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?
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
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

**Double click on an item in the list**

**Click Add Individual to create a new item**
Basic employee information is located on the *Info* tab.
Position and leave codes (if eligible) are located on the *Jobs* tab.
Change **Criteria** to include terminated or suspended employees
How To View Employee Hours
How to View Employee Hours

Double click on an item in the list or Click Add Individual to create a new item
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 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, 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
How to Add Employee Hours

Right click anywhere in the time segment section
How to Add Employee Hours

When manually adding time, hours **must** be entered in quarter hour increments.
How to Add Employee Hours

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
How to Edit Employee Hours

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 identical time segments to multiple employees simultaneously.
Quick Add Hours

Enter segment details and check the box next to each 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 corrected and approved 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 Hours - 8/14/2016 to Current

<table>
<thead>
<tr>
<th>Number</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>First 51</td>
<td>Last 51</td>
</tr>
<tr>
<td>52</td>
<td>First 52</td>
<td>Last 52</td>
</tr>
<tr>
<td>53</td>
<td>First 53</td>
<td>Last 53</td>
</tr>
<tr>
<td>54</td>
<td>First 54</td>
<td>Last 54</td>
</tr>
<tr>
<td>55</td>
<td>First 55</td>
<td>Last 55</td>
</tr>
<tr>
<td>56</td>
<td>First 56</td>
<td>Last 56</td>
</tr>
<tr>
<td>57</td>
<td>First 57</td>
<td>Last 57</td>
</tr>
<tr>
<td>58</td>
<td>First 58</td>
<td>Last 58</td>
</tr>
<tr>
<td>59</td>
<td>First 59</td>
<td>Last 59</td>
</tr>
<tr>
<td>60</td>
<td>First 60</td>
<td>Last 60</td>
</tr>
</tbody>
</table>

The table shows time-in and time-out entries for employees, with some entries marked as missed punches. For example, on 8/18/2016 at 02:30 PM, a missed punch is noted with the message "<< Missed >>".
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

1. Missed in punch checked
2. Enter correct Time In
3. Enter a note.
4. Click OK
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.
### Missed Punches

The screenshot shows a web interface for tracking employee hours. The interface allows for manual entry of shifts and includes filters for approved or unapproved missed punches and display of shifts based on the user's authorization.

#### Table:

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>Note</th>
<th>Brk</th>
<th>Time In</th>
<th>Time Out</th>
<th>Position</th>
<th>Cost Code</th>
<th>Hours</th>
<th>Shift Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>56789012</td>
<td>Peter Pan</td>
<td></td>
<td></td>
<td>2/23/2016 08:15 AM</td>
<td>&lt;&lt;&lt; Missed &gt;&gt;&gt;</td>
<td>288888000 - HSC Test Posn Ben Elig</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
</tr>
<tr>
<td>67990123</td>
<td>Captain Hook</td>
<td></td>
<td></td>
<td>2/23/2016 08:15 AM</td>
<td>&lt;&lt;&lt; Missed &gt;&gt;&gt;</td>
<td>26666600 - HSC Test Posn NON Ben Elig</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
</tr>
<tr>
<td>09012345</td>
<td>Tinker Bell</td>
<td></td>
<td></td>
<td>2/23/2016 08:15 AM</td>
<td>&lt;&lt;&lt; Missed &gt;&gt;&gt;</td>
<td>26666600 - HSC Test Posn NON Ben Elig</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
</tr>
<tr>
<td>123456709</td>
<td>Mickey Mouse</td>
<td></td>
<td></td>
<td>2/23/2016 08:15 AM</td>
<td>&lt;&lt;&lt; Missed &gt;&gt;&gt;</td>
<td>26666600 - HSC Test Posn NON Ben Elig</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
</tr>
<tr>
<td>234567890</td>
<td>Minnie Mouse</td>
<td></td>
<td></td>
<td>2/23/2016 08:15 AM</td>
<td>&lt;&lt;&lt; Missed &gt;&gt;&gt;</td>
<td>26666600 - HSC Test Posn NON Ben Elig</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
</tr>
</tbody>
</table>

Filter options include:
- Only display shifts that contain unapproved missed punches
- Only display shifts that the user is authorized to approve

Filter dropdown options include:
- Approved
- Not Approved

**Right Click**:
- Edit hours for Minnie Mouse...
Missed punches can be approved through the utility.

Highlight the segment(s) to approve and click **Approve In** or **Approve Out**.
Conflicting 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.
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 required. 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.
To view approval level(s) required:
How to Approve Time
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

**Exclude suspended individuals**
**Exclude terminated individuals**

uncheck these boxes to include terminated and 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.
How to Approve Time

Approving time in Approval Manager

An advantage of using Approval Manager is that you can view all employees with unapproved time in one place.

To identify approvals needed enter start and end dates manually or choose a default period and click "Update".
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: Complete Payroll Report for managers and employees
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.

**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
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 **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.