TimeClock Plus
Approver Basics
What is an approver responsible for?
What is an approver responsible for?

- Adding, editing and deleting time segments, when necessary, based on departmental guidelines
- Correcting and approving missed punches
- Correcting conflicting segments
- Approving time
- Ensuring all of the above has been completed prior to the payroll export deadline set forth by your department
Accessing TimeClock Plus
TimeClock Plus Manager

https://tcp7.texastech.edu/manager/

Log in using your eraider credentials.

Browser recommendations:
- Firefox
- Chrome
- Edge
Employee Data
Employee Data

Employee and position information can be viewed but not updated.
Basic employee information is located on the *Info* tab
Position and leave codes (if eligible) are located on the *Jobs* tab.

<table>
<thead>
<tr>
<th>Role</th>
<th>ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Role</td>
<td>13333300</td>
<td>Test Full Time Position - TTU</td>
</tr>
<tr>
<td>Non-Role</td>
<td>30</td>
<td>RLT-Reserve Law Offcr Leave</td>
</tr>
<tr>
<td>Non-Role</td>
<td>29</td>
<td>VOT-Voting</td>
</tr>
<tr>
<td>Non-Role</td>
<td>28</td>
<td>VAC-Vacation Pay</td>
</tr>
<tr>
<td>Non-Role</td>
<td>27</td>
<td>SLP-Sick Leave Pool</td>
</tr>
<tr>
<td>Non-Role</td>
<td>23</td>
<td>SEL-Service Excellence Leave A</td>
</tr>
<tr>
<td>Non-Role</td>
<td>22</td>
<td>SCK-Sick Leave</td>
</tr>
</tbody>
</table>
To view suspended or terminated employees, the Employee Filter can be changed.

1. Uncheck box to include suspended and terminated employees.

2. Click to apply filter.
Viewing Employee Hours
Employee hours can be viewed from two places:

- **Individual Hours** – Allows adding, editing, viewing, and approving of time segments for one person at a time.

- **Group Hours** – Allows adding, editing, viewing, and approving of time segments for multiple employees at the same time.
Click an individual’s name or search by first/last name or TCP ID
By default, hours are displayed for weeks in an “open” status. Weeks (Sunday - Saturday) remain “open” until the payroll export has been processed for the entire week. The date range can also be changed manually.
To view hours from a previously “closed” week. Change the date range to include the dates you would like to view and click **Update**. There is no longer a “History” button to view prior weeks.
Each clock operation is rounded to the quarter hour, rounding up at 8 minutes.

For example:

- Employee clocks in at 8:03
  Time recorded for pay purposes is 8:00

- Employee clocks in at 8:09
  Time recorded for pay purposes is 8:15
To view the actual time clocked in/out as well as rounded times, click on the *Options* button and check the boxes indicated below.
Various other options and settings are available based on personal preference.
Recommended Options/Settings:

- **Worked Hours**
  - Highlight segments that contain breaks
  - Display actual punch times in addition to rounded times
  - Always display actual times
  - Ask for confirmation when deleting a segment
  - Combine rates and shift premiums in the list
  - Display position description in the list
  - Display total hours for each day
  - Display day of week for each time in/out
  - Display manager next to employee name (Group Hours Only)
  - Show the user ID of the user that granted approval
  - Show cost code description in list

- **Settings**
  - Default Times
    - Default clock in time: 08:00 AM
    - Default clock out time: 05:00 PM
    - Default time sheet hours: 8:00
  - Rounding
    - Perform punch rounding on added shift segments
    - Perform break rounding on added shift segments

- **Warnings**
  - Always change time to edited time
  - Always keep actual times
  - Always prompt
Reminder: Change the **Employee Filter** to include terminated or suspended employees.
Available accrual balances for Sick, Vacation, Comp Time (TTU) and Holiday Comp (HSC) can be viewed in Individual Hours under the *Accruals* tab.
• Accrual balances are static and are updated after each semi-monthly payroll has been processed.

• Employees can view their leave balances through Employee Self-Service in Raiderlink/Webraider.

• For additional leave balance information Cognos report *HR030 – Employee Current Leave Balances* is available.
Group Hours allows for viewing of hours for multiple people at once.
Within Group Hours there are multiple filters available.

Most useful is the **Exception Filter** which allows users to filter for missed punches, unapproved time segments and conflicting time segments.
Adding Employee Hours
Open Individual Hours and select the person you would like to add hours for. Then Click the green Add button.
Enter the segment information and click Save.

When manually adding time, hours must be entered in quarter hour increments.
Adding Employee Hours

Time sheet entry can be used to add the total number of hours for an employee’s segment and does not require a time out to be entered.

When manually adding time, hours must be entered in quarter hour increments.

Enter in hours and minutes. Not decimal hours.

Ex: 6:30 not 6.50
When adding time segments, you will need to select a cost code.

If your department does not utilize cost codes, choose the DEFAULT code.
If adding multiple identical segments for consecutive days, the *Days* drop-down may be used.

For example, a week’s worth of vacation can be entered by creating one 8 hour vacation segment on Monday and selecting 5 days.
Editing Employee Hours
How to Edit Employee Hours

In Individual or Group Hours, right click the time segment to be edited and select **Edit**.

*Note: Approved time segments must be unapproved to be edited.*
Make appropriate changes and click **Save**. When editing time it is generally best to add a note.

When manually editing time, hours **must** be entered in quarter hour increments.
Deleting Employee Hours
Deleting Employee Hours

Right click the time segment to be deleted.

Select **Ok** when prompted to *permanently* delete the record.
Group Add Hours
Adding a segment in Group Hours will add identical time segments to multiple employees simultaneously. This is similar to Quick Add Hours in version 6 of the software.
Select the employees you would like to add the time segments to and click **Next**. You may also use filters to select only certain employees.
Enter the time segment information and click **Next**.
Click **Preview** to review the time segments that will be added and click **Finish** to add the segments.

![Add Group Segments dialog box]

- **Summary**
  - 3 employees selected

- **Selected dates**
  - 08/28/2017 - 08/28/2017

- **Adding segment(s)**
  - From 09:00 AM to 05:00 PM

- **If these settings are correct**, click Process to add these hours

- **Buttons**:
  - Back
  - Cancel
  - Finish
Missed Punches
A **missed punch** is when an employee fails to clock in or out. At the employee’s subsequent clock operation a missed punch is recorded.

Missed punches **must** be corrected and approved prior to the payroll export or the employee will **not** be paid. Missed punches can be resolved in *Individual Hours* or *Group Hours*.
### Missed Punches

#### TimeClock Plus Interface

- **Navigation Tabs:**
  - **Hours**
  - **Schedules**
  - **Employee**
  - **Reports**
  - **Tools**
  - **Configuration**

- **Sections:**
  - **Individual Hours**
  - **Group Hours**

#### Table: Time Records

<table>
<thead>
<tr>
<th>Notes</th>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>8/21/2017 03:00 AM</td>
<td>8/21/2017 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td></td>
<td>8/21/2017 01:00 PM</td>
<td>8/21/2017 05:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/23/2017 01:00 PM</td>
<td>8/23/2017 05:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>40:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/28/2017 02:15 PM</td>
<td>8/28/2017 02:15 PM</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
</tbody>
</table>

- **Notes:**
  - Missed entries are indicated by "<< Missed >>".
In *Group Hours*, the Exception Filter can be set to locate Missed Punches. This is similar to the Missed Punches utility in the prior version and will show any missed punches needing attention.
Missed Punches Exception Filter

- Required for close week
- Required for payroll exports and reports

Search

- Long Week
- Missed Break
- Missed Punches
- Overtime
- Sixth consecutive day
- Seventh consecutive day
- Holiday
- Geofencing

NOTE: Only segments with the selected exceptions will be shown

Filter

Restore default
Save as default
To correct a missed punch, edit the segment to record the correct in or out time.
Missed Punches

See whether missed in or missed out punch box is checked.

- If missed in punch, enter correct time in.
- If missed out punch, enter correct time out

**Remember to enter times in increments of 15 minutes**
Missed In Punch Example

Missed in punch checked. Enter appropriate Time In.
Missed Punches

Missed Out Punch Example

Missed out punch checked. Enter appropriate Time Out
Missed punches that are corrected will automatically have the separate “missed punch approval” completed. These time segments will still need to have the “manager” level of approval completed.
Reminder: Change the Employee Filter to include terminated or suspended employees when correcting missed punches.
Conflicting Time Segments
A conflicting segment exists when time segments overlap. These must be corrected prior to the payroll export to ensure the employee is paid correctly for that time period.
In *Group Hours*, the Exception Filter can be set to locate conflicting segments.
The Exception Summary Report can be run to identify employees with conflicting time segments or other exceptions (missed punches, unapproved time).
Reminder: Change the **Employee Filter** to include terminated or suspended employees.
Approval Levels
There are three approval levels available in TimeClock Plus:

- Employee
- Manager
- Other

The Manager approval is required for all time segments. However, the department has the option to require additional approval levels. The TCP administrator(s) within the department has the ability to change approval levels required, at the employee level, at any time.
For department TCP administrators to view/change approval level(s) required:

Check to require approval prior to export.
Approving Time
Employee hours can be approved from two places:

- **Individual Hours** – Allows adding, editing, viewing, and approving of time segments for one person at a time.

- **Group Hours** – Allows adding, editing, viewing, and approving of time segments for multiple employees at the same time.
Reminder: Before approving time, change the Employee Filter to include terminated or suspended employees.
Columns for each approval level (M-manager, E-employee, O-other) are located to the left of the time segments. Approved time segments will have a checkmark in the appropriate column(s).
Approving Time

Time segments with exceptions that need to be resolved will appear with a **red dot** next to them.

Rolling the cursor over the dot will allow you to view the type of exception(s) for the time segment.
Approving Time

Time segments with blue dots have exceptions, but no action needs to be taken.

Usually this is because the exception has already been resolved or the exception is for something that does not require a separate approval within TCP (e.g. overtime, long shift, long week).
Approving time in Individual Hours

Select an employee. Check the boxes under the appropriate approval level header. Then click **Apply Changes** to save the approval(s).

1. Check boxes for appropriate approval level
2. Apply Changes to save the approval.
Approving time in Individual Hours

You can approve **all** the segments displayed for an individual clicking the header icon (M, E, or O) for the appropriate approval level.

**Please be aware. This will approve all segments showing on the screen and may include segments from future pay periods and time segments where employees are still clocked in.**
Unapproving time in Individual Hours

If time needs to be edited after it has been approved, you will have to unapprove the time segment before editing will be allowed. Don’t forget to re-approve after the edit is completed.

1. Uncheck to remove approval.
2. Apply Changes to save the unapproval.
## Approving time in Group Hours

An advantage of using Group Hours is that you can view and approve multiple employees hours in one place.

<table>
<thead>
<tr>
<th>Name</th>
<th>Break Length</th>
<th>Time in</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norman Outlaw</td>
<td>Y</td>
<td>8/21/2017 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>6:00</td>
<td>6:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
<tr>
<td>Teresa Jaeger</td>
<td>Y</td>
<td>8/22/2017 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>8/23/2017 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>8/24/2017 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>8/25/2017 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
<tr>
<td>Michal Wild</td>
<td>Y C</td>
<td>8/28/2017 06:00 AM</td>
<td>&lt;&lt; Missed &gt;&gt;</td>
<td>0:00</td>
<td>0:00</td>
<td>13333300 - Test Full Time Position - TTU</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/28/2017 02:13 PM</td>
<td>&lt;&lt; Clocked in &gt;&gt;</td>
<td>41:32</td>
<td>41:32</td>
<td>13333300 - Test Full Time Position - TTU</td>
<td></td>
</tr>
<tr>
<td>Rolanda Birch</td>
<td>Y C</td>
<td>8/28/2017 06:00 AM</td>
<td>8/28/2017 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>13333300 - Test Full Time Position - TTU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>8/28/2017 11:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>5:00</td>
<td>5:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
</tbody>
</table>
Reminder: Before approving time, change the Employee Filter to include terminated or suspended employees.
Approving time in Group Hours

Approvals in Group Hours are similar to Individual Hours. Check the boxes under the appropriate approval level header. Then click **Apply Changes** to save the approval(s).
How to Approve Time

Approving time in Group Hours

It is strongly recommended that you do not use the Resolve Period button or click the approval headings in Group Hours. These options will approve/unapprove times for all employees you have access to and often leads to errors.
My Dashboard
The My Dashboard page appears when you first log into TCP Manager. On this page are multiple widgets which can provide a quick view of various items such as:

- Required Approvals
- Missed Punches
- Conflicting Time Segments
- Overtime Segments
- Individuals Approaching Overtime
My Dashboard:

**REQUERED APPROVALS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacresha Whitley</td>
<td>Manager Approval</td>
<td>09/00 &lt;&lt; Missed &gt;&gt; 02:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/21 06:00 A - 12:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/21 01:00 P - 03:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/22 08:00 A - 12:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/22 01:00 P - 05:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/23 08:00 A - 12:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/23 01:00 P - 05:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/24 08:00 A - 12:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/24 01:00 P - 05:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/25 06:00 A - 12:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/25 01:00 P - 05:00 P</td>
</tr>
<tr>
<td>Norman Outlaw</td>
<td>Manager Approval</td>
<td>08/26 09:00 A - 02:15 P</td>
</tr>
<tr>
<td>Rolanda Birch</td>
<td>Manager Approval</td>
<td>08/26 06:00 A - 12:00 P</td>
</tr>
<tr>
<td>Rolanda Birch</td>
<td>Manager Approval</td>
<td>08/26 11:00 A - 04:00 P (TS)</td>
</tr>
<tr>
<td>Teresa Jaeger</td>
<td>Manager Approval</td>
<td>08/26 09:00 A - 03:00 P (TS)</td>
</tr>
</tbody>
</table>

**MISSING PUNCHES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacresha Whitley</td>
<td>Missed in</td>
<td>08/30 &lt;&lt; Missed &gt;&gt; 02:00 P</td>
</tr>
</tbody>
</table>

**CONFLICTING SEGMENTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolanda Birch</td>
<td>Conflicting Shifts</td>
<td>08/28 08:00 A - 12:00 P</td>
</tr>
<tr>
<td>Rolanda Birch</td>
<td>Conflicting Shifts</td>
<td>08/28 11:00 A - 04:00 P (TS)</td>
</tr>
</tbody>
</table>

**APPROACHING OVERTIME**

<table>
<thead>
<tr>
<th>Name</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michal Wild</td>
<td>Already 12 hours 34 minutes into overtime 1</td>
</tr>
</tbody>
</table>

**APPROVAL COMPLETION**

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>80%</td>
</tr>
<tr>
<td>Unapproved</td>
<td>20%</td>
</tr>
</tbody>
</table>
My Dashboard

Clicking on the links at the bottom of each widget will take you to the appropriate page to view or correct the item.

For example, clicking the Jump to Group Hours link in the Missed Punches widget will take the user to Group Hours and will show only missed punches needing attention.
You can return to My Dashboard from any page in TCP Manager by clicking on the house icon in the upper left corner of the page.
Period Reports
Multiple reports are available in TCP with the ability to change various filters and settings.

New to version 7 are position and cost code filters for reports as well as an option to preview reports before downloading.
Breakdown of Reports by Section

**Payroll** – Reflect hours on an employee basis in either a detailed breakdown or summary.

Commonly used: [Complete Payroll Report](#) for managers to view hours and approvals

[Payroll Detail](#) for export file reconciliation

**Position Reports** – Reflect hours on a position basis in either a detailed breakdown or summary. This turns the focus to positions, allowing you to see how time is being spent in each code.

**Scheduler Reports** – Reports based on created schedules for employees. Additional reports located on Reports > Scheduler Reports page.

**Period Reports** – Reflect hours for the period.

**Cost Code Reports** – Reflect information based on Cost Codes, if used by the department

**Accruals** – Not beneficial as accrual time earned and taken is processed in Banner.

**Miscellaneous** – Various reports that may or may not be beneficial to our environment. Commonly used: [Punch Location Report](#) for a report on where employees are clocking in/out
Tools and Resources
Employee Status – Monitor employee status such as who is clocked in, not in, on break, and on leave.

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Note</th>
<th>Status</th>
<th>Position</th>
<th>Cost Code</th>
<th>Time In</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Norman</td>
<td>Outlaw</td>
<td></td>
<td>Clock In</td>
<td>13333000 - Test Full Time Position - TTU</td>
<td>08/31/2017 10:30 AM</td>
<td>WebClock - Clock Operation on 129.118.89.9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Teresa</td>
<td>Jaeger</td>
<td></td>
<td>Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Michal</td>
<td>Wild</td>
<td></td>
<td>Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Rolanda</td>
<td>Birch</td>
<td></td>
<td>Clock In</td>
<td>13333000 - Test Full Time Position - TTU</td>
<td>08/31/2017 10:30 AM</td>
<td>WebClock - Clock Operation on 129.118.89.9</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Moshe</td>
<td>Ventura</td>
<td></td>
<td>Clock In</td>
<td>13333000 - Test Full Time Position - TTU</td>
<td>08/31/2017 10:30 AM</td>
<td>MobileClock - Clock Operation on 192.50.125.21</td>
<td></td>
</tr>
</tbody>
</table>
Tools and Resources

**Hours Audit Log** – provides a permanent record of segments that were added, edited or deleted by users
Important Items to Remember
Employees will **NOT** be paid if:

- A missed punch has not been corrected **and** approved prior to the payroll export
- A time segment has not been approved by the payroll export

If an employee is not paid, the department must submit a *Manual Check Request* to Payroll following normal guidelines.

Questions or issues should be addressed with your department TCP administrator.
Payroll Services Support

- Send questions, issues and templates to be loaded to support.payrollservices@ttu.edu
- 806-742-3211
Questions