TEXAS TECH UNIVERSITY™

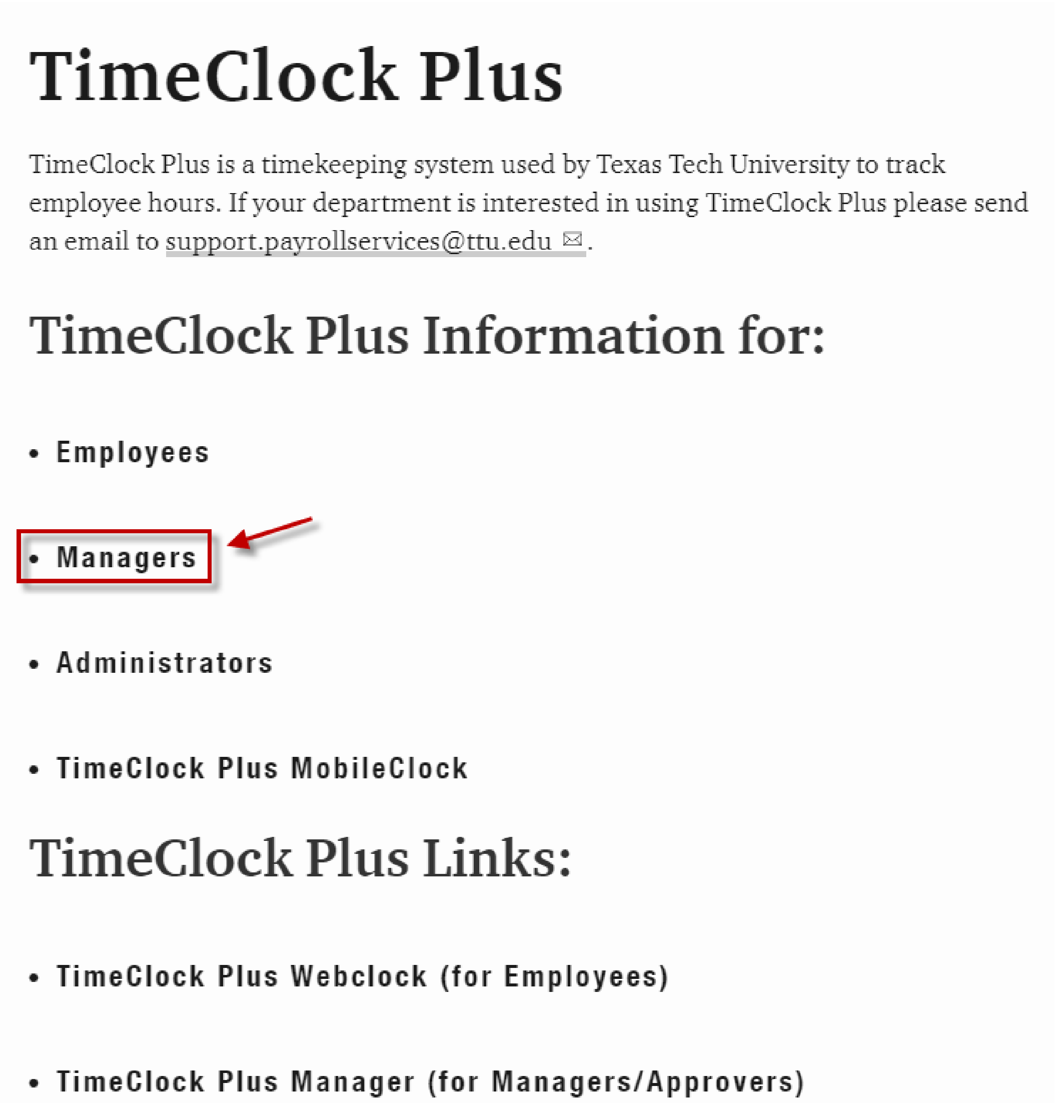
TimeClock Plus

Manager Training Guide for TCP Users

Updated 20230411

Training Follow Up

After this training, please review the TimeClock Plus Managers Support page for further training guides and videos.



TimeClock Plus

TimeClock Plus is a timekeeping system used by Texas Tech University to track employee hours. If your department is interested in using TimeClock Plus please send an email to support.payrollservices@ttu.edu ✉.

TimeClock Plus Information for:

- Employees
- Managers
- Administrators
- TimeClock Plus MobileClock

TimeClock Plus Links:

- TimeClock Plus Webclock (for Employees)
- TimeClock Plus Manager (for Managers/Approvers)

User Responsibilities

User Responsibilities

- Adding, editing, and deleting time segments, when necessary, based on departmental guidelines
- Correcting missed punches
- Correcting conflicting segments
- Approving time
- Ensuring all the above is completed prior to the payroll export deadline set forth by your department

Accessing TimeClock Plus Manager

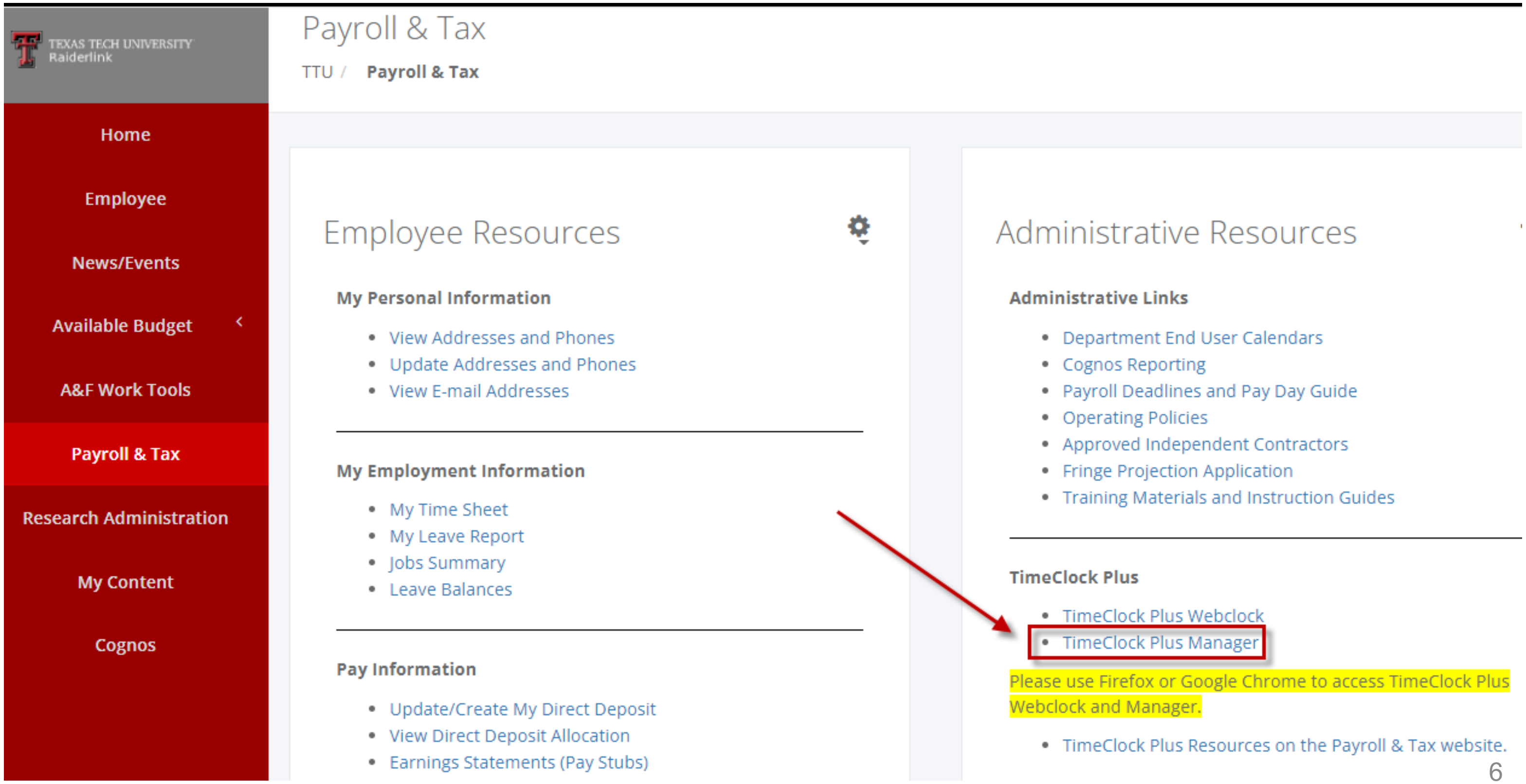
Accessing TimeClock Plus Manager

TimeClock Plus Manager

Link is accessible in Raiderlink/Webraider within the Payroll & Tax section.

Log in using your eraider credentials.

Use Firefox, Chrome, or Edge



TEXAS TECH UNIVERSITY Raiderlink
Home
Employee
News/Events
Available Budget
A&F Work Tools
Payroll & Tax
Research Administration
My Content
Cognos

Payroll & Tax

TTU / **Payroll & Tax**

Employee Resources

My Personal Information

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses

My Employment Information

- My Time Sheet
- My Leave Report
- Jobs Summary
- Leave Balances

Pay Information

- Update/Create My Direct Deposit
- View Direct Deposit Allocation
- Earnings Statements (Pay Stubs)

Administrative Resources

Administrative Links

- Department End User Calendars
- Cognos Reporting
- Payroll Deadlines and Pay Day Guide
- Operating Policies
- Approved Independent Contractors
- Fringe Projection Application
- Training Materials and Instruction Guides

TimeClock Plus

- TimeClock Plus Webclock
- TimeClock Plus Manager

Please use Firefox or Google Chrome to access TimeClock Plus Webclock and Manager.

- TimeClock Plus Resources on the Payroll & Tax website.

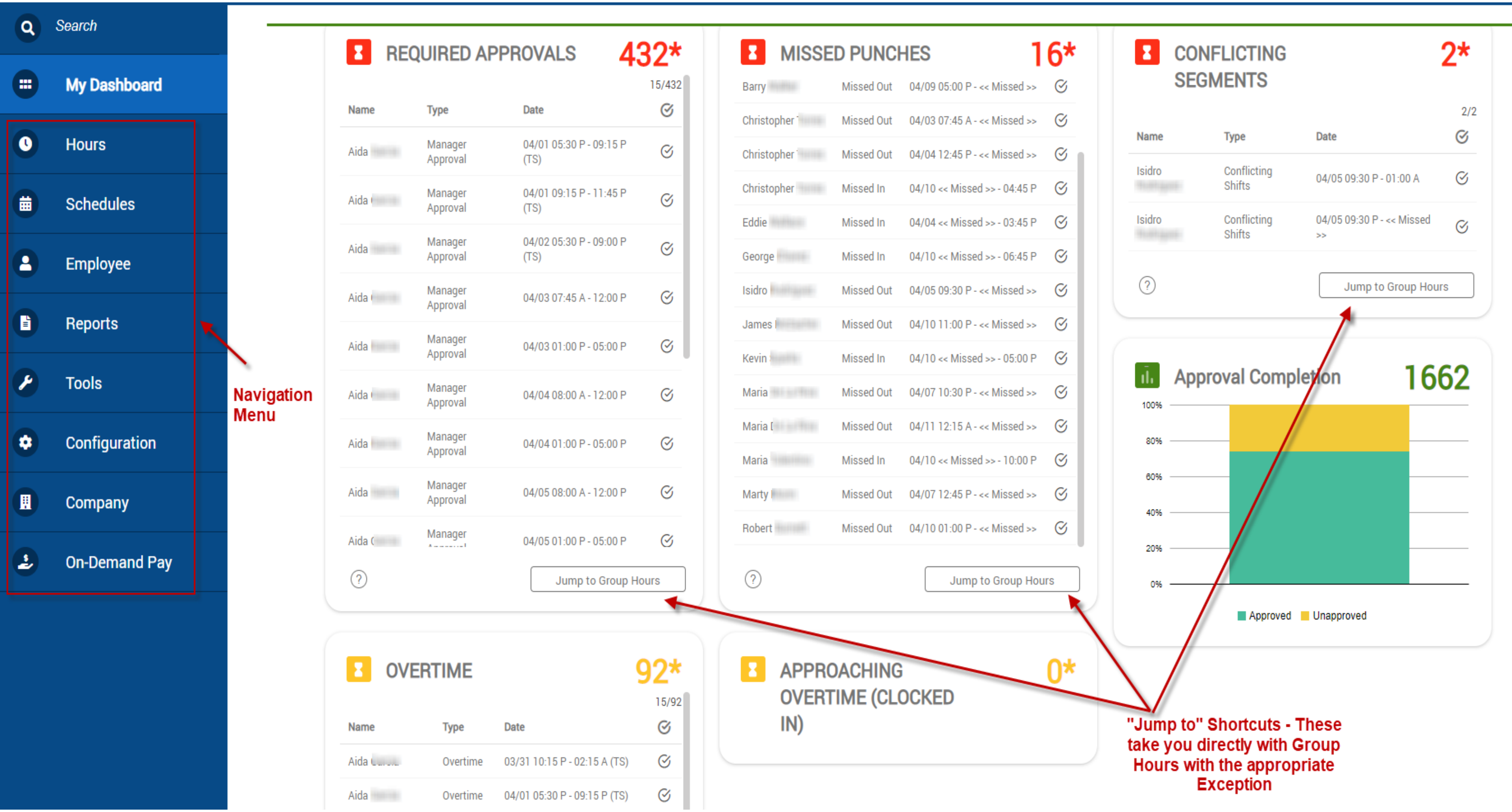
My Dashboard

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


Search
My Dashboard
Hours
Schedules
Employee
Reports
Tools
Configuration
Company
On-Demand Pay

Navigation Menu

REQUIRED APPROVALS 432*

15/432

Name	Type	Date	✓
Aida [redacted]	Manager Approval	04/01 05:30 P - 09:15 P (TS)	✓
Aida [redacted]	Manager Approval	04/01 09:15 P - 11:45 P (TS)	✓
Aida [redacted]	Manager Approval	04/02 05:30 P - 09:00 P (TS)	✓
Aida [redacted]	Manager Approval	04/03 07:45 A - 12:00 P	✓
Aida [redacted]	Manager Approval	04/03 01:00 P - 05:00 P	✓
Aida [redacted]	Manager Approval	04/04 08:00 A - 12:00 P	✓
Aida [redacted]	Manager Approval	04/04 01:00 P - 05:00 P	✓
Aida [redacted]	Manager Approval	04/05 08:00 A - 12:00 P	✓
Aida [redacted]	Manager	04/05 01:00 P - 05:00 P	✓

?
Jump to Group Hours

MISSED PUNCHES 16*

Barry [redacted]	Missed Out	04/09 05:00 P - << Missed >>	✓
Christopher [redacted]	Missed Out	04/03 07:45 A - << Missed >>	✓
Christopher [redacted]	Missed Out	04/04 12:45 P - << Missed >>	✓
Christopher [redacted]	Missed In	04/10 << Missed >> - 04:45 P	✓
Eddie [redacted]	Missed In	04/04 << Missed >> - 03:45 P	✓
George [redacted]	Missed In	04/10 << Missed >> - 06:45 P	✓
Isidro [redacted]	Missed Out	04/05 09:30 P - << Missed >>	✓
James [redacted]	Missed Out	04/10 11:00 P - << Missed >>	✓
Kevin [redacted]	Missed In	04/10 << Missed >> - 05:00 P	✓
Maria [redacted]	Missed Out	04/07 10:30 P - << Missed >>	✓
Maria [redacted]	Missed Out	04/11 12:15 A - << Missed >>	✓
Maria [redacted]	Missed In	04/10 << Missed >> - 10:00 P	✓
Marty [redacted]	Missed Out	04/07 12:45 P - << Missed >>	✓
Robert [redacted]	Missed Out	04/10 01:00 P - << Missed >>	✓

?
Jump to Group Hours

CONFLICTING SEGMENTS 2*

2/2

Name	Type	Date	✓
Isidro [redacted]	Conflicting Shifts	04/05 09:30 P - 01:00 A	✓
Isidro [redacted]	Conflicting Shifts	04/05 09:30 P - << Missed >>	✓

?
Jump to Group Hours

Approval Completion 1662

100%
80%
60%
40%
20%
0%
🟩 Approved
🟨 Unapproved

OVERTIME 92*

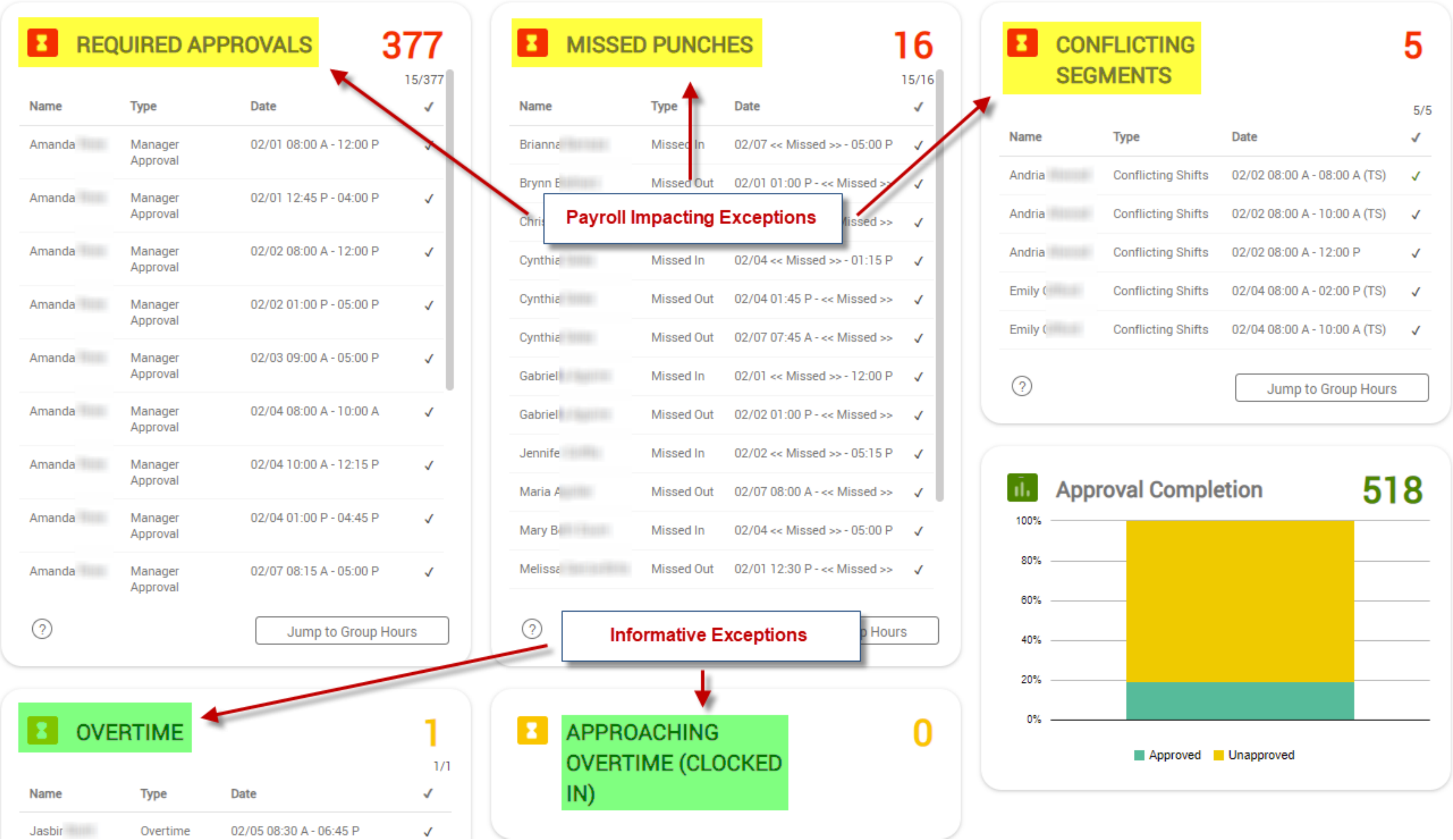
15/92

Name	Type	Date	✓
Aida [redacted]	Overtime	03/31 10:15 P - 02:15 A (TS)	✓
Aida [redacted]	Overtime	04/01 05:30 P - 09:15 P (TS)	✓

APPROACHING OVERTIME (CLOCKED IN) 0*

"Jump to" Shortcuts - These take you directly with Group Hours with the appropriate Exception

My Dashboard



Payroll Impacting Exceptions

Informative Exceptions

REQUIRED APPROVALS 377

15/377

Name	Type	Date	✓
Amanda [redacted]	Manager Approval	02/01 08:00 A - 12:00 P	✓
Amanda [redacted]	Manager Approval	02/01 12:45 P - 04:00 P	✓
Amanda [redacted]	Manager Approval	02/02 08:00 A - 12:00 P	✓
Amanda [redacted]	Manager Approval	02/02 01:00 P - 05:00 P	✓
Amanda [redacted]	Manager Approval	02/03 09:00 A - 05:00 P	✓
Amanda [redacted]	Manager Approval	02/04 08:00 A - 10:00 A	✓
Amanda [redacted]	Manager Approval	02/04 10:00 A - 12:15 P	✓
Amanda [redacted]	Manager Approval	02/04 01:00 P - 04:45 P	✓
Amanda [redacted]	Manager Approval	02/07 08:15 A - 05:00 P	✓

Jump to Group Hours

MISSED PUNCHES 16

15/16

Name	Type	Date	✓
Brianna [redacted]	Missed In	02/07 << Missed >> - 05:00 P	✓
Brynn E[redacted]	Missed Out	02/01 01:00 P - << Missed	✓
Chri		issed >>	✓
Cynthia [redacted]	Missed In	02/04 << Missed >> - 01:15 P	✓
Cynthia [redacted]	Missed Out	02/04 01:45 P - << Missed >>	✓
Cynthia [redacted]	Missed Out	02/07 07:45 A - << Missed >>	✓
Gabriel [redacted]	Missed In	02/01 << Missed >> - 12:00 P	✓
Gabriel [redacted]	Missed Out	02/02 01:00 P - << Missed >>	✓
Jennife [redacted]	Missed In	02/02 << Missed >> - 05:15 P	✓
Maria A[redacted]	Missed Out	02/07 08:00 A - << Missed >>	✓
Mary B[redacted]	Missed In	02/04 << Missed >> - 05:00 P	✓
Melissa [redacted]	Missed Out	02/01 12:30 P - << Missed >>	✓

Hours

CONFLICTING SEGMENTS 5

5/5

Name	Type	Date	✓
Andria [redacted]	Conflicting Shifts	02/02 08:00 A - 08:00 A (TS)	✓
Andria [redacted]	Conflicting Shifts	02/02 08:00 A - 10:00 A (TS)	✓
Andria [redacted]	Conflicting Shifts	02/02 08:00 A - 12:00 P	✓
Emily [redacted]	Conflicting Shifts	02/04 08:00 A - 02:00 P (TS)	✓
Emily [redacted]	Conflicting Shifts	02/04 08:00 A - 10:00 A (TS)	✓

Jump to Group Hours

Approval Completion 518

OVERTIME 1

1/1

Name	Type	Date	✓
Jasbir [redacted]	Overtime	02/05 08:30 A - 06:45 P	✓

APPROACHING OVERTIME (CLOCKED IN) 0

My Dashboard

While preparing for a payroll export, Payroll Systems Support does not recommend depending entirely on the data shown within the dashboard for the following reasons:

Not all employee data is displayed

- Employees that are suspended or terminated are not calculated.
- For larger departments, some employee data will not be displayed due to TimeClock Plus design to decrease the loading time of the dashboard.

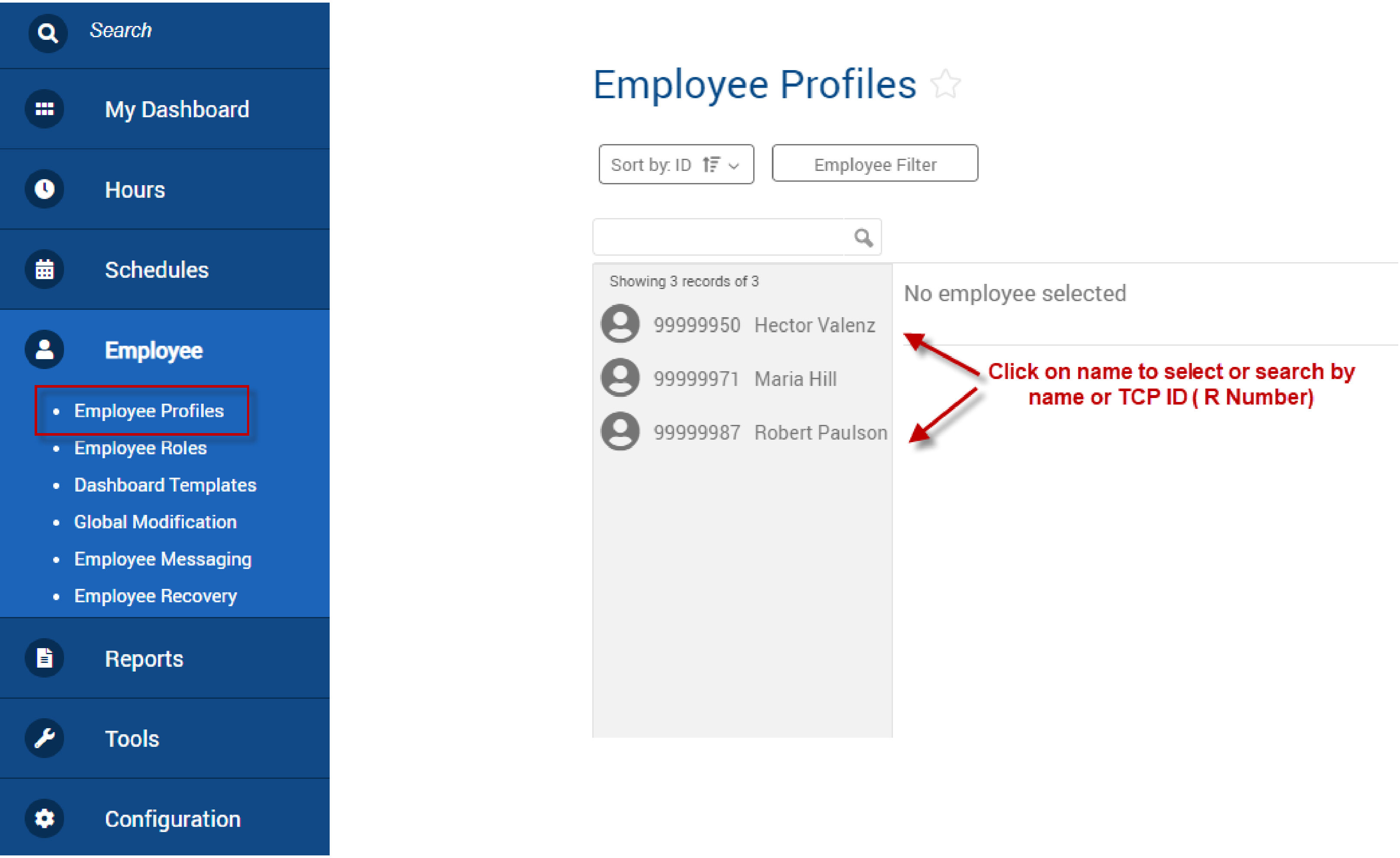
Information displayed includes data for the previous and current pay period

- To focus on data for the previous pay period only, making manual date range adjustments within the Hours menu is our recommendation.

Employee Data

Employee Data

Employee and position information can be viewed but not updated


Search
My Dashboard
Hours
Schedules
Employee
Employee Profiles
Employee Roles
Dashboard Templates
Global Modification
Employee Messaging
Employee Recovery
Reports
Tools
Configuration
Employee Profiles
Sort by: ID
Employee Filter

Showing 3 records of 3

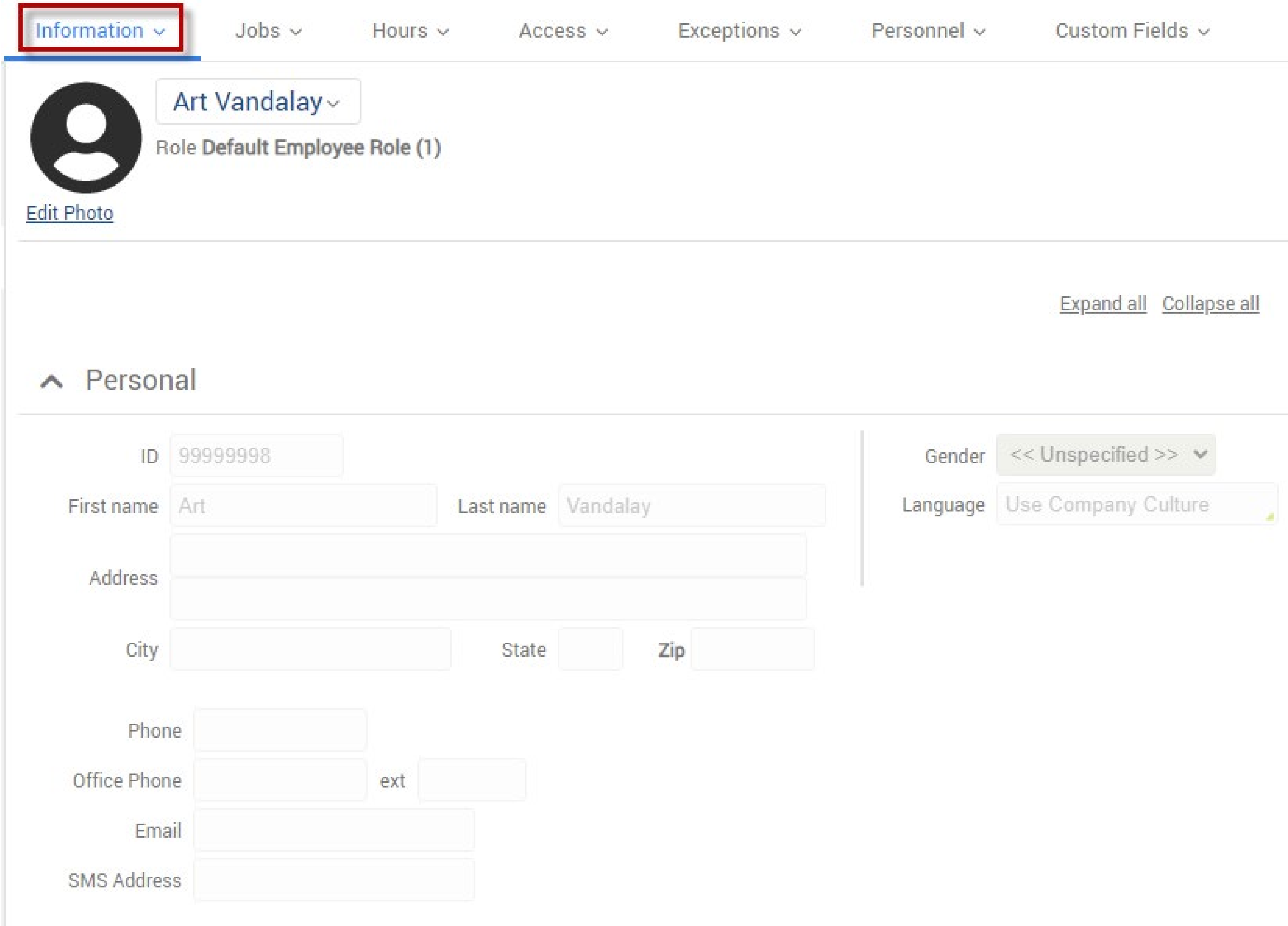
99999950 Hector Valenz
99999971 Maria Hill
99999987 Robert Paulson

No employee selected

Click on name to select or search by name or TCP ID (R Number)

Employee Data

Basic employee information is located in the *Information* tab


Information
Jobs
Hours
Access
Exceptions
Personnel
Custom Fields
Edit Photo
Expand all
Collapse all
Personal
Address
City
State
Zip
Phone
Office Phone
ext
Email
SMS Address

Art Vandalay

Role **Default Employee Role (1)**

ID 99999998

First name Art

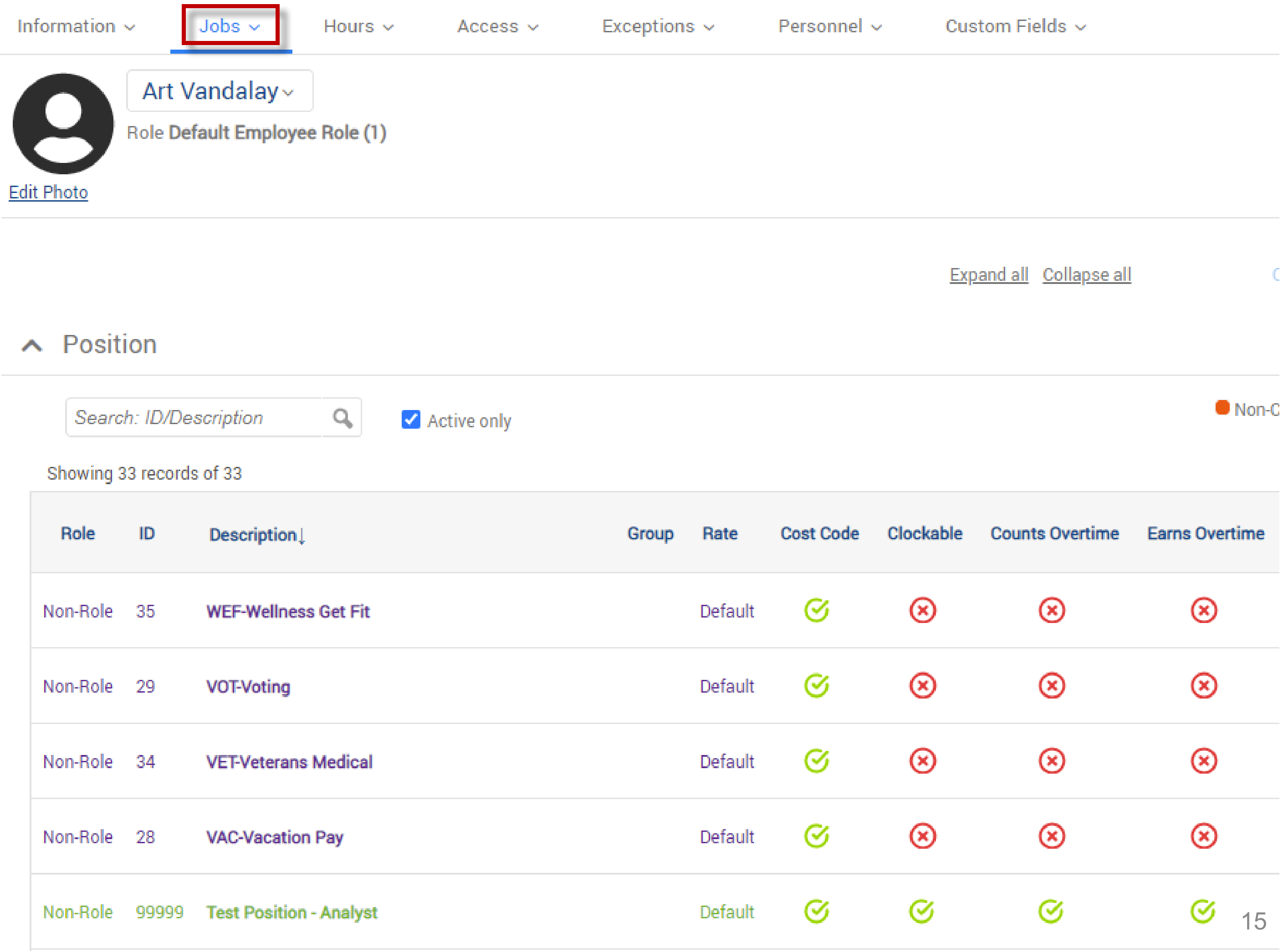
Last name Vandalay

Gender << Unspecified >>

Language Use Company Culture

Employee Data

Position and leave codes (if leave eligible) are in the *Jobs* tab


Information
Jobs
Hours
Access
Exceptions
Personnel
Custom Fields
Edit Photo
Expand all
Collapse all
Position
Search: ID/Description
Non-C

Art Vandalay

Role **Default Employee Role (1)**

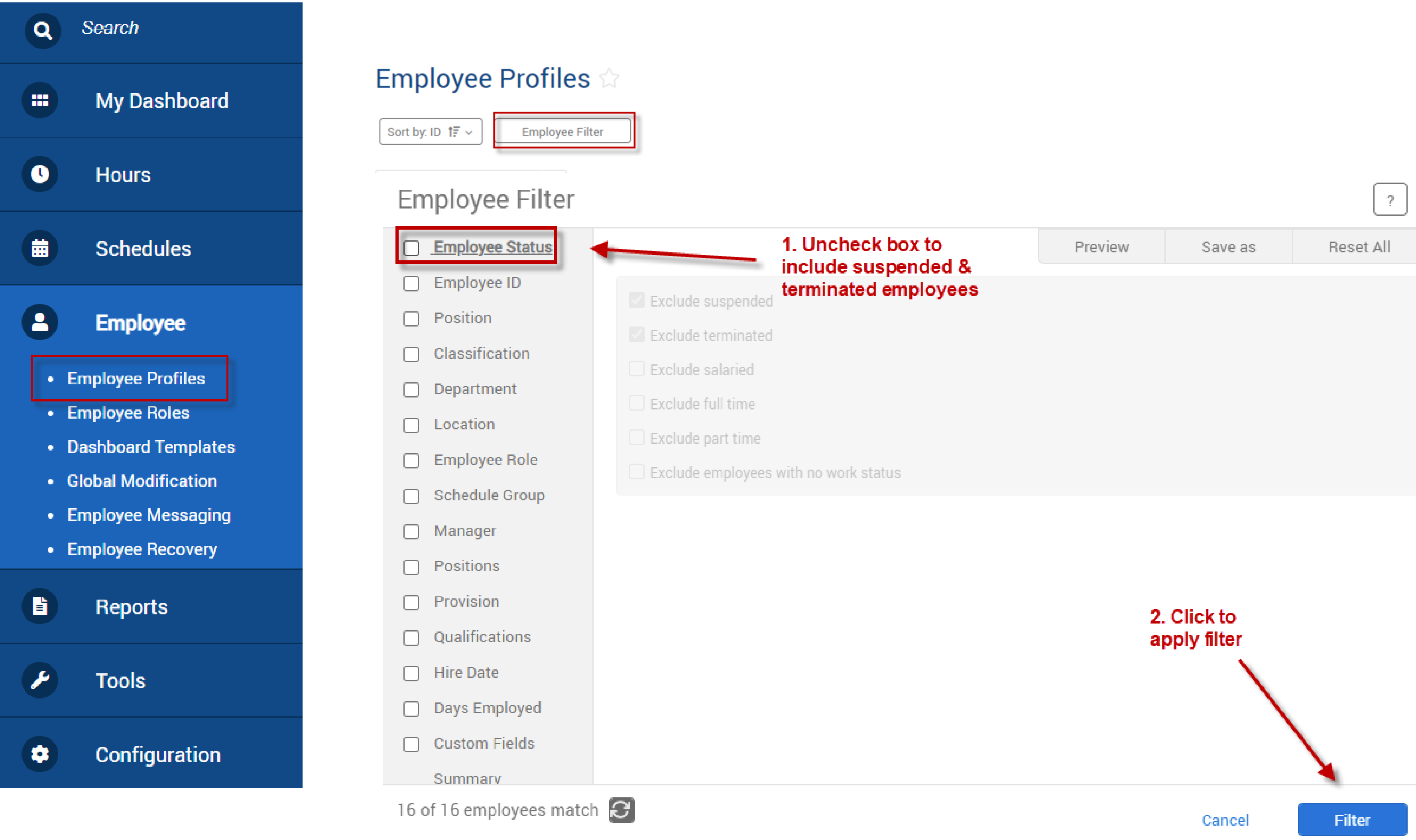
☑ Active only

Showing 33 records of 33

Role	ID	Description↓	Group	Rate	Cost Code	Clockable	Counts Overtime	Earns Overtime
Non-Role	35	WEF-Wellness Get Fit		Default	✓	✗	✗	✗
Non-Role	29	VOT-Voting		Default	✓	✗	✗	✗
Non-Role	34	VET-Veterans Medical		Default	✓	✗	✗	✗
Non-Role	28	VAC-Vacation Pay		Default	✓	✗	✗	✗
Non-Role	99999	Test Position - Analyst		Default	✓	✓	✓	✓

Employee Data

To view suspended or terminated employees, the Employee Filter can be changed.


Search
My Dashboard
Hours
Schedules
Employee
Employee Profiles
Employee Roles
Dashboard Templates
Global Modification
Employee Messaging
Employee Recovery
Reports
Tools
Configuration
Employee Profiles
Sort by: ID
Employee Filter
Employee Filter
?
Preview
Save as
Reset All
Cancel
Filter

☐ Employee Status
☐ Employee ID
☐ Position
☐ Classification
☐ Department
☐ Location
☐ Employee Role
☐ Schedule Group
☐ Manager
☐ Positions
☐ Provision
☐ Qualifications
☐ Hire Date
☐ Days Employed
☐ Custom Fields
Summary

☑ Exclude suspended
☑ Exclude terminated
☐ Exclude salaried
☐ Exclude full time
☐ Exclude part time
☐ Exclude employees with no work status

16 of 16 employees match

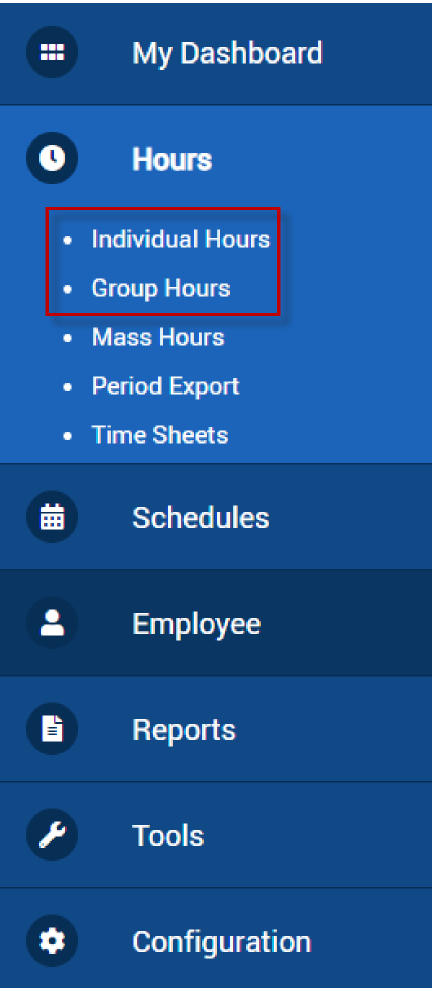
1. Uncheck box to include suspended & terminated employees

2. Click to apply filter

Employee Hours

Employee Hours

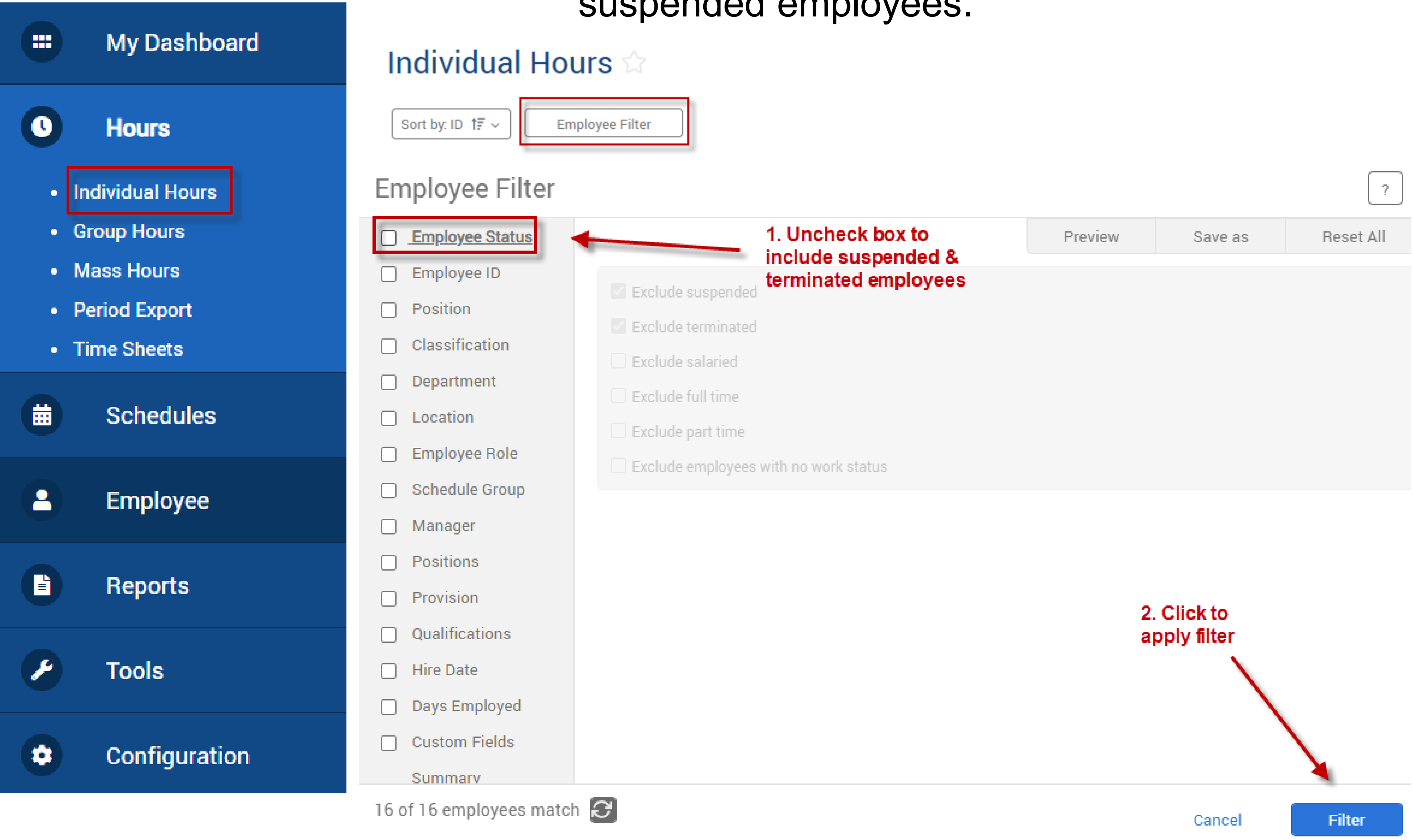
Employee hours can be viewed from two places:


My Dashboard
Hours
Individual Hours
Group Hours
Mass Hours
Period Export
Time Sheets
Schedules
Employee
Reports
Tools
Configuration

- Individual Hours – Allows adding, editing, viewing, and approving of time segments for one person at a time.
- Group Hours – Allows viewing and approving of time segments for multiple employees at the same time. Also allows adding and editing of time segments one person at a time.

Employee Hours

Reminder: Change the **Employee Filter** to no longer exclude terminated or suspended employees.


My Dashboard
Hours
Individual Hours
Group Hours
Mass Hours
Period Export
Time Sheets
Schedules
Employee
Reports
Tools
Configuration
Individual Hours
Sort by: ID
Employee Filter
Preview
Save as
Reset All
?
Cancel
Filter

Employee Filter

- ☐ Employee Status
- ☐ Employee ID
- ☐ Position
- ☐ Classification
- ☐ Department
- ☐ Location
- ☐ Employee Role
- ☐ Schedule Group
- ☐ Manager
- ☐ Positions
- ☐ Provision
- ☐ Qualifications
- ☐ Hire Date
- ☐ Days Employed
- ☐ Custom Fields
- Summary

- ☑ Exclude suspended
- ☑ Exclude terminated
- ☐ Exclude salaried
- ☐ Exclude full time
- ☐ Exclude part time
- ☐ Exclude employees with no work status

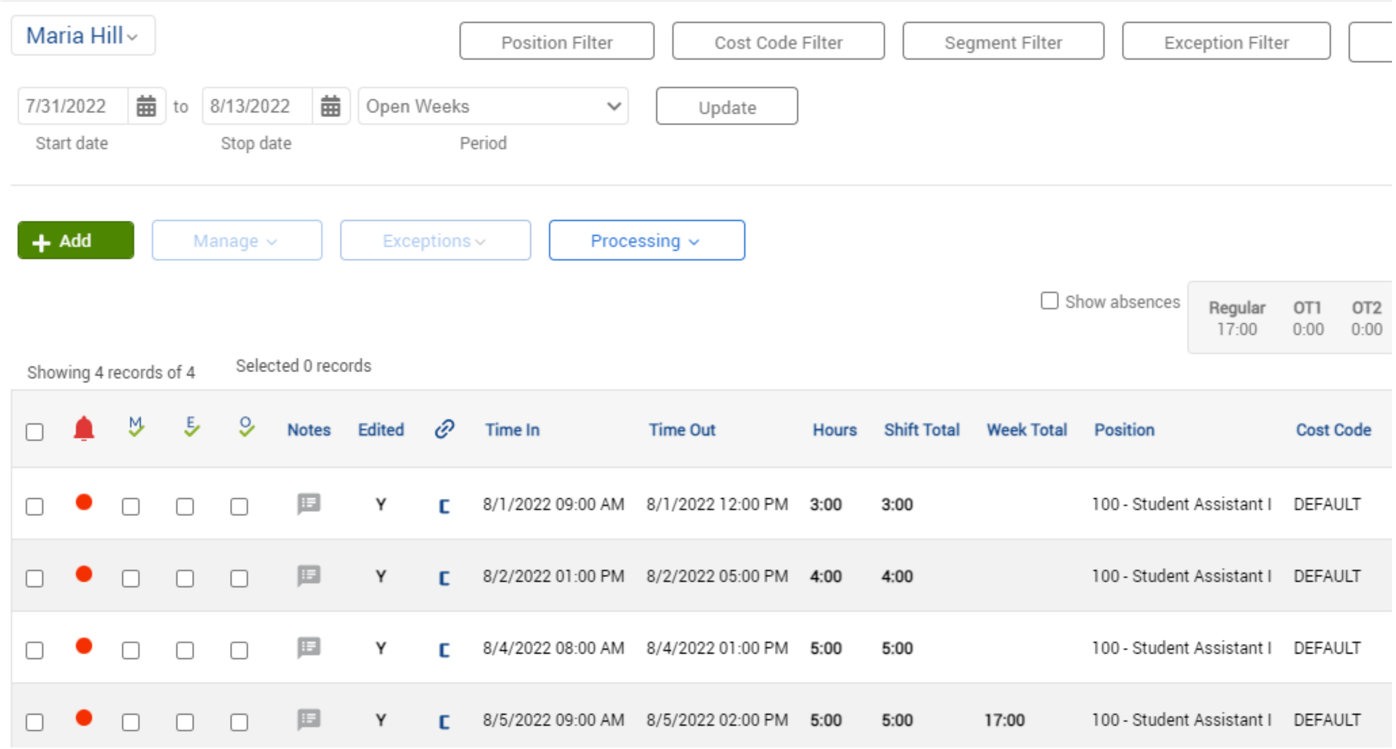
16 of 16 employees match

1. Uncheck box to include suspended & terminated employees

2. Click to apply filter

Employee Hours – Individual Hours

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 be changed manually.


Maria Hill
Position Filter
Cost Code Filter
Segment Filter
Exception Filter
Update
+ Add
Manage
Exceptions
Processing

Start date: 7/31/2022 to Stop date: 8/13/2022

Period: Open Weeks

☐ Show absences

Regular	OT1	OT2
17:00	0:00	0:00

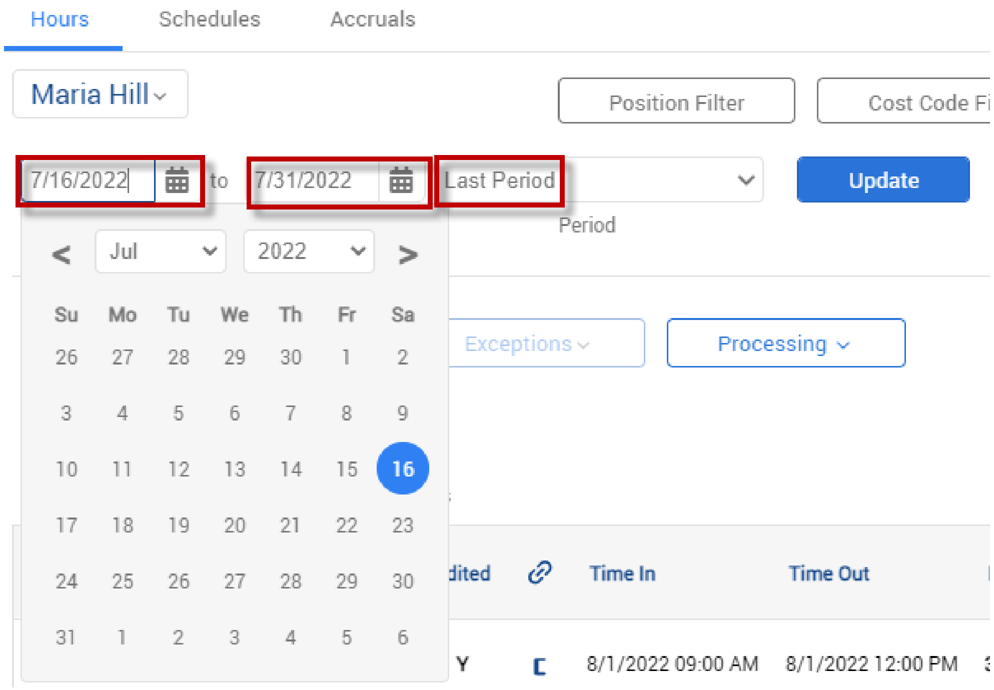
Showing 4 records of 4

Selected 0 records

☐	🔔	M	E		Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Cost Code
☐	●	☐	☐	☐	💬	Y		8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00		100 - Student Assistant I	DEFAULT
☐	●	☐	☐	☐	💬	Y		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00		100 - Student Assistant I	DEFAULT
☐	●	☐	☐	☐	💬	Y		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00		100 - Student Assistant I	DEFAULT
☐	●	☐	☐	☐	💬	Y		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00	17:00	100 - Student Assistant I	DEFAULT

Employee Hours – Individual Hours

To view hours from a previously “closed” week. Change the date range to include the dates you would like to view and click ***Update***. You may also use the Date Dropdown field to choose a predefined date range.


Hours
Schedules
Accruals
Maria Hill
Position Filter
Cost Code Fi
to
Period
Update
Exceptions
Processing
Jul
2022
Su Mo Tu We Th Fr Sa
dited
Time In
Time Out

Date range: 7/16/2022 to 7/31/2022

Period: Last Period

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Y 8/1/2022 09:00 AM 8/1/2022 12:00 PM

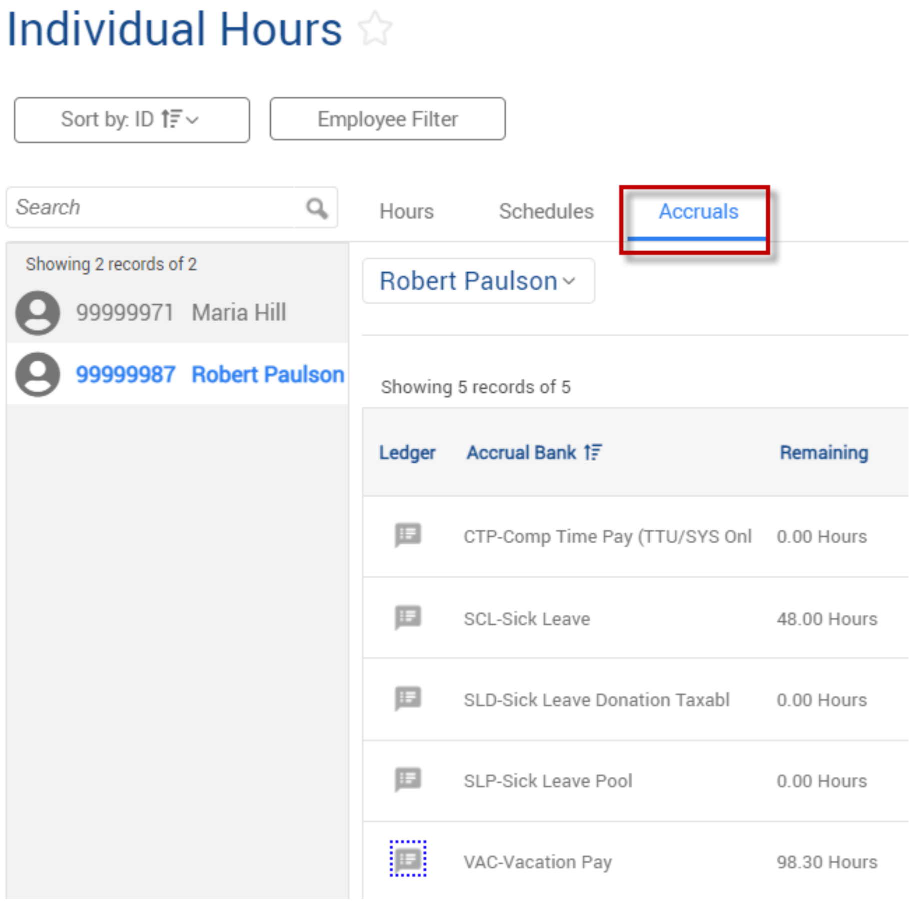
Employee Hours – Individual Hours

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.


Individual Hours
Sort by: ID
Employee Filter
Search
Hours
Schedules
Accruals
Robert Paulson

Showing 2 records of 2

99999971 Maria Hill

99999987 Robert Paulson

Showing 5 records of 5

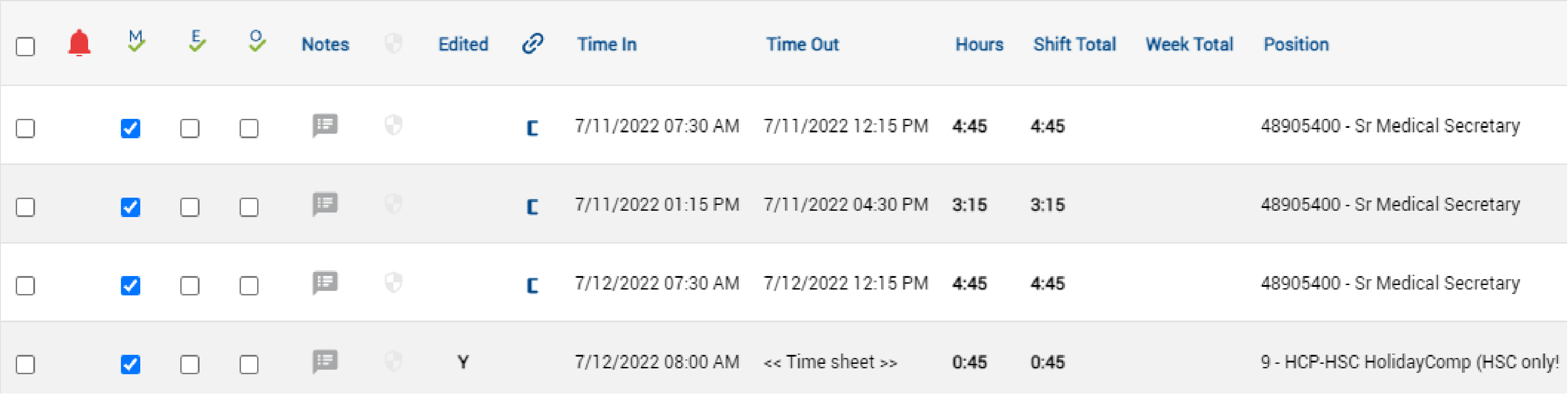
Ledger	Accrual Bank	Remaining
	CTP-Comp Time Pay (TTU/SYS Onl	0.00 Hours
	SCL-Sick Leave	48.00 Hours
	SLD-Sick Leave Donation Taxabl	0.00 Hours
	SLP-Sick Leave Pool	0.00 Hours
	VAC-Vacation Pay	98.30 Hours

Employee Hours

Each clock operation is rounded to the quarter hour, rounding up at 8 minutes.

For example:

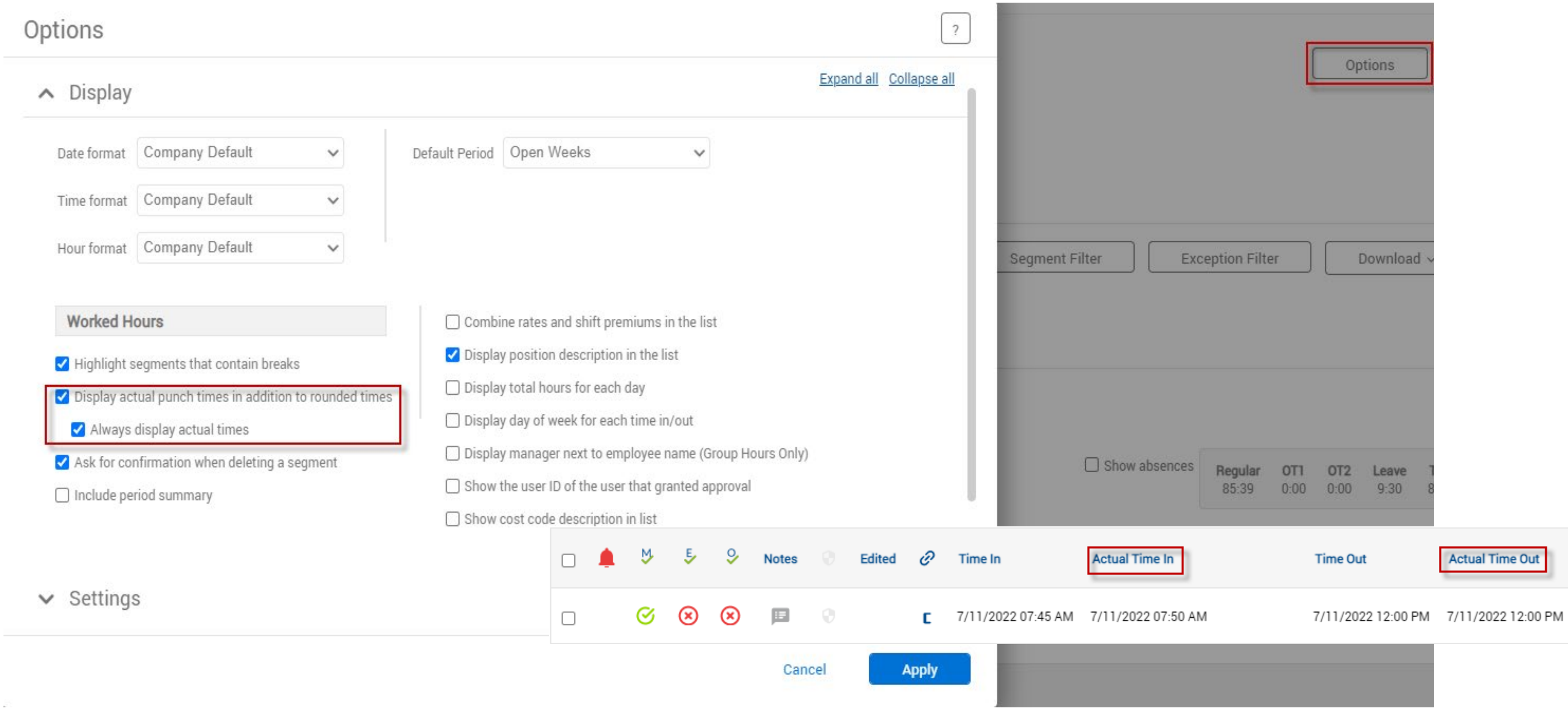
- Employee clocks in at 8:03
  Time recorded for pay purposes is 8:00
- Employee clocks in at 8:09
  Time recorded for pay purposes is 8:15



☐	🔔	M	E	O	Notes		Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position
☐		☑	☐	☐	💬				7/11/2022 07:30 AM	7/11/2022 12:15 PM	4:45	4:45		48905400 - Sr Medical Secretary
☐		☑	☐	☐	💬				7/11/2022 01:15 PM	7/11/2022 04:30 PM	3:15	3:15		48905400 - Sr Medical Secretary
☐		☑	☐	☐	💬				7/12/2022 07:30 AM	7/12/2022 12:15 PM	4:45	4:45		48905400 - Sr Medical Secretary
☐		☑	☐	☐	💬		Y		7/12/2022 08:00 AM	<< Time sheet >>	0:45	0:45		9 - HCP-HSC HolidayComp (HSC only!

Employee Hours - Options

To view the actual time clocked in/out as well as rounded times, click on the *Options* button and check the boxes indicated below.



Options
?
Display
Expand all
Collapse all
Options
Segment Filter
Exception Filter
Download
Settings
Cancel
Apply

Date format: Company Default

Time format: Company Default

Hour format: Company Default

Default Period: Open Weeks

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
- ☐ Include period summary

- ☐ 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

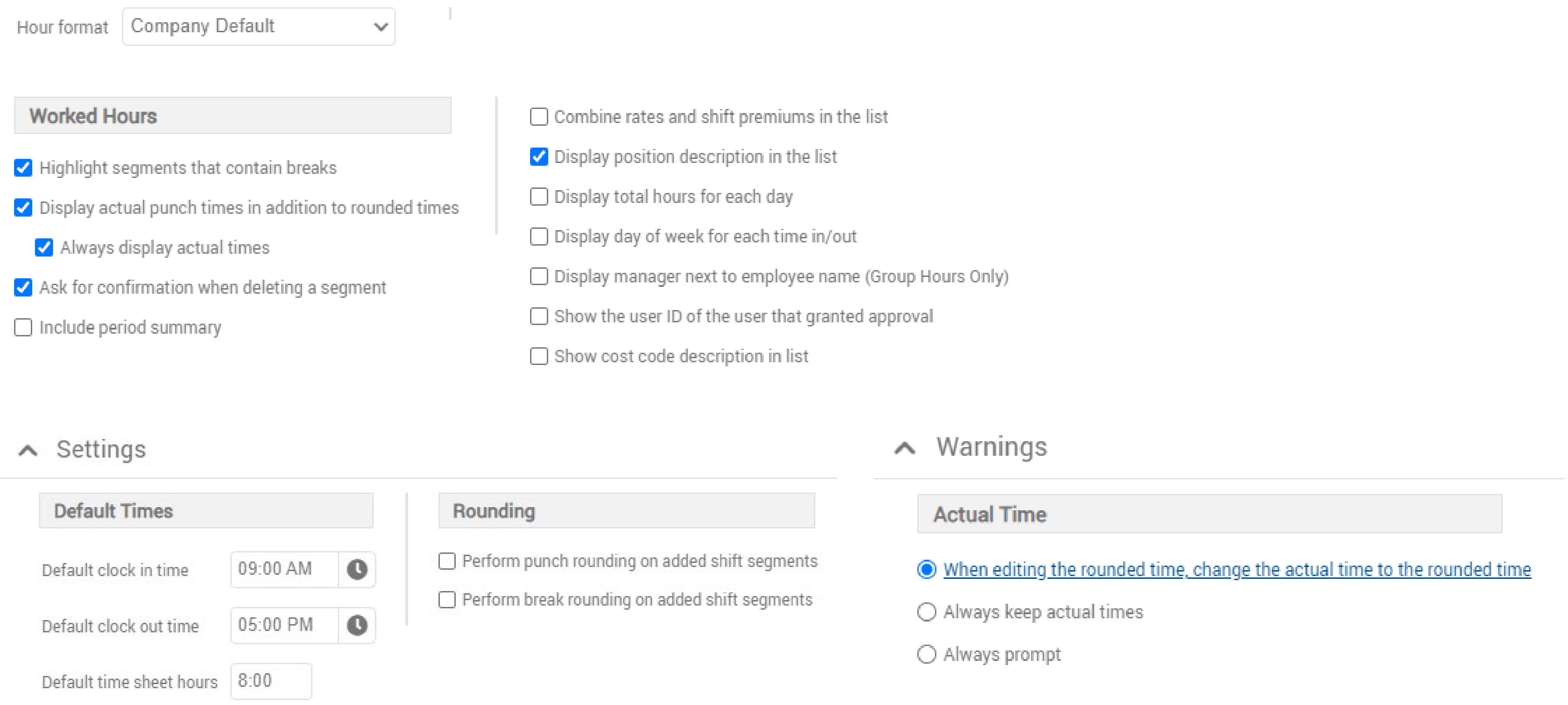
☐ Show absences

Regular	OT1	OT2	Leave
85:39	0:00	0:00	9:30

Notes	Edited	Time In	Actual Time In	Time Out	Actual Time Out
		7/11/2022 07:45 AM	7/11/2022 07:50 AM	7/11/2022 12:00 PM	7/11/2022 12:00 PM

Employee Hours - Options

Various other options and settings are available based on personal preference. Below are Payroll System Support's Recommended Options/Settings:



Hour format: Company Default

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
- ☐ Include period summary

- ☐ 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: 09:00 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

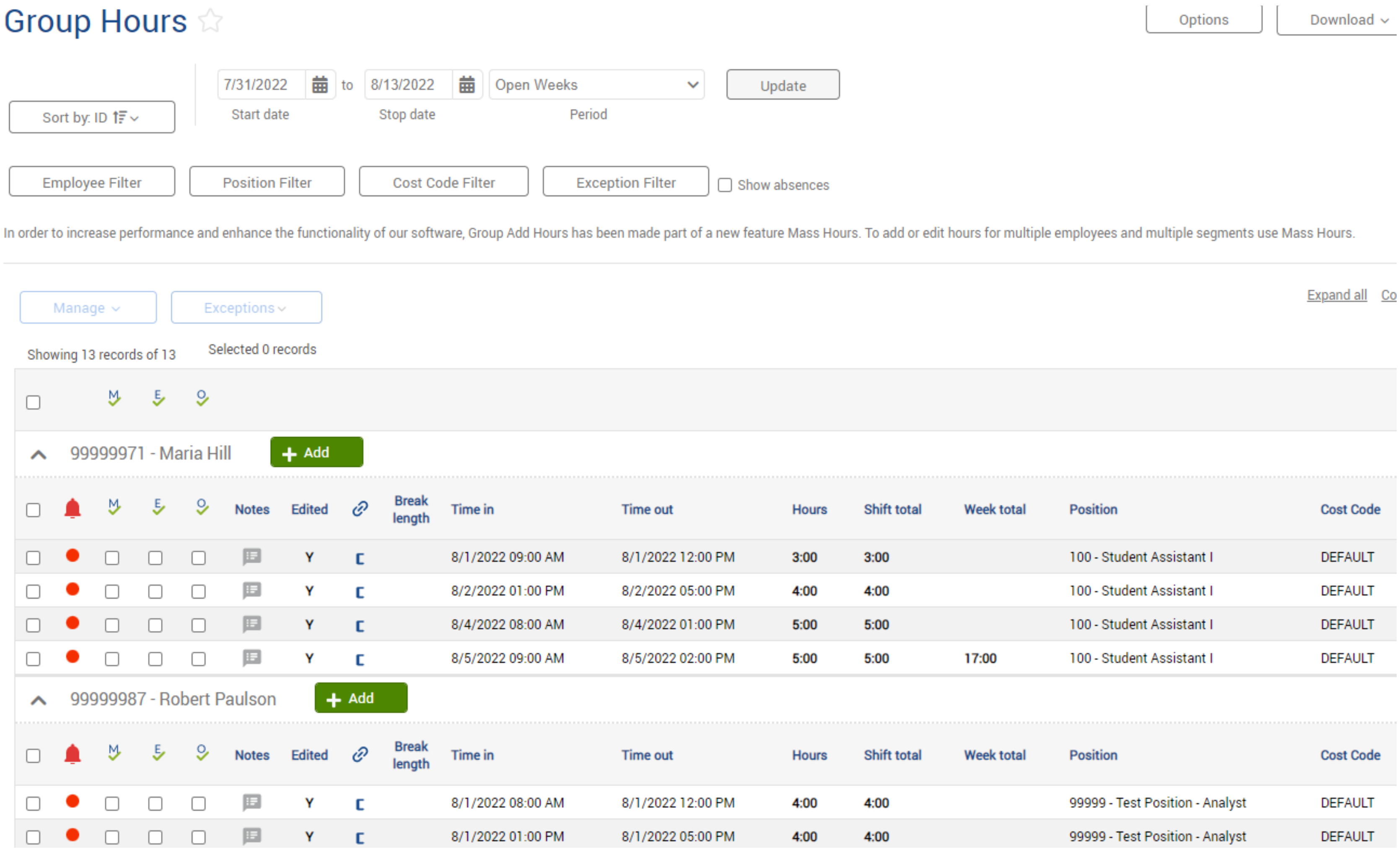
Warnings

Actual Time

- ● When editing the rounded time, change the actual time to the rounded time
- ○ Always keep actual times
- ○ Always prompt

Employee Hours – Group Hours

Group Hours allows for viewing of hours for multiple people at once.



Group Hours
Options
Download
Sort by: ID
Employee Filter
Position Filter
Cost Code Filter
Exception Filter
Manage
Exceptions
Expand all
Co
Add

Start date: 7/31/2022 to Stop date: 8/13/2022

Period: Open Weeks

☐ Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Showing 13 records of 13

Selected 0 records

99999971 - Maria Hill

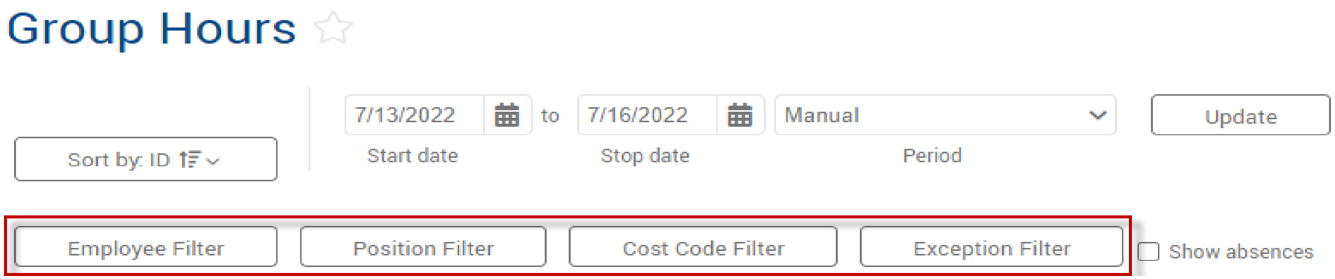
☐		M	E	O	Notes	Edited		Break length	Time in	Time out	Hours	Shift total	Week total	Position	Cost Code
☐	●	☐	☐	☐		Y	[		8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00		100 - Student Assistant I	DEFAULT
☐	●	☐	☐	☐		Y	[		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00		100 - Student Assistant I	DEFAULT
☐	●	☐	☐	☐		Y	[		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00		100 - Student Assistant I	DEFAULT
☐	●	☐	☐	☐		Y	[		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00	17:00	100 - Student Assistant I	DEFAULT

99999987 - Robert Paulson

☐		M	E	O	Notes	Edited		Break length	Time in	Time out	Hours	Shift total	Week total	Position	Cost Code
☐	●	☐	☐	☐		Y	[		8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00		99999 - Test Position - Analyst	DEFAULT
☐	●	☐	☐	☐		Y	[		8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00		99999 - Test Position - Analyst	DEFAULT

Employee Hours – Group Hours

Within Group Hours there are multiple filters available. There are multiple ;


Group Hours
Sort by: ID
7/13/2022
to
7/16/2022
Start date
Stop date
Manual
Period
Update
Employee Filter
Position Filter
Cost Code Filter
Exception Filter
☐ Show absences

Employee Filter – Show hours for suspended/terminated employees. Also filter hours by R number

Position Filter – Filter hours by Position code

Cost Code Filter – Filter hours by Cost Code

Segment Filter – Filter hours based on schedules

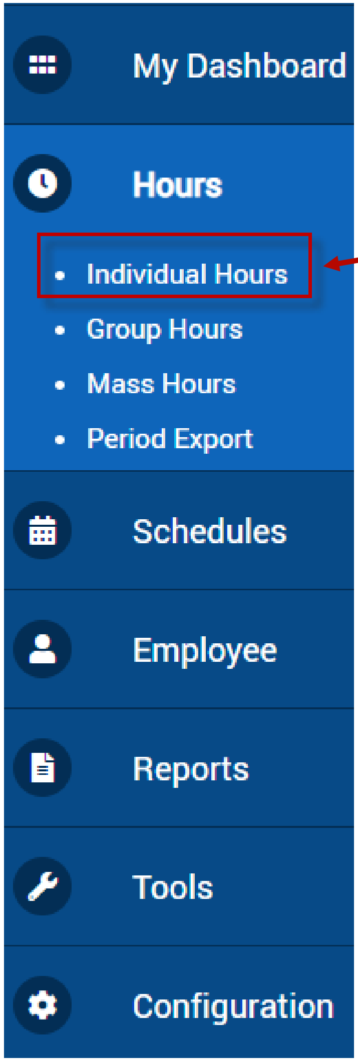
Exception Filter – Filter hours by missed punches, unapproved time, and conflicting time segments.

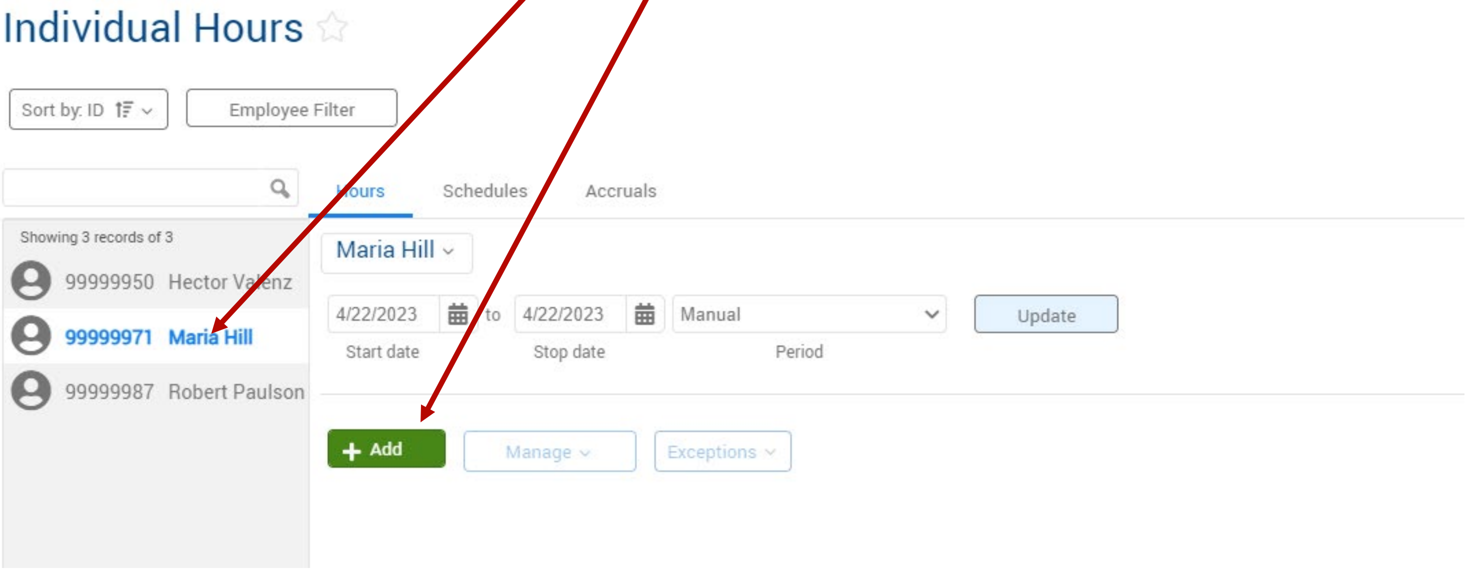
Adding Employee Hours

Adding Employee Hours

Open Individual Hours and select the person you would like to add hours for. Then Click the green Add button.

1. **Open Individual Hours**
2. **Select Employee**
3. **Click Add**


My Dashboard
Hours
Individual Hours
Group Hours
Mass Hours
Period Export
Schedules
Employee
Reports
Tools
Configuration


Individual Hours
Sort by: ID
Employee Filter
Hours
Schedules
Accruals
Update
Add
Manage
Exceptions

Showing 3 records of 3

99999950 Hector Valenz

99999971 Maria Hill

99999987 Robert Paulson

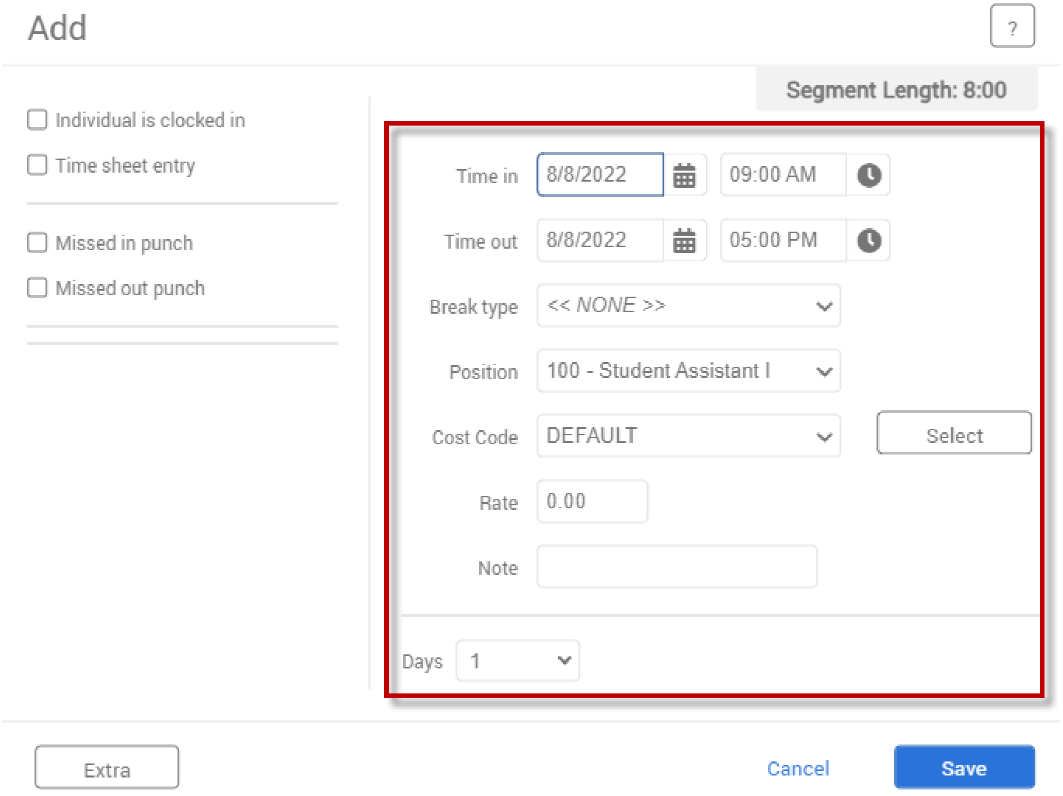
Maria Hill

Start date: 4/22/2023 to Stop date: 4/22/2023

Period: Manual

Adding Employee Hours

Enter the segment information and click Save.



Add

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Segment Length: 8:00

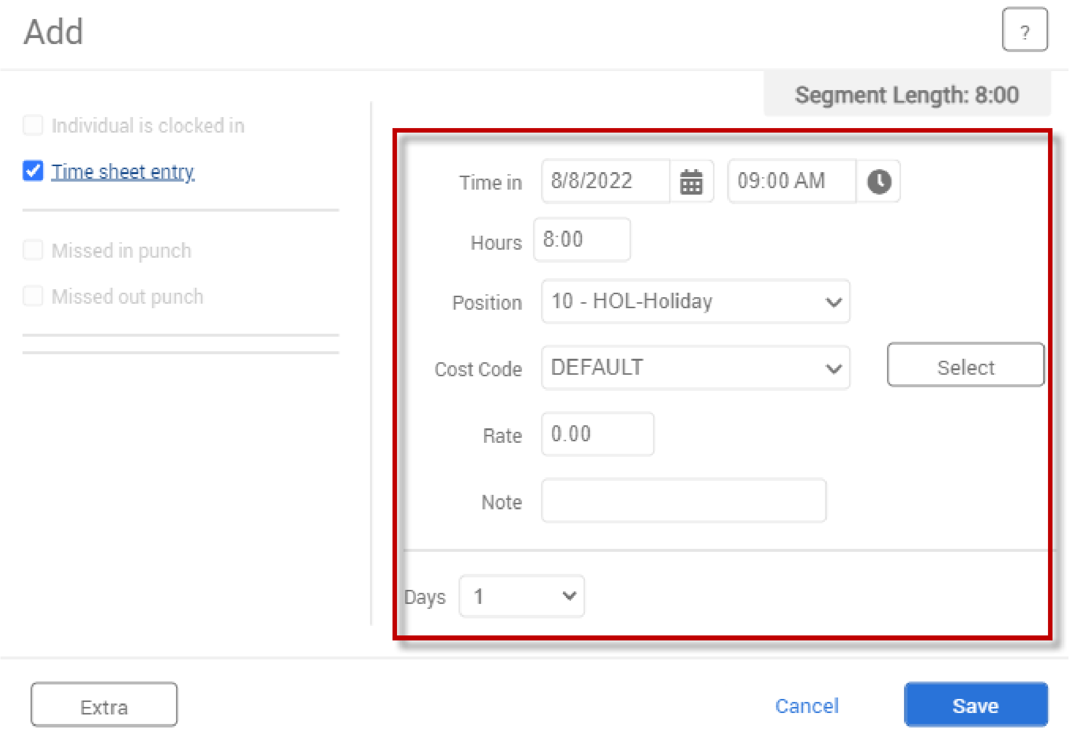
Time in	8/8/2022	09:00 AM
Time out	8/8/2022	05:00 PM
Break type	<< NONE >>	
Position	100 - Student Assistant I	
Cost Code	DEFAULT	
Rate	0.00	
Note		

Days 1

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.



Segment Length: 8:00

☐ Individual is clocked in
☑ Time sheet entry
☐ Missed in punch
☐ Missed out punch

Time in 8/8/2022 09:00 AM
Hours 8:00
Position 10 - HOL-Holiday
Cost Code DEFAULT
Rate 0.00
Note
Days 1

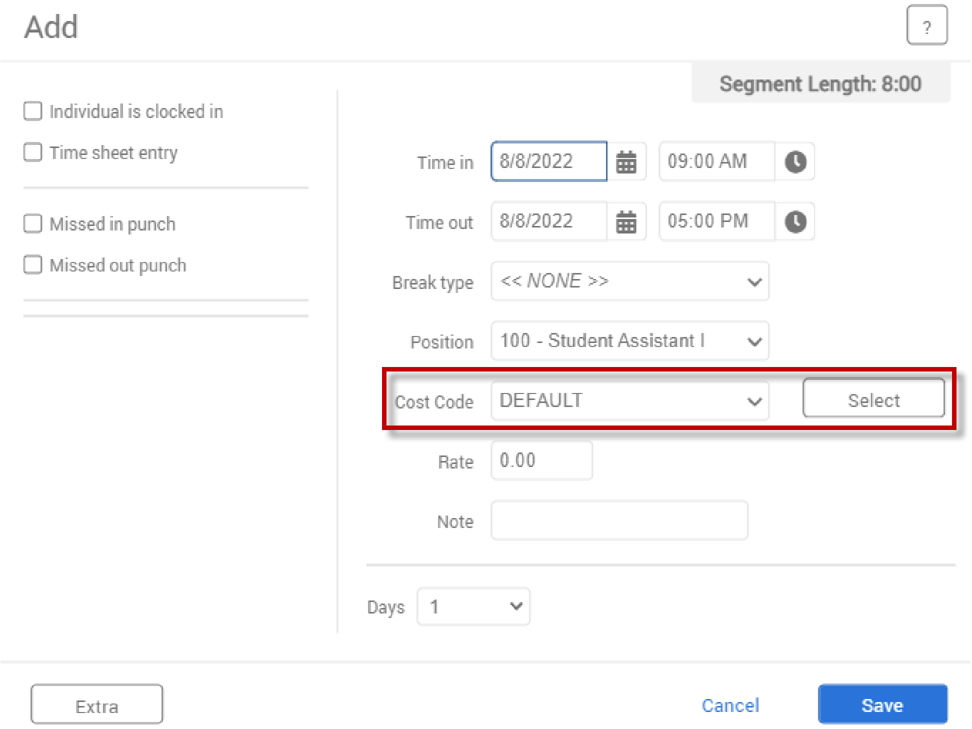
When manually adding time, hours **must** be entered in quarter hour increments.

Enter in hours and minutes. Not decimal hours.

Ex: 6:30 not 6.50

Adding Employee Hours

When adding time segments, you will need to select a cost code.



Add

Segment Length: 8:00

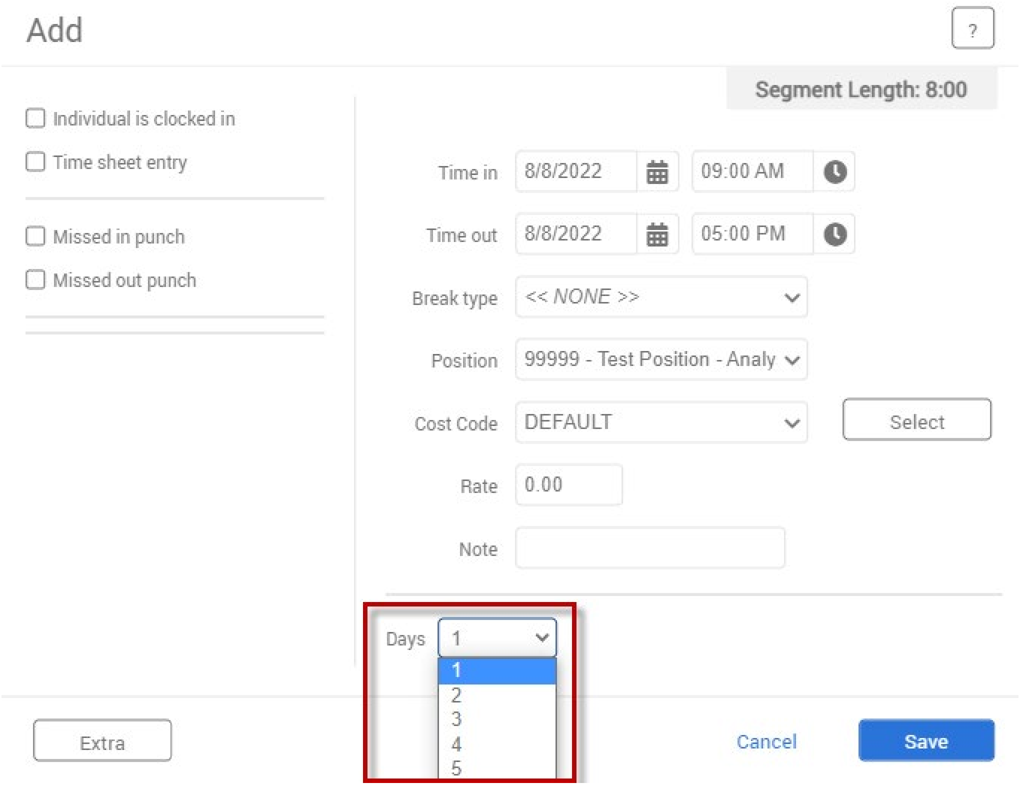
☐ Individual is clocked in
☐ Time sheet entry
☐ Missed in punch
☐ Missed out punch

Time in: 8/8/2022 09:00 AM
Time out: 8/8/2022 05:00 PM
Break type: << NONE >>
Position: 100 - Student Assistant I
Cost Code: DEFAULT
Rate: 0.00
Note:
Days: 1

If your department does not utilize cost codes, choose DEFAULT as the code.

Adding Employee Hours

If adding multiple identical segments for consecutive days, the ***Days*** drop-down may be used.



Add

Segment Length: 8:00

☐ Individual is clocked in
☐ Time sheet entry
☐ Missed in punch
☐ Missed out punch

Time in: 8/8/2022 09:00 AM
Time out: 8/8/2022 05:00 PM
Break type: << NONE >>
Position: 99999 - Test Position - Analy
Cost Code: DEFAULT
Rate: 0.00
Note:
Days: 1

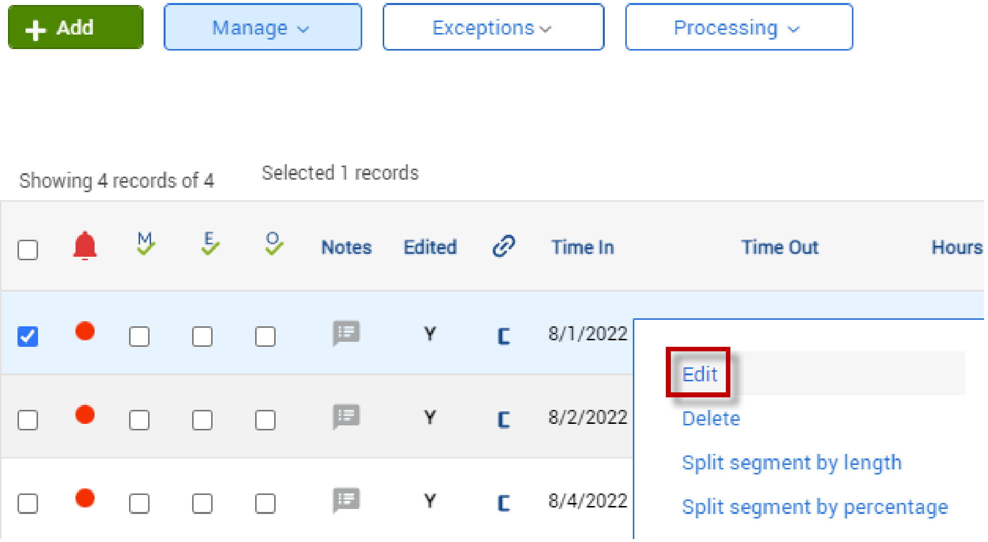
For example, a week's worth of vacation can be entered by creating one 8-hour vacation segment on Monday and selecting 5 days.

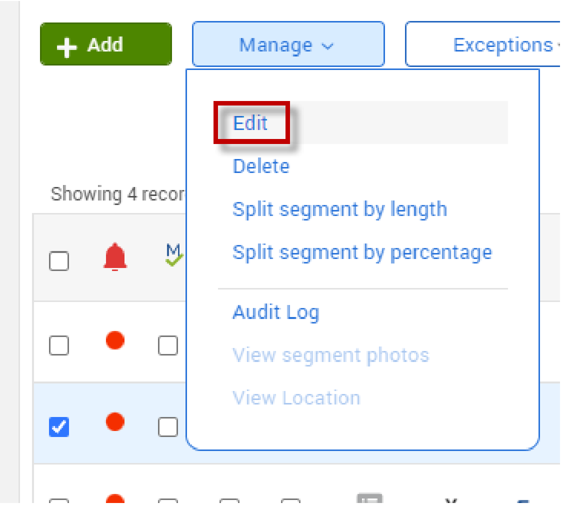
Editing Employee Hours

How to Edit Employee Hours

In Individual or Group Hours, right click the time segment to be edited and select **Edit**. You may also select the segment, then go to Manage > Edit.

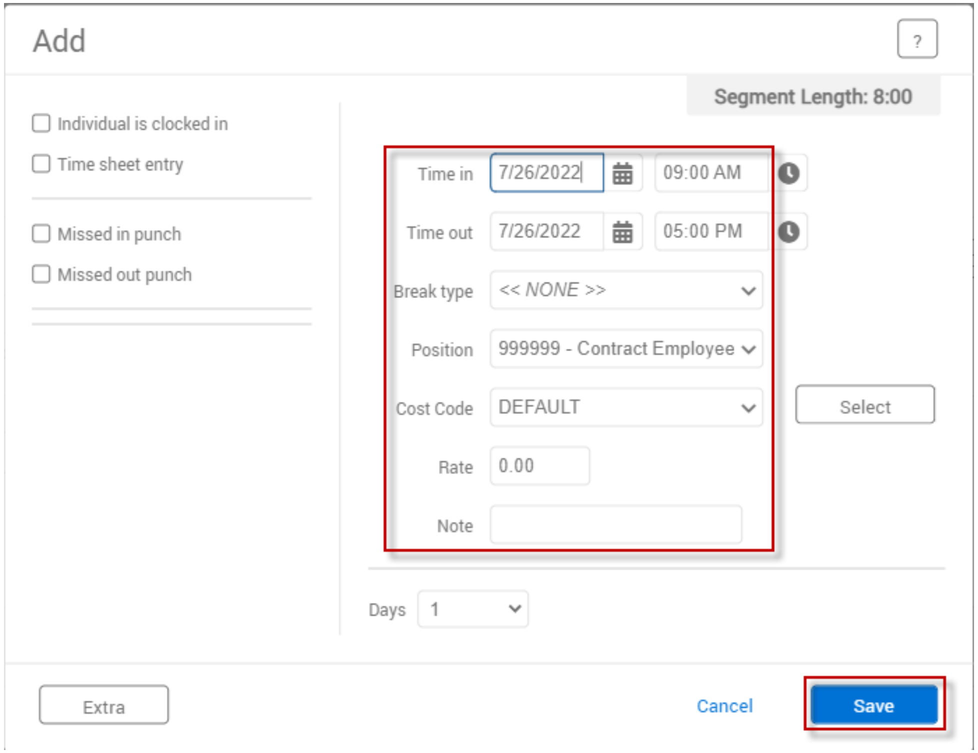
*Note: Approved time segments must be unapproved to be edited.


+ Add
Manage
Exceptions
Processing
Showing 4 records of 4
Selected 1 records
Notes
Edited
Time In
Time Out
Hours
Y
8/1/2022
8/2/2022
8/4/2022
Edit
Delete
Split segment by length
Split segment by percentage


+ Add
Manage
Exceptions
Showing 4 recor
Edit
Delete
Split segment by length
Split segment by percentage
Audit Log
View segment photos
View Location

How to Edit Employee Hours

Make appropriate changes and click **Save**. When editing time it is generally best to add a note.



Add

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Segment Length: 8:00

Time in: 7/26/2022 09:00 AM

Time out: 7/26/2022 05:00 PM

Break type: << NONE >>

Position: 999999 - Contract Employee

Cost Code: DEFAULT

Rate: 0.00

Note:

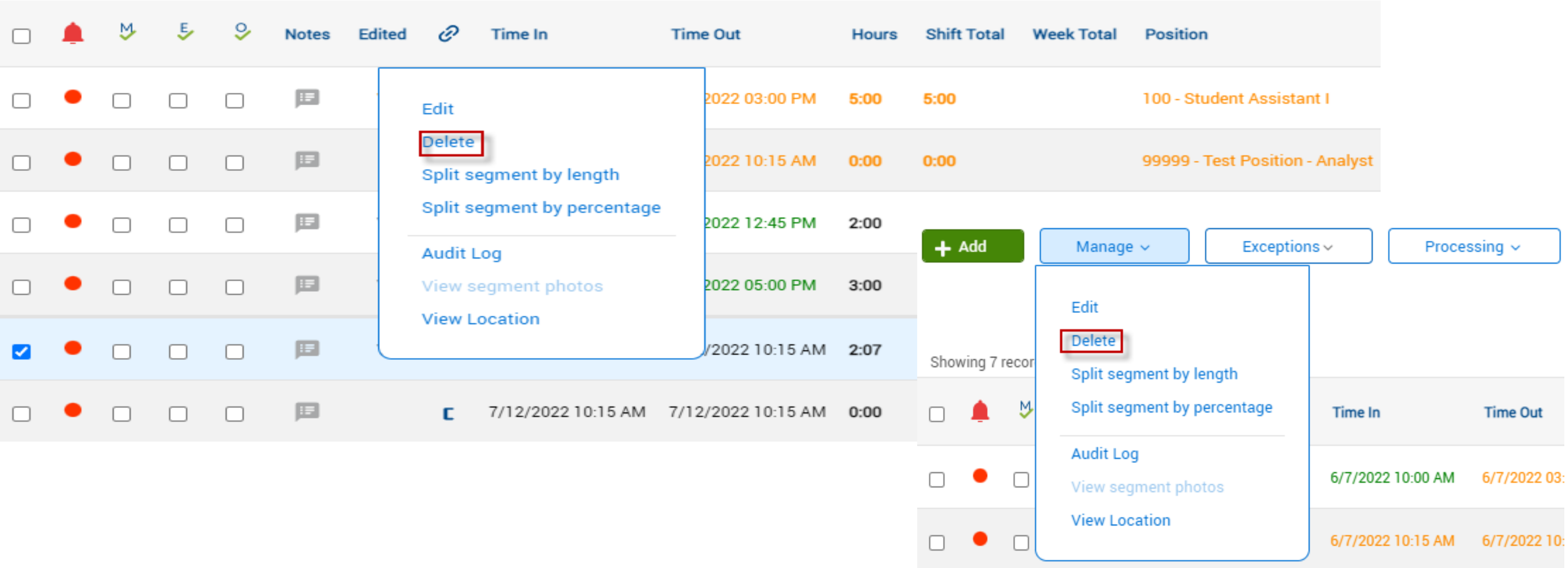
Days: 1

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. You may also select the segment, then go to Manage > Delete.

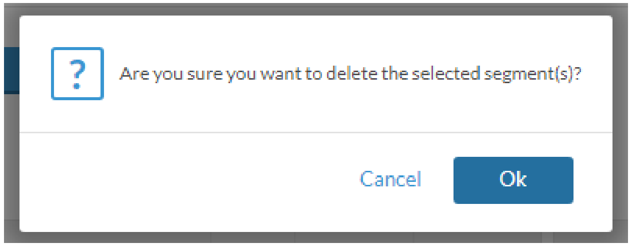


☐					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position
☐	●	☐	☐	☐					2022 03:00 PM	5:00	5:00		100 - Student Assistant I
☐	●	☐	☐	☐					2022 10:15 AM	0:00	0:00		99999 - Test Position - Analyst
☐	●	☐	☐	☐					2022 12:45 PM	2:00			
☐	●	☐	☐	☐					2022 05:00 PM	3:00			
☑	●	☐	☐	☐					/2022 10:15 AM	2:07			
☐	●	☐	☐	☐				7/12/2022 10:15 AM	7/12/2022 10:15 AM	0:00			

Showing 7 recor

☐			Time In	Time Out
☐	●	☐	6/7/2022 10:00 AM	6/7/2022 03:
☐	●	☐	6/7/2022 10:15 AM	6/7/2022 10:

Edit
Delete
Split segment by length
Split segment by percentage
Audit Log
View segment photos
View Location
+ Add
Manage
Exceptions
Processing
Edit
Delete
Split segment by length
Split segment by percentage
Audit Log
View segment photos
View Location



Are you sure you want to delete the selected segment(s)?

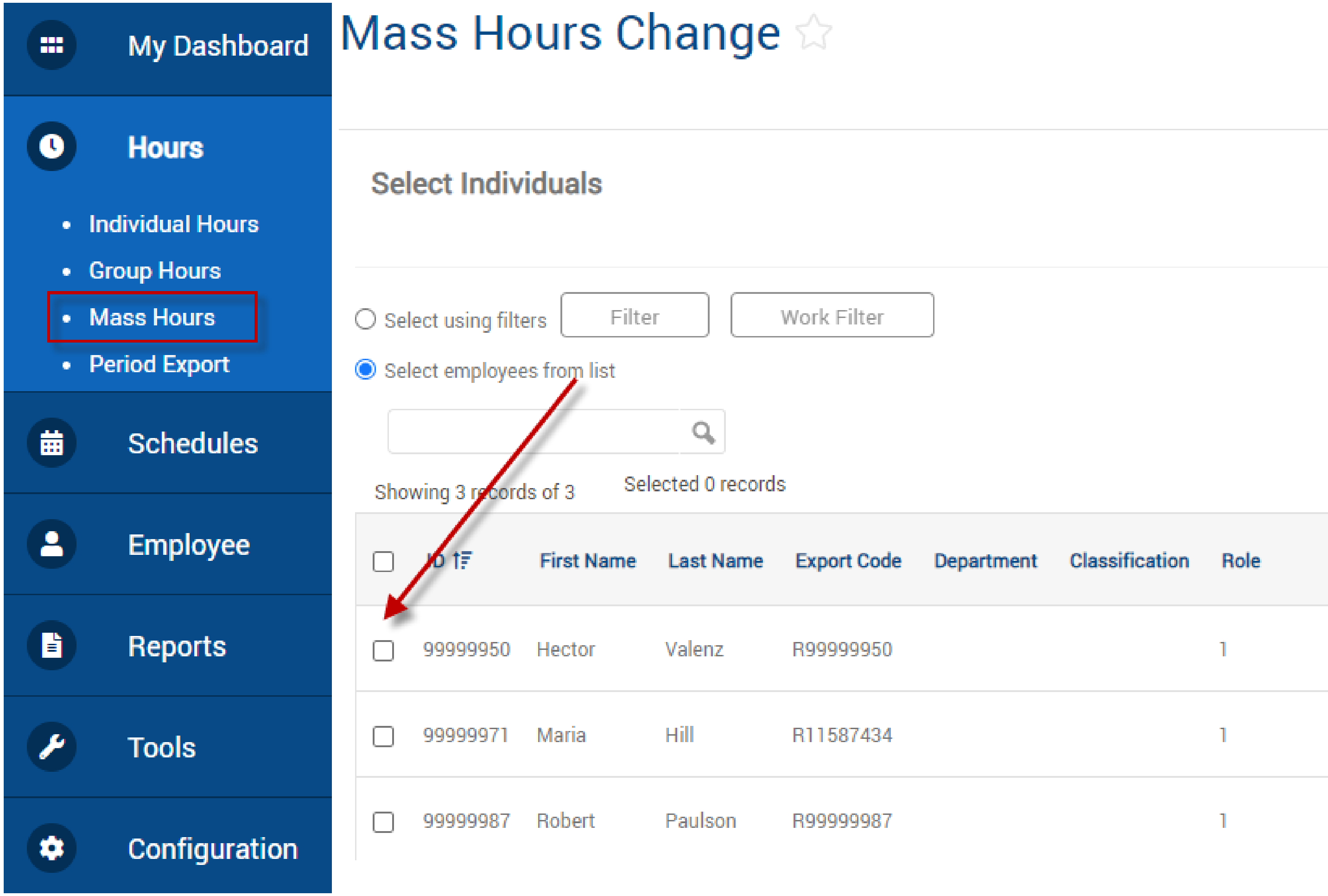
Select **Ok** when prompted to permanently delete the record

Mass Hours

Mass Hours

Mass Hours allows you to add or delete time segments for multiple employees simultaneously.

Select the employees you would like to add or delete time segments. You may also use filters to select only certain employees.


My Dashboard
Hours
Individual Hours
Group Hours
Mass Hours
Period Export
Schedules
Employee
Reports
Tools
Configuration
Filter
Work Filter

Mass Hours Change

Select Individuals

○ Select using filters

● Select employees from list

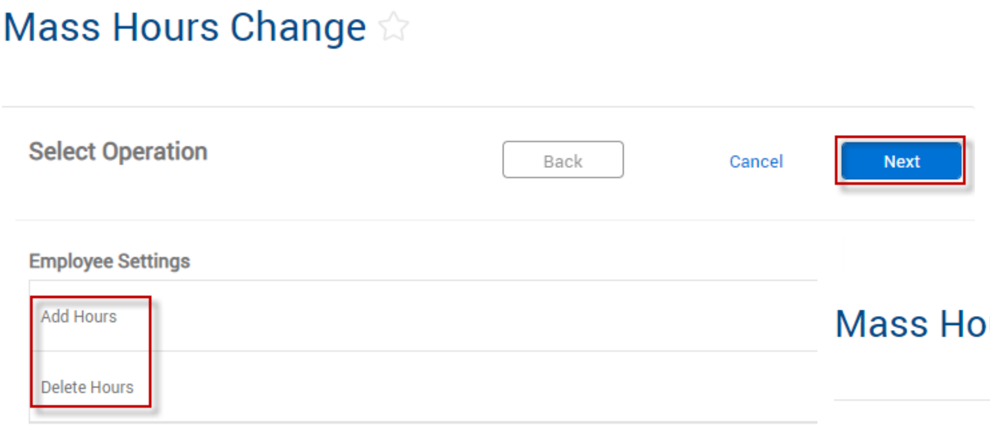
Showing 3 records of 3

Selected 0 records

☐	ID	First Name	Last Name	Export Code	Department	Classification	Role
☐	99999950	Hector	Valenz	R99999950			1
☐	99999971	Maria	Hill	R11587434			1
☐	99999987	Robert	Paulson	R99999987			1

Mass Hours

Select Add Hours or Delete Hours, then click **Next**.



Mass Hours Change ☆

Select Operation

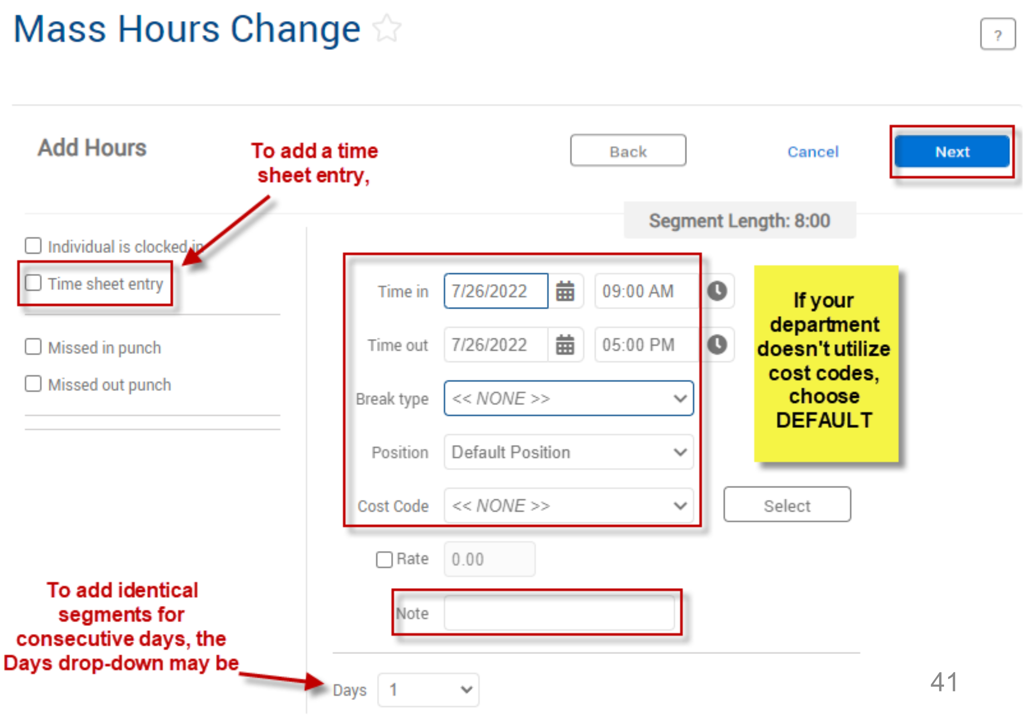
Back Cancel **Next**

Employee Settings

Add Hours

Delete Hours

When adding hours, fill in the information for: Date In, Time In, Date Out, Time Out, Position, Cost Code (if applicable) and Note (Optional). Then click Next.



Mass Hours Change ☆

Add Hours

Back Cancel **Next**

Segment Length: 8:00

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Time in 7/26/2022 09:00 AM

Time out 7/26/2022 05:00 PM

Break type << NONE >>

Position Default Position

Cost Code << NONE >>

☐ Rate 0.00

Note

Days 1

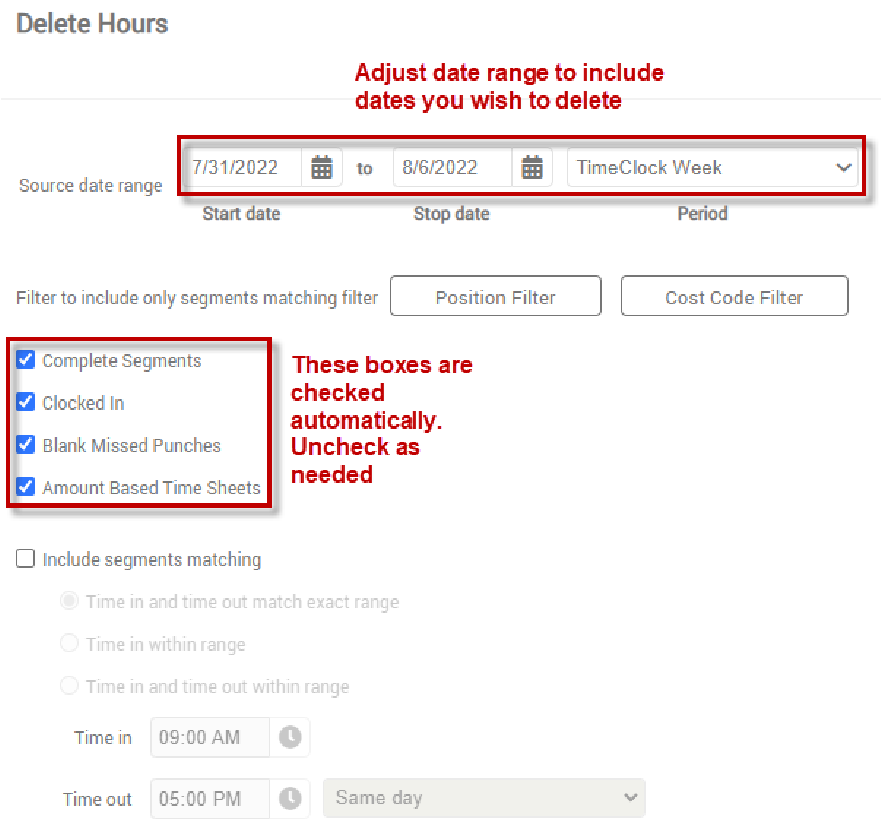
To add a time sheet entry,

If your department doesn't utilize cost codes, choose DEFAULT

To add identical segments for consecutive days, the Days drop-down may be

Mass Hours

When deleting hours, adjust the settings as desired, and then click Next. Note: All time segments that fall within the date range, options, and filters selected will be deleted.



Delete Hours

Adjust date range to include dates you wish to delete

Source date range: 7/31/2022 (Start date) to 8/6/2022 (Stop date), TimeClock Week (Period)

Filter to include only segments matching filter

☑ Complete Segments
☑ Clocked In
☑ Blank Missed Punches
☑ Amount Based Time Sheets

These boxes are checked automatically. Uncheck as needed

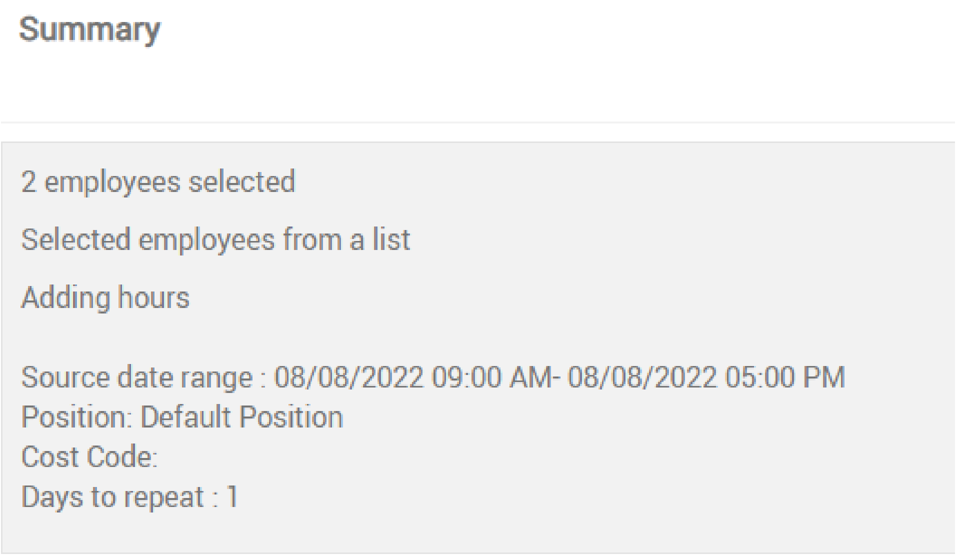
☐ Include segments matching
● Time in and time out match exact range
○ Time in within range
○ Time in and time out within range

Time in: 09:00 AM

Time out: 05:00 PM, Same day

Mass Hours

Review the Summary for accuracy, then proceed with processing.



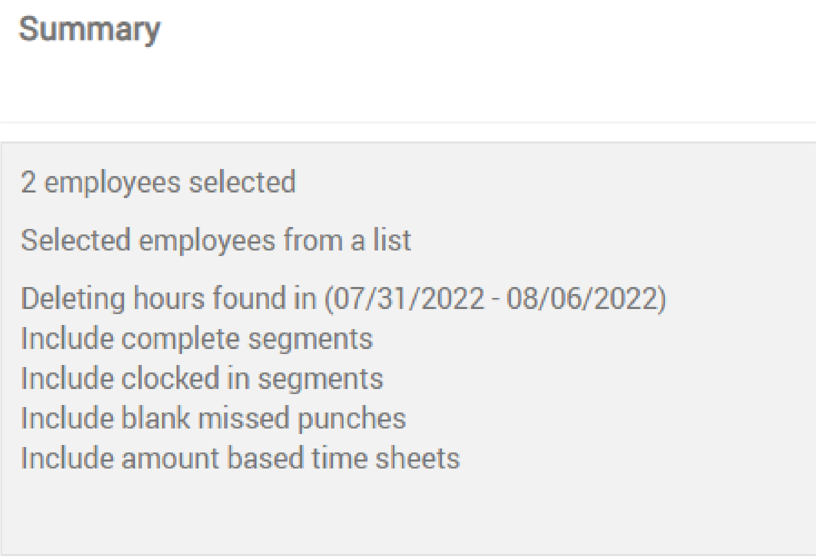
Summary

2 employees selected

Selected employees from a list

Adding hours

Source date range : 08/08/2022 09:00 AM- 08/08/2022 05:00 PM
Position: Default Position
Cost Code:
Days to repeat : 1



Summary

2 employees selected

Selected employees from a list

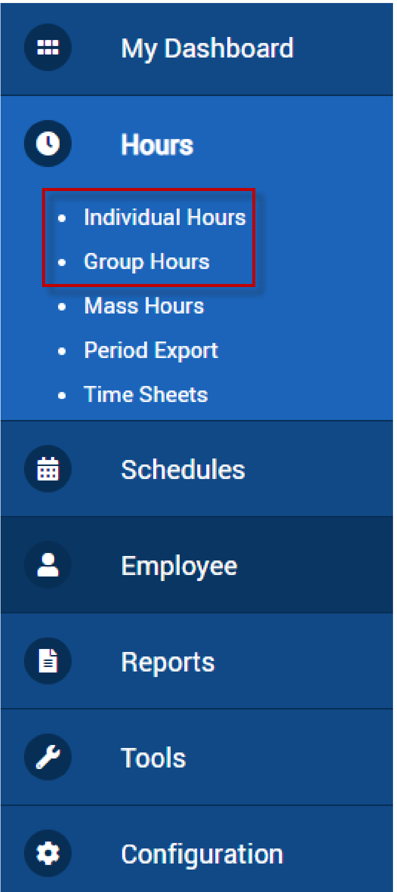
Deleting hours found in (07/31/2022 - 08/06/2022)
Include complete segments
Include clocked in segments
Include blank missed punches
Include amount based time sheets

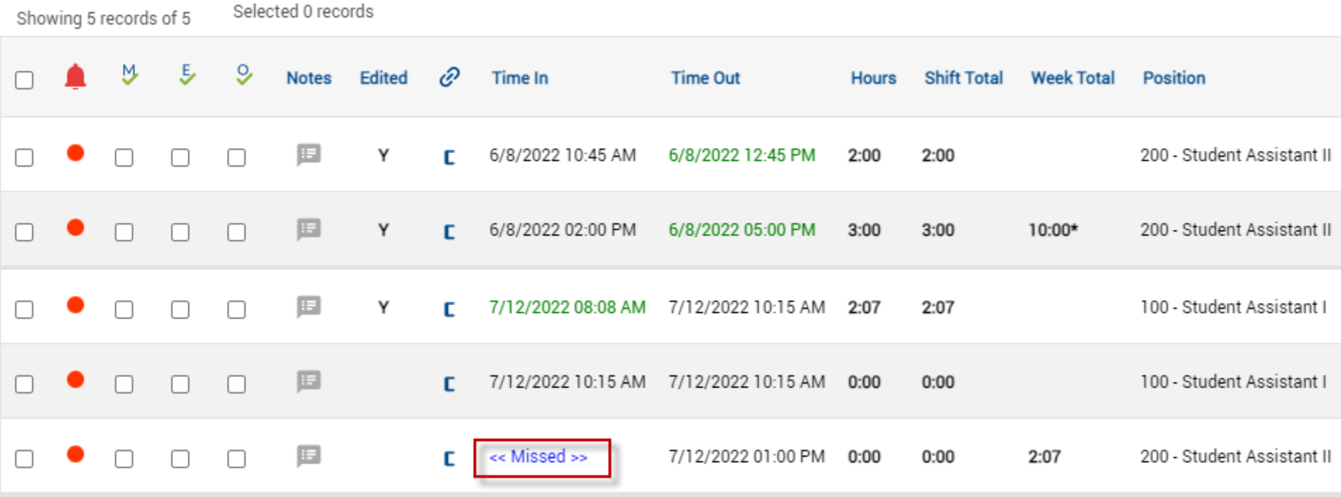
Missed Punches

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 prior to the payroll export or the employee will **not** be paid. Missed punches can be resolved in *Individual Hours* or *Group Hours.*

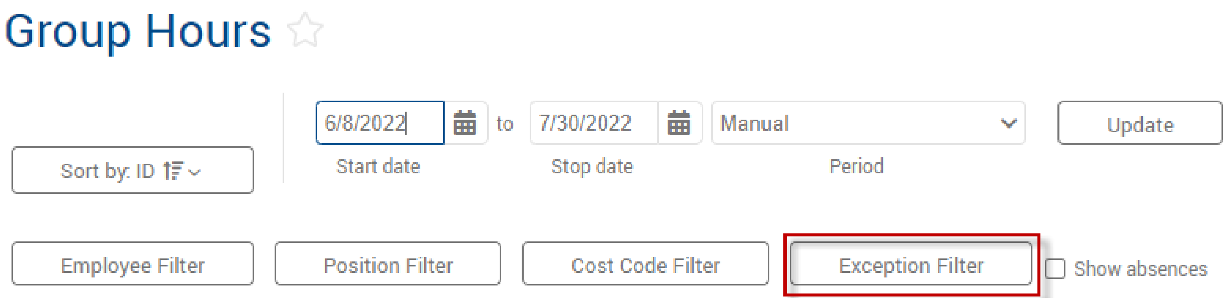

My Dashboard
Hours
Individual Hours
Group Hours
Mass Hours
Period Export
Time Sheets
Schedules
Employee
Reports
Tools
Configuration



Showing 5 records of 5 Selected 0 records

☐	🔔	M✓	E✓	✓	Notes	Edited	🔗	Time In	Time Out	Hours	Shift Total	Week Total	Position
☐	●	☐	☐	☐	💬	Y	[	6/8/2022 10:45 AM	6/8/2022 12:45 PM	2:00	2:00		200 - Student Assistant II
☐	●	☐	☐	☐	💬	Y	[	6/8/2022 02:00 PM	6/8/2022 05:00 PM	3:00	3:00	10:00*	200 - Student Assistant II
☐	●	☐	☐	☐	💬	Y	[	7/12/2022 08:08 AM	7/12/2022 10:15 AM	2:07	2:07		100 - Student Assistant I
☐	●	☐	☐	☐	💬		[	7/12/2022 10:15 AM	7/12/2022 10:15 AM	0:00	0:00		100 - Student Assistant I
☐	●	☐	☐	☐	💬		[	<< Missed >>	7/12/2022 01:00 PM	0:00	0:00	2:07	200 - Student Assistant II

Missed Punches



Group Hours ☆

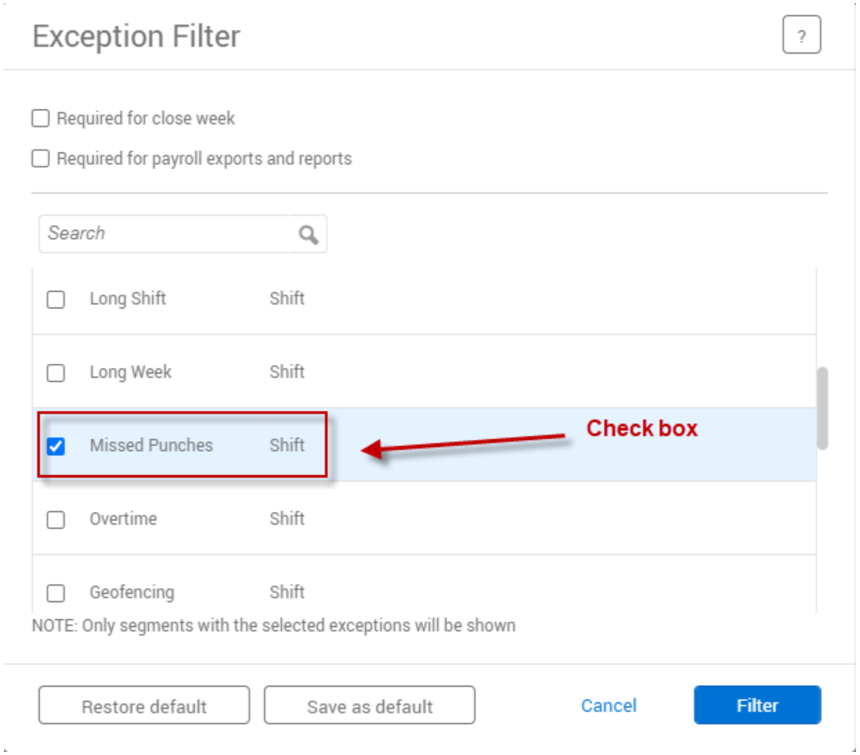
6/8/2022 to 7/30/2022 Manual

Start date · Stop date · Period

Update
Sort by: ID
Employee Filter
Position Filter
Cost Code Filter
Exception Filter

☐ Show absences

The Exception Filter can be set to locate Missed Punches more easily. This is especially helpful when viewing missed punches within Group Hours.



Exception Filter

☐ Required for close week

☐ Required for payroll exports and reports

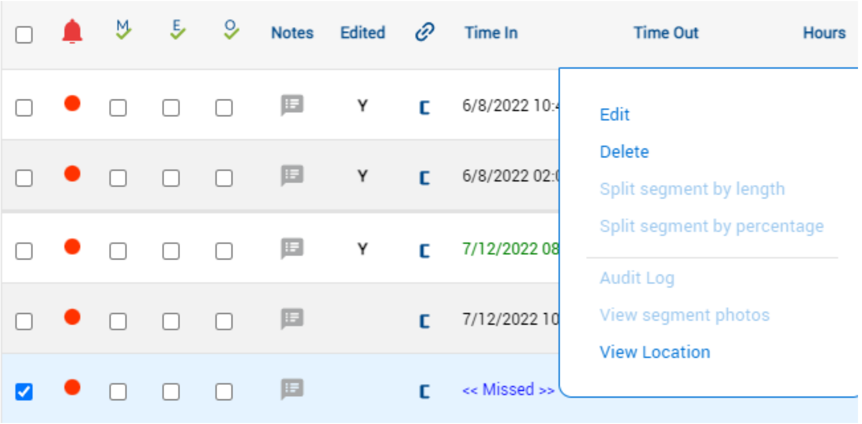
☐	Long Shift	Shift
☐	Long Week	Shift
☑	Missed Punches	Shift
☐	Overtime	Shift
☐	Geofencing	Shift

NOTE: Only segments with the selected exceptions will be shown

?
Search
Check box
Restore default
Save as default
Cancel
Filter

Missed Punches

To correct a missed punch, edit the segment to record the correct in or out time.



☐	🔔	M	E	✓	Notes	Edited	🔗	Time In	Time Out	Hours
☐	●	☐	☐	☐	🗨	Y	[	6/8/2022 10:		
☐	●	☐	☐	☐	🗨	Y	[	6/8/2022 02:		
☐	●	☐	☐	☐	🗨	Y	[	7/12/2022 08		
☐	●	☐	☐	☐	🗨		[	7/12/2022 10		
☑	●	☐	☐	☐	🗨		[	<< Missed >>		

Edit
Delete
Split segment by length
Split segment by percentage
Audit Log
View segment photos
View Location

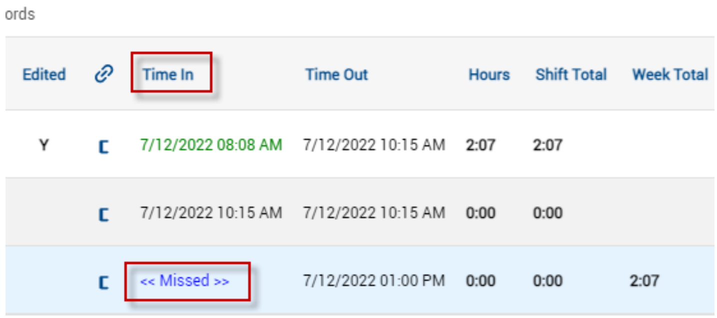
See whether missed in or missed out punch box is checked.

- 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 Punches

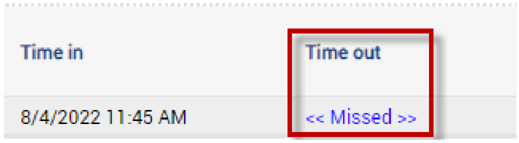
Missed In Punch Example



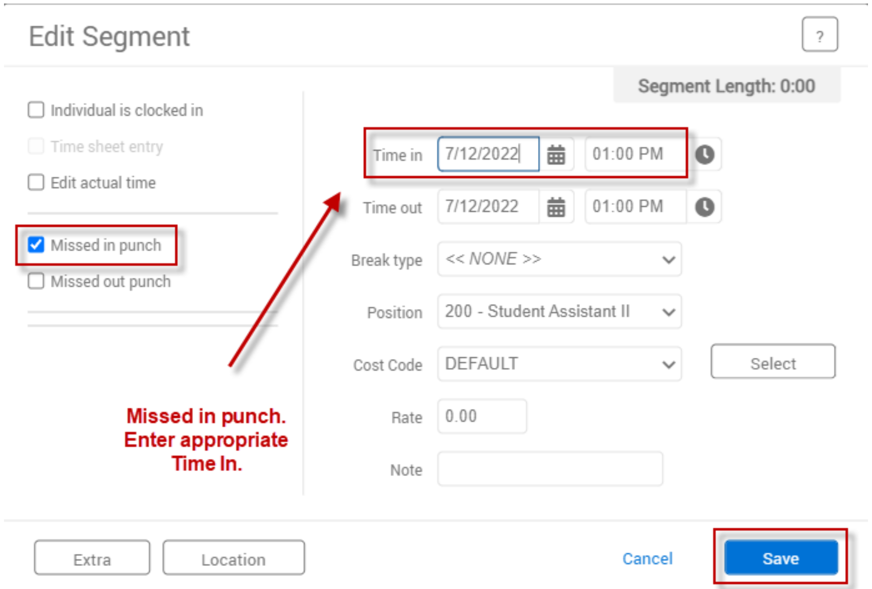
ords

Edited		Time In	Time Out	Hours	Shift Total	Week Total
Y	[	7/12/2022 08:08 AM	7/12/2022 10:15 AM	2:07	2:07	
	[	7/12/2022 10:15 AM	7/12/2022 10:15 AM	0:00	0:00	
	[	<< Missed >>	7/12/2022 01:00 PM	0:00	0:00	2:07

Missed Out Punch Example



Time in	Time out
8/4/2022 11:45 AM	<< Missed >>



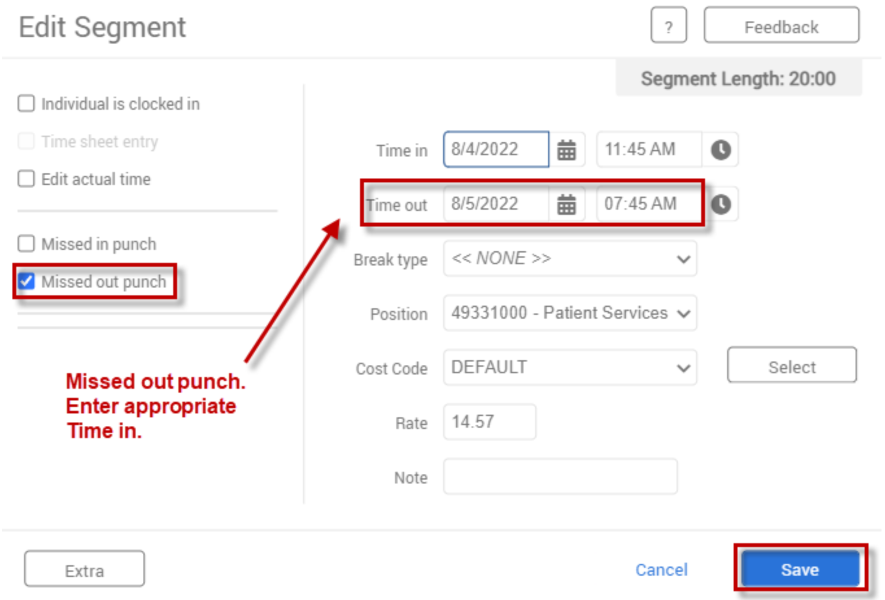
Edit Segment

Segment Length: 0:00

☐ Individual is clocked in
☐ Time sheet entry
☐ Edit actual time
☑ Missed in punch
☐ Missed out punch

Time in 7/12/2022 01:00 PM
Time out 7/12/2022 01:00 PM
Break type << NONE >>
Position 200 - Student Assistant II
Cost Code DEFAULT
Rate 0.00
Note

Missed in punch. Enter appropriate Time In.



Edit Segment

Segment Length: 20:00

☐ Individual is clocked in
☐ Time sheet entry
☐ Edit actual time
☐ Missed in punch
☑ Missed out punch

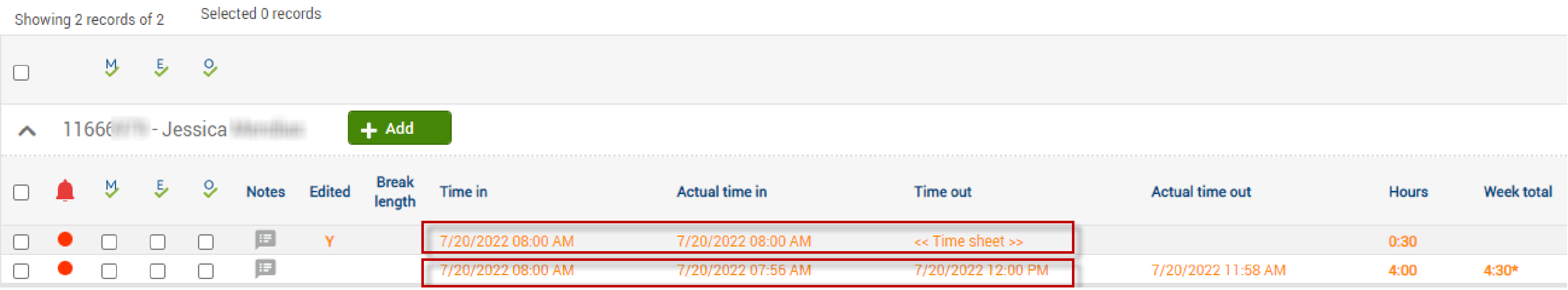
Time in 8/4/2022 11:45 AM
Time out 8/5/2022 07:45 AM
Break type << NONE >>
Position 49331000 - Patient Services
Cost Code DEFAULT
Rate 14.57
Note

Missed out punch. Enter appropriate Time in.

Conflicting Time Segments

Conflicting Segments

A conflicting segment exists when time segments overlap. These should be corrected prior to the payroll export to ensure the employee is paid correctly for that time period.



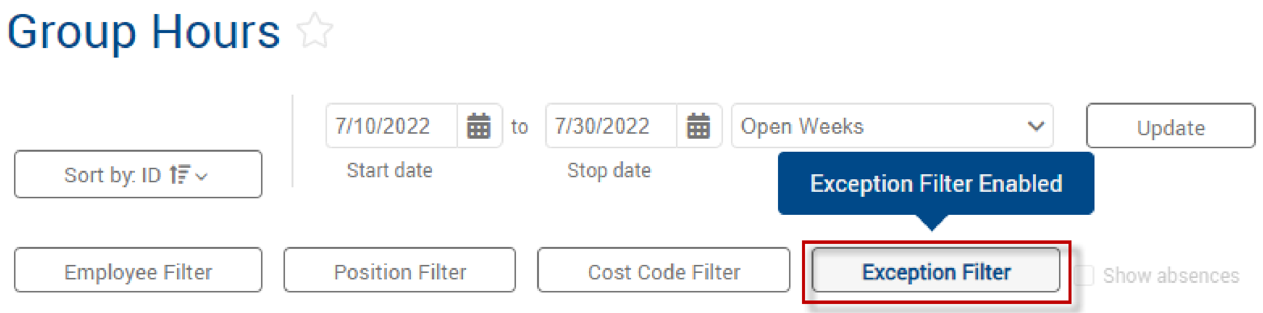
Showing 2 records of 2   Selected 0 records

☐ M E O

11666[redacted] - Jessica [redacted]

☐	🔔	M	E	O	Notes	Edited	Break length	Time in	Actual time in	Time out	Actual time out	Hours	Week total
☐	●	☐	☐	☐		Y		7/20/2022 08:00 AM	7/20/2022 08:00 AM	<< Time sheet >>		0:30	
☐	●	☐	☐	☐				7/20/2022 08:00 AM	7/20/2022 07:56 AM	7/20/2022 12:00 PM	7/20/2022 11:58 AM	4:00	4:30*

Conflicting Segments

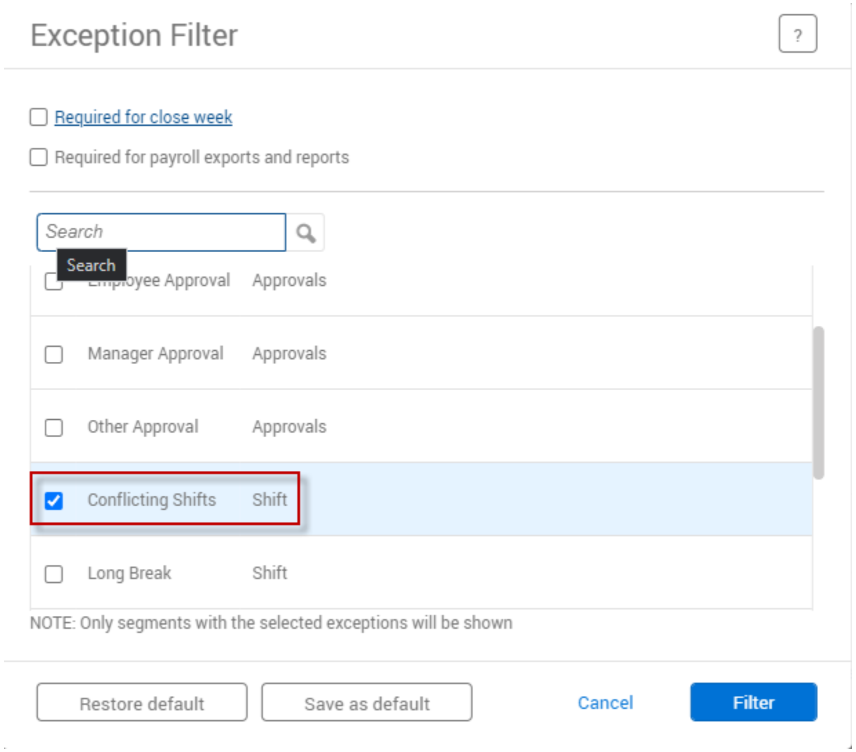

Group Hours
Sort by: ID
Update
Exception Filter Enabled
Employee Filter
Position Filter
Cost Code Filter
Exception Filter

Start date: 7/10/2022 to Stop date: 7/30/2022

Open Weeks

☐ Show absences

The Exception Filter can be set to locate Conflicting Segments more easily. This is especially helpful when viewing missed punches within Group Hours.


Exception Filter
?
Search
Search
Restore default
Save as default
Cancel
Filter

☐ Required for close week

☐ Required for payroll exports and reports

☐	Employee Approval	Approvals
☐	Manager Approval	Approvals
☐	Other Approval	Approvals
☑	Conflicting Shifts	Shift
☐	Long Break	Shift

NOTE: Only segments with the selected exceptions will be shown

Approval Levels

Approval Levels

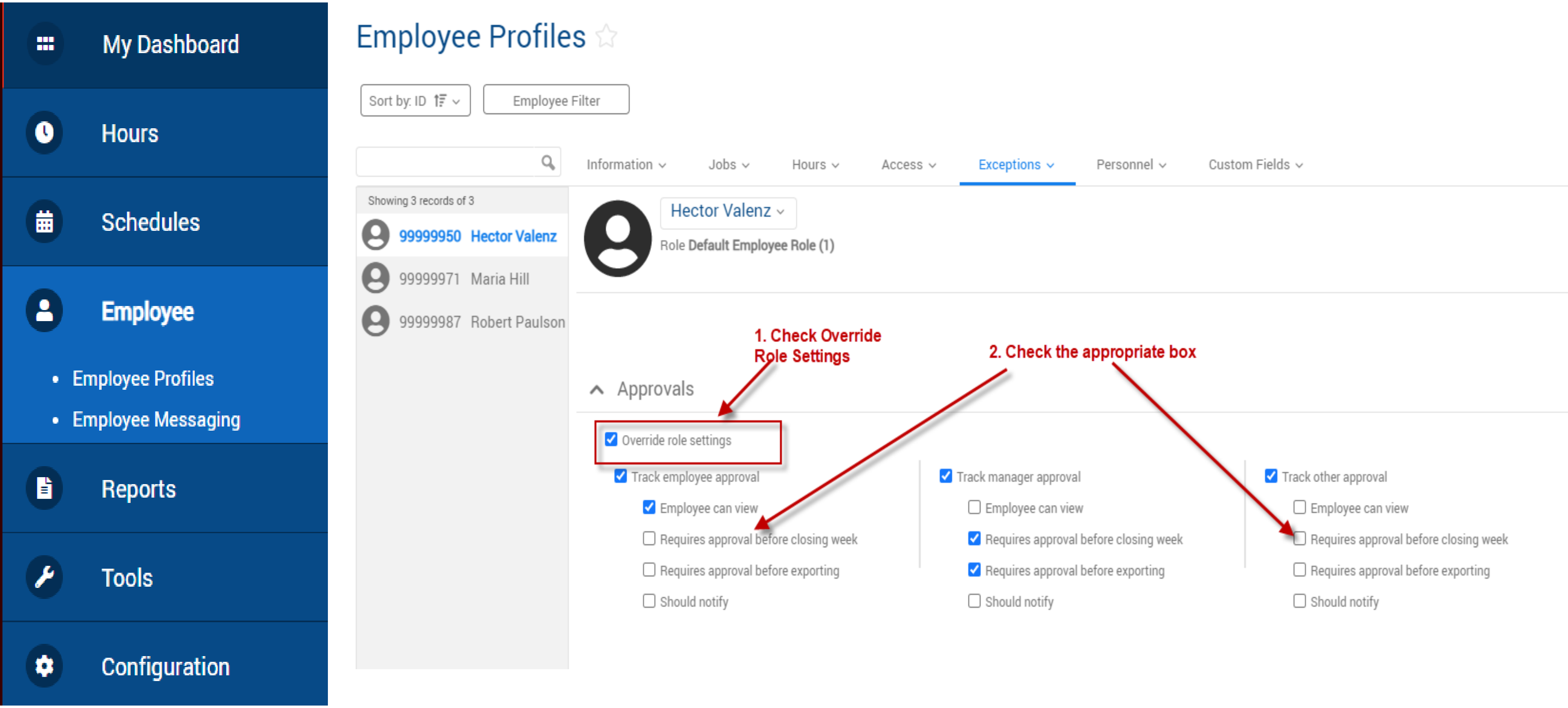
There are three approval levels available in TimeClock Plus:

- **Employee**
- **Manager**
- **Other**

Manager approval is required for all time segments. However, the TCP administrator(s) within a department have the ability to change approval levels required, at the employee level, at any time.

Approval Levels

For department TCP administrators to view/change approval level(s) at the employee level:


My Dashboard
Hours
Schedules
Employee
Employee Profiles
Employee Messaging
Reports
Tools
Configuration
Employee Profiles
Sort by: ID
Employee Filter
Information
Jobs
Hours
Access
Exceptions
Personnel
Custom Fields
Showing 3 records of 3
99999950 Hector Valenz
99999971 Maria Hill
99999987 Robert Paulson
Hector Valenz
Role Default Employee Role (1)
Approvals

1. Check Override Role Settings

2. Check the appropriate box

☑ Override role settings

☑ Track employee approval
- ☑ Employee can view
- ☐ Requires approval before closing week
- ☐ Requires approval before exporting
- ☐ Should notify

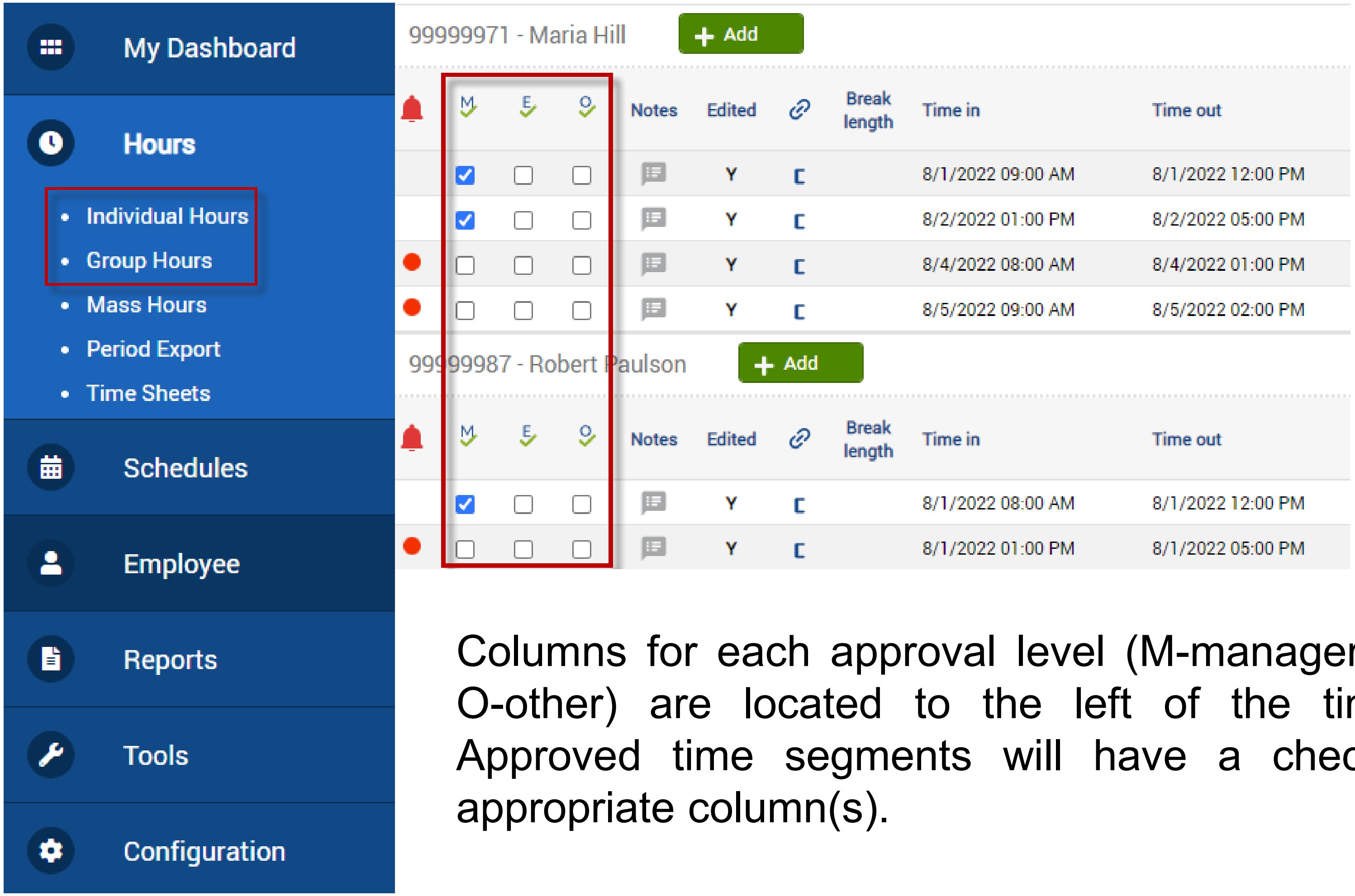
☑ Track manager approval
- ☐ Employee can view
- ☑ Requires approval before closing week
- ☑ Requires approval before exporting
- ☐ Should notify

☑ Track other approval
- ☐ Employee can view
- ☐ Requires approval before closing week
- ☐ Requires approval before exporting
- ☐ Should notify

Approving Time

Approving Time

Employee hours can be approved from either Individual Hours or Group Hours:


My Dashboard
Hours
Individual Hours
Group Hours
Mass Hours
Period Export
Time Sheets
Schedules
Employee
Reports
Tools
Configuration
+ Add

99999971 - Maria Hill

🔔	M	E	O	Notes	Edited	🔗	Break length	Time in	Time out
	☑	☐	☐	🗨	Y	[		8/1/2022 09:00 AM	8/1/2022 12:00 PM
	☑	☐	☐	🗨	Y	[		8/2/2022 01:00 PM	8/2/2022 05:00 PM
●	☐	☐	☐	🗨	Y	[		8/4/2022 08:00 AM	8/4/2022 01:00 PM
●	☐	☐	☐	🗨	Y	[		8/5/2022 09:00 AM	8/5/2022 02:00 PM

99999987 - Robert Paulson

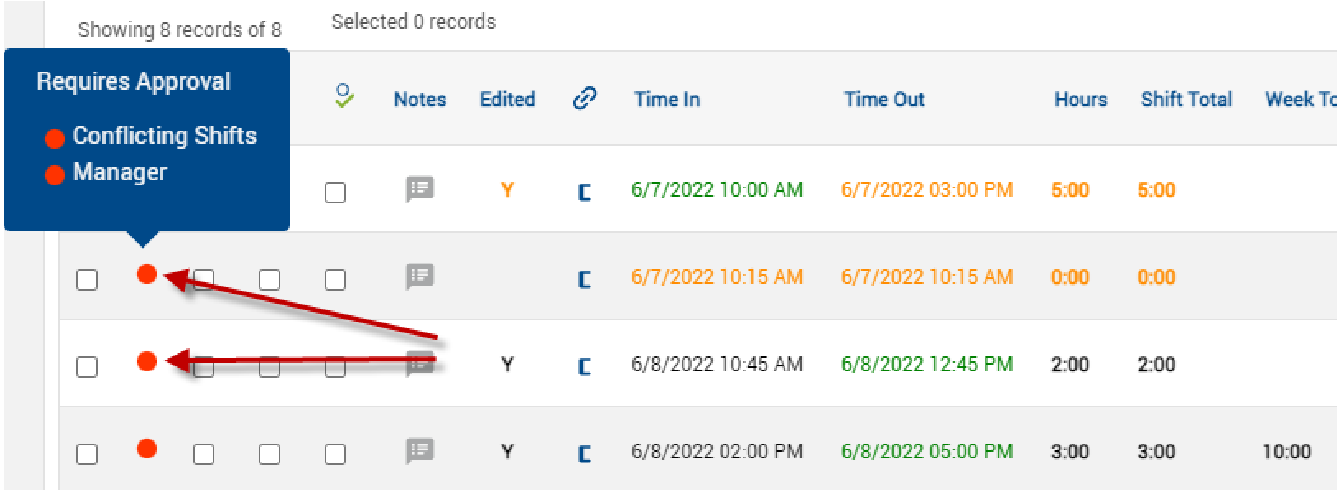
🔔	M	E	O	Notes	Edited	🔗	Break length	Time in	Time out
	☑	☐	☐	🗨	Y	[		8/1/2022 08:00 AM	8/1/2022 12:00 PM
●	☐	☐	☐	🗨	Y	[		8/1/2022 01:00 PM	8/1/2022 05:00 PM

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.



Showing 8 records of 8

Selected 0 records

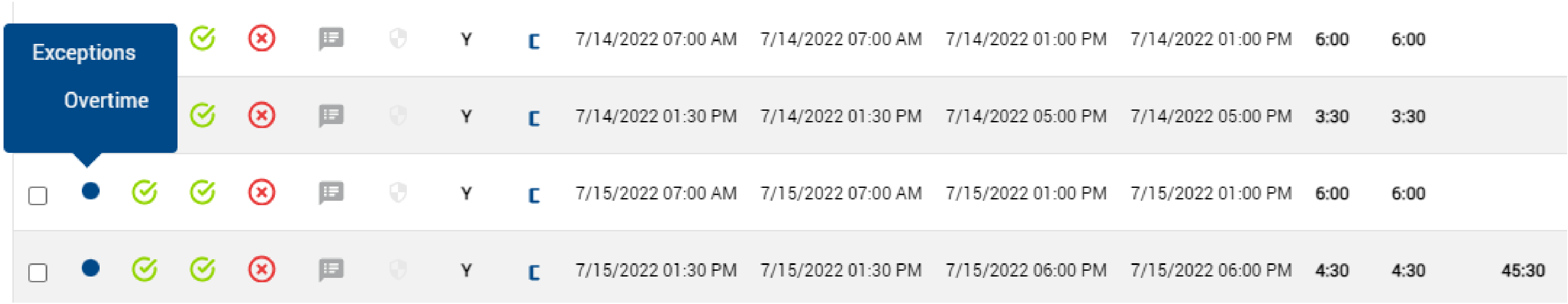
Requires Approval
- ● Conflicting Shifts
- ● Manager

					Notes	Edited	Time In	Time Out	Hours	Shift Total	Week T
				☐		Y	6/7/2022 10:00 AM	6/7/2022 03:00 PM	5:00	5:00	
☐	●	☐	☐	☐			6/7/2022 10:15 AM	6/7/2022 10:15 AM	0:00	0:00	
☐	●	☐	☐	☐		Y	6/8/2022 10:45 AM	6/8/2022 12:45 PM	2:00	2:00	
☐	●	☐	☐	☐		Y	6/8/2022 02:00 PM	6/8/2022 05:00 PM	3:00	3:00	10:00

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, tardy).



Exceptions

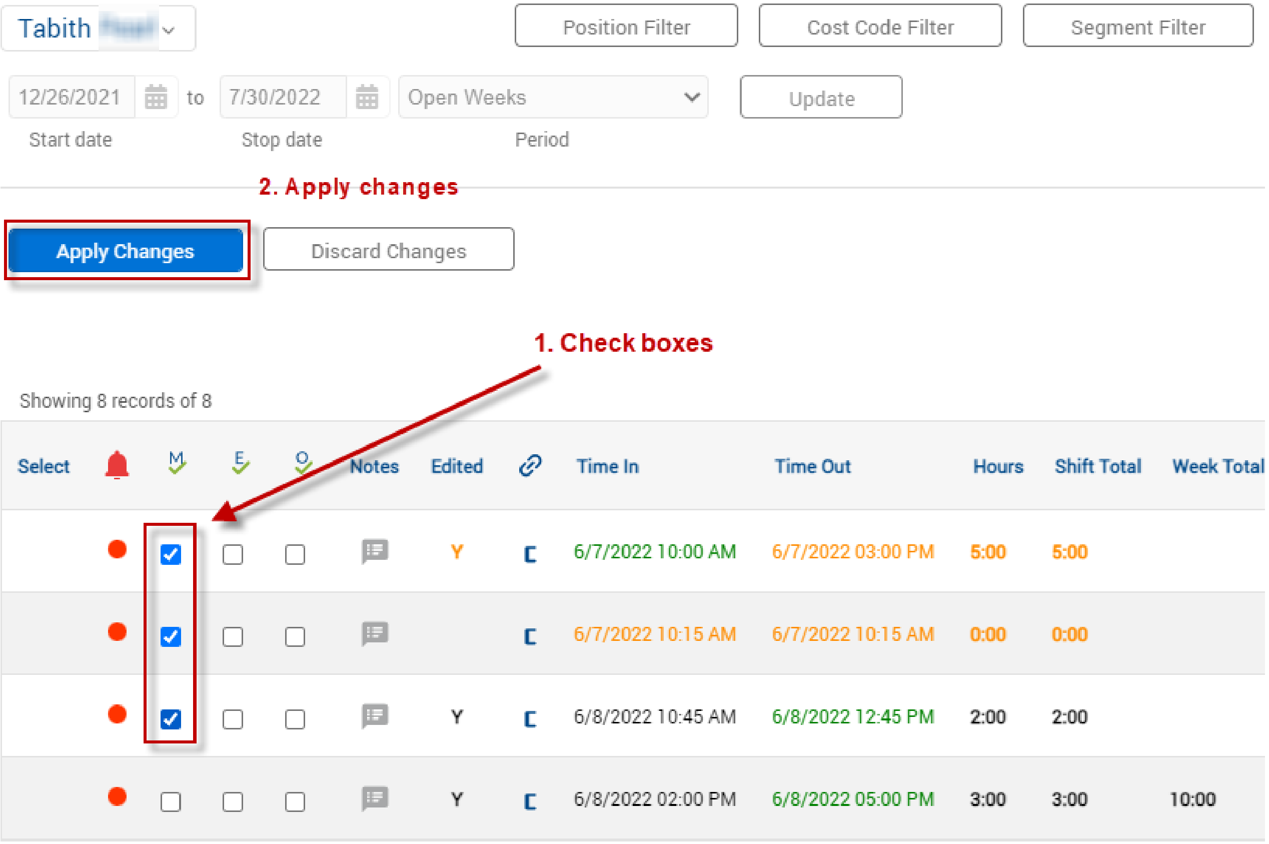
Overtime

			✓	⊗			Y	[	7/14/2022 07:00 AM	7/14/2022 07:00 AM	7/14/2022 01:00 PM	7/14/2022 01:00 PM	6:00	6:00	
			✓	⊗			Y	[	7/14/2022 01:30 PM	7/14/2022 01:30 PM	7/14/2022 05:00 PM	7/14/2022 05:00 PM	3:30	3:30	
☐	●	✓	✓	⊗			Y	[	7/15/2022 07:00 AM	7/15/2022 07:00 AM	7/15/2022 01:00 PM	7/15/2022 01:00 PM	6:00	6:00	
☐	●	✓	✓	⊗			Y	[	7/15/2022 01:30 PM	7/15/2022 01:30 PM	7/15/2022 06:00 PM	7/15/2022 06:00 PM	4:30	4:30	45:30

Approving Time – Individual Hours

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).



Tabith [redacted]

Position Filter
Cost Code Filter
Segment Filter

12/26/2021 to 7/30/2022 Open Weeks

Start date Stop date Period

Update

2. Apply changes

Apply Changes
Discard Changes

1. Check boxes

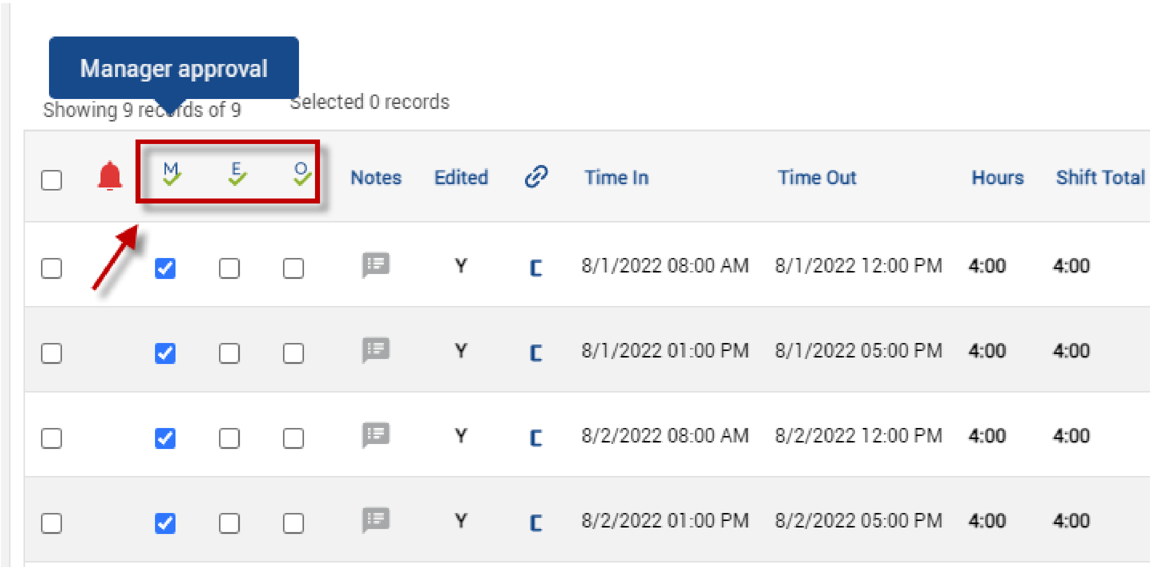
Showing 8 records of 8

Select	🔔	M	E	O	Notes	Edited	🔗	Time In	Time Out	Hours	Shift Total	Week Total
	●	☑	☐	☐		Y	[	6/7/2022 10:00 AM	6/7/2022 03:00 PM	5:00	5:00	
	●	☑	☐	☐			[	6/7/2022 10:15 AM	6/7/2022 10:15 AM	0:00	0:00	
	●	☑	☐	☐		Y	[	6/8/2022 10:45 AM	6/8/2022 12:45 PM	2:00	2:00	
	●	☐	☐	☐		Y	[	6/8/2022 02:00 PM	6/8/2022 05:00 PM	3:00	3:00	10:00

Approving Time – Individual Hours

Approving time in Individual Hours

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



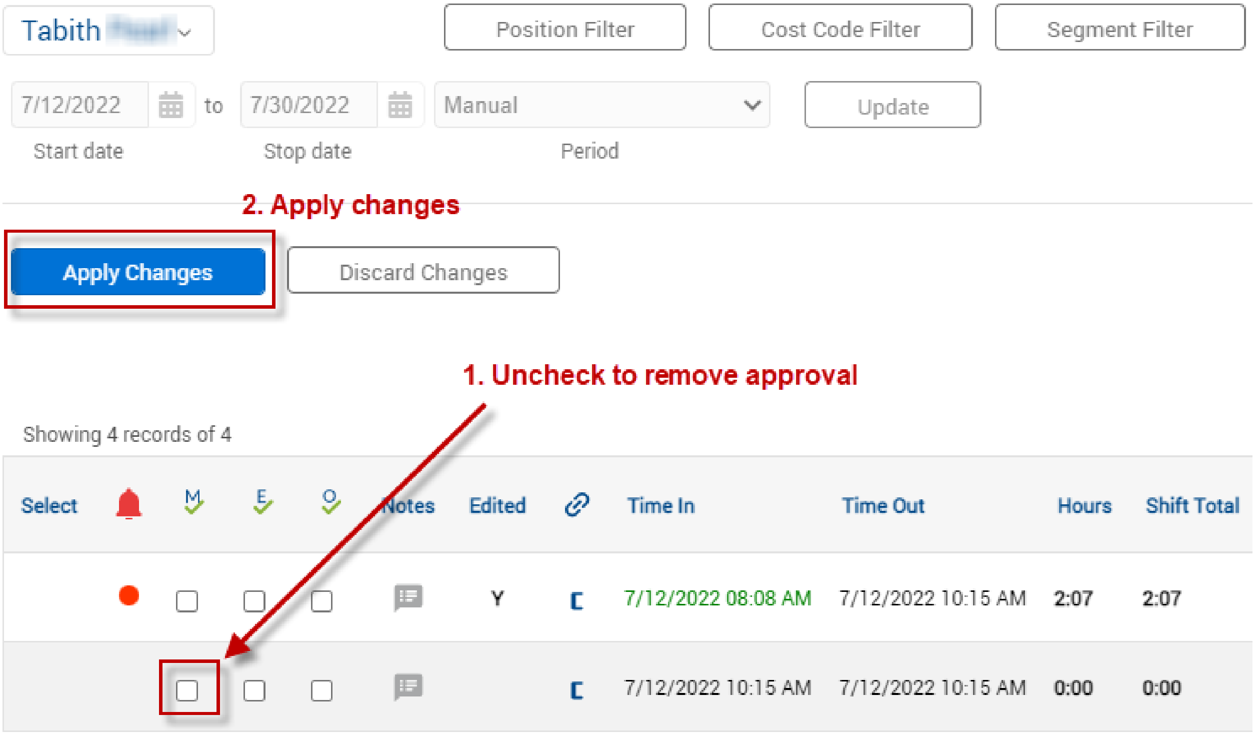
☐	🔔	M✓	E✓	O✓	Notes	Edited	🔗	Time In	Time Out	Hours	Shift Total
☐		☑	☐	☐		Y	[	8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00
☐		☑	☐	☐		Y	[	8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00
☐		☑	☐	☐		Y	[	8/2/2022 08:00 AM	8/2/2022 12:00 PM	4:00	4:00
☐		☑	☐	☐		Y	[	8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00

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. Adjust date range accordingly.

Approving Time – Individual Hours

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 is allowed. Don't forget to re-approve after the edit is complete.



Position Filter
Cost Code Filter
Segment Filter
Update
Apply Changes
Discard Changes

Tabith [redacted]

7/12/2022 to 7/30/2022 Manual

Start date 7/12/2022

Stop date 7/30/2022

Period Manual

2. Apply changes

1. Uncheck to remove approval

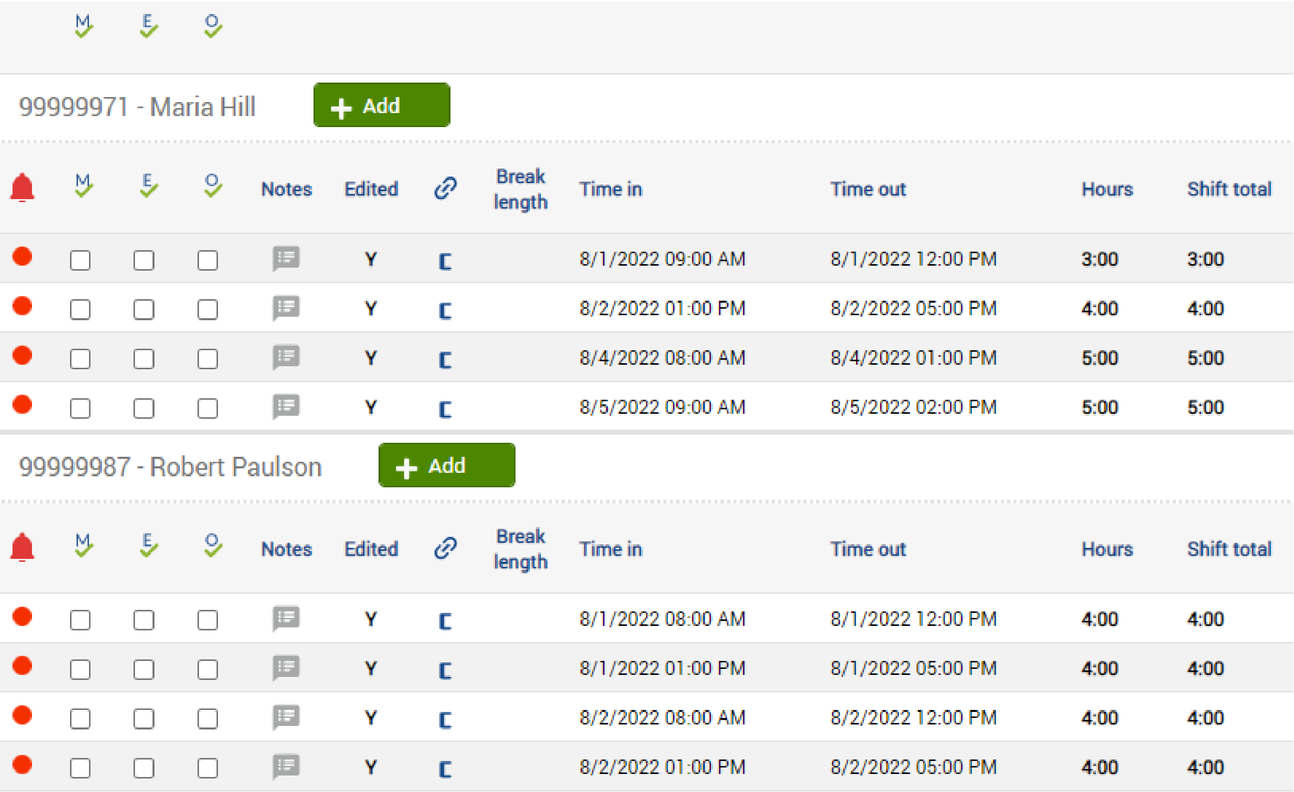
Showing 4 records of 4

Select	🔔	M	E	✓	Notes	Edited	🔗	Time In	Time Out	Hours	Shift Total
	●	☐	☐	☐	💬	Y	[	7/12/2022 08:08 AM	7/12/2022 10:15 AM	2:07	2:07
		☐	☐	☐	💬		[	7/12/2022 10:15 AM	7/12/2022 10:15 AM	0:00	0:00

Approving Time – Group Hours

Approving time in Group Hours

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



99999971 - Maria Hill

🔔	M✓	E✓	O✓	Notes	Edited	🔗	Break length	Time in	Time out	Hours	Shift total
●	☐	☐	☐	🗨	Y	[		8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00
●	☐	☐	☐	🗨	Y	[		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00
●	☐	☐	☐	🗨	Y	[		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00
●	☐	☐	☐	🗨	Y	[		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00

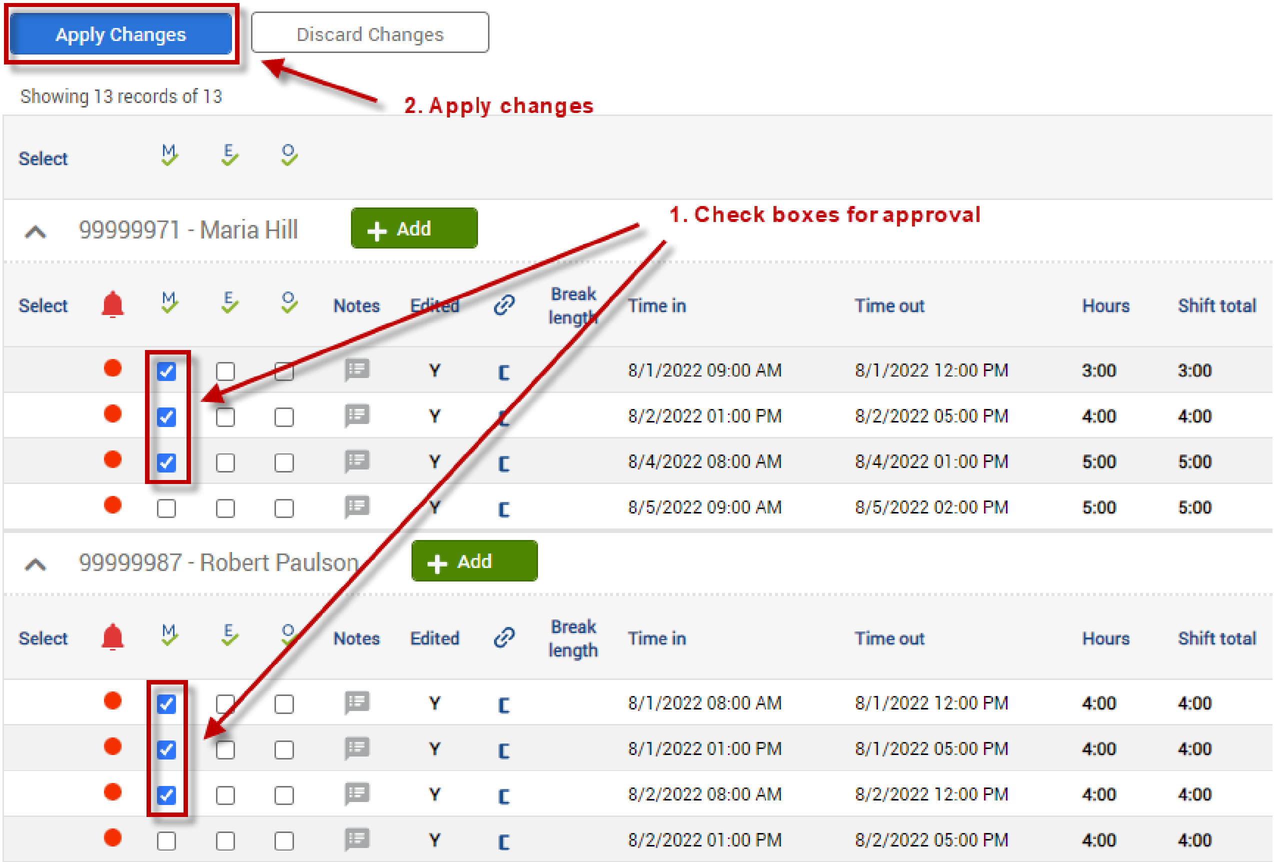
99999987 - Robert Paulson

🔔	M✓	E✓	O✓	Notes	Edited	🔗	Break length	Time in	Time out	Hours	Shift total
●	☐	☐	☐	🗨	Y	[		8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00
●	☐	☐	☐	🗨	Y	[		8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00
●	☐	☐	☐	🗨	Y	[		8/2/2022 08:00 AM	8/2/2022 12:00 PM	4:00	4:00
●	☐	☐	☐	🗨	Y	[		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00

Approving Time – Group Hours

Approving time in Group Hours

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



2. Apply changes

Showing 13 records of 13

Select M E O

1. Check boxes for approval

99999971 - Maria Hill + Add

Select	🔔	M	E	O	Notes	Edited	🔗	Break length	Time in	Time out	Hours	Shift total
	●	☑	☐	☐	🗨	Y	[		8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00
	●	☑	☐	☐	🗨	Y	[		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00
	●	☑	☐	☐	🗨	Y	[		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00
	●	☐	☐	☐	🗨	Y	[		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00

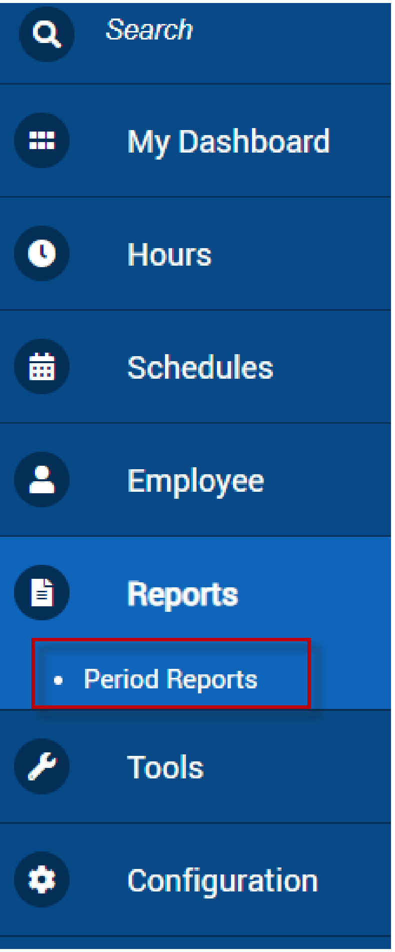
99999987 - Robert Paulson + Add

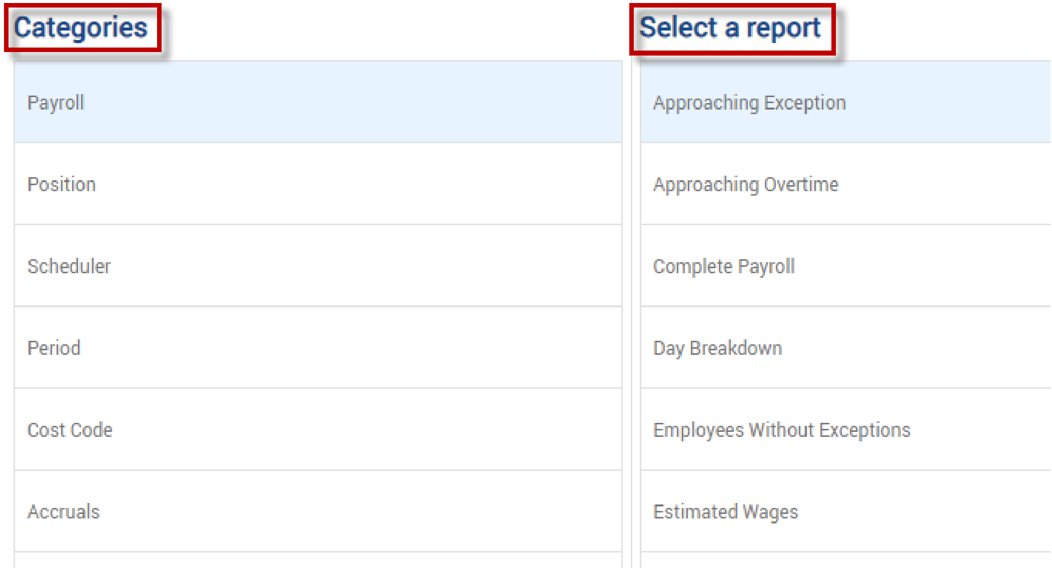
Select	🔔	M	E	O	Notes	Edited	🔗	Break length	Time in	Time out	Hours	Shift total
	●	☑	☐	☐	🗨	Y	[		8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00
	●	☑	☐	☐	🗨	Y	[		8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00
	●	☑	☐	☐	🗨	Y	[		8/2/2022 08:00 AM	8/2/2022 12:00 PM	4:00	4:00
	●	☐	☐	☐	🗨	Y	[		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00

Period Reports

Period Reports

Multiple reports are available in TCP. Report type will vary based on the category first selected.


Search
My Dashboard
Hours
Schedules
Employee
Reports
Period Reports
Tools
Configuration



Categories

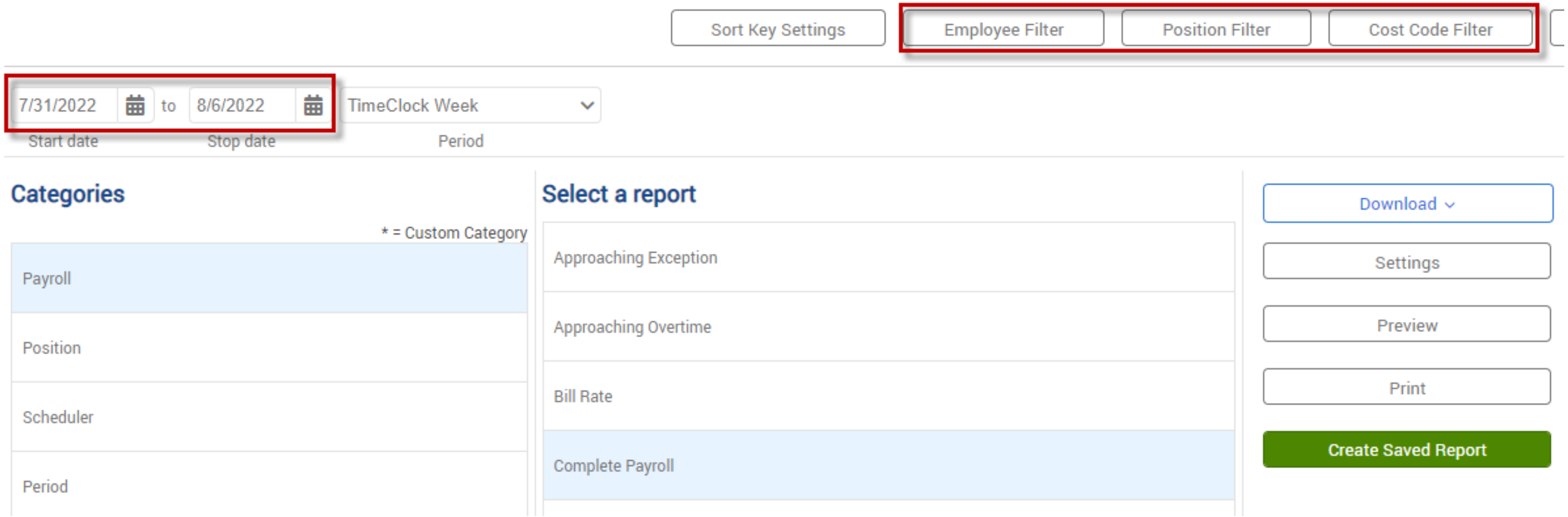
- Payroll
- Position
- Scheduler
- Period
- Cost Code
- Accruals

Select a report

- Approaching Exception
- Approaching Overtime
- Complete Payroll
- Day Breakdown
- Employees Without Exceptions
- Estimated Wages

Period Reports

Once the desired report is selected, you can modify the report settings and date ranges.

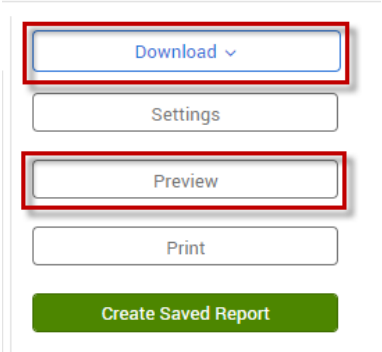


Start date: 7/31/2022 to Stop date: 8/6/2022

Period: TimeClock Week

Sort Key Settings
Employee Filter
Position Filter
Cost Code Filter
Categories
* = Custom Category
Payroll
Position
Scheduler
Period
Select a report
Approaching Exception
Approaching Overtime
Bill Rate
Complete Payroll
Download
Settings
Preview
Print
Create Saved Report

Reports can be downloaded in HTML, PDF, or XML format. In addition, reports may be previewed prior to viewing.


Download
Settings
Preview
Print
Create Saved Report

Period Reports

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

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.

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.

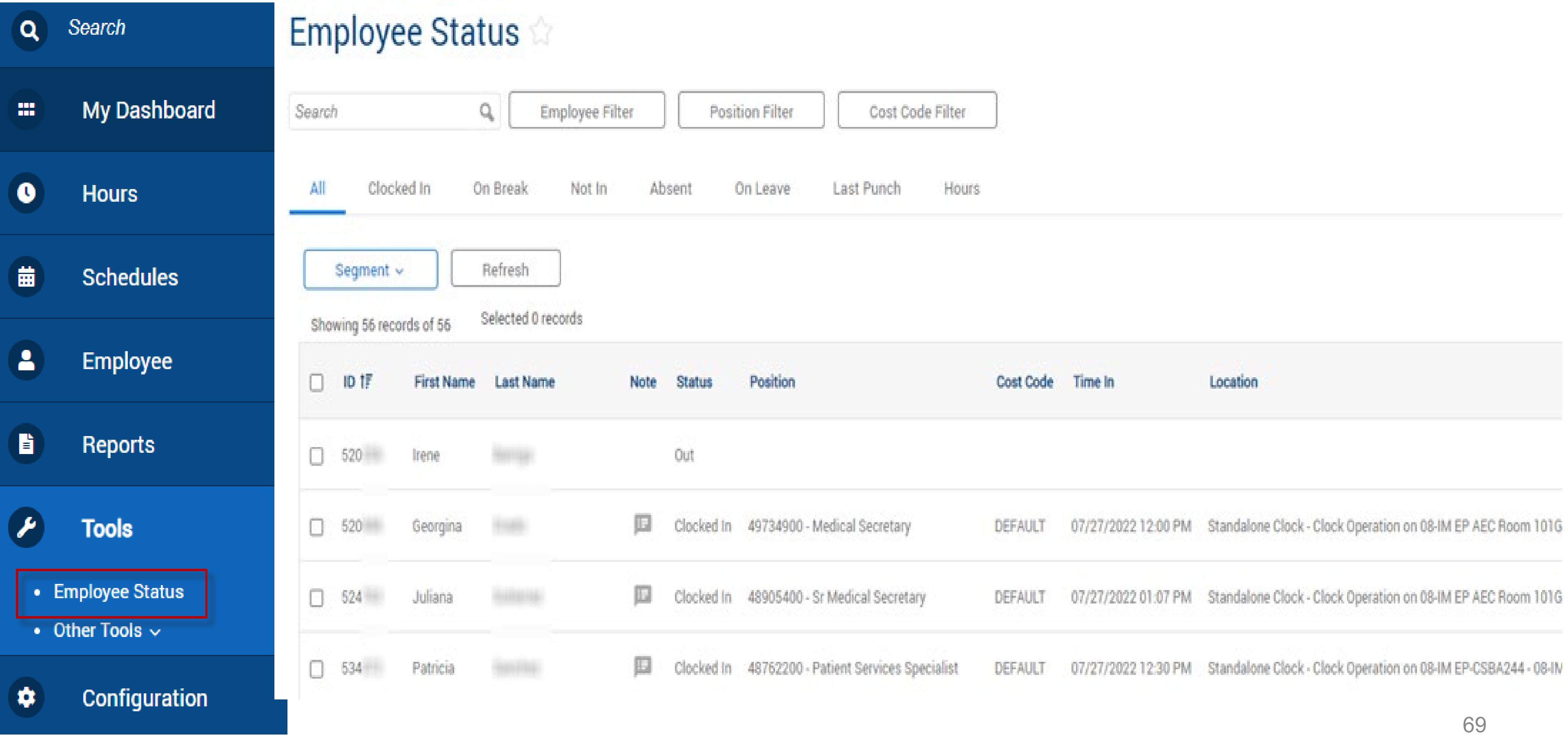
Miscellaneous – Various reports that may be beneficial.

Commonly used: Punch Location Report for a report on where employees are clocking in/out

Tools and Resources

Tools and Resources

Employee Status – Monitor employee status such as who is clocked in, not in, on break, and on leave; all in real time.

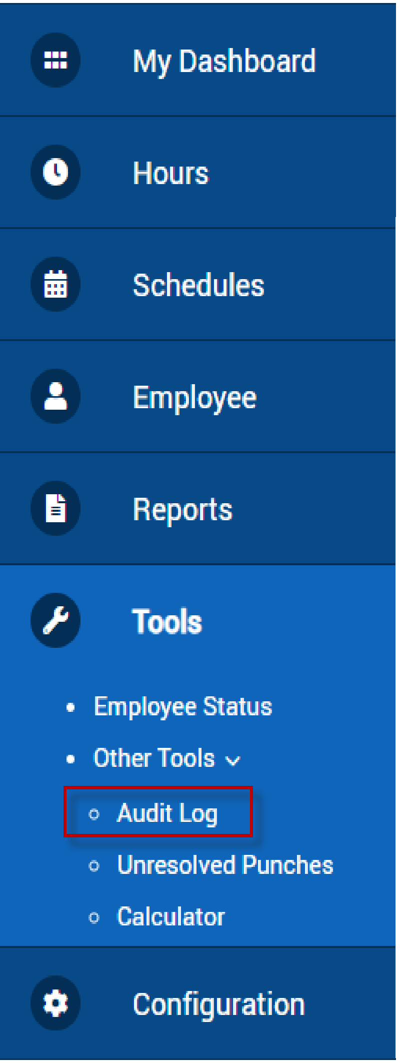

Search
My Dashboard
Hours
Schedules
Employee
Reports
Tools
Employee Status
Other Tools
Configuration
Employee Status
Search
Employee Filter
Position Filter
Cost Code Filter
All
Clocked In
On Break
Not In
Absent
On Leave
Last Punch
Hours
Segment
Refresh

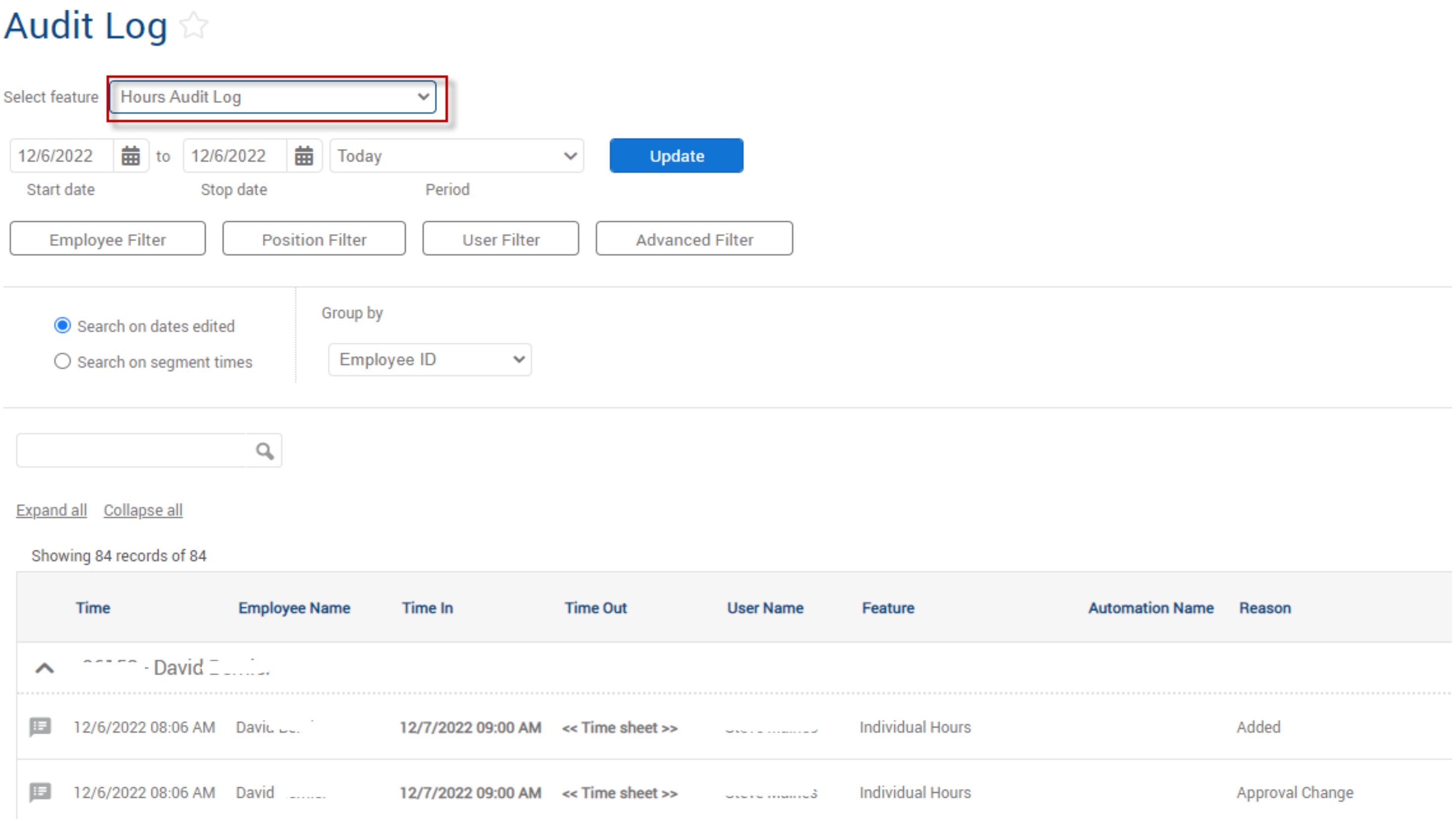
Showing 56 records of 56 Selected 0 records

☐	ID	First Name	Last Name	Note	Status	Position	Cost Code	Time In	Location
☐	520[redacted]	Irene	[redacted]		Out				
☐	520[redacted]	Georgina	[redacted]	🗨	Clocked In	49734900 - Medical Secretary	DEFAULT	07/27/2022 12:00 PM	Standalone Clock - Clock Operation on 08-IM EP AEC Room 101G
☐	524[redacted]	Juliana	[redacted]	🗨	Clocked In	48905400 - Sr Medical Secretary	DEFAULT	07/27/2022 01:07 PM	Standalone Clock - Clock Operation on 08-IM EP AEC Room 101G
☐	534[redacted]	Patricia	[redacted]	🗨	Clocked In	48762200 - Patient Services Specialist	DEFAULT	07/27/2022 12:30 PM	Standalone Clock - Clock Operation on 08-IM EP-CSBA244 - 08-IM

Audit Log – Hours Audit Log

Provides a permanent record of segments that were approved, added, edited, deleted by users.


My Dashboard
Hours
Schedules
Employee
Reports
Tools
Employee Status
Other Tools
Audit Log
Unresolved Punches
Calculator
Configuration


Audit Log
Update
Employee Filter
Position Filter
User Filter
Advanced Filter
Expand all
Collapse all

Select feature: Hours Audit Log

Start date: 12/6/2022 to Stop date: 12/6/2022 Period: Today

● Search on dates edited

○ Search on segment times

Group by: Employee ID

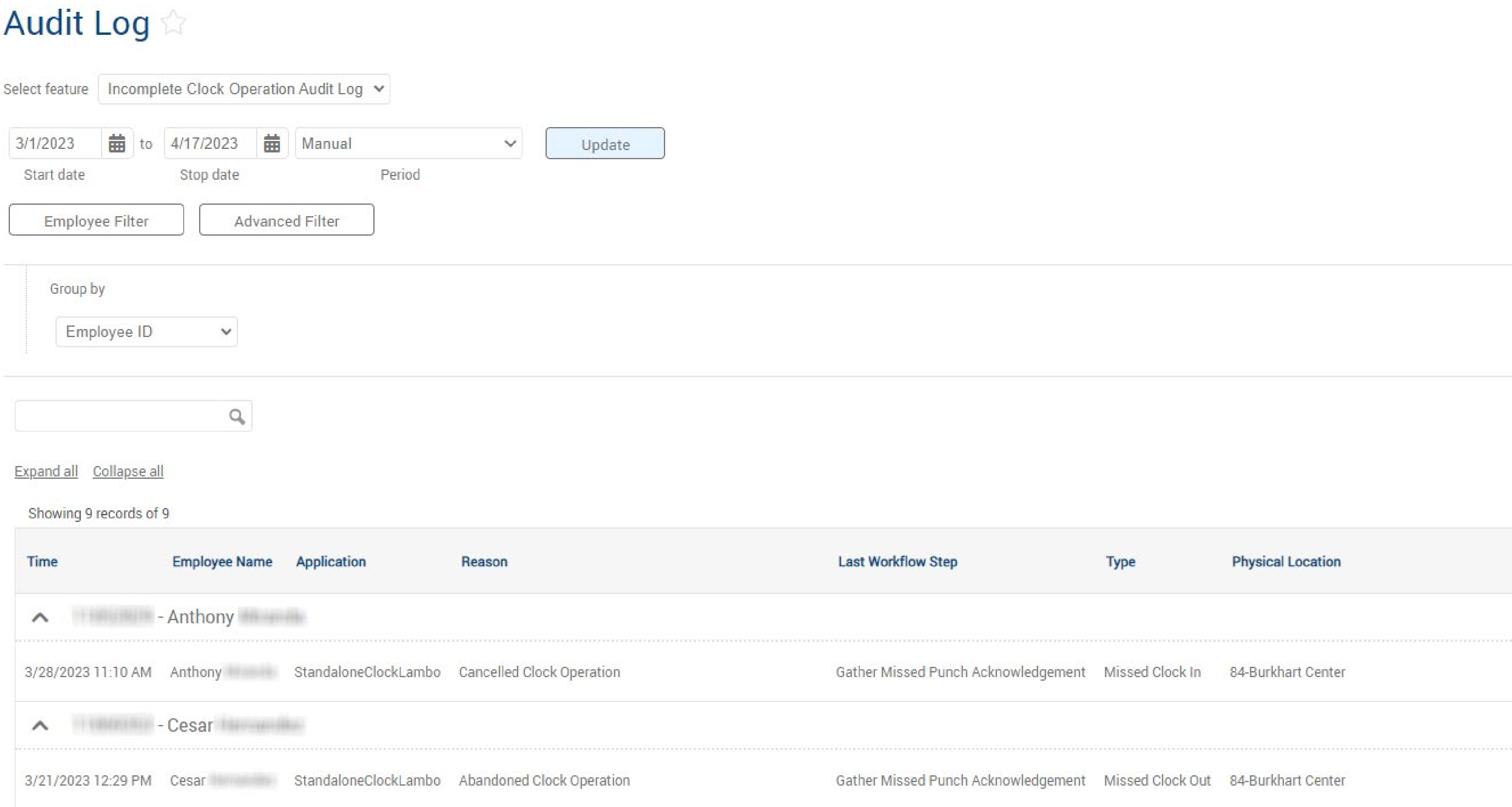
Showing 84 records of 84

Time	Employee Name	Time In	Time Out	User Name	Feature	Automation Name	Reason
[redacted] - David [redacted]							
12/6/2022 08:06 AM	David [redacted]	12/7/2022 09:00 AM	<< Time sheet >>	[redacted]	Individual Hours		Added
12/6/2022 08:06 AM	David [redacted]	12/7/2022 09:00 AM	<< Time sheet >>	[redacted]	Individual Hours		Approval Change

Tools and Resources

Audit Log – Incomplete Clock Operation Audit Log

Provides a permanent record of incomplete punches



Audit Log

Select feature: Incomplete Clock Operation Audit Log

Start date: 3/1/2023 to Stop date: 4/17/2023

Period: Manual

Group by: Employee ID

Showing 9 records of 9

Time	Employee Name	Application	Reason	Last Workflow Step	Type	Physical Location
[redacted] - Anthony [redacted]						
3/28/2023 11:10 AM	Anthony [redacted]	StandaloneClockLambo	Cancelled Clock Operation	Gather Missed Punch Acknowledgement	Missed Clock In	84-Burkhart Center
[redacted] - Cesar [redacted]						
3/21/2023 12:29 PM	Cesar [redacted]	StandaloneClockLambo	Abandoned Clock Operation	Gather Missed Punch Acknowledgement	Missed Clock Out	84-Burkhart Center

Important Items to Remember

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.

Contact Information

Payroll Services Support

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

Questions