



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?



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 Data

Employee and position information can be viewed but not updated



File View Employee Period Tools Configuration Help

Start Page

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

Number	First	Last
11122233	Little	John
22233344	King	Richard
56789012	Peter	Pan
67890123	Captain	Hook
78901234	George	Darling
89012345	Tinker	Bell
90123456	Robin	Hood
123456789	Mickey	Mouse
234567890	Minnie	Mouse
345678901	Donald	Duck

1 2 Page 1 of 2, items 1 to 10 of 11.



Employee Data

Basic employee information is located on the *Info* tab

Selected: Little John (11122233)

Info	Custom	Jobs	Notes	Photo	Misc	Access
-------------	--------	------	-------	-------	------	--------

Personal Information

First: Last:

Address 1:

Address 2:

City: State: Zip:

SSN:

E-Mail:

Gender:

Phone: Cell:

Other Information

Hire date:

Termination:

Class:

Department:

Export code:

Network Id:

Status:

Badge:

☐ Individual is suspended

☐ Enable job costing for this individual



Employee Data

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
<input type="checkbox"/> 17	ORL-Organ Donor Leave	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 18	PTC-Educational Activities	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 19	RDC-Red Cross Leave	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 20	RGH-Hours Worked	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 22	SCK-Sick Leave	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 23	SEL-Service Excellence Leave A	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 26	SLE-Sick Leave Exception	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 27	SLP-Sick Leave Pool	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 28	VAC-Vacation Pay	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 29	VOT-Voting	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input type="checkbox"/> 30	RLT-Reserve Law Offcr Leave	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> None
<input checked="" type="checkbox"/> 19471700	Sr Specialist	14.18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> None



How to View Employee Hours

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

Criteria

Standard Fields

- ☐ Filter by individual's number to Include 0-9999999999
- ☐ Filter by classification to Include 0-99999999
- ☐ Filter on default job to Include 0-9999999999
- ☐ Filter on department to Include 1 department(s) selected.
- ☐ Filter on individual's manager to include No manager selected
- ☐ Filter on employment status None
- ☐ Filter on hire date to include from 1/1/1900 to 12/31/2078
- ☐ Filter on days since hire to include from 0 to 999999
- ☐ Exclude suspended individuals
- ☐ Exclude terminated individuals
- ☐ Exclude salaried individuals

Custom Fields

- Custom field: None Equals
- Custom field: None Equals
- Custom field: None Equals

Ok Cancel Preview Load Save

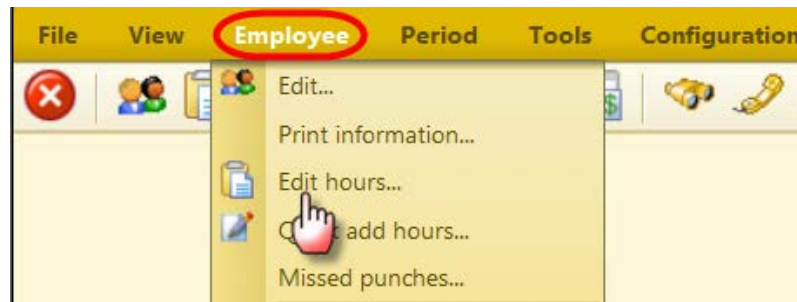
uncheck these boxes to include terminated and suspended employees



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

Number	First	Last
11122233	Little	John
22233344	King	Richard
56789012	Peter	Pan
67890123	Captain	Hook
78901234	George	Darling
89012345	Tinker	Bell
90123456	Robin	Hood
123456789	Mickey	Mouse
234567890	Minnie	Mouse
345678901	Donald	Duck

Page 1 of 2, items 1 to 10 of 11.



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.

Edit Hours - 2/14/2016 to Current									
Number	First	Last	Name: Little John (11122233)				Hours: 57 Hours 0 Mins		
			Edited	B	Time In	Time Out	Position	Hours	Rate Total Week Total
11122233	Little	John	<input checked="" type="checkbox"/>		2/15/2016 09:00 AM	2/15/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	8:00 0.00	8:00
22233344	King	Richard	<input checked="" type="checkbox"/>		2/16/2016 08:00 AM	2/16/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00 0.00	4:00
56789012	Peter	Pan	<input checked="" type="checkbox"/>		2/16/2016 01:00 PM	2/16/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00 0.00	4:00
67890123	Captain	Hook	<input checked="" type="checkbox"/>		2/17/2016 08:00 AM	2/17/2016 12:30 PM	26666600 - HSC Test Posn NON Ben Elig	4:30 0.00	4:30
78901234	George	Darling	<input checked="" type="checkbox"/>		2/17/2016 01:30 PM	2/17/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:30 0.00	3:30
89012345	Tinker	Bell	<input checked="" type="checkbox"/>		2/18/2016 08:00 AM	2/18/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00 0.00	4:00
90123456	Robin	Hood	<input checked="" type="checkbox"/>		2/18/2016 01:00 PM	2/18/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00 0.00	4:00
123456789	Mickey	Mouse	<input checked="" type="checkbox"/>		2/19/2016 08:00 AM	2/19/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00 0.00	4:00
234567890	Minnie	Mouse	<input checked="" type="checkbox"/>		2/19/2016 01:00 PM	2/19/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00 0.00	4:00
345678901	Donald	Duck	<input checked="" type="checkbox"/>		2/22/2016 08:00 AM	2/22/2016 01:00 PM	26666600 - HSC Test Posn NON Ben Elig	5:00 0.00	5:00
			<input checked="" type="checkbox"/>		2/22/2016 02:00 PM	2/22/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:00 0.00	3:00
			<input checked="" type="checkbox"/>		2/23/2016 08:00 AM	2/23/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	9:00 0.00	9:00
									17:00

12

Page 1 of 2, items 1 to 10 of 11.



How to View Employee Hours

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

Edit Hours - 2/14/2016 to Current

Number	First	Last	Name: Little John (11122233)				Hours: 57 Hours 0 Mins				
			Edited	B	Time In	Time Out	Position	Hours	Rate	Total	Week Total
11122233	Little	John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/15/2016 09:00 AM	2/15/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	8:00	0.00	8:00	
22233344	King	Richard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/16/2016 08:00 AM	2/16/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
56789012	Peter	Pan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/16/2016 01:00 PM	2/16/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
67890123	Captain	Hook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2016 08:00 AM	2/17/2016 12:30 PM	26666600 - HSC Test Posn NON Ben Elig	4:30	0.00	4:30	
78901234	George	Darling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2016 01:30 PM	2/17/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:30	0.00	3:30	
89012345	Tinker	Bell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/18/2016 08:00 AM	2/18/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
90123456	Robin	Hood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/18/2016 01:00 PM	2/18/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
123456789	Mickey	Mouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2016 08:00 AM	2/19/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
234567890	Minnie	Mouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2016 01:00 PM	2/19/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	40:00
345678901	Donald	Duck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/22/2016 08:00 AM	2/22/2016 01:00 PM	26666600 - HSC Test Posn NON Ben Elig	5:00	0.00	5:00	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/22/2016 02:00 PM	2/22/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:00	0.00	3:00	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/23/2016 08:00 AM	2/23/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	9:00	0.00	9:00	17:00

1 2 Page 1 of 2, items 1 to 10 of 11.

Criteria Options Shift **History**



How to View Employee Hours

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

For example:

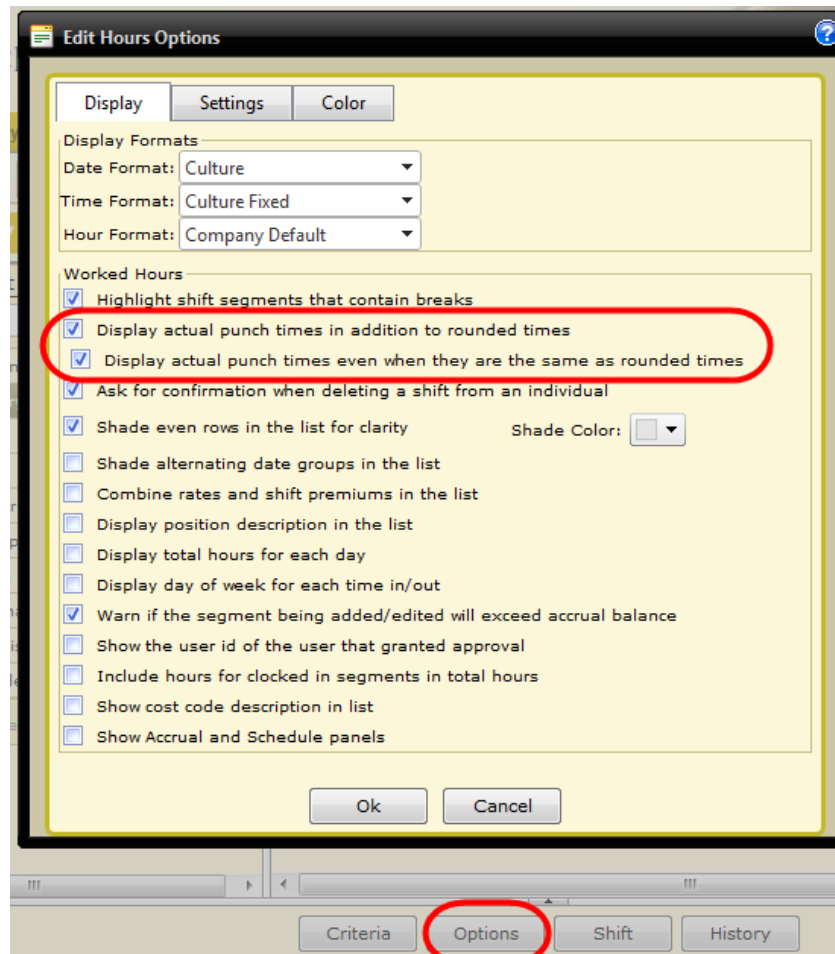
- Employee clocks in at 8:03
Time recorded for pay purposes is 8:00
- Employee clocks in at 8:09
Time recorded for pay purposes is 8:15

O	M	I	Note	Edited	Time In	Actual In	Time Out	Actual Out
✓	✓			<input type="checkbox"/>	7/28/2014 08:00 AM	7/28/2014 07:57 AM	7/28/2014 12:45 PM	7/28/2014 12:50 PM
✓	✓			<input type="checkbox"/>	7/28/2014 01:45 PM	7/28/2014 01:47 PM	7/28/2014 05:00 PM	7/28/2014 05:03 PM
✓	✓			<input type="checkbox"/>	7/29/2014 08:00 AM	7/29/2014 07:59 AM	7/29/2014 01:15 PM	7/29/2014 01:08 PM
✓	✓			<input type="checkbox"/>	7/29/2014 02:15 PM	7/29/2014 02:08 PM	7/29/2014 05:00 PM	7/29/2014 05:03 PM
✓	✓			<input type="checkbox"/>	7/30/2014 08:00 AM	7/30/2014 07:59 AM	7/30/2014 12:45 PM	7/30/2014 12:49 PM
✓	✓			<input type="checkbox"/>	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





How to View Employee Hours

Various options and settings are available based on personal preference

Name: Little John (11122233)					Hours: 57 Hours 0 Mins			
Edited	B	Time In	Time Out	Position	Hours	Rate	Total	Week Total
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/15/2016 09:00 AM	2/15/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	8:00	0.00	8:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/16/2016 08:00 AM	2/16/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/16/2016 01:00 PM	2/16/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2016 08:00 AM	2/17/2016 12:30 PM	26666600 - HSC Test Posn NON Ben Elig	4:30	0.00	4:30	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2016 01:30 PM	2/17/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:30	0.00	3:30	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/18/2016 08:00 AM	2/18/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/18/2016 01:00 PM	2/18/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2016 08:00 AM	2/19/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2016 01:00 PM	2/19/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	40:00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/22/2016 08:00 AM	2/22/2016 01:00 PM	26666600 - HSC Test Posn NON Ben Elig	5:00	0.00	5:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/22/2016 02:00 PM	2/22/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:00	0.00	3:00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/23/2016 08:00 AM	2/23/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	9:00	0.00	9:00	17:00



How to View Employee Hours

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

The screenshot shows a 'Criteria' dialog box with the following sections:

- Standard Fields:**
 - ☐ Filter by individual's number to Include 0-9999999999
 - ☐ Filter by classification to Include 0-99999999
 - ☐ Filter on default job to Include 0-9999999999
 - ☐ Filter on department to Include 1 department(s) selected.
 - ☐ Filter on individual's manager to include No manager selected
 - ☐ Filter on employment status None
 - ☐ Filter on hire date to include from 1/1/1900 to 12/31/2078
 - ☐ Filter on days since hire to include from 0 to 999999
- Exclude checkboxes (highlighted with a red circle):**
 - ☐ Exclude suspended individuals
 - ☐ Exclude terminated individuals
 - ☐ Exclude salaried individuals
- Custom Fields:**
 - Custom field: None Equals
 - Custom field: None Equals
 - Custom field: None Equals

Annotation: uncheck these boxes to include terminated and suspended employees

Buttons: Ok, Cancel, Preview, Load, Save



How to View Employee Hours

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

1.

2.

Check to view accrual balances.

Number	First	Last
11122233	Little	John
22233344	King	Richard
56789012	Peter	Pan
67890123	Captain	Hook
78901234	George	Darling
89012345	Tinker	Bell
90123456	Robin	Hood
123456789	Mickey	Mouse
234567890	Minnie	Mouse
345678901	Donald	Duck

Company: TEST User: Kyle Bell Labor cost: N/A Current v
Inactive in 3 minutes 33 seconds Copyright© 2010, Data Manager



How to View Employee Hours

File View Employee Period Tools Configuration Launch Help

Edit Hours - 11/15/2015 to Current

24953	Antonio	Luna
362905	Scott	Deck
518551	Marianne	Wilkes
519054	Ambry	Shepherd
524605	Kelle	Hester
528948	Debbie	Dowdy
530016	Jeff	Deitiker
536605	Orva	Ledbetter
658479	Berrilyn	Meurer
818999	Kyle	Bell

Page 1 of 3, items 1 to 10 of 25.

Name: Kyle Bell (818999)

O	M	I	Note	Edited	B	Time
				<input type="checkbox"/>		11/16/
				<input type="checkbox"/>		11/16/
				<input checked="" type="checkbox"/>		11/17/

Accrual Information Hire Date: 9/23/2011

Position	Remaining (Historical)	Accrual Forecast	Usage Forecast	Remaining (Overall)
22 - SCK-Sick Leave	148.7500	0.0000	0.0000	148.7500
28 - VAC-Vacation Pay	124.0000	0.0000	0.0000	124.0000

Criteria Options Shift

Company: Payroll... User: Kyle Bell Labor cost: N/A Current week: 1

Inactive in 4 minutes 57 seconds Copyright© 2010, Data Management Inc.

- 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

Edit Hours - 2/14/2016 to Current

Number First Last

11122233	Little	John
22233344	King	Richard
56789012	Peter	Pan
67890123	Captain	Hook
78901234	George	Darling
89012345	Tinker	Bell
90123456	Robin	Hood
123456789	Mickey	Mouse
234567890	Minnie	Mouse
345678901	Donald	Duck

1 2 Page 1 of 2, items 1 to 10 of 11.

Name: Little John (11122233) **Hours: 57 Hours 0 Mins**

	Edited	B	Time In	Time Out	Position	Hours	Rate	Total	Week Tot
	<input checked="" type="checkbox"/>		2/15/2016 09:00 AM	2/15/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	8:00	0.00	8:00	
	<input checked="" type="checkbox"/>		2/16/2016 08:00 AM	2/16/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
	<input checked="" type="checkbox"/>		2/16/2016 01:00 PM	2/16/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
	<input checked="" type="checkbox"/>		2/17/2016 08:00 AM	2/17/2016 12:30 PM	26666600 - HSC Test Posn NON Ben Elig	4:30	0.00	4:30	
	<input checked="" type="checkbox"/>		2/17/2016 01:30 PM	2/17/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:30	0.00	3:30	
	<input checked="" type="checkbox"/>		2/18/2016 08:00 AM	2/18/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
	<input checked="" type="checkbox"/>		2/18/2016 01:00 PM	2/18/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
	<input checked="" type="checkbox"/>		2/19/2016 08:00 AM	2/19/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
	<input checked="" type="checkbox"/>		2/19/2016 01:00 PM	2/19/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	40:00
	<input checked="" type="checkbox"/>		2/22/2016 08:00 AM	2/22/2016 01:00 PM	26666600 - HSC Test Posn NON Ben Elig	5:00	0.00	5:00	
	<input checked="" type="checkbox"/>		2/22/2016 02:00 PM	2/22/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:00	0.00	3:00	
	<input checked="" type="checkbox"/>		2/23/2016 08:00 AM	2/23/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	9:00	0.00	9:00	17:00

Right Click

Add segment...

- Edit segment...
- Edit segment actual times...
- Delete segment(s)...
- Split segment...
- Toggle break
- Add/Edit/View note...
- Approve All
- Unapprove All
- Approve missed in punch
- Approve missed out punch
- View change history...

Criteria Options

Company: TEST User: Supervisor Labor cost: N/A Current W... DBS: CORRADO... DB: TIMECLO... 2/25/2016 09:59:55 AM

Inactive in 19 minutes 51 seconds Copyright© 2010, Data Management



How to Add Employee Hours

Segment Extra Custom

Date In: 7/29/2014

Time In: 2:15 PM

Date Out: 7/29/2014

Time Out: 5:00 PM

Position: 19934800 - Sr Specialist

Enter amount of Track1: 0.00

Enter amount of Track2: 0.00

Enter amount of Track3: 0.00

Break Type: << None >>

Note:

Segment Hours: 3771:45

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Ok Cancel

Punch In Location Information

Application: TimeClock Manager

Location: TTU281767

Description: N/A

Punch Out Location Information

Application: TimeClock Manager

Location: TTU281767

Description: N/A



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.

Edit Segment

Segment | Extra | Custom

Date In: 11/5/2015 ☐ Individual is clocked in

Time: 8:00 AM ☒ Time sheet entry

Hours: 08:00 ☐ Missed in punch

☐ Missed out punch

Segment Hours: 8:45

Position: 19999900 - TTU Test Posn Ben Elig

Rate: 0.00

Enter amount of Track1: 0.00

Enter amount of Track2: 0.00

Enter amount of Track3: 0.00

Break Type:

Note:

Ok Cancel

Punch In Location Information

Application: Web Clock

Location: 129.118.89.9

Description: N/A

Punch Out Location Information

Application: Web Clock

Location: 129.118.89.9

Description: N/A



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



How to Edit Employee Hours

Right click the time segment to be edited

Edit Hours - 2/14/2016 to Current

Number	First	Last	Name: Little John (11122233)	Hours: 57 Hours 0 Mins
11122233	Little	John		
22233344	King	Richard		
56789012	Peter	Pan		
67890123	Captain	Hook		
78901234	George	Darling		
89012345	Tinker	Bell		
90123456	Robin	Hood		
123456789	Mickey	Mouse		
234567890	Minnie	Mouse		
345678901	Donald	Duck		

Page 1 of 2, items 1 to 10 of 11.

Edited	B	Time In	Time Out	Position	Hours	Rate	Total	Week Tot
<input checked="" type="checkbox"/>		2/15/2016 09:00 AM	2/15/2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	8:00	0.00	8:00	
<input checked="" type="checkbox"/>		2/16/2016 08:00 AM	2/16/2016 12:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>		2/16/2016	2016 05:00 PM	26666600 - HSC Test Posn NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>		2/17/2016 08:00 AM	2/17/2016 12:30 PM	26666600 - HSC Test Posn NON Ben Elig	4:30	0.00	4:30	
<input checked="" type="checkbox"/>		2/17/2016 01:30 PM	2/17/2016 05:00 PM	NON Ben Elig	3:30	0.00	3:30	
<input checked="" type="checkbox"/>		2/18/2016 08:00 AM	2/18/2016 12:00 PM	NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>		2/18/2016 01:00 PM	2/18/2016 05:00 PM	NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>		2/19/2016 08:00 AM	2/19/2016 12:00 PM	NON Ben Elig	4:00	0.00	4:00	
<input checked="" type="checkbox"/>		2/19/2016 01:00 PM	2/19/2016 05:00 PM	NON Ben Elig	4:00	0.00	4:00	40:00
<input checked="" type="checkbox"/>		2/22/2016 08:00 AM	2/22/2016 12:00 PM	NON Ben Elig	5:00	0.00	5:00	
<input checked="" type="checkbox"/>		2/22/2016 02:00 PM	2/22/2016 05:00 PM	NON Ben Elig	3:00	0.00	3:00	
<input checked="" type="checkbox"/>		2/23/2016 08:00 AM	2/23/2016 12:00 PM	NON Ben Elig	9:00	0.00	9:00	17:00

Criteria Options Shift

Company: TEST User: Supervisor Labor cost: N/A Current week: CORRADO DB: TIMECLO...



How to Edit Employee Hours

Edit Segment

Segment Extra Custom

Date In: 7/29/2014 ☐ Individual is clocked in

Time In: 2:15 PM ☐ Time sheet entry

Date Out: 7/29/2014 ☐ Missed in punch

Time Out: 5:00 PM ☐ Missed out punch

Segment Hours: 3771:45

Position: 19934800 - Sr Specialist

Enter amount of Track1: 0.00

Enter amount of Track2: 0.00

Enter amount of Track3: 0.00

Break Type: << None >>

Note:

Ok Cancel

Punch In Location Information
Application: TimeClock Manager
Location: TTU281767
Description: N/A

Punch Out Location Information
Application: TimeClock Manager
Location: TTU281767
Description: N/A



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

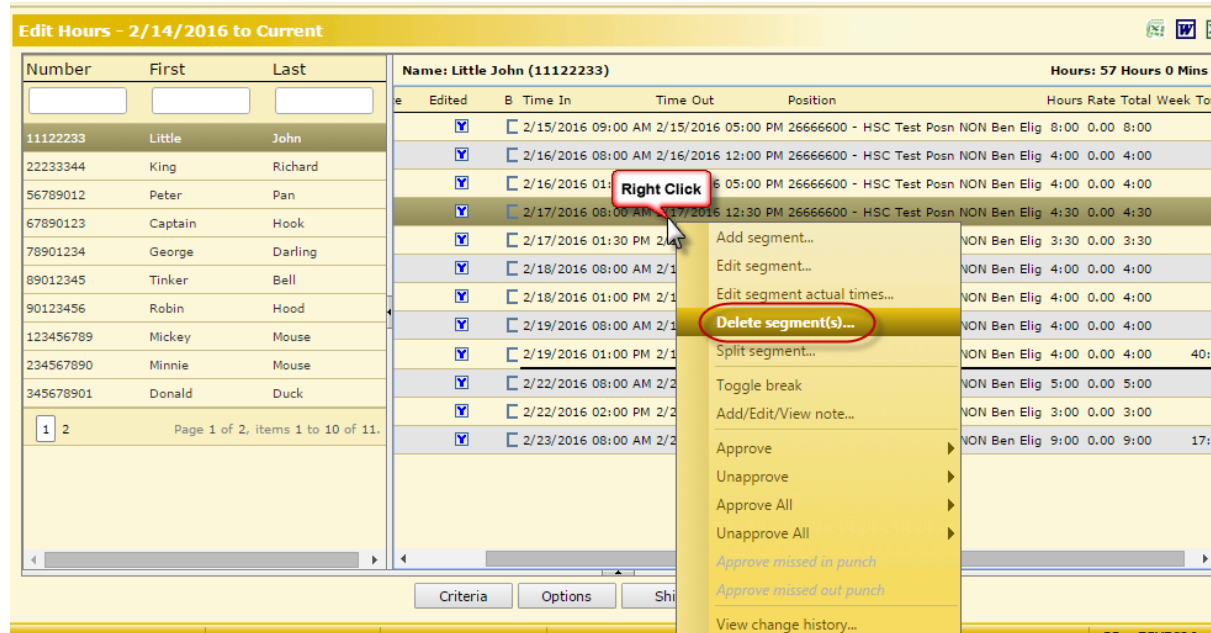


How To Delete Employee Hours

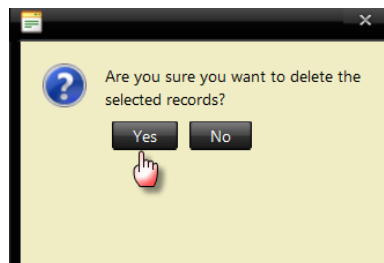


How to Delete Employee Hours

Right click the time segment to be deleted



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



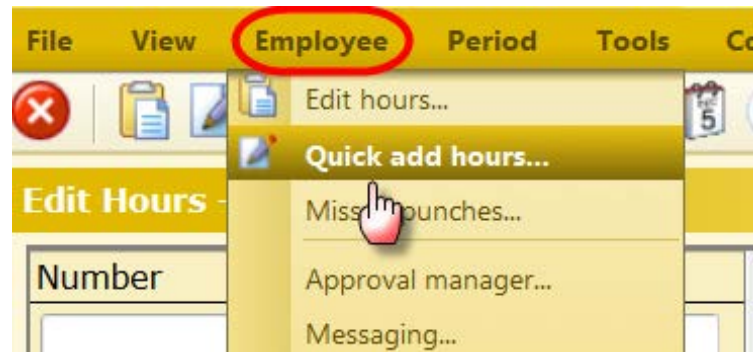


Quick Add Hours



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.

Include	Number	First	Last
<input type="checkbox"/>	11122233	Little	John
<input type="checkbox"/>	22233344	King	Richard
<input type="checkbox"/>	56789012	Peter	Pan
<input type="checkbox"/>	67890123	Captain	Hook
<input type="checkbox"/>	78901234	George	Darling
<input type="checkbox"/>	89012345	Tinker	Bell
<input type="checkbox"/>	90123456	Robin	Hood
<input type="checkbox"/>	123456789	Mickey	Mouse
<input type="checkbox"/>	234567890	Minnie	Mouse
<input type="checkbox"/>	345678901	Donald	Duck
<input type="checkbox"/>	456789012	Snow	White

Segment

Extra

Custom

Date In: 2/25/2016

Time In: 9:00 AM

Date Out: 2/25/2016

Time Out: 5:00 PM

Position: Default

☐ Rate: 0.00

Track1: 0.00

Track2: 0.00

Track3: 0.00

Break Type: << None >>

Cost Code:

Note:

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Segment Hours

8:00

Add range of days: 1

AutoSelect

Criteria

Preview

Process



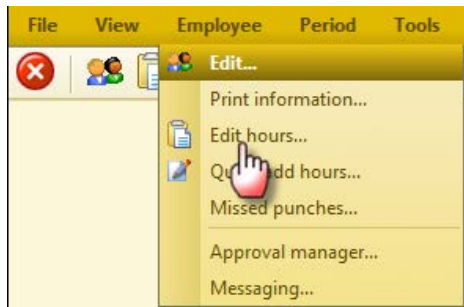
Missed Punches



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			Unapproved									
Number	First	Last	Name: First 60 Last 60 (60) Hours: 3 Hours 0 Mins									
			O	M	I	Note	Edited	B	Time In	Time Out	Position	Hours Rate Total W
51	First 51	Last 51					<input type="checkbox"/>	<input type="checkbox"/>	8/17/2016 09:00 AM	8/17/2016 12:00 PM	12345600 - TEST Default Position	3:00 10.00 3:00
52	First 52	Last 52					<input type="checkbox"/>	<input type="checkbox"/>	<< Missed >>	8/18/2016 01:00 PM	12345600 - TEST Default Position	0:00 10.00 0:00
53	First 53	Last 53					<input type="checkbox"/>	<input type="checkbox"/>	8/18/2016 02:30 PM	<< Missed >>	12345600 - TEST Default Position	0:00 10.00 0:00
54	First 54	Last 54					<input type="checkbox"/>	<input type="checkbox"/>	8/19/2016 10:45 AM	<< Clocked In >>	12345600 - TEST Default Position	0:00 10.00 0:00
55	First 55	Last 55										
56	First 56	Last 56										
57	First 57	Last 57										
58	First 58	Last 58										
59	First 59	Last 59										
60	First 60	Last 60										
1	2	3	4	5	6	7	8	9	10	...		



Missed Punches

Edit the segment to record the correct time

Edit Hours - 8/14/2016 to Current Unapproved

Number	First	Last	Name: First 60 Last 60 (60)										Hours: 3 Hours 0 Mins		
			O	M	I	Note	Edited	B	Time In	Time Out	Position	Hours	Rate	Total W	
51	First 51	Last 51					<input type="checkbox"/>		8/17/2016	12:00 PM	12345600 - TEST Default Position	3:00	10.00	3:00	
52	First 52	Last 52				<< Missed >>	<input type="checkbox"/>					0:00	10.00	0:00	
53	First 53	Last 53					<input type="checkbox"/>		8/18/2016 02:30 PM			0:00	10.00	0:00	
54	First 54	Last 54					<input type="checkbox"/>		8/19/2016 10:45 AM			0:00	10.00	0:00	
55	First 55	Last 55													
56	First 56	Last 56													
57	First 57	Last 57													
58	First 58	Last 58													
59	First 59	Last 59													
60	First 60	Last 60													

1 2 3 4 5 **6** 7 8 9 10 ...

Page 6 of 52, items 51 to 60 of 512.

Right Click

- Add segment...
- Edit segment...**
- Edit segment actual times...
- Delete segment(s)...
- Split segment...
- Toggle break
- Add/Edit/View note...
- Approve
- Unapprove
- Approve All
- Unapprove All
- Approve missed in punch
- Approve missed out punch
- View change history...



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

Edit Segment

Segment Extra Custom

Date In: 8/18/2016 ☐ Individual is clocked in

Time In: 1:00 PM ☒ Time sheet entry

Date Out: 8/18/2016 ☒ Missed in punch

Time Out: 1:00 PM ☐ Missed out punch

Segment Hours: 0:00

Position: 12345600 - TEST Default Position

Rate: 10.00

Enter amount of Track1: 0.00

Enter amount of Track2: 0.00

Enter amount of Track3: 0.00

Break Type: << None >>

Note: **3. Enter a note.**

1. Missed in punch checked

2. Enter correct Time In

4. Click OK

Ok Cancel

Punch In Location Information
Application: Web Clock
Location: 129.118.89.9
Description: N/A

Punch Out Location Information
Application: Web Clock
Location: 129.118.89.9
Description: N/A



Missed Punches

Corrected missed punches require a “missed punch approval”

The screenshot displays a software interface for managing time punches. At the top, a status bar shows "Unapproved" with a blue icon. Below this, the user's name "Name: King Richard (22233344)" and total hours "Hours: 1 Hours 45 Mins" are shown. A table lists punch segments with columns for "O", "M", "I", "Note", "Edited", "B", "Time In", "Time Out", and "Actual Out Position". A red circle highlights the "Time Out" column, and a red box labeled "Right Click" points to a specific entry. A context menu is open, showing various actions. The "Approve missed out punch" option is highlighted with a red circle.

O	M	I	Note	Edited	B	Time In	Time Out	Actual Out Position
<input checked="" type="checkbox"/>						2/23/2016 08:15 AM	2/23/2016 08:08 AM	2/23/2016 10:00 AM
<input type="checkbox"/>						2/25/2016 09:15 AM	2/25/2016 09:20 AM	<< Clocked In >>

- Add segment...
- Edit segment...
- Edit segment actual times...
- Delete segment(s)...
- Split segment...
- Toggle break
- Add/Edit/View note...
- Approve
- Unapprove
- Approve All
- Unapprove All
- Approve missed in punch
- Approve missed out punch**
- View change history...



Missed Punches

Approved missed punches will be reflected in green

Approved

Name: King Richard (22233344)

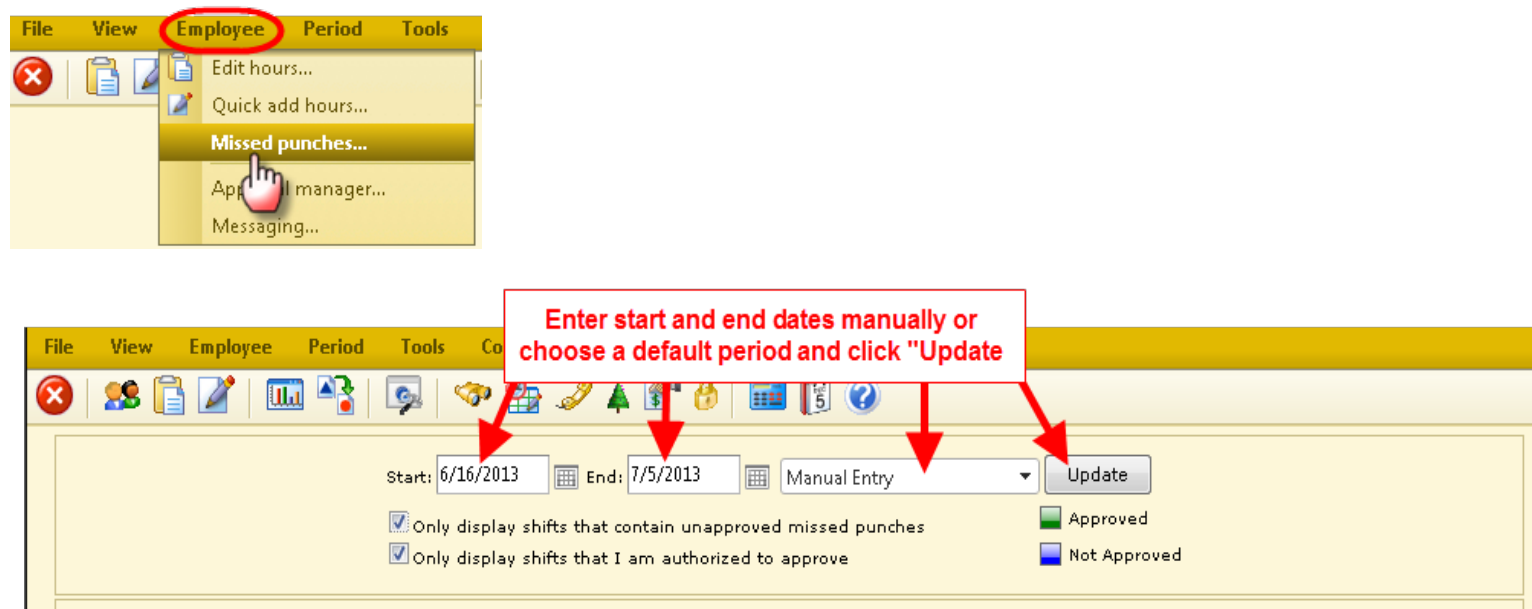
Hours: 1 Hours 45 Mins

O	M	I	Note	Edited	B	Time In	Actual In	Time Out	Actual Out	Position
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/23/2016 08:15 AM	2/23/2016 08:08 AM	2/23/2016 10:00 AM	28888800	HSC Test Posn Ben
				<input type="checkbox"/>	<input type="checkbox"/>	2/25/2016 09:15 AM	2/25/2016 09:20 AM	<< Clocked In >>	28888800	HSC Test Posn Ben



Missed Punches

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.





42



Missed Punches

Missed punches can be approved through the utility.

Start: 8/14/2016 End: 8/19/2016 TimeClock Week To Date Update

☐ Only display shifts that contain unapproved missed punches
☒ Only display shifts that I am authorized to approve

Approved
Not Approved

	8/18/2016 02:30 PM	<< Missed >>	12345600 - TEST Default Position	0:00	0:00
58 - First 58 Last 58					
	<< Missed >>	8/18/2016 01:00 PM	12345600 - TEST Default Position	0:00	0:00
	8/18/2016 02:30 PM	<< Missed >>	12345600 - TEST Default Position	0:00	0:00
59 - First 59 Last 59					
	<< Missed >>	8/18/2016		0:00	0:00
	8/18/2016 02:30 PM	<< Missed >>		0:00	0:00
60 - First 60 Last 60					
	8/18/2016 08:00 AM	8/18/2016 01:00 PM	12345600 - TEST Default Position	5:00	5:00
	8/18/2016 02:30 PM	<< Missed >>	12345600 - TEST Default Position	0:00	0:00

1 2

Page 2 of 2, items 101 to 121 of 121.

Criteria Approve In Approve Out

Highlight the segment(s) to approve and click *Approve In* or *Approve Out*











Conflicting Segments



Conflicting Segments

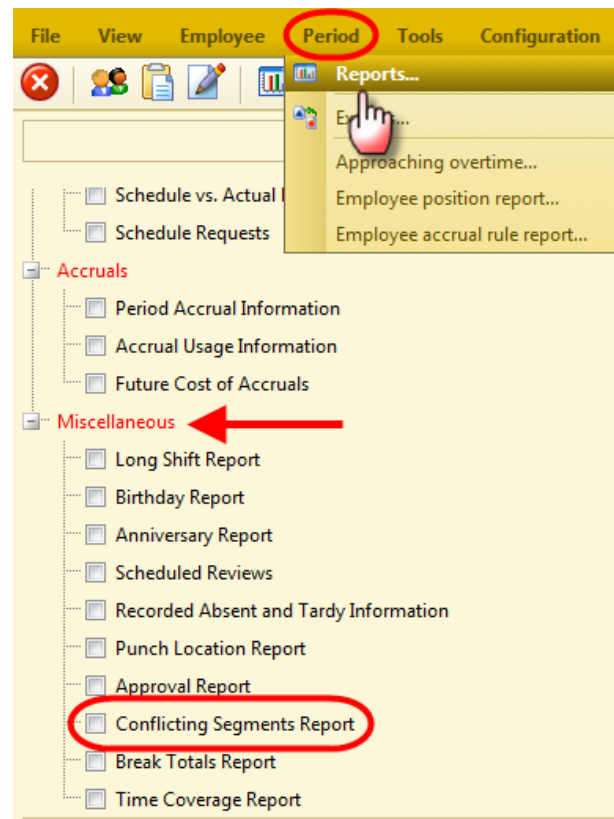
A conflicting segment exists when time segments overlap. These must be corrected prior to the payroll export to ensure the employee is paid correctly for that time period.

							 Conflict				
Edited	B	Time In	Time Out	Position	Hours	Rate	Total				
		5/20/2015 07:45 AM	5/20/2015 11:00 AM	26666600 - HSC Test Posn NON Ben Elig	3:15	0.00	3:15				
		5/20/2015 10:00 AM	5/20/2015 01:00 PM	26666600 - HSC Test Posn NON Ben Elig	3:00	0.00	3:00				



Conflicting Segments

Run the Conflicting Segments Report to identify conflicting segments





Conflicting Segments

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

Criteria

Standard Fields

- ☐ Filter by individual's number to Include 0-999999999
- ☐ Filter by classification to Include 0-99999999
- ☐ Filter on default job to Include 0-999999999
- ☐ Filter on department to Include 1 department(s) selected.
- ☐ Filter on individual's manager to include No manager selected
- ☐ Filter on employment status None
- ☐ Filter on hire date to include from 1/1/1900 to 12/31/2078
- ☐ Filter on days since hire to include from 0 to 999999
- ☐ Exclude suspended individuals
- ☐ Exclude terminated individuals
- ☐ Exclude salaried individuals

Custom Fields

- Custom field: None Equals
- Custom field: None Equals
- Custom field: None Equals

Ok Cancel Preview Load Save

uncheck these boxes to include terminated and suspended employees



Approval Levels



There are three approval levels available in TimeClock Plus:

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

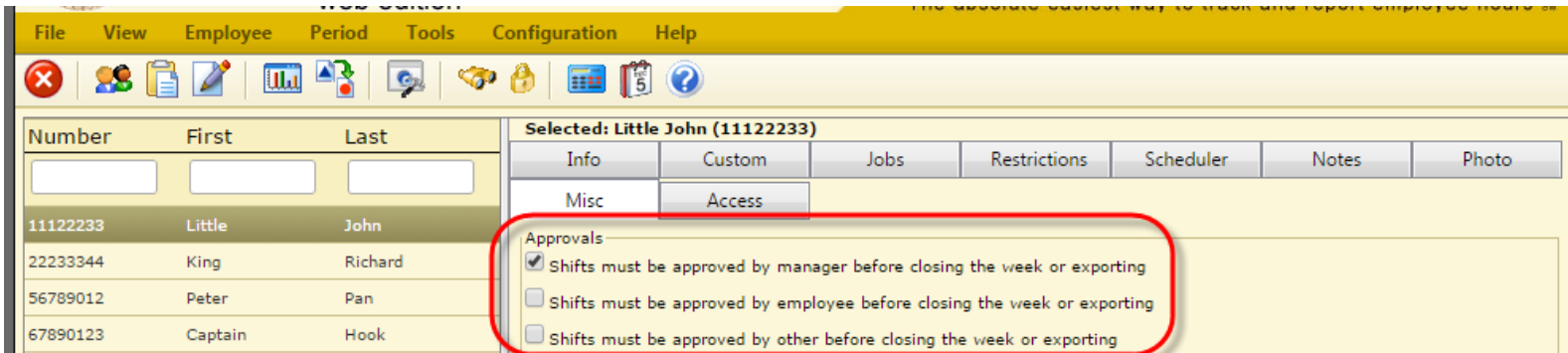
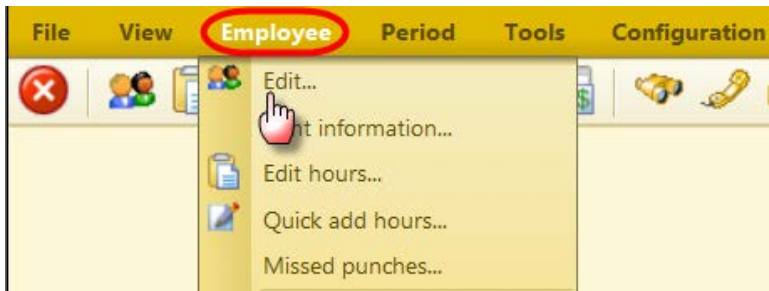
Only the **Manager** approval is required. However the department has the option to require additional approval levels.

The TCP administrator(s) within the department has the ability to change approval levels required, at the employee level, at any time.



Approval Levels

To view approval level(s) required:



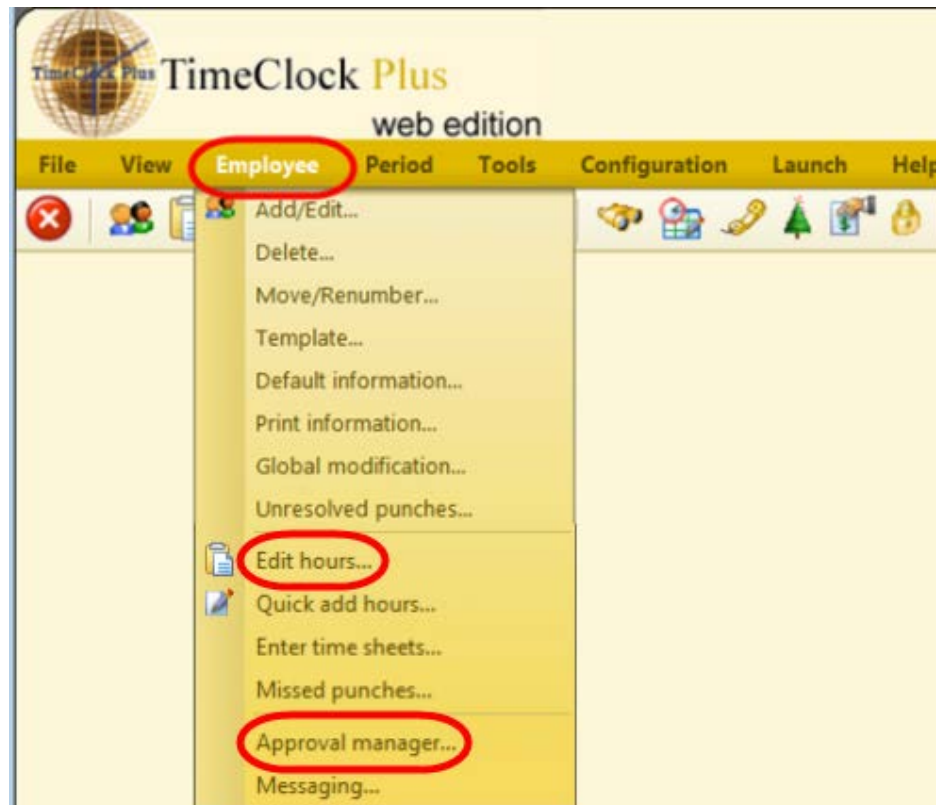


How to Approve Time



How to Approve Time

Time can be approved from two places





How to Approve Time

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.

File View Employee Period Tools Configuration Help

<



How to Approve Time

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

Criteria

Standard Fields

- ☐ Filter by individual's number to Include 0-9999999999
- ☐ Filter by classification to Include 0-99999999
- ☐ Filter on default job to Include 0-9999999999
- ☐ Filter on department to Include 1 department(s) selected.
- ☐ Filter on individual's manager to include No manager selected
- ☐ Filter on employment status None
- ☐ Filter on hire date to include from 1/1/1900 to 12/31/2078
- ☐ Filter on days since hire to include from 0 to 999999
- ☐ Exclude suspended individuals
- ☐ Exclude terminated individuals
- ☐ Exclude salaried individuals

Custom Fields

- Custom field: None Equals
- Custom field: None Equals
- Custom field: None Equals

Ok Cancel Preview Load Save

uncheck these boxes to include terminated and suspended employees



How to Approve Time

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**.

The screenshot displays the 'Edit hours' interface for 'Little John (11122233)'. The top bar shows 'Hours: 57 Hours 0 Mins'. Below is a table with columns: O, M, I, Note, Edited, B, Time In, Time Out, and Actual Out Position. A right-click context menu is open over a segment, with 'Approve' highlighted. The menu options include: Add segment..., Edit segment..., Edit segment actual times..., Delete segment(s)..., Split segment..., Toggle break, Add/Edit/View note..., **Approve**, Unapprove, Approve All, Unapprove All, Approve missed in punch, Approve missed out punch, and View change history... On the right, a 'Management' dropdown menu is also visible, showing 'Individual' selected.

O	M	I	Note	Edited	B	Time In	Time Out	Actual Out Position
				<input checked="" type="checkbox"/>		2/15/2016 09:00 AM	2/15/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/16/2016 08:00 AM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/16/2016 01:00 PM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/17/2016 08:00 AM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/17/2016 01:30 PM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/18/2016 08:00 AM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/18/2016 01:00 PM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/19/2016 08:00 AM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/19/2016 01:00 PM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/22/2016 08:00 AM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/22/2016 02:00 PM		26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>		2/23/2016 08:00 AM	2/23/2016 08:00 AM	26666600 - HSC Test Posn NON



How to Approve Time

Approving time in Edit hours cont.

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

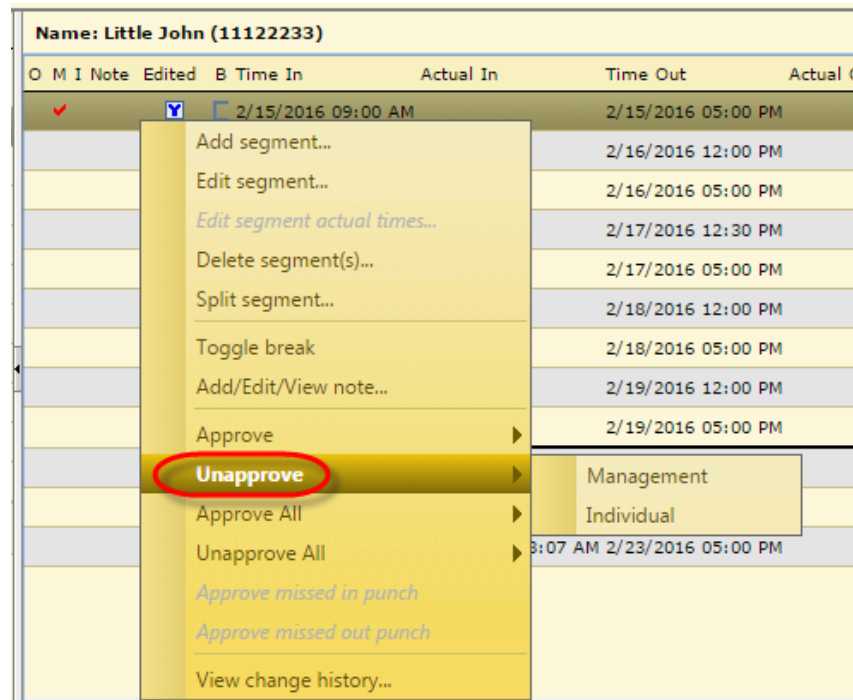
Name: Little John (11122233)						Hours: 57 Hours 0 Mins			
O	M	I	Note	Edited	B Time In	Actual In	Time Out	Actual Out	Position
✓				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/15/2016 09:00 AM		2/15/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/16/2016 08:00 AM		2/16/2016 12:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/16/2016 01:00 PM		2/16/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2016 08:00 AM		2/17/2016 12:30 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2016 01:30 PM		2/17/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/18/2016 08:00 AM		2/18/2016 12:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/18/2016 01:00 PM		2/18/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2016 08:00 AM		2/19/2016 12:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2016 01:00 PM		2/19/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/22/2016 08:00 AM		2/22/2016 01:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/22/2016 02:00 PM		2/22/2016 05:00 PM	26666600 - HSC Test Posn NON
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/23/2016 08:00 AM	2/23/2016 08:07 AM	2/23/2016 05:00 PM	26666600 - HSC Test Posn NON



How to Approve Time

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"

Start: 2/16/2016 End: 2/29/2016 Manual Entry Update

Unapproved missed punch

O	M	I	Note	Edited	Brk	Time In	Time Out	Break	Position	Cost Code	Rate	Hours	Shift Total	Total
-			11122233 - Little John											
				Y		2/16/2016 08:00 AM	2/16/2016 12:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:00	4:00	
				Y		2/16/2016 01:00 PM	2/16/2016 05:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:00	4:00	
				Y		2/17/2016 08:00 AM	2/17/2016 12:30 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:30	4:30	
				Y		2/17/2016 01:30 PM	2/17/2016 05:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	3:30	3:30	
				Y		2/18/2016 08:00 AM	2/18/2016 12:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:00	4:00	
				Y		2/18/2016 01:00 PM	2/18/2016 05:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:00	4:00	
				Y		2/19/2016 08:00 AM	2/19/2016 12:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:00	4:00	
				Y		2/19/2016 01:00 PM	2/19/2016 05:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	4:00	4:00	
				Y		2/22/2016 08:00 AM	2/22/2016 01:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	5:00	5:00	
				Y		2/22/2016 02:00 PM	2/22/2016 05:00 PM		26666600 - HSC Test Posn NON Ben Elig		0.00	3:00	3:00	



How to Approve Time

Approving time in Approval Manager cont.

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

Time Out	Break	Position	Cost Code
00 AM7/1/2013 12:00 PM		19917200 - Manager	
00 PM7/1/2013 04:30 PM		19917200 - Manager	
00 AM7/2/2013 12:15 PM		19917200 - Manager	
15 PM7/2/2013 05:15 PM		19917200 - Manager	
00 AM7/3/2013 12:30 PM		19917200 - Manager	
15 PM7/3/2013 05:00 PM		19917200 - Manager	
00 AM<< Time sheet >>		10 - HOL-Holiday	
00 AM<< Clocked In >>		19917200 - Manager	

Criteria

Standard Fields

☐ Filter by individual's number to Include 0-999999999

☐ Filter by classification to Include 0-9999999

☐ Filter on default job to Include 0-999999999

☐ Filter on department to Include 1 department(s) selected.

☐ Filter on individual's manager to include No manager selected

☐ Filter on employment status None

☐ Filter on hire date to include from 1/1/1900 to 12/31/2078

☐ Filter on days since hire to include from 0 to 999999

☐ Exclude suspended individuals

☐ Exclude terminated individuals

☐ Exclude sarned individuals

Custom Fields

Custom field: None Equals

Custom field: None Equals

Custom field: None Equals

Ok Cancel Preview Load Save

uncheck these boxes to include terminated and suspended employees



How to Approve Time

Approving time in Approval Manager cont.

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

Start: 8/7/2016 End: 8/19/2016 TimeClock Week To Date Update ☐ Unapproved missed punch

O	M	I	Note	Edited	Brk	Time In	Time Out	Break	Position	Cost Code	Rate	Hours	Shift Total	Total
11122233 - Little John														
				<input checked="" type="checkbox"/>		8/8/2016 08:00 AM	8/8/2016 12:00 PM		17777700 - TTU Test Posn NON Ben Elig	0.00	4:00	4:00		
				<input checked="" type="checkbox"/>		8/11/2016 08:00 AM	8/11/2016 12:00 PM		17777700 - TTU Test Posn NON Ben Elig	0.00	4:00	4:00		
				<input checked="" type="checkbox"/>		8/12/2016 09:00 AM	8/12/2016 05:00 PM		17777700 - TTU Test Posn NON Ben Elig	0.00	8:00	8:00		16:00
22233344 - King Richard														
						8/15/2016 02:30 PM	<< Clocked In >>		19999900 - TTU Test Posn Ben Elig	0.00	0:00	0:00		0:00

Approve Selected

Company: TEST User: Supervisor Labor cost: N/A Inactive in 19 minutes 51 seconds Copyright© 2010, D

Other Management Individual

8/19/2016 12:01:40 PM

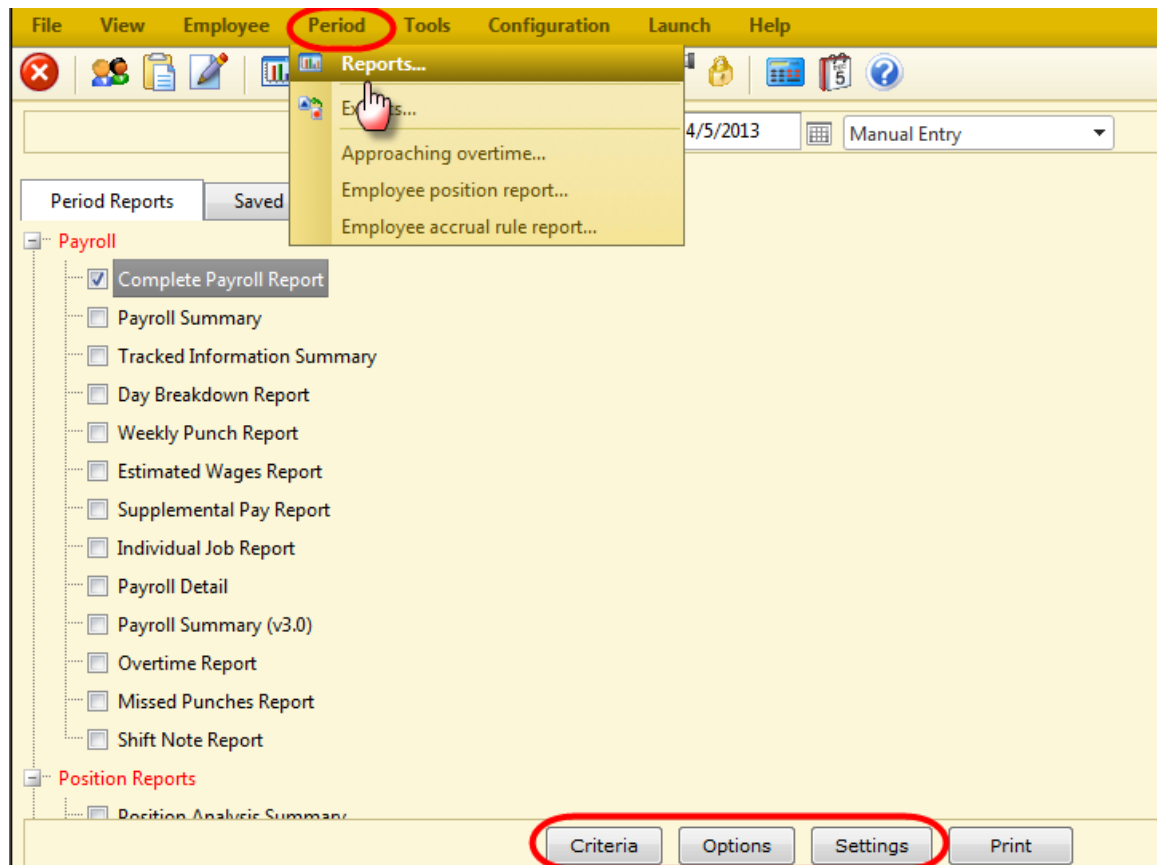


Period Reports



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.

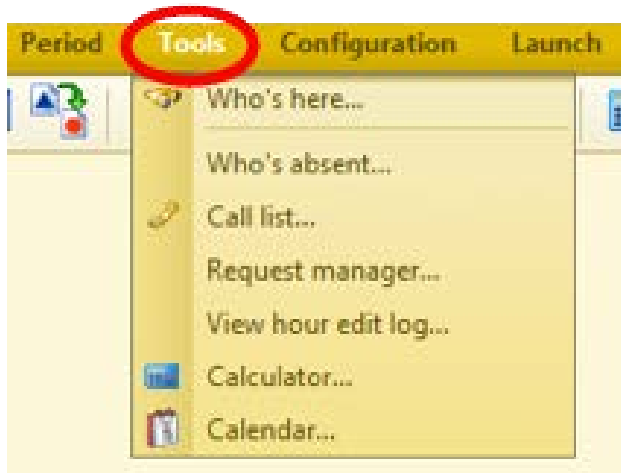
Commonly used: Punch Location Report for a report on where employees are clocking in/out



Tools and Resources

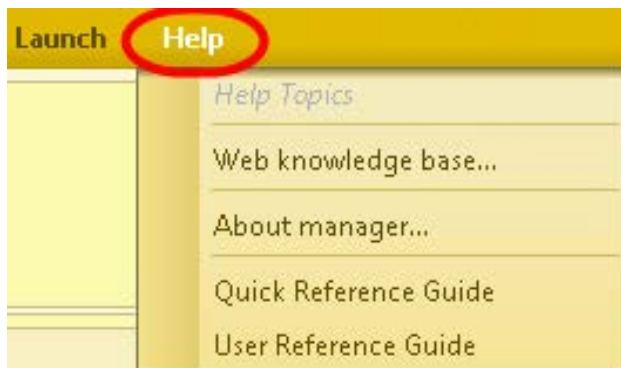


Tools and Resources



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.

Questions

