

## How to Report Summer Bridge Extra Duty Hours in TimeClock Plus

**Educational Support Professionals (ESP) who are working the Summer Bridge program MUST report their work hours in TimeClock Plus (TCP) to be paid, regardless of their summer bridge role.**

Excel or “paper” timesheets are not permitted for ESP employees who are regularly in TCP. Only certified employees and temporary workers should complete a timesheet to submit to the Grants Department.

If you do not work summer bridge due to a day you are not scheduled or are unable to work (i.e., sick) you do not report leave or hours in TCP. That date on your timesheet should be left blank. You are only paid for the hours you work during the program.

As an ESP employee in TCP, if you do not see the correct TCP summer bridge job code available to report, please have your Summer Bridge Administrator or Administrative Assistant contact Kasey Weber ([kasey.weber@d11.org](mailto:kasey.weber@d11.org)) to request it. There are several different Summer Bridge job codes based on the role the employee is working, e.g., Clerical, Parapro, DST, Health Tech, Security, Custodial and Crossing Guard.

Below are the steps to report Summer Bridge hours in TCP as an ESP employee:

1. Sign in to TCP and navigate to your “Manage Time Sheet” tab (If you do not know how to do this, please refer to the TCP training manual and/or training videos available on the Professional Learning Platform.)
2. Select the correct week to enter your time worked

Dashboard View Requests **Manage Time Sheet**

### Manage Time Sheet

05/29/2022 - 06/04/2022 **Navigate Period**  Display weekends  
Some segments are hidden

Reject **Accept** < > 5/29/2022

**05/29 - 06/04** **Approve Week**

Mon 05/30	Tue 05/31	Wed 06/01
0:00	0:00	0:00
<b>Add</b>	<b>Add</b>	<b>Add</b>

3. Click "Add" button for the date you are entering your work hours

## Manage Time Sheet

05/29/2022 - 06/04/2022 **Navigate Period**  
Reject Accept < > 5/29/2022

05/29 - 06/04

Mon 05/30 0:00

Add

4. In the work hour window enter the following:

- Start time
- Number of hours worked (Note: If you are working regular contract hours AND summer bridge hours see further instructions below.)
- Job code: Click the job code link > Access the list of job codes > Select the correct Summer Bridge job code > Click "Save"

05/29 - 06/04 Approve Week

Mon 05/30 6:00 T

Approve

Edit Clear Copy Notes

08:00 AM 6:00

506172000 - HRIS Specialist

Add

Select Job Code ? Feedback

summer bridge x Unspecified

Showing 8 records of 8

Select	ID	Description	Group
<input checked="" type="radio"/>	7050101	7050101 - Summer Bridge - Clerical	
<input type="radio"/>	7050102	7050102 - Summer Bridge - Cross Guard	
<input type="radio"/>	7050301	7050301 - Summer Bridge - Parapro	
<input type="radio"/>	7050302	7050302 - Summer Bridge - DST	

Cancel Save

5. **Before** leaving your TCP timesheet, be sure to “Approve” your time and click “Accept” to save your entries

## Manage Time Sheet

05/29/2022 - 06/04/2022 Navigate Period

[Reject](#) [Accept](#) < | > 5/29/2022 📅

[Prev](#) [Next](#)

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05/29 - 06/04 Approved

Mon 05/30	6:00
<input checked="" type="checkbox"/> <a href="#">Approve</a>	
<a href="#">Edit</a> <a href="#">Coov</a> <a href="#">Notes</a>	

### 260-day Employees Reporting BOTH regular hours and Summer Bridge hours

Additional Summer Bridge Hours should only be included on your timesheet IF they extend the length of your regular workday beyond your regular hours. You should not report two jobs for the same hours worked.

1. To report both regular hours and summer bridge hours, you will need to add two rows of time. One for your regular position hours AND one for the additional Summer Bridge hours. Add additional rows of time by clicking the “Add” button as needed.


05/29 - 06/04 [Approve Week](#)

Mon 05/30	10:00
<input type="checkbox"/> Approve	
<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a>	
07:00 AM <span style="font-size: 2em;">⌚</span> 8:00	
<a href="#">506172000 - HRIS Specialist</a>	
<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a> <a href="#">Notes</a>	
04:30 PM <span style="font-size: 2em;">⌚</span> 2:00	
<a href="#">7050101 - Summer Bridge - Clerical</a>	
<a href="#">Add</a>	

2. **Before** leaving your TCP time sheet be sure to “Approve” your time and click “Accept” to save your entries

## Manage Time Sheet

05/29/2022 - 06/04/2022 **Navigate Period**

[Reject](#) [Accept](#) [< Prev](#) [Next >](#) 5/29/2022 

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05/29 - 06/04 Approved

Mon 05/30	6:00
<input checked="" type="checkbox"/> <a href="#">Approve</a>	
<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Notes</a>	