

# TimeClock Plus Manager

## Manager Approval

### Using the Dashboard

The dashboard features four main sections:

- REQUIRED APPROVALS** (34 items): A table listing approvals for employees like Alyssa Fischer and Daniel Johnson. A red box highlights the [Jump to Group Hours](#) link at the bottom.
- APPROACHING OVERTIME (CLOCKED IN)** (0 items): A summary card with no data.
- OVERTIME** (4 items): A table listing overtime for employees like Beatriz Padilla and Melissa Flores. A red box highlights the [Jump to Group Hours](#) link at the bottom.
- MISSED PUNCHES** (2 items): A table listing missed punches for Beatriz Padilla. A red box highlights the [Jump to Group Hours](#) link at the bottom.

Red arrows point from the text "Use the hyperlink to correct these errors." to the highlighted links in the Required Approvals and Missed Punches sections.

Use the hyperlink to correct these errors.

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".

The toolbar includes: Home, **HOURS**, EMPLOYEE, TOOLS, CONFIGURATION, COMPANY, and My QuickLinks. Under HOURS, **Group Hours** is selected.

The **GROUP HOURS** configuration screen shows a date range from 1/31/2016 to 3/5/2016 with an **Update** button. Below are filters for Sort by: ID, Employee Filter, Job Code Filter, Exception Filter, Show absences, and Download. At the bottom are buttons for Add Segment, Manage Segments, Manage Exceptions, and Resolve period.

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.

4/4/2016 12:00 AM	4/4/2016 04:45 PM	16:45	
4/4/2016 08:45 AM	4/4/2016 12:00 PM	3:15	20:00*

All hours should be approved by the employee.

Showing 1-100 records of 287 Selected 0 records

<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/1/2016 08:30 AM	2/1/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/2/2016 08:30 AM	2/2/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/3/2016 08:30 AM	2/3/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/4/2016 08:30 AM	2/4/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/5/2016 08:30 AM	2/5/2016 11:30 AM	3:00	3:00	19:00
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/9/2016 08:30 AM	2/9/2016 02:15 PM	5:45	5:45	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/10/2016 08:30 AM	2/10/2016 12:45 PM	4:15	4:15	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/11/2016 08:30 AM	2/11/2016 02:30 PM	6:00	6:00	16:00
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		2/16/2016 08:30 AM	2/16/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	34u	2/17/2016 08:30 AM	2/17/2016 12:29 PM	3:59		
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		2/17/2016 01:03 PM	2/17/2016 04:45 PM	3:42	7:41	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		2/18/2016 08:30 AM	2/18/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		2/19/2016 08:30 AM	2/19/2016 11:45 AM	3:15	3:15	18:56

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

Manager Approval, cont.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OR you can select the blue “Revolve period” button.

GROUP HOURS ☆

2/1/2016  to 2/29/2016  Manual  Update

Sort by: ID  Employee Filter  Job Code Filter  Exception Filter  Show absences  Download

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+ Add Segment  Manage Segments  Manage Exceptions  **Resolve period**

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

Revolve Period, cont.

Resolve period

	Unapprove	Approve
Employee Approval	<input type="radio"/>	<input type="radio"/>
Manager Approval	<input type="radio"/>	<input checked="" type="radio"/>
Other Approval	<input type="radio"/>	<input type="radio"/>
Early In	<input type="radio"/>	<input type="radio"/>
Late Out	<input type="radio"/>	<input type="radio"/>
Long Shift	<input type="radio"/>	<input type="radio"/>
Overtime	<input type="radio"/>	<input checked="" type="radio"/>
Early Out	<input type="radio"/>	<input type="radio"/>
Late In	<input type="radio"/>	<input type="radio"/>
Tardy 2	<input type="radio"/>	<input type="radio"/>
Long Week	<input type="radio"/>	<input type="radio"/>
Conflicting Shifts	<input type="radio"/>	<input type="radio"/>
Missed In	<input type="radio"/>	<input checked="" type="radio"/>
Long Break	<input type="radio"/>	<input type="radio"/>

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/1/2016 08:30 AM	2/1/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/2/2016 08:30 AM	2/2/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/3/2016 08:30 AM	2/3/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/4/2016 08:30 AM	2/4/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/5/2016 08:30 AM	2/5/2016 11:30 AM	3:00	3:00	19:00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/9/2016 08:30 AM	2/9/2016 02:15 PM	5:45	5:45	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/10/2016 08:30 AM	2/10/2016 12:45 PM	4:15	4:15	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		2/11/2016 08:30 AM	2/11/2016 02:30 PM	6:00	6:00	16:00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		2/16/2016 08:30 AM	2/16/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	34u	2/17/2016 08:30 AM	2/17/2016 12:29 PM	3:59		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		2/17/2016 01:03 PM	2/17/2016 04:45 PM	3:42	7:41	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		2/18/2016 08:30 AM	2/18/2016 12:30 PM	4:00	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		2/19/2016 08:30 AM	2/19/2016 11:45 AM	3:15	3:15	18:56
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		2/22/2016 08:30 AM	2/22/2016 12:30 PM	4:00	4:00	

**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.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15p	2/9/2016 09:00 AM	2/9/2016 11:02 AM	2:17		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/9/2016 11:17 AM	2/9/2016 01:30 PM	2:13	4:30	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15p	2/10/2016 09:00 AM	2/10/2016 11:10 AM	2:25		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/10/2016 11:25 AM	2/10/2016 01:30 PM	2:05	4:30	13:15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14p	2/16/2016 09:00 AM	2/16/2016 11:14 AM	2:28		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/16/2016 11:28 AM	2/16/2016 01:00 PM	1:32	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15p	2/17/2016 09:00 AM	2/17/2016 11:15 AM	2:30		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/17/2016 11:30 AM	2/17/2016 01:00 PM	1:30	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		12p	2/18/2016 09:00 AM	2/18/2016 11:26 AM	2:38		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/18/2016 11:38 AM	2/18/2016 01:00 PM	1:22	4:00	

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14p	2/16/2016 09:00 AM	2/16/2016 11:14 AM	2:26		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/16/2016 11:28 AM	2/16/2016 01:00 PM	1:32	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15p	2/17/2016 09:00 AM	2/17/2016 11:15 AM	2:30		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/17/2016 11:30 AM	2/17/2016 01:00 PM	1:30	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		12p	2/18/2016 09:00 AM	2/18/2016 11:26 AM	2:38		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/18/2016 11:38 AM	2/18/2016 01:00 PM	1:22	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13p	2/19/2016 09:00 AM	2/19/2016 11:19 AM	2:32		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/19/2016 11:32 AM	2/19/2016 12:00 PM	0:28	3:00	15:00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13p	2/22/2016 09:00 AM	2/22/2016 10:38 AM	1:51		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/22/2016 10:51 AM	2/22/2016 01:00 PM	2:09	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14p	2/23/2016 09:00 AM	2/23/2016 10:34 AM	1:48		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			2/23/2016 10:48 AM	2/23/2016 01:00 PM	2:12	4:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14p	2/24/2016 09:00 AM	2/24/2016 10:39 AM	1:53		

OR - Select the Exception Filter.

Additional approval, cont.

## GROUP HOURS ☆

2/1/2016  to 2/29/2016  Manual  Update

Sort by: ID  Employee Filter  Job Code Filter  Exception Filter   Show absences  Download

+ Add Segment  Manage Segments  Manage Exceptions  Resolve period

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

### Exception Filter

Required for close week  
 Required for payroll exports and reports

Search

<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Short Break	Shift
<input type="checkbox"/>	Long Break	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift
<input checked="" type="checkbox"/>	Missed Punches	Shift
<input checked="" type="checkbox"/>	Overtime	Shift
<input type="checkbox"/>	Absent segment	Schedule

NOTE: Only segments with the selected exceptions will be shown

Restore default  Save as default  Cancel  Filter

## 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.

The screenshot shows the 'Edit Segment' dialog box in the TimeClock Plus application. The dialog has a title bar with a question mark icon and a 'Feedback' button. Below the title bar, it displays 'Segment Length: 3:40'. On the left side, there are several checkboxes: 'Individual is clocked in', 'Time sheet entry', 'Edit actual time', 'Missed in punch', and 'Missed out punch'. The right side of the dialog contains fields for 'Time in' (6/1/2016 01:20 PM), 'Time out' (6/1/2016 05:00 PM), 'Break type' (set to '<< NONE >>'), 'Job Code' (108500004 - Comp Op-IS - D1124P8535COI), 'Rate' (7001 - Sick-Self), and 'Note' (7002 - Sick-Family Care). A dropdown menu is open over the 'Job Code' field, showing a list of job codes including '7002 - Sick-Family Care', '7003 - Sick-Domestic Violence', '7004 - Sick-FMLA', '101700001 - OA3 - D1194P1730OA3', and '108500004 - Comp Op-IS - D1124P8535COI'. An 'Extra' button is located at the bottom left of the dialog. In the background, a portion of a time sheet grid is visible, showing dates from 6/2/2016 to 6/3/2016 and various time segments.

## Tips and Pitfalls

### **\*\*IMPORTANT\*\* Major 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.

Showing 44 records of 44 Selected 44 records

<input checked="" type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				78u	6/1/2016 08:15 AM	6/1/2016 12:02 PM	3:47		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/1/2016 01:20 PM	6/1/2016 05:00 PM	3:40	7:27	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				31u	6/2/2016 08:00 AM	6/2/2016 02:15 PM	6:15		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/2/2016 02:46 PM	6/2/2016 05:00 PM	2:14	8:29	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		67u	6/3/2016 08:00 AM	6/3/2016 12:30 PM	4:30		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			6/3/2016 01:37 PM	6/3/2016 05:00 PM	3:23	7:53	23:49
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				43u	6/6/2016 08:15 AM	6/6/2016 12:01 PM	3:46		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/6/2016 12:44 PM	6/6/2016 05:00 PM	4:16	8:02	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				55u	6/7/2016 08:15 AM	6/7/2016 12:02 PM	3:47		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/7/2016 12:57 PM	6/7/2016 05:00 PM	4:03	7:50	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				37u	6/8/2016 08:00 AM	6/8/2016 12:02 PM	4:02		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/8/2016 12:39 PM	6/8/2016 05:00 PM	4:21	8:23	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				40u	6/9/2016 08:30 AM	6/9/2016 02:02 PM	5:32		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/9/2016 02:42 PM	6/9/2016 05:00 PM	2:18	7:50	

Showing 6 records of 6 Selected 6 records

<input checked="" type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/08:15 AM	6/1/2016 12:02 PM	3:47		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					6/01:20 PM	6/1/2016 05:00 PM	3:40	7:27	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				6/08:00 AM	6/2/2016 02:15 PM	6:15			
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				6/02:46 PM	6/2/2016 05:00 PM	2:14	8:29		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				6/08:00 AM	6/3/2016 12:30 PM	4:30			
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				6/01:37 PM	6/3/2016 05:00 PM	3:23	7:53	23:49	

- Edit
- Delete**
- Split segment by length
- Split segment by percentage

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- Add break
- Toggle break
- Audit Log
- View segment photos

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.

The screenshot shows the 'Add Segment' form with the following details:

- Segment Length:** 16:50
- Time in:** 7/5/2016, 12:10 AM
- Time out:** 7/5/2016
- Break type:** << NONE >>
- Job Code:** 7001 - Sick-Self
- Rate:** 0.00
- Note:** EE called in sick
- Days:** 1

The numeric keypad is open, showing the number '10' selected. The keypad also shows 'AM', 'PM', and 'Clear' options.

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

**Add Segment** ? Feedback

---

**Segment Length: 7:00**

Individual is clocked in

Time sheet entry

---

Missed in punch

Missed out punch

---

Time in

Time out

Break type

Job Code

Rate

Note

Days

0	1	2	3
4	5	6	7
8	9	10	11
12	AM	PM	Clear
00	15	30	45

Add Segment, cont.

You can also manually input "10a"

Time in

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

Time in

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.

## Add Segment

? Feedback

Segment Length: 7:00

- Individual is clocked in
- Time sheet entry

---

- Missed in punch
- Missed out punch

Time in 7/5/2016 10:00 AM

Time out 7/5/2016 05:00 PM

Break type << NONE >>

Job Code 7001 - Sick-Self

Rate 0.00

Note EE called in sick

- Days
- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
  - 13
  - 14

Extra

Cancel

Save

	6/2/2016 02:46 PM	6/2/2016 05:00 PM	8:29	10850000
	6/3/2016 08:00 AM	6/3/2016 12:30 PM		10850000

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