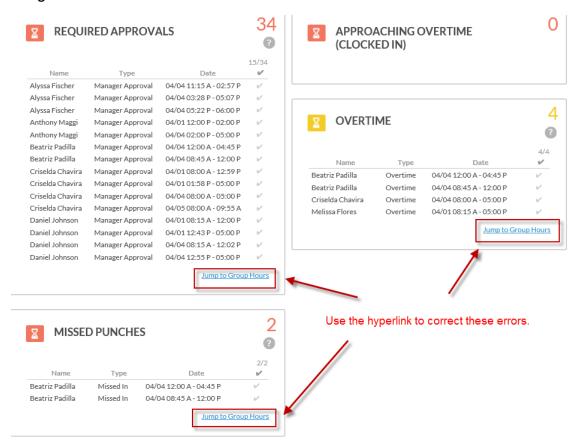
TimeClock Plus Manager

Manager Approval

Using the Dashboard

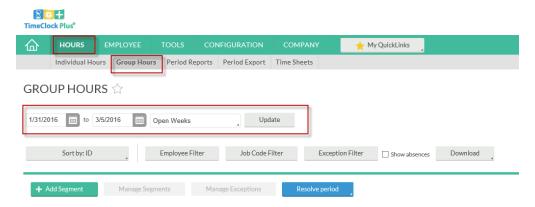


Follow the approval instructions listed in *Using the Toolbar* below.

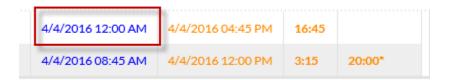
Using the Toolbar

From the toolbar select "HOURS", then "Group Hours".

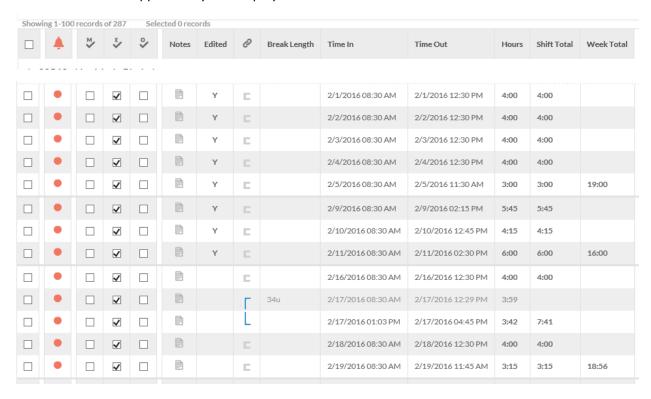
You need to change the dates to approve the current month's pay period. Then select "Update".



Review the hours and make sure they look correct. No missed punches creating excessive overtime or incorrect edited segment. The system will always default to "AM", below is an example where an employee missed a punch and when prompted to fix the punch entered 12:00 AM creating excessive overtime and conflicting shift.



All hours should be approved by the employee.



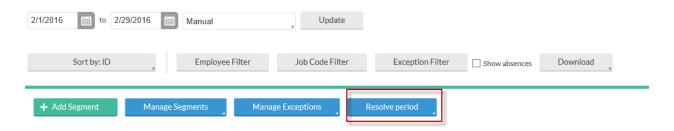
To approve the timesheet select each check box under the Manager column "M".

Manager Approval, cont.



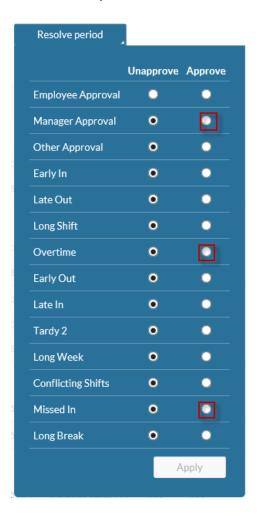
OR you can select the blue "Revolve period" button.

GROUP HOURS ☆

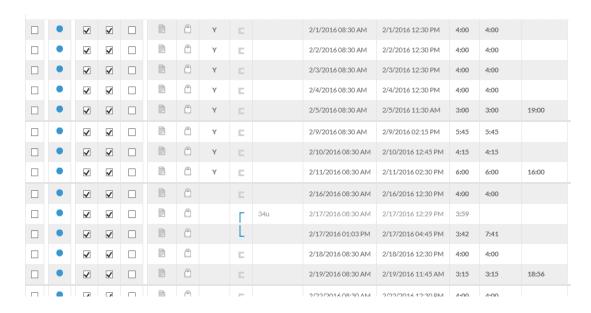


Select the Approve "Manager", "Missed In/Out" and "Overtime".

Revolve Period, cont.



The approval process is complete when all the RED dots have turned BLUE.



If you have remaining RED dots, additional approval is required.

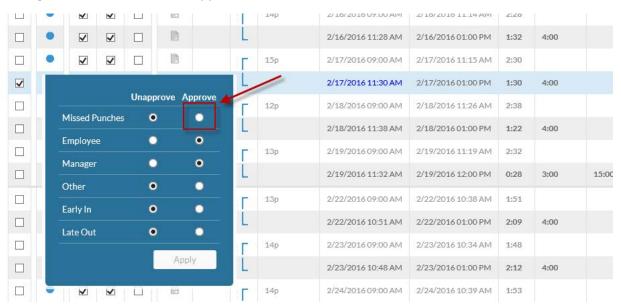
Overtime and Missed Punches

Overtime and Missed Punches need specific Manager approval for these items.

Hover your mouse over the red dot. The system "pop-up" will what needs to be specifically approved.



Either right click on the red dot to approve that one item.



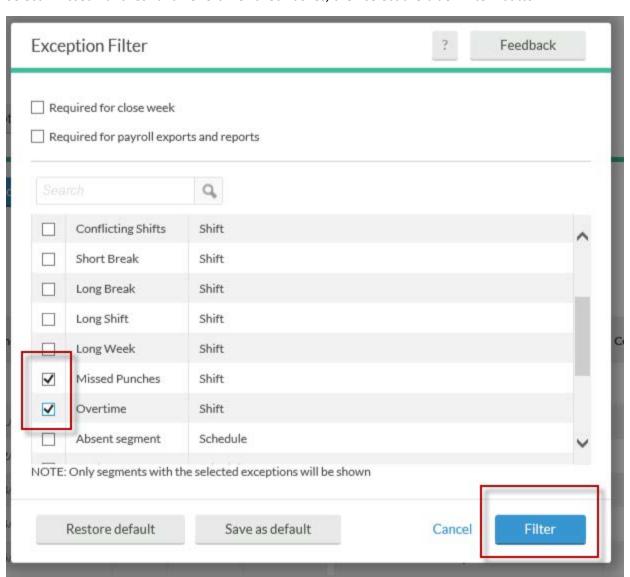
OR - Select the Exception Filter.

Additional approval, cont.

GROUP HOURS ☆

2/1/2016	to	2/29/2016		Manual			Update	2					
	Sort by: IE)		Employee l	Filter	Jo	ob Code Filte	er	Exception Fi	lter	☐ Show absences	Download	
+ Add Segment Manag		nage Se	Segments Manaş		e Exceptions			Resolve period					

Select "Missed Punches" and "Overtime" check boxes, then select the blue "Filter" button.



Conflicting Shifts

CANNOT be approved, they MUST BE RESOLVED.

Depending on the reason for the conflicting shift, normally an employee double punched. If so, then delete the incorrect segment.

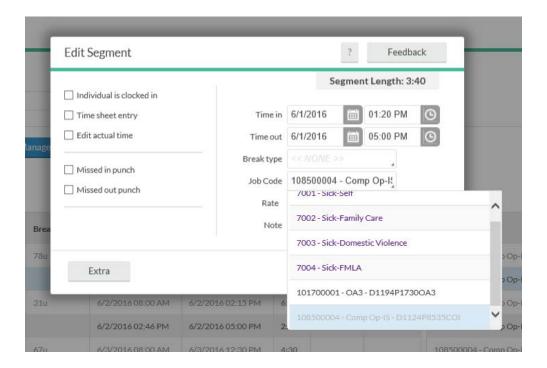
New Employee or Mid-Month Changes

If you have a new employee or your employee changes positions mid-month, call your campus payroll user as soon as possible so your employee can be setup in TimeClock Plus before they start their new position.

Employee has Selected the Wrong Job Code

If you employee has entered time into the wrong job code you will need to correct the segments before you approve them.

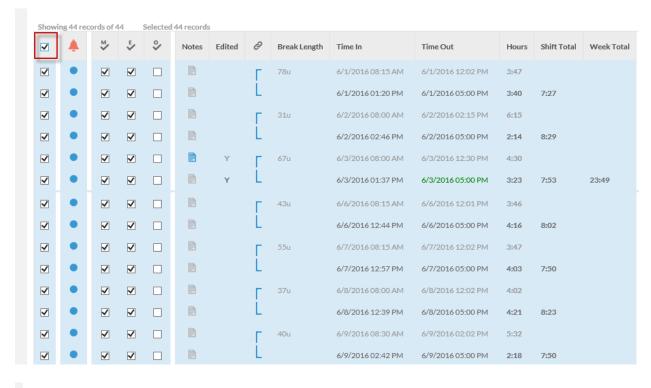
From the toolbar select "HOURS", then select Individual Hours tab. Hoover your mouse over the segment that needs to be changed and double click to bring up the Edit Segment box. Select the Job Code box, which bring up a drop down menu. Choose the correct job code, add a note, and save.

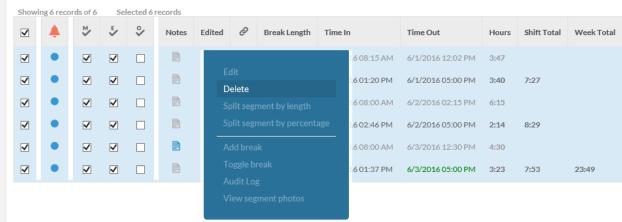


Tips and Pitfalls

IMPORTANTMajor Pitfall!

DO NOT select the "Approve All" button. If selected and you delete a segment you will DELETE ALL SEGMENTS/HOURS. Use the "Revolve Period" button instead.





If you believe you have deleted your employee's segments, **call the Payroll Department immediately**. They will review the audit log and confirm or deny you have deleted your employee's segments. If you have deleted them, the Payroll department will send you the audit log so you can re-enter your employee's segments.

Leave Time

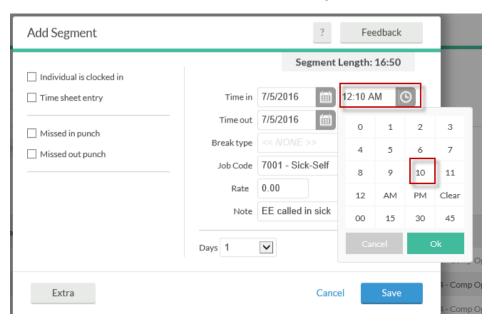
Leave time, i.e. sick, vacation, is upload into Colleague using the employee's primary position in Colleague. To ensure the employee's record is correct when submitting PACs changes make sure you indicate the employee's primary position.

Add Segment

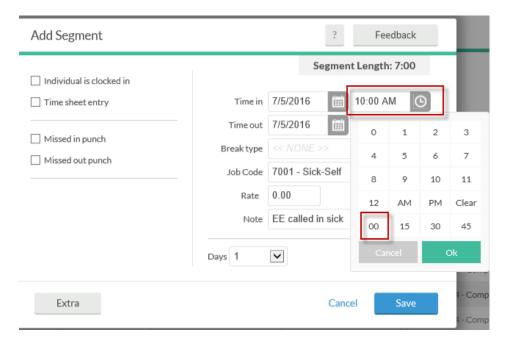
You can change the date by manual input or selecting the calendar icon. Make sure the Time in and Time out date are the same day.

You can change the time of day by manual input or selecting the clock icon. The segment always defaults at 9:00 AM to 5:00 PM. If you choose to use the on screen key pad the system defaults the changes to 12 and AM. This can look confusing at first, but key first the hour then the minutes then AM or PM. See below keying in 10:00 AM.

First selected the number "10", notice the time changed to 12:10 AM.



Next selected the number "00", now notice the time is correct at 10:00 AM.



Add Segment, cont.

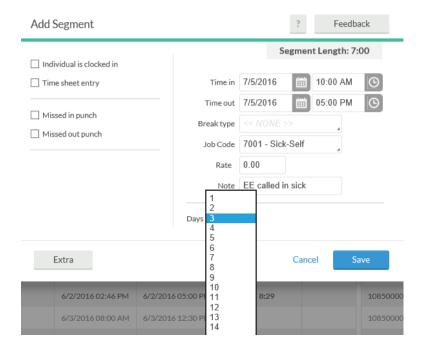
You can also manually input "10a"



Select "tab" key and the system will complete the 10:00 AM.



If the employee has the same time segments for several days you can select the number of days from the drop down menu next to the "Days" button. And the system will automatically create the additional segments.



You do not need to select any of the buttons on the left.

Add Segment

☐ Individual is clocked in

☐ Time sheet entry

Missed in punch

Missed out punch