

TEXAS TECH UNIVERSITY"



TimeClock Plus

Manager Training Guide for TCP Users

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



- Administrators
- TimeClock Plus MobileClock

TimeClock Plus Links:

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

Manager Training Guide for TCP Users



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

Manager Training Guide for TCP Users



Accessing TimeClock Plus Manager

TimeClock Plus Manager

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

Log in using your eraider credentials.



Manager Training Guide for TCP Users



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

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My Dashboard



Name	Туре	Date	1	Name
Amanda	Manager Approval	02/01 08:00 A - 12:00 P		Brianna
Amanda	Manager Approval	02/01 12:45 P - 04:00 P	~	Brynn E Chris
Amanda	Manager Approval	02/02 08:00 A - 12:00 P	~	Cynthia
Amanda	Manager Approval	02/02 01:00 P - 05:00 P	~	Cynthia
Amanda	Manager Approval	02/03 09:00 A - 05:00 P	~	Gabriel
Amanda	Manager Approval	02/04 08:00 A - 10:00 A	~	Gabriel
Amanda	Manager Approval	02/04 10:00 A - 12:15 P	~	Jennife Maria A
Amanda	Manager Approval	02/04 01:00 P - 04:45 P	~	Mary B
Amanda	Manager Approval	02/07 08:15 A - 05:00 P	~	Melissa
?		Jump to Group Ho	urs	?

02/05 08:30 A - 06:45 P

Jasbir

Overtime

Name	Туре	Date
Brianna	Missec In	02/07 << Missed >> - 05:00 F
Brynn E	Missed Out	02/01 01:00 P - << Missed >
Chris Payroll I	mpacting I	Exceptions dissed >>
Cynthia	Missed In	02/04 << Missed >> - 01:15 F
Cynthia	Missed Out	02/04 01:45 P - << Missed >>
Cynthia	Missed Out	02/07 07:45 A - << Missed >>
Gabriel	Missed In	02/01 << Missed >> - 12:00 F
Gabriel	Missed Out	02/02 01:00 P - << Missed >:
Jennife	Missed In	02/02 << Missed >> - 05:15 F
Maria A	Missed Out	02/07 08:00 A - << Missed >:
Mary B	Missed In	02/04 << Missed >> - 05:00 F
Melissa	Missed Out	02/01 12:30 P - << Missed >:
	ormative E	xceptions PHot
	- +	
APPRC OVERT	ACHING IME (CLO	OCKED

CON SEG	FLICTING MENTS		5
Name	Туре	Date	5/5 ✓
Andria	Conflicting Shifts	02/02 08:00 A - 08:00 A (TS)	~
Andria	Conflicting Shifts	02/02 08:00 A - 10:00 A (TS)	~
Andria	Conflicting Shifts	02/02 08:00 A - 12:00 P	~
Emily (Conflicting Shifts	02/04 08:00 A - 02:00 P (TS)	~
Emily (Conflicting Shifts	02/04 08:00 A - 10:00 A (TS)	~
?		Jump to Group Hours	;





While preparing for a payroll export, Payroll Systems Support <u>does not</u> 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. Manager Training Guide for TCP Users



Employee Data

Employee Data



Employee and position information can be viewed but not updated



Employee Profiles





Basic employee information is located in the Information tab

nformation 🗸	Jobs 🗸	Hours ~	Access ~	Exceptions ~	Personnel ~	Custom Fields ~
B R	Art Vandalay ~ ole Default Employe	ee Role (1)				
Person	1 al				Gender	Expand all Collapse all
First name	Art	La	ast name Vanda	alay	Language	Use Company Culture
Address						
City			State	Zip		
Phon	ie					
Office Phon	e	ext				
Ema	il					

Employee Data





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



Employee Data



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

Q Search	Employee Profiles 😭
My Dashboard	Sort by: ID 17 > Employee Filter
• Hours	Employee Status I. Uncheck box to include suspended & terminated employees
Bchedules	Position Classification Exclude suspended Exclude terminated
Employee	Department Exclude full time Location Exclude part time
Employee Profiles Employee Messaging	Employee Role Exclude employees with no work status Schedule Group Manager
Reports	Positions Provision Click to
🌶 Tools	Qualifications apply filter Hire Date Image: Constraint of the second s
Configuration	Days Employed Custom Fields Summary
	16 of 16 employees match 😂 Cancel Filter

Manager Training Guide for TCP Users



Users

Users



User Profiles – View information for each user of TCP. This includes Human Resources and Payroll & Tax Services.

Q	Search	User F	Profiles 🏫									
	My Dashboard	Sort by: ID	tr ✓ Active only									
0	Hours	Showing 5 rect	ords of 5	General V	Clock User Department Empty Employee Empty							
	Schedules	RO	Kyle Bell	The user	The user list will be defaultly sorted by P#							
•	Employee	R1 R1	Roman Valencia Deaven York	∧ Personal								
	Reports	R1	Meagan Ganus	ID	CLOCK		Network ID	clock				
P	Tools			First name Last name	Clock		LDAP User Name Email Address					
٢	Configuration			Employee	<< NONE >>	~	Department	<< NONE >>	~			
Ċ	Users ↓ ○ User Profiles				✓ Active		Schedule Group SMS Address	<< NONE >>	~			
	 User Roles Positions Cost Codes × 									18		

Users



We recommend sorting by Role Description so you can easily know what permissions each user has.

User Profiles 😭





User Profiles 🕸

Sort by: Role Description 17 🗸 🗹								
	Q,							
Showing 5 records of 5								
	Clock User							
ADMINISTRA	Kyle Bell							
APPROVER	Roman Valencia							
HUMAN RES	Deaven York							
PAYROLL & T	Meagan Ganus							

Users



You can add employee access to approvers by going to the "Employee Access" tab in the User Profiles menu.

٩	Search							
	My Dashboard		Q	General ~	Employee A	Access	Position Access	Cost Code Acc
0	Hours	Showing 5 records of	of 5	Roma	n Valencia	Departn	nem Empty	
	Schedules		Clock User	~		Employe	ee Empty	
8	Employee	ADMINISTRA	Kyle Bell Roman Valencia					
	Reports	HUMAN RES	Deaven York	O User has acc	cess to all employe	ees		
•	Tools	PAYROLL & T	Meagan Ganus	User has accUser has acc	cess to employees cess to only specif	as per assig ïc employee	jned filter s	
ی [Configuration Users ~ • User Profiles • User Roles			+ Assign	☐ Hide su	2 Ispended/ter	rminated	
•	Positions Cost Codes ∽							

Manager Training Guide for TCP Users



Employee Hours

Employee Hours





Employee hours can be viewed from two places:

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

Employee Hours



23

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

Q Search	Individual Hours 😭
My Dashboard	Sort by. ID 17 ~ Employee Filter
• Hours	Employee Filter ?
 Individual Hours Group Hours Mass Hours Period Export Schedules 	Employee Status I. Officieck box to suspended & include suspended & terminated employees Position Exclude suspended Classification Exclude salaried Department Exclude full time Employee Role Exclude employees with no work status
Employee	Schedule Group Manager Positions
Reports	 Provision Qualifications 2. Click to apply filter
Tools	 Hire Date Days Employed
Configuration	Custom Fields Summarv 16 of 16 employees match & Cancel Filter



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.

Mari	a Hill ~					(Position Filter	Cost Code	Filter	Seg	gment Filter	Exc	eption Filte	۱ſ	
7/31/2 Start	2022 date	to	8/13/20 Stop d	22 🛱	Open	Weeks F	s V Period	Update]						
+ ^	dd	M	lanage	~	Exce	ption	s∨ Proce	essing v			_ s	how absences	Regular 17:00	OT1 0:00	OT2 0:00
Showi	ng 4 recor	ds of 4	Sele	cted 0 rec	ords										
	é 🏾 🖗	Ę	<mark></mark>	Notes	Edited	Ð	Time In	Time Out	Hours	Shift Total	Week Total	Position		Cost C	ode
	•			I	Y	c	8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00		100 - Student	Assistant I	DEFAU	JLT
	•			E	Y	c	8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00		100 - Student	Assistant I	DEFAU	JLT
	•			æ	Y	c	8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00		100 - Student	Assistant I	DEFAU	JLT
	•			E	Y	c	8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00	17:00	100 - Student	Assistant I	DEFAU	JLT



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.





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 17	Emplo	oyee Filte	r	
Search	Q,	Hours	Schedules Accruals	1
Showing 2 records of 2 999999971 Maria H	4ill	Robert	t Paulson ~	
99999987 Robert	Paulson	Showing	5 records of 5	
		Ledger	Accrual Bank 17	Remaining
		æ	CTP-Comp Time Pay (TTU/SYS Onl	0.00 Hours
		Ħ	SCL-Sick Leave	48.00 Hours
		æ	SLD-Sick Leave Donation Taxabl	0.00 Hours
		I	SLP-Sick Leave Pool	0.00 Hours
			VAC-Vacation Pay	98.30 Hours

Employee Hours



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

۵	Ŋ	₽.	%	Notes	Edited	Ø	Time In	Time Out	Hours	Shift Total	Week Total	Position
	<			E		C	7/11/2022 07:30 AM	7/11/2022 12:15 PM	4:45	4:45		48905400 - Sr Medical Secretary
	~			E		C	7/11/2022 01:15 PM	7/11/2022 04:30 PM	3:15	3:15		48905400 - Sr Medical Secretary
	~			I		C	7/12/2022 07:30 AM	7/12/2022 12:15 PM	4:45	4:45		48905400 - Sr Medical Secretary
	~			E	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	<u>Collapse</u>					Options	
Date format Company Default V Default	It Period Open We	eks	~					18					
Time format Company Default								18					
Hour format Company Default ~								Se	egment Filter	Exc	eption Filter	Download v	
Worked Hours	Combine rates and	d shift premium:	s in the lis	st				18					
Highlight segments that contain breaks	Display position de	escription in the	list					18					
✓ Display actual punch times in addition to rounded times	Display total hours	s for each day						1.00					
✓ Always display actual times	_] Display day of wee	ek for each time	in/out					1.00					
Ask for confirmation when deleting a segment	Display manager n 	next to employee	e name (G	Froup Ho	ours Only)					how absences	Regular OT1	OT2 Leave	
Include period summary	Show the user ID o	of the user that o	granted a	pproval							85:39 0:00	0.00 9:30 8	
(Show cost code de	escription in list						_					
		. 🌲 💆	Ę,	9	Notes	Edite	ed 🥝	Time In	Act	ual Time In		Time Out	Actual Time Out
✓ Settings		-	۲	⊗	E		C	7/11/2022 0	07:45 AM 7/11	/2022 07:50 AM	1	7/11/2022 12:00 PM	7/11/2022 12:00 P
					Cance	el	Apply						

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	Combine rates and shift premiums in the list					
✓ Highlight segments that contain breaks	Display position description in the list					
Display actual punch times in addition to rounded times	Display total hours for each day					
 Always display actual times 	Display day of week for each time in/out					
Ask for confirmation when deleting a segment	Display manager next to employee name (Group Hours Only)					
 Include period summary 	□ 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	G
Default clock out time	05:00 PM	C
Default time sheet hours	8:00	

	Rounding
C] 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.

Gro	up	Hc	ours	S tà											Options	Do	wnload ~	
					7/31/202	2	to	8/13/2022	Dpen Weeks	✓ Up	odate							
S	ort by:	ID 17	/		Start da	te		Stop date	Period	I								
E	mploye	ee Filte	er 📄		Position	Filter		Cost Co	de Filter Exce	ption Filter 🗌 🗌 Show a	absences							
In order	to incre	ase pe	rformar	nce and	enhance t	the functio	onality	y of our softw	vare, Group Add Hours has b	een made part of a new featur	re Mass Hou	rs. To add or edit	hours for multiple	employees and	multiple segments	s use Mass H	ours.	
	Manag	je v		Ex	ceptions	~										<u>Exp</u>	and all <u>Co</u>	
Sho	wing 13	record	s of 13	S	elected 0 r	ecords												
		⋫	Ę,	9														
^	999	99997	'1 - Ma	aria H	ill 🛛	+ Add												
	۵	⋫	Ę,	9	Notes	Edited	Θ	Break length	Time in	Time out	Hours	Shift total	Week total	Position		C	Cost Code	
	•				E	Y	C		8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00		100 - Studen	t Assistant I	D)EFAULT	
	٠				E	Y	C		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00		100 - Studen	t Assistant I	D	EFAULT	
	٠					Y	C		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00		100 - Studen	t Assistant I	D)EFAULT	
	•				I	Y	C		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00	17:00	100 - Studen	t Assistant I	D	EFAULT	
^	999	99998	7 - Ro	bert l	Paulson	+	- Ad	d										
		⋫	Ę	9	Notes	Edited	Θ	Break length	Time in	Time out	Hours	Shift total	Week total	Position		C	Cost Code	
	•					Y	C		8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00		99999 - Test	Position - Analyst	D	EFAULT	20
	•					Y	C		8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00		99999 - Test	Position - Analyst	D	EFAULT	30



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

Group Hours				
	7/13/2022 🛱 to	7/16/2022	anual 🗸	Update
Sort by: ID †₹ ~	Start date	Stop date	Period	
Employee Filter	Position Filter	Cost Code Filter	Exception Filter	☐ Show abser

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

Show absences

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

Manager Training Guide for TCP Users



Adding Employee Hours



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





Enter the segment information and click Save.

Individual is clocked in	-			Segn	nent L	ength: 8:00		\wedge	When manually
Time sheet entry	Time in	8/8/2022	₩	09:00 AM	0		4		adding time, hour
Missed in punch	Time out	8/8/2022	▦	05:00 PM	0				must be entered
Missed out punch	Break type	<< NONE >>							quarter hour
	Position	100 - Stude	ent Ass	istant I 🗸 🗸					increments.
	Cost Code	DEFAULT		~		Select			
	Rate	0.00							
	Note								
	Days 1	~							

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.

Add		💿 🏠 Wher
Individual is clocked in	Segment Length: 8:	🗤 🦾 addin
Time sheet entry	Time in 8/8/2022 🗰 09:00 AM 🕔	<u>must</u> quart
Missed in punch	Hours 8:00	increi
Missed out punch	Position 10 - HOL-Holiday 🗸	
	Cost Code DEFAULT V Select	
	Rate 0.00	Enter
	Note	minut
	Days 1 🗸	decin
		Ex: 6
Extra	Cancel Save	



manually g time, hours be entered in er hour nents.

in hours and es. Not al hours.

:30 not 6.50



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

				Segm	nent L	.ength: 8:00
Individual is clocked in						-
Time sheet entry	Time in	8/8/2022	▦	09:00 AM	0	
Missed in punch	Time out	8/8/2022	▦	05:00 PM	0	
Missed out punch	Break type	<< NONE >	>	~		
	Position	100 - Stude	nt Ass	istant I 🗸 🗸		
	Cost Code	DEFAULT		~		Select
	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** dropdown may be used.

—				Segm	ent Le	ength: 8:00
Individual is clocked in						
Time sheet entry	Time in	8/8/2022	曲	09:00 AM	C	
Missed in punch	Time out	8/8/2022	▦	05:00 PM	C	
Missed out punch	Break type	<< NONE >	>>	~		
	Position	99999 - Te	st Posit	ion - Analy 🗸		
	Cost Code	DEFAULT		~		Select
	Rate	0.00				
	Note					
	Dave 1					
	Days 1					
	23					

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



Editing 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.





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 	S Time in 7/26/2022 09:00 A Time out 7/26/2022 05:00 F Break type << NONE >> Position 999999 - Contract Employe Cost Code DEFAULT Rate 0.00 Note	Segment Length: 8:00	When manually editing time, hours <u>must</u> be entered in quarter hour increments.
Extra	Days 1 🗸	ncel Save	



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.

۰	⋫	Ę	9	Notes	Edited	Ð	Time In	Tim	ne Out	Hours	Shift Tota	ı w	Veek Total Positio	n			
•				E		Edit			2022 03:00 PM	5:00	5:00		100 - St	udent Assista	nt I		
•				E		Delete Split s	e segment by length		2022 10:15 AM	0:00	0:00		99999 -	Test Position	- Analyst		
•				E		Split s	segment by percentag	je	2022 12:45 PM	2:00	+ Add		Manage ~	Exception	ns v	Proce	ssing ~
•				E		View s	segment photos		2022 05:00 PM	3:00			Edit				
•				E		View I	Location		/2022 10:15 AM	2:07	Showing 7	recor	Delete Split seament by le	enath			
•				E		C	7/12/2022 10:15 AM	7/12	2/2022 10:15 AM	0:00		⋫	Split segment by p	ercentage	Time In		Time Out
													Audit Log View segment pho	tos	6/7/2022	2 10:00 AM	6/7/2022 03:
													View Location		6/7/2022	2 10:15 AM	6/7/2022 10:



Select **Ok** when prompted to <u>permanently</u> delete the record



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.





Select Add Hours or Delete Hours, then click Next.

Mass Hours Change $\boldsymbol{\diamondsuit}$

Select Operation	Back	Cancel	Next	
Add Hours			Mass Hours Change 🏠	?
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.





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 Hour	S										
		Adj dat	just date ra es you wis	nge to i sh to de	include lete						
Source date rang	7/31/2022	苗 to	8/6/2022	т	imeClock Week	~					
Source date rung	Start date		Stop date		Period						
Filter to include o	nly segments mate	ching filter	Positior	n Filter	Cost Code Filter						
 Complete Segments Clocked In Blank Missed Punches Amount Based Time Sheets 											
🗌 Include segme	ents matching										
Time in a	and time out match	exact rang	e								
🔘 Time in v	within range										
🔘 Time in a	and time out within	range									
Time in	09:00 AM										
Time out	05:00 PM	Same	day		~						



Review the Summary for accuracy, then proceed with processing.

Summary	Summary
2 employees selected	2 employees selected
Selected employees from a list	Selected employees from a list
Adding hours	Deleting hours found in (07/31/2022 - 08/06/2022)
Source date range : 08/08/2022 09:00 AM- 08/08/2022 05:00 PM Position: Default Position Cost Code: Days to repeat : 1	Include complete segments Include clocked in segments Include blank missed punches Include amount based time sheets



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

Q	Search	Sha	wing 5	record	e of 5	Sele	cted 0 reco	ords							
	My Dashboard		,	♥	5 or 5	9	Notes	Edited	Ð	Time In	Time Out	Hours	Shift Total	Week Total	Position
0	Hours		•				æ	Y	c	6/8/2022 10:45 AM	6/8/2022 12:45 PM	2:00	2:00		200 - Student Assistant II
F	Individual Hours		•				E	Y	C	6/8/2022 02:00 PM	6/8/2022 05:00 PM	3:00	3:00	10:00*	200 - Student Assistant II
•	Group Hours Mass Hours		•				E	Y	c	7/12/2022 08:08 AM	7/12/2022 10:15 AM	2:07	2:07		100 - Student Assistant I
•	Period Export		•				E		C	7/12/2022 10:15 AM	7/12/2022 10:15 AM	0:00	0:00		100 - Student Assistant I
	Schedules		•				E		c	<< Missed >>	7/12/2022 01:00 PM	0:00	0:00	2:07	200 - Student Assistant II
8	Employee														
	Reports														
P	Tools														
•	Configuration														49

Missed Punches



Group Hours 🕸

	6/8/2022 🛱 to	7/30/2022 🛗 Manual	~	Update
Sort by: ID 1₹ ~	Start date	Stop date	Period	
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.





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



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	Ø	Time In	Time Out	Hours	Shift Total	Week Total
Y	C	7/12/2022 08:08 AM	7/12/2022 10:15 AM	2:07	2:07	
	c	7/12/2022 10:15 AM	7/12/2022 10:15 AM	0:00	0:00	
	c	<< 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 >>







Conflicting Time 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.



Conflicting Segments



Group Hours

	7/10/2022 🗰 to	7/30/2022	Open Weeks 🗸 🗸	Update
Sort by: ID ↑₹ ~	Start date	Stop date	Exception Filter Enabled	
Employee Filter	Position Filter	Cost Code Filter	Exception Filter] 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.





Approval Levels



There are three approval levels available in TimeClock Plus:

- Employee
- Manager
- Other

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

Approval Levels



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





Approving Time

Approving Time

Configuration

.



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

Q Search	999	99999971 - Maria Hill 🕂 Add											
** My Dashboard		₩	Ę	\$	Notes	Edited	Ø	Break length	Time in	Time out			
					B	Y	C		8/1/2022 09:00 AM	8/1/2022 12:00 PM			
• Hours					E	Y	C		8/2/2022 01:00 PM	8/2/2022 05:00 PM			
Individual Hours	•				E	Y	C		8/4/2022 08:00 AM	8/4/2022 01:00 PM			
Group Hours	•				H	Y	C		8/5/2022 09:00 AM	8/5/2022 02:00 PM			
Mass HoursPeriod Export	999	9998	37 - Ro	obert I	Paulson	Ŧ	Add						
B Schedules	۰	⋫	Ę,	\$	Notes	Edited	Θ	Break length	Time in	Time out			
						Y	C		8/1/2022 08:00 AM	8/1/2022 12:00 PM			
Employee	•				E	Y	C		8/1/2022 01:00 PM	8/1/2022 05:00 PM			
Reports		Сс	olur	nns	s for	ead	ch	аррі	oval level (M-manage			
P Tools		0-	-oth	ner)	are	e lo	cat	ted	to the left	of the ti			

E-employee,



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.





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		8	⊗	I	Y	C	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		
			ଡ	⊗	Ē	Y	c	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		
		•	ଓ	ଓ	۲	I	Y	C	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	
		•	ଔ	ଓ	⊗	E	Y	c	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 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	n He	~						Position Filter	Cost Code Filter	r (Segment	Filter	
12/26/2	021	🛗 to	7/30)/2022		Open We	eks	~	Update				
Start d	ate		Sto	op date			Perio	d					
	2. Apply changes												
App	Apply Changes Discard Changes												
							1.	Check boxes					
Showing	g 8 rec	ords of 8	3										
Select		Ŋ	Ę	9	Notes	Edited	Θ	Time In	Time Out	Hours	Shift Total	Week Total	
	•				Ħ	Y	C	6/7/2022 10:00 AM	6/7/2022 03:00 PM	5:00	5:00		
	•				E		c	6/7/2022 10:15 AM	6/7/2022 10:15 AM	0:00	0:00		
	•				E	Y	C	6/8/2022 10:45 AM	6/8/2022 12:45 PM	2:00	2:00		
	•				E	Y	C	6/8/2022 02:00 PM	6/8/2022 05:00 PM	3:00	3:00	10:00	



Approving time in Individual Hours

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

Man Showing	ager ar 9 recurd	o prova s of 9	l Selec	cted 0 reco	ed 0 records								
	.₩	Ę	9	Notes	Edited	Ø	Time In	Time Out	Hours	Shift Total			
- /					Y	C	8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00			
					Y	c	8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00			
	✓			II	Y	C	8/2/2022 08:00 AM	8/2/2022 12:00 PM	4:00	4:00			
	✓			I.	Y	C	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.



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 reapprove after the edit is complete.

Tabith	~			Posit	tion Filt	ter Cost C	t Code Filter Segment Filter						
7/12/2022	📅 to	7/30/20	22	Manual		~	Update						
Start date		Stop d	ate		Period	1							
	2. Apply changes												
Apply (Changes		Discard Ch	nanges									
				1. Unc	heck	to remove appro	val						
Showing 4 r	ecords of 4	Ļ		1. Unc	heck	to remove appro	val						
Showing 4 m	ecords of 4	E S	♀ Notes	1. Unc	heck	to remove appro	val Time Out	Hours	Shift Total				
Showing 4 m	ecords of 4	5 S	Votes	1. Unc Edited Y	heck Ø C	to remove appro Time In 7/12/2022 08:08 AM	Val Time Out 7/12/2022 10:15 AM	Hours 2:07	Shift Total 2:07				



Approving time in Group Hours

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

	⋫	Ę	9								
99	99997	′1 - Ma	aria Hi	ill 🛛	+ Add						
٩	⋫	Ę	9	Notes	Edited	Ø	Break length	Time in	Time out	Hours	Shift total
•				E	Y	C		8/1/2022 09:00 AM	8/1/2022 12:00 PM	3:00	3:00
•)III	Y	C		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00
٠				E	Y	C		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00
•					Y	C		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00
99	99998	87 - Ro	bert F	Paulson	+	Add					
	⋫	Ę	9	Notes	Edited	Ø	Break length	Time in	Time out	Hours	Shift total
٠				E	Y	C		8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00
•				E	Y	C		8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00
٠					Y	C		8/2/2022 08:00 AM	8/2/2022 12:00 PM	4:00	4:00
•				E	Y	C		8/2/2022 01:00 PM	8/2/2022 05:00 PM	4:00	4:00



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).

Appl	y Cha	inges		Di	scard Ch	anges						
Showing	13 rec	ords o	f 13			2. App	ly ch	anges				
Select		⋫	Ę	9								
∧ 9	9999	971 -	Maria	a Hill	+	Add			1. Check box	es for approval		
Select		⋫	Ę,	&	Notes	Edited	0	Break length	Time in	Time out	Hours	Shift total
	•				I	Y	C		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	C		8/4/2022 08:00 AM	8/4/2022 01:00 PM	5:00	5:00
	•				E	×	C		8/5/2022 09:00 AM	8/5/2022 02:00 PM	5:00	5:00
∧ 9	9999	987 -	Robe	rt Pau	Ison	+ A0	dd					
Select		⋫	Ę,	Y	Notes	Edited	Ø	Break length	Time in	Time out	Hours	Shift total
	•		9		E	Y	С		8/1/2022 08:00 AM	8/1/2022 12:00 PM	4:00	4:00
	•				E	Y	C		8/1/2022 01:00 PM	8/1/2022 05:00 PM	4:00	4:00
	•					Y	C		8/2/2022 08:00 AM	8/2/2022 12:00 PM	4:00	4:00
	•					Y	E		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.

٩	Search
	My Dashboard
9	Hours
	Schedules
	Fourier
Ď	Етрюуее
	Reports
ŀ	Period Reports
۶	Tools
\$	Configuration



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

	Sort Key Settings Employee Filter Position F	Filter Cost Code Filter
7/31/2022 to 8/6/2022 to TimeClock Week Start date Stop date Period	~	
Categories	Select a report	Download ~
* = Custom Category Payroll	Approaching Exception	Settings
Position	Approaching Overtime	Preview
	Bill Rate	Print
Scheduler	Complete Payroll	Create Saved Report
Period		

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	



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



Tools and Resources


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

٩	Search	Employee Status 🏫									
	My Dashboard	Searc	h		Q Employee	Filter	Pos	ition Filter Cost Code Filter			
0	Hours	All Clocked In On Break Not In Absent On Leave Last Punch Hours									
	Schedules	Segment ~ Refresh									
	Employee	Sho	ID 1	First Name	Last Name	Note	Status	Position	Cost Code	Time In	Location
	Reports		520	Irene			Out				
P	Tools		520	Georgina			Clocked In	49734900 - Medical Secretary	DEFAULT	07/27/2022 12:00 PM	Standalone Clock - Clock Operation on 08-IM EP AEC Room 101G
ŀ	Employee Status		524	Juliana			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	Patricia			Clocked In	48762200 - Patient Services Specialist	DEFAULT	07/27/2022 12:30 PM	Standalone Clock - Clock Operation on 08-IM EP-CSBA244 - 08-IM

Tools and Resources



My Dashboard	Provides a perma
• Hours	approved, addec
Schedules	Audit Log 😒
Employee	12/6/2022 imit to 12/6/2022 imit to Today Start date Stop date Pressure
Reports	Employee Filter Position Filter Group by
P Tools	Search on segment times Employee ID
 Employee Status 	Q
 Other Tools ~ 	Expand all Collapse all
• Audit Log	Showing 84 records of 84
• Unresolved Punche	Time Employee Name Time
• Calculator	▲ 000000 - David IIL.
Configuration	12/6/2022 08:06 AM Davic Sec. 12/7/

Audit Log – Hours Audit Log

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

	Select feature Hours Audit L	_og	~							
	12/6/2022 m to 12/6 Start date Sto	6/2022 🛗 Today op date	Period	VUpdate	e					
	Employee Filter	Position Filter	User Filter	Advance	ed Filter					
	 Search on dates edit Search on segment t 	ed Group by	oyee ID 🗸							
	Expand all Collapse all	Q								
	Showing 84 records of 84									
hes	Time	Employee Name	Time In	Time Out	User Name	Feature	Automation Name	Reason		
	▲ Contro - David I									
	12/6/2022 08:06 AM	Daviu	12/7/2022 09:00 AM	<< Time sheet >>		Individual Hours		Added		
n	12/6/2022 08:06 AM	David	12/7/2022 09:00 AM	<< Time sheet >>	0.0.0	Individual Hours		Approval Change		



Audit Log – Incomplete Clock Operation Audit Log

Provides a permanent record of incomplete punches

Audit Log 🖄

Select feature Incomp	lete Clock Op <mark>eratio</mark>	on Audit Log 🐱									
3/1/2023 💼 to	4/17/2023	Manual	✓ Update								
Start date	Stop date	Period									
Employee Filter	Advanc	ed Filter									
Group by											
Employee ID	~										
	Q,										
Expand all Collapse a											
Showing 9 records of	Showing 9 records of 9										
Time	Employee Name	Application	Reason	Last Workflow Step	Туре	Physical Location					
▲ - Anthony											
3/28/2023 11:10 AM	Anthony	StandaloneClockLambo	Cancelled Clock Operation	Gather Missed Punch Acknowledgement	Missed Clock In	84-Burkhart Center					
▲ - Cesar											
3/21/2023 12:29 PM	Cesar	StandaloneClockLambo	Abandoned Clock Operation	Gather Missed Punch Acknowledgement	Missed Clock Out	84-Burkhart Center					



Important Items to Remember

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.



Payroll Services Support

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

Questions



