TEXAS TECH UNIVERSITY™

TimeClock Plus

Approver Basics

Kyle Bell, Senior Analyst, Payroll & Tax Services
Yuren "Kurt" Diaz, Section Manager, Payroll & Tax Services

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 <u>prior</u> to the payroll export deadline set forth by your department

Accessing TimeClock Plus

WebManager

https://timeclock.texastech.edu/manager30/

Log in using your eraider credentials.

Browser recommendations:

- Firefox

- Chrome

- Internet Explorer 8 and above

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

Selected: Little John (11122233)						
Info	Custom	Jobs	Notes	Photo	Misc	Access

Default	Code	Description	Rate	Clockable	Earns Ovt	Counts Ovt	Cost Code	Track1
☐	17	ORL-Organ Donor Leave	0.00	☐	☐	☐	☑	None
☐	18	PTC-Educational Activities	0.00	☐	☐	☐	☑	None
☐	19	RDC-Red Cross Leave	0.00	☐	☐	☐	☑	None
☐	20	RGH-Hours Worked	0.00	☐	☑	☑	☑	None
☐	22	SCK-Sick Leave	0.00	☐	☐	☐	☑	None
☐	23	SEL-Service Excellence Leave A	0.00	☐	☐	☐	☑	None
☐	26	SLE-Sick Leave Exception	0.00	☐	☐	☐	☑	None
☐	27	SLP-Sick Leave Pool	0.00	☐	☐	☐	☑	None
☐	28	VAC-Vacation Pay	0.00	☐	☐	☐	☑	None
☐	29	VOT-Voting	0.00	☐	☐	☐	☑	None
☐	30	RLT-Reserve Law Offcr Leave	0.00	☐	☐	☐	☑	None
☑	19471700	Sr Specialist	14.18	☑	☑	☑	☑	None

Change **Criteria** to include terminated or suspended employees

How To View Employee Hours
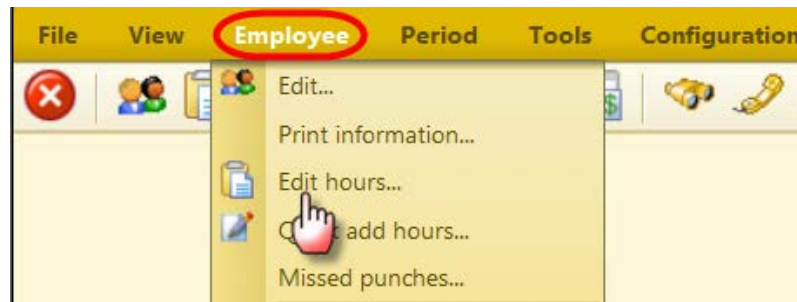
How to View Employee Hours

How to View Employee Hours

Hours are displayed for weeks in an "open" status. Weeks (Sunday - Saturday) remain "open" until the payroll export has been processed for that pay period.

How to View Employee Hours

Hours in a "closed" week may be viewed by selecting the **History** button and time period desired

Each clock operation is rounded to the <u>quarter</u> hour, rounding up at 8 minutes.
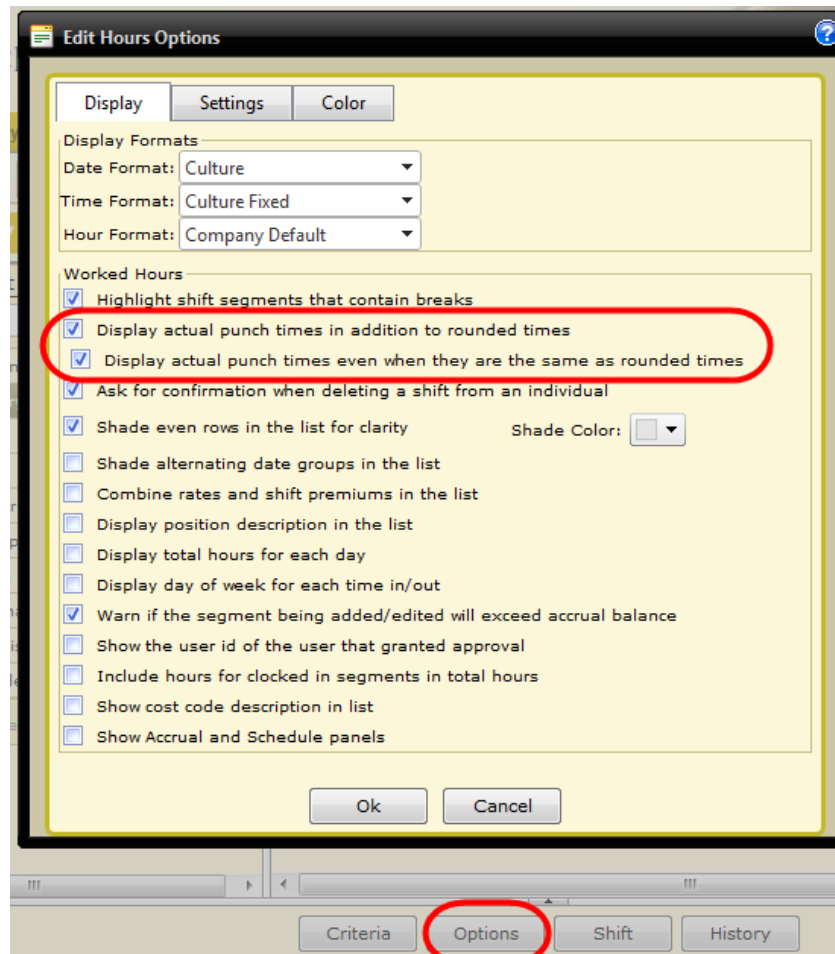
For example:
- Employee clocks in at 8:03
  Time recorded for pay purposes is 8:00

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

O M I Note Edited		Time In	Actual In	Time Out	Actual Out
✔ ✔	☐	7/28/2014 08:00 AM	7/28/2014 07:57 AM	7/28/2014 12:45 PM	7/28/2014 12:50 PM
✔ ✔	☐	7/28/2014 01:45 PM	7/28/2014 01:47 PM	7/28/2014 05:00 PM	7/28/2014 05:03 PM
✔ ✔	☐	7/29/2014 08:00 AM	7/29/2014 07:59 AM	7/29/2014 01:15 PM	7/29/2014 01:08 PM
✔ ✔	☐	7/29/2014 02:15 PM	7/29/2014 02:08 PM	7/29/2014 05:00 PM	7/29/2014 05:03 PM
✔ ✔	☐	7/30/2014 08:00 AM	7/30/2014 07:59 AM	7/30/2014 12:45 PM	7/30/2014 12:49 PM
✔ ✔	☐	7/30/2014 01:45 PM	7/30/2014 01:47 PM	7/30/2014 05:00 PM	7/30/2014 05:01 PM

How to View Employee Hours

To view the "Actual" time clocked in, as well as rounded time, click on the *Options* button

Various options and settings are available based on personal preference

Change **Criteria** to include terminated or suspended employees

Accrual balances (if applicable) can be shown for employees.

How to View Employee Hours

- Accrual Information for employees will be displayed in the bottom pane.

- Accrual balances are static and are updated after each semi-monthly payroll

How To Add Employee Hours

Right click anywhere in the time segment section

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

Time sheet entry can be used to add the total number of hours for an employee.

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

Enter hours and minutes. Not decimal hours.

Ex: 6:30 not 6.50

How To Edit Employee Hours

Right click the time segment to be edited

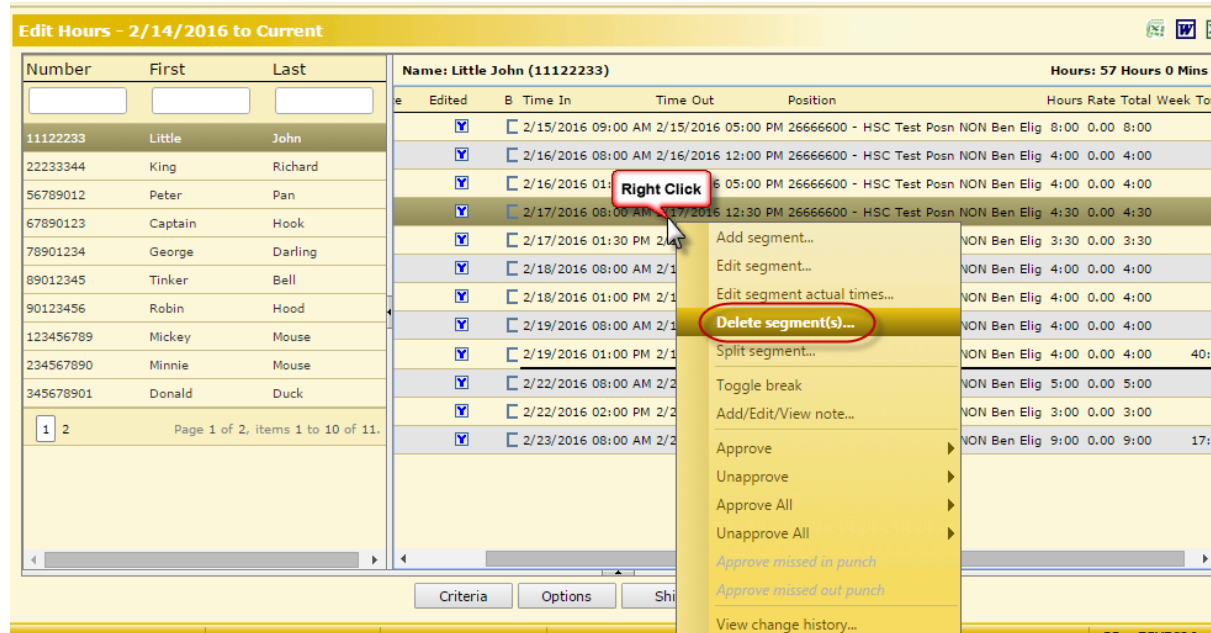When manually editing time, hours **must** be entered in quarter hour increments.
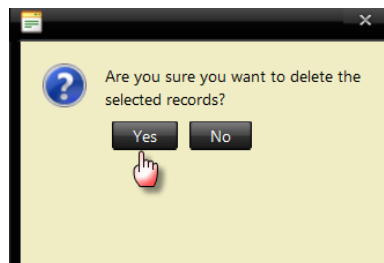
How To Delete Employee Hours

How to Delete Employee Hours

Right click the time segment to be deleted

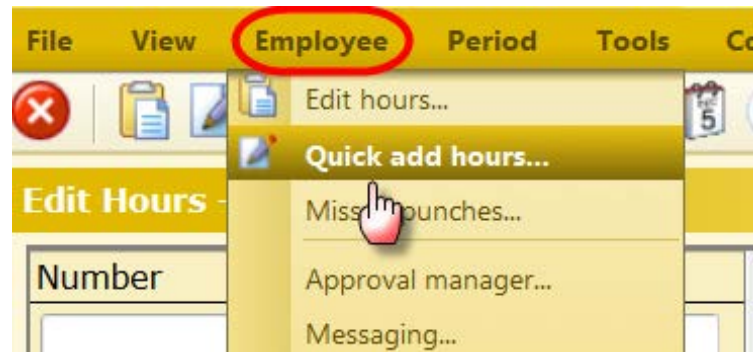Select **Yes** when prompted to permanently delete the record

Quick Add Hours

This feature is used to add <u>identical</u> time segments to multiple employees simultaneously

Quick Add Hours

Enter segment details and check the box next to <u>each</u> employee the time is to be added to. Click **Preview** to review and **Process** to insert the time segment into the employee records.
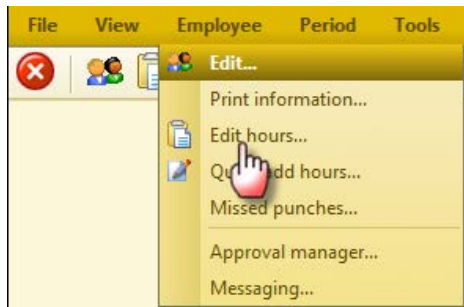
Missed Punches

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 <u>corrected</u> and <u>approved</u> prior to the payroll export or the employee will **not** be paid. This can be done in *Edit Hours* or the *Missed punches* utility.

Missed Punches

Edit the segment to record the correct time

See whether missed in or missed out punch 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

Corrected missed punches require a "missed punch approval"

Approved missed punches will be reflected in green

All missed punches can be viewed using the Missed Punches utility. The advantage of using this utility is that you can view missed punches for multiple employees simultaneously.

Enter start and end dates manually or choose a default period and click "Update
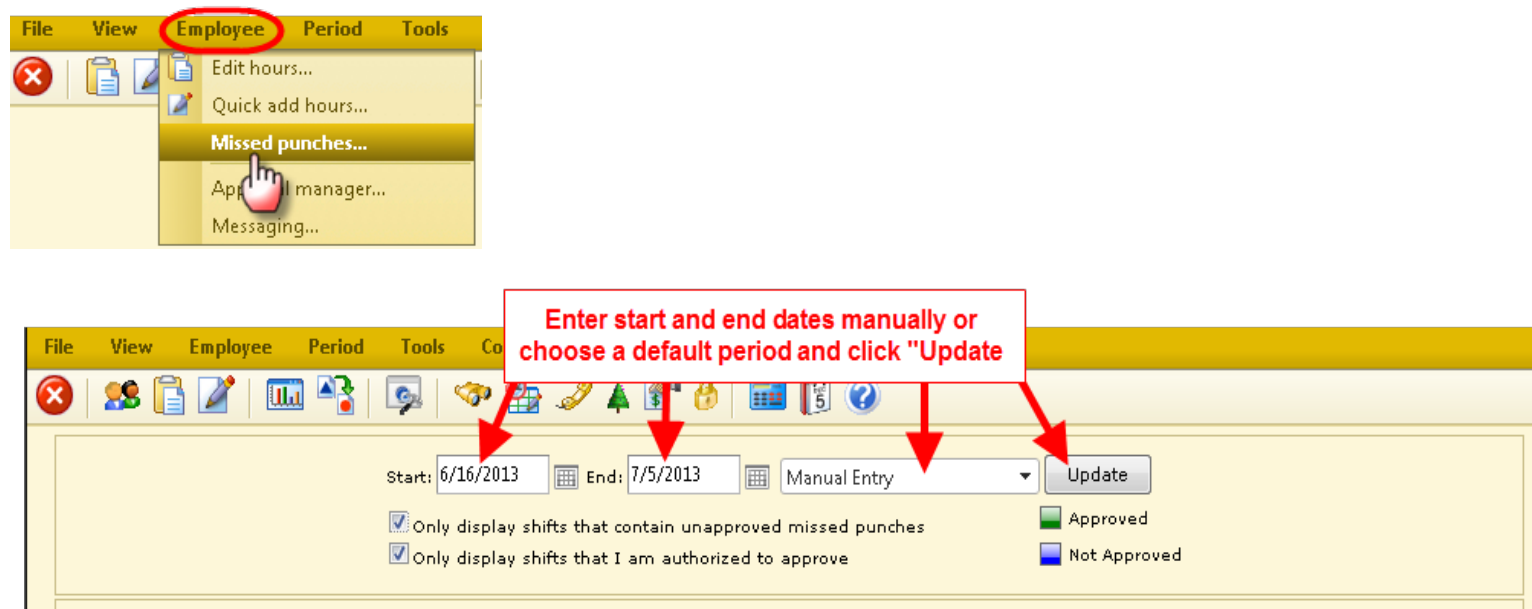
Missed Punches

Missed Punches

Missed punches can be approved through the utility.

Conflicting Segments

Conflicting Segments

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

Run the Conflicting Segments Report to identify conflicting segments
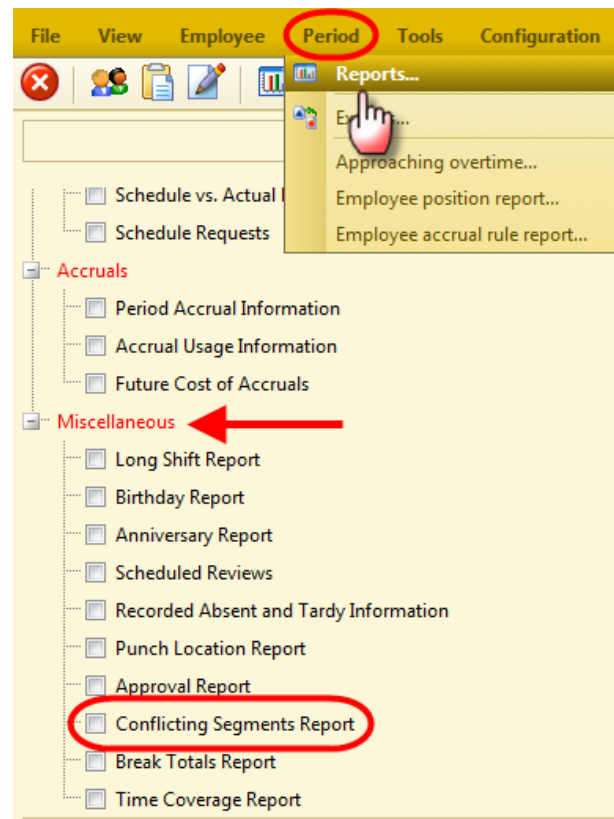
Change in **Criteria** to include terminated or suspended employees

Approval Levels

There are three approval levels available in TimeClock Plus:

- **Employee**

- **Manager**

- **Other**

Only the **Manager** approval is <u>required</u>. 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 <u>employee level</u>, at any time.

To view approval level(s) required:
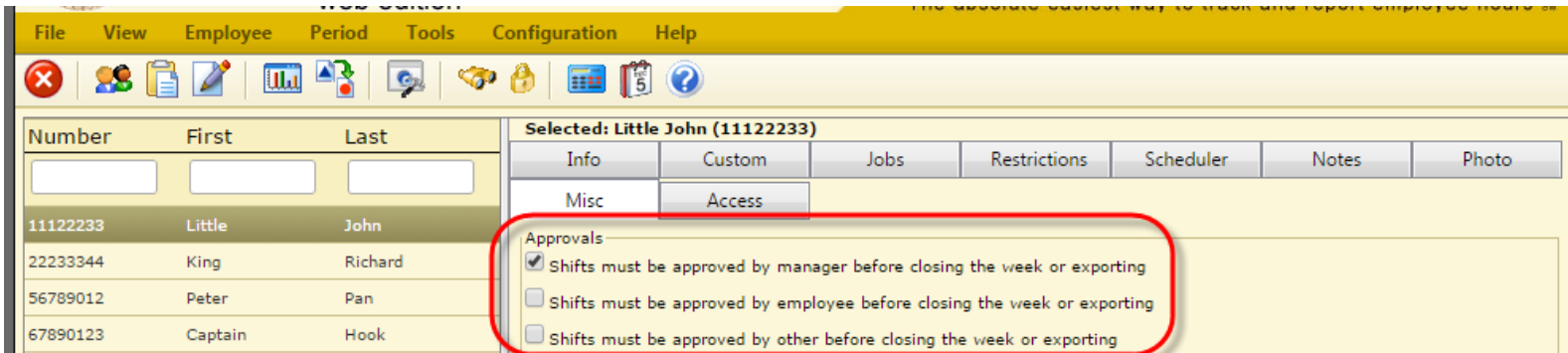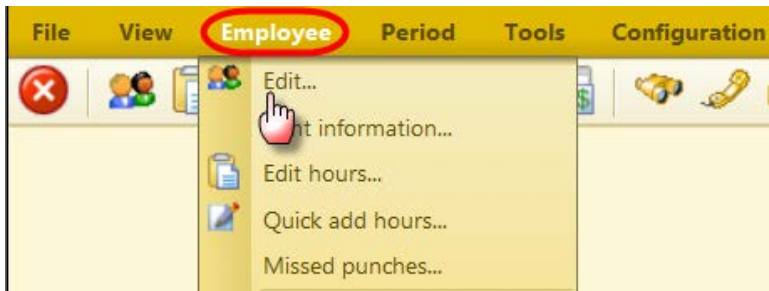
How to Approve Time

Time can be approved from two places
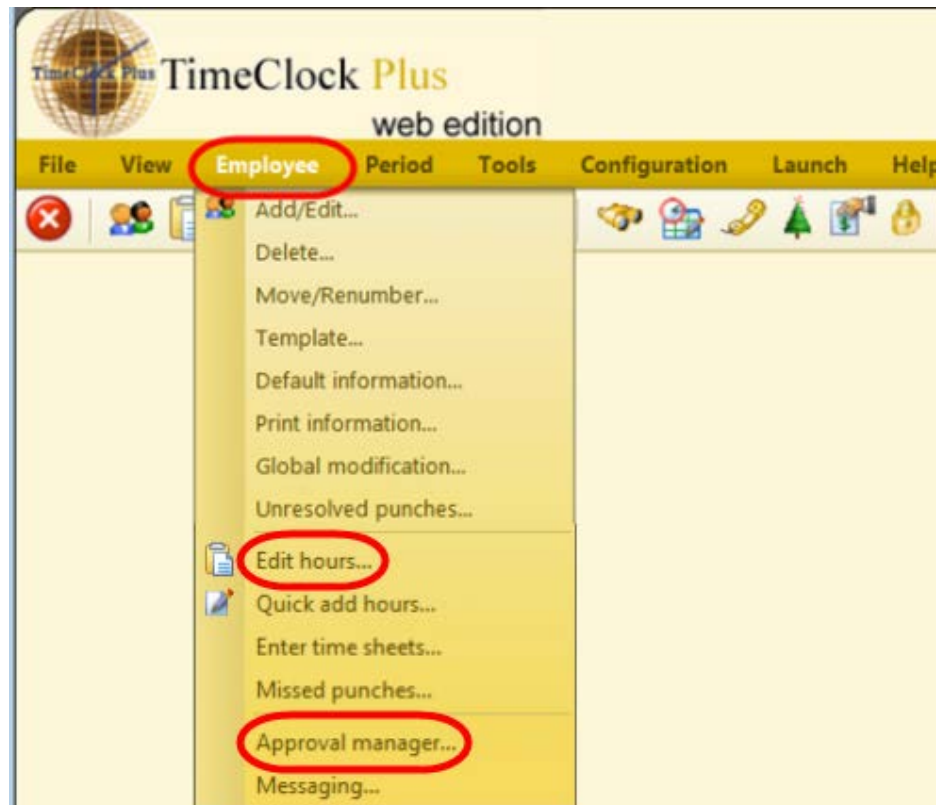
Approving time in Edit hours

Columns for each approval level are located in front of the time segments. If the column is blank no approval has been completed.

How to Approve Time

Be sure to change in **Criteria** to include terminated or suspended employees

Approving time in Edit hours cont.

Right click the time segment to be approved, select **Approve** and the level performing. You can approve all segments simultaneously by choosing **Approve All**.

Approving time in Edit hours cont.

Once the approval is complete, a checkmark will be displayed in the appropriate column

Approving time in Edit hours cont.

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.
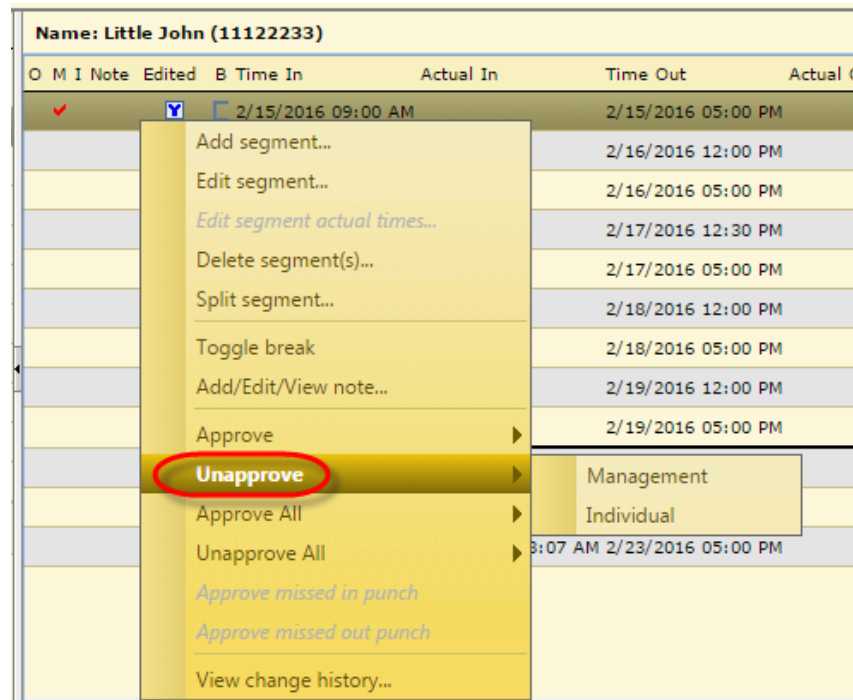
Approving time in Approval Manager

An advantage of using Approval Manager is that you can view <u>all</u> employees with unapproved time in one place

Approving time in Approval Manager cont.

Change in **Criteria** to include terminated or suspended employees

Approving time in Approval Manager cont.

You have the option to approve all time displayed simultaneously or selected individual segments

Period Reports

Multiple reports are available in TCP with the ability to change various criteria, options and settings based upon your needs.
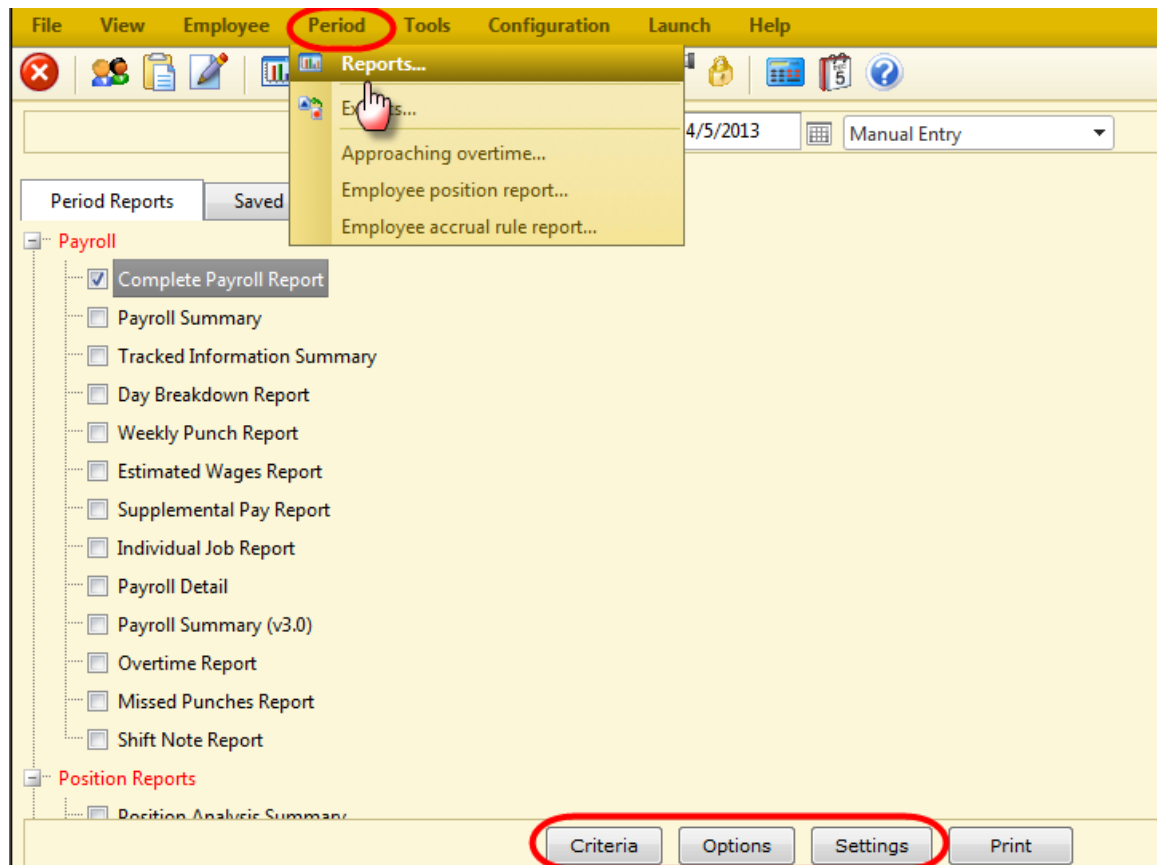
Breakdown of Reports by Section

Payroll – Reflect hours on an employee basis in either a detailed breakdown or summary.
Commonly used: <u>Complete Payroll Report</u> for managers and employees
                           <u>Payroll Detail</u> 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.

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: <u>Punch Location Report</u> for a report on where employees are clocking in/out

Tools and Resources

Most useful:

- **Who's Here** – Monitor employee status such as who's currently clocked in, on break, not in, on leave, open punches

- **View hour edit log** – Shows every manual edit performed on an employee segment
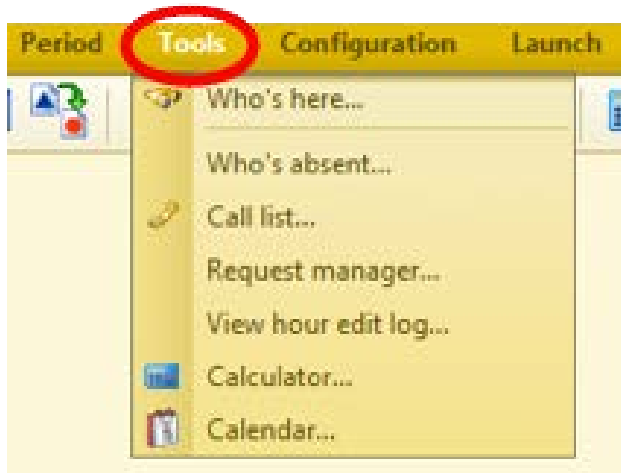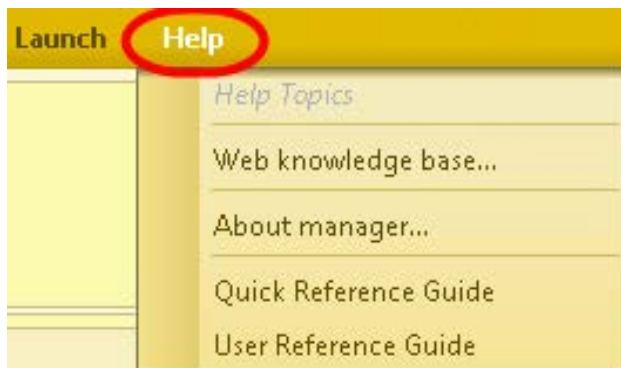
Important Items to Remember

Employees will <u>NOT</u> be paid if:

- A missed punch has not been corrected **<u>and</u>** 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.