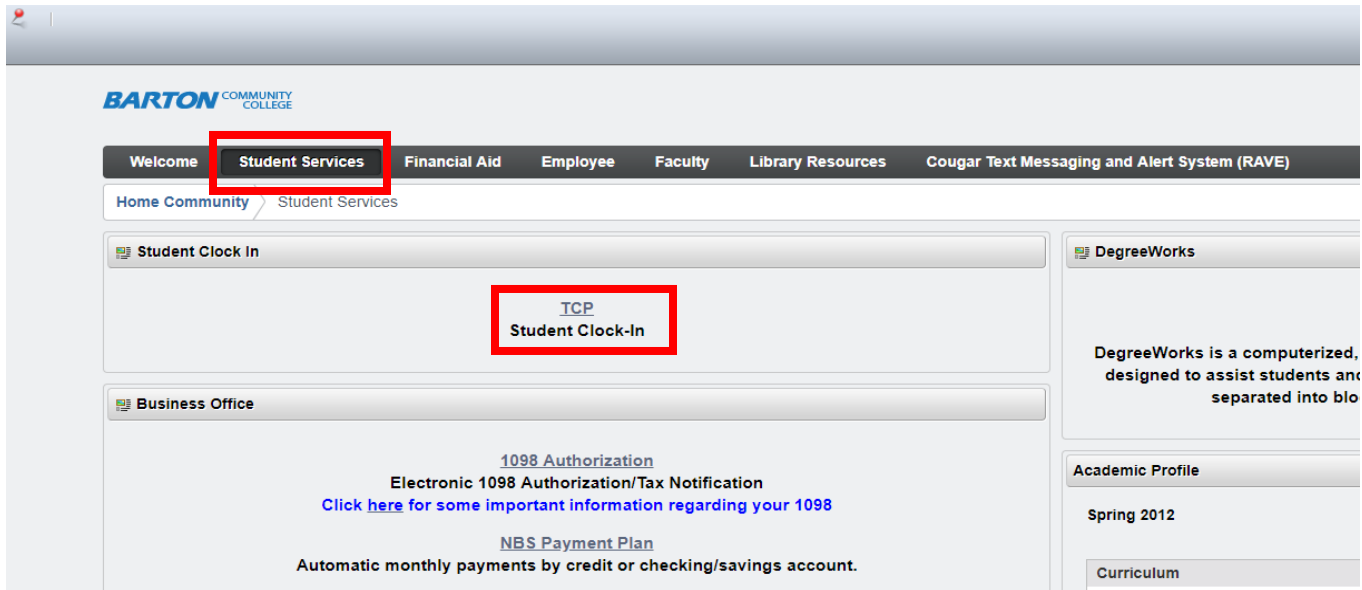# TimeClock Plus Student Access Instructions – Portal

Logging into Barton Portal

1. Go to mybarton.bartoncougars.org
2. Log in using Barton ID and Password
3. Student Services Tab
4. TCP Student Clock-In

Clock In

1. Once you have logged onto **TimeClock Plus**, you will need to select the **Clock In**
2. Next select the **Continue** button to begin your shift. If you have more than one position number, select the position number from the list, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window.
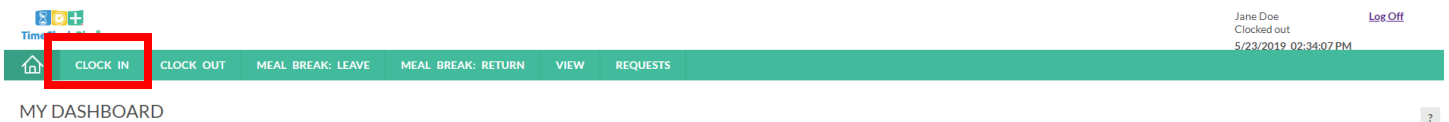
Clock Out

1. When you are ready to end your day, you must **clock out** to end the shift in **TimeClock Plus**. Clocking out marks you as no longer working and ensures that you are paid for the time worked.
2. After logging into **TimeClock Plus** while clocked in, select **Clock Out**.
3. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. If the name and time are correct, click **Continue**.
4. Click **Ok** on the "Clock operation successful" window.
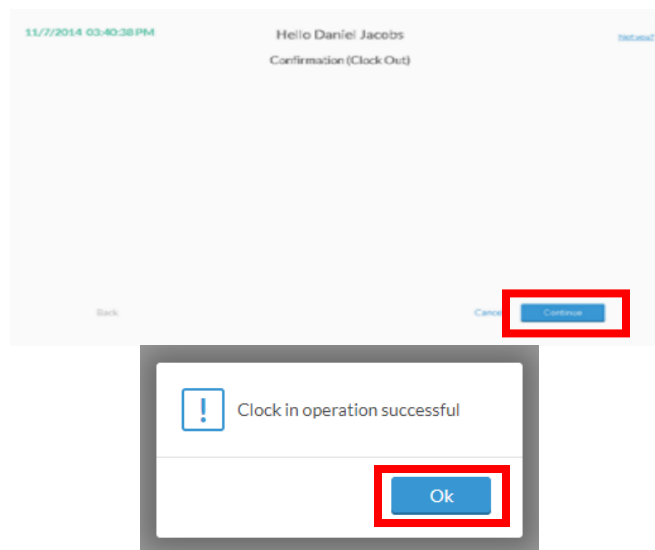
View and Approve Hours

1. Navigate to the **TimeClock Plus**.
2. Enter in your employee **ID number**, then click on **Log On To Dashboard**.

VIEW HOURS

Navigate Period

< >
Prev Next
05/12 - 05/18

Download

Showing 4 records of 4

🔔	Comp Time	🔗	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code
		⌐	5/15/2019 07:35 AM	5/15/2019 07:49 AM	0:14			2 - Custodial	
		⌐	5/15/2019 07:49 AM	5/15/2019 07:51 AM	0:02	0:16		5 - Teacher MS	
		⌐	5/15/2019 07:51 AM	5/15/2019 07:52 AM	0:01	0:01		3 - Office	LANDSCAPING\PLUMBING\ELECTRICAL\CLEANING\LUNCH
		⌐	5/15/2019 07:53 AM	<< Clocked In >>	0:00	0:00	0:17	3 - Office	LANDSCAPING\PLUMBING\ELECTRICAL\CLEANING\LUNCH

The View Hours option allows you to view the hours worked in any given week. You are required to approve segments each week, you can do so here.

Navigating the View Hours Window

1. After logging into WebClock, select View, and View Hours.
2. Select the appropriate week with the Next and Prev buttons.
3. All of the segments worked during that week can be seen in the grid below.

Approving Segments

🔔	Comp Time	🔗	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
			12/31/2018 09:00 AM	<< Time sheet >>	1:00	1:00		1 - Teacher HS
		⌐	12/31/2018 09:00 AM	12/31/2018 05:00 PM	8:00	8:00		1 - Teacher HS
			1/4/2019 09:00 AM	<< Time sheet >>	1:00	1:00		1 - Teacher HS
		⌐	1/4/2019 09:00 AM	1/4/2019 05:00 PM	8:00	8:00	18:00	1 - Teacher HS

1. After logging into WebClock, select View, and View Hours.
2. Select the appropriate week with the Next and Prev buttons.
3. Find the segment you want to approve and click on the check mark in the [E] column. If you want to approve all the shifts on screen, click on the [E] column.