# TimeClock Plus User Instructions to Enter Authorized Leave:

TCP users will need to **Clock Out** prior to submitting Authorized Leave time. Next, login to TCP via My.Astate.edu, not the phone app. When in My.Astate, click on the "Clock In *TimeClock Plus"* button, and complete Duo Authentication. Once logged in, please complete the following steps to add Authorized Leave:
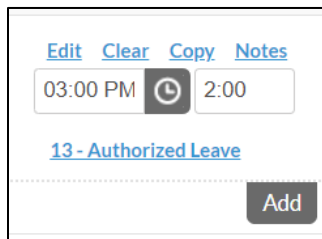
1. Click on Manage Time Sheets in the green bar at the top of page:
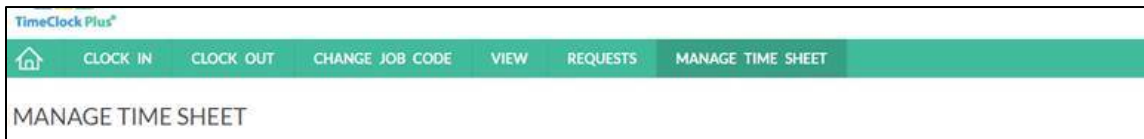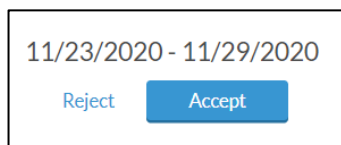

2. Select "Add" under the appropriate date:

3. Enter the time that you clocked out in the first box. Then the remaining hours in your shift in the second box. (i.e. Clocked out at 3:00 pm, your normal day ends at 5:00 pm, then please enter 2:00 hours) *__NOTE: Very important, do not click on the "Add" button again.__*

4. Do not press Add again. Scroll to top and click Accept.

5. Authorized Leave has now been entered.