Time Capture Tracking System Instructions

Before entering the time capture tracking system, please make sure that you are one of the individuals that need to track hours through this system.

Who needs to enter hours in the system:

- Graduate Assistants (GA)
- Resident Assistants (RA)

1. Please click the link below or cut and paste hyperlink provided into your web browser. Please bookmark link below to add to your favorites.

   https://hr.app.clemson.edu/tcs/

2. Enter your Clemson University username and password.

3. Select “Time Capture Report” to view weeks missing entries in the time capture system.
4. Select “Employee ID” hyperlink to enter cumulative paid service hours worked. If multiple jobs listed, click on the appropriate position.

Report shows weeks of non-compliance. Weeks listed under “Weeks Not Compliant for this job” require entries in the time capture system immediately.
Time Capture Tracking System Instructions

Cumulative service **shall not exceed** 28 paid service hours per week. Only Graduate Assistants and Resident Assistants need to enter hours at this time.

5. Select work week from drop down menu.

When you enter system you will receive pop-up message reminding you not to exceed cumulative hours cap.

Enter paid service hours worked by date.

Tracking Hours Guidelines
### Time Capture Tracking System Instructions

**Cumulative service shall not exceed** 28 paid service hours per week. Only Graduate Assistants and Resident Assistants need to enter hours at this time.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name (First, Middle, Last)</th>
<th>Dept</th>
<th>Dept Name</th>
<th>Title</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999</td>
<td>John Doe</td>
<td>5337</td>
<td>Human Resources</td>
<td>Graduate Assistant</td>
<td>Manager Jane</td>
</tr>
</tbody>
</table>

#### WEEK ENDING: November 23, 2013

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
<th>Total for the Week (All Jobs)</th>
<th>Hours Remaining for the Week (All Jobs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>28.29</td>
</tr>
</tbody>
</table>

6. If you did not work, check this box to certify no hours worked.

If you enter hours that exceed the cumulative total hours cap, you will receive a pop-up message to contact The Office of Human Resources.
5. As paid service hours are entered, cumulative hours worked for all jobs will populate.

6. Select the submit key.

7. If you enter hours and check box that you did not work, you will receive this pop up after hitting “submit”.

Note: The system will save the paid service hours entered. To certify that you did not work, you will need to go back into the appropriate work week, delete hours entered, and recheck certification box.
9. When paid service hours are entered and “Submit” key is selected, a pop-up message will appear confirming successful entry. The pop-up message serves as your confirmation that data entry is completed and you can log off system.