



Total Clerical Services, Inc.
Total Solutions Meeting Your Staffing Needs

WEB-BASED TIMECARD

For all TCS employees

Please go through the following steps to assure your weekly hours are reported accurately.

- STEP 1:** Log onto www.tcsemployment.com
- STEP 2:** “Click” on the contractors’ icon.
- STEP 3:** Enter username and password: Your **username** will be your initials and the last 4 digits of your Social Security Number (i.e. DF4423). Your **Password** is the first 3 digits of your social security number)
- STEP 4:** “Click” on “Create new Timecard”
- STEP 5:** Enter in total amount of hours worked each day. (Please click appropriate box for “Shift” and “assignment complete.”
- STEP 6:** Enter the correct week ending. (**ALWAYS** use Sunday)
- STEP 7:** “Click Submit” -- Please submit all hours at the end your work week. If for some reason you are unable to submit your hour by Sunday, you will need to click **“refresh calendar week”** to ensure that your timecard is being submitted for the correct week.
- NOTE:** You will receive an email confirmation of your hours being submitted, and when your hours have been approved. Please remember your paycheck will not be released unless your timecard is **APPROVED** by your supervisor.

Any questions please do not hesitate to call our **Branch office at 800.708.TEMP**