TimeClock Plus Overview
What are the advantages of using TimeClock Plus?
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- Integrates with Banner
- Accurately records hours worked
- Alleviates non-exempt employee Web Time Entry
- Ability to generate department-specific reports
- Provides unique manager and supervisor security
- Ability to breakdown positions for a more detailed means of tracking employee time by using *Cost Codes*
- Easily identifies who reported for work in the event of a campus emergency
What Timekeeping Options are Available?
What Timekeeping Options are Available?

- **Time clock terminal**
  - Card swipe
  - Biometric

- **Web-based module**
  - Firefox
  - Chrome

- **Combination of both**
Integration with Banner
An automated process imports employee and position information into TCP. This process runs twice daily, at approximately 12:20 am and 12:20 pm.

The following criteria determines which employees are imported into TCP. Therefore, this information must be correct on the ePAF.

- *Timesheet Orgn(s) used by the department must exist in TCP table*
- *Timesheet Entry Method must be set to “Third Party with Approvals”*

The ePAF transaction type determines when the information is imported:

- *New Hires* load after all ePAF departmental approvals (level 20) are complete
- *Non New Hires* load after the ePAF has been applied to Banner, no sooner than two days prior to the effective date of the ePAF transaction
- When an employee’s position has ended, their TCP status will be updated to *Suspended* and the employee will not be able to clock in.

- When an employee has terminated employment, the termination date plus 1 day will load into TCP, and the employee will not be able to clock in.
Basic Employee Clock Operations
Web Interface

WebClock buttons are configurable based on department needs and may be removed when not needed.
Clock Terminal

Clock terminal buttons are configurable based on department needs and may be disabled when not needed.
Employees working in multiple positions must select which position the clock operation is for.

The TCP Position equates to the Banner position and suffix. However, in TCP the first digit must be numeric.

- Digit 1 conversion: \( T = 1, H = 2, S = 3, E = 4 \)
- Digits 2-6: Banner position number
- Digits 7-8: Banner suffix
Each punch is rounded to the quarter hour, rounding up at 8 minutes. This clock in operation would be recorded as 4:45 pm.
Employees can view previous hours recorded, last punch details, and messages sent by an approver.
Third Party Employees
Third party (non-Banner) employees and positions can be manually imported into TCP for tracking purposes.

Payroll will provide the department with the templates and instructions for this process, if applicable.
Manager Operations - Configuration Menu
Manager Operations - Configuration Menu

- **Master position list** – Displays position suffix combinations and leave codes
- **Master cost code list** – Displays cost codes and cost code groups, if defined
- **User list** – Displays Users and Roles
- **Preferences** – Offers ability to change certain User preferences
### Master Position List

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>RSH-Regular Summer School Notification</td>
</tr>
<tr>
<td>22</td>
<td>SCK-Sick Leave</td>
</tr>
<tr>
<td>23</td>
<td>SEL-Service Excellence Leave A</td>
</tr>
<tr>
<td>24</td>
<td>SHD-Shift Differential</td>
</tr>
<tr>
<td>25</td>
<td>SHI-Shift Incentive</td>
</tr>
<tr>
<td>26</td>
<td>SLE-Sick Leave Exception</td>
</tr>
<tr>
<td>27</td>
<td>SLP-Sick Leave Pool</td>
</tr>
<tr>
<td>28</td>
<td>VAC-Vacation Pay</td>
</tr>
<tr>
<td>29</td>
<td>VOT-Voting</td>
</tr>
<tr>
<td>19288500</td>
<td>IT Senior Support Specialist</td>
</tr>
<tr>
<td>19471700</td>
<td>Sr Specialist</td>
</tr>
<tr>
<td>19508200</td>
<td>Sr Specialist</td>
</tr>
<tr>
<td>19511400</td>
<td>Specialist IV</td>
</tr>
<tr>
<td>19537400</td>
<td>Specialist IV</td>
</tr>
<tr>
<td>19605400</td>
<td>Sr Accountant</td>
</tr>
</tbody>
</table>
Master Cost Code List
**Users**

- Users are approvers, supervisors, TCP administrators within the department, as well as certain Payroll and Human Resources staff.
- Department Users are manually imported into TCP by Payroll.
- Departments can assign employee and position access to Users as needed.
Roles

• A Role is assigned to each User and determines the access of that User
• Roles are created by Payroll based upon department needs
• Roles may be viewed by the Users but can only be edited by Payroll
Manager Operations – Employee Menu
Manager Operations – Employee Menu

- **Edit** – employee info, job info, custom info, notes, photo, misc, access
- **Edit Hours** – add, edit or delete shift segments
- **Quick Add Hours** – add hours to multiple employees at once
- **Missed Punches** – view and approve missed punches
- **Approval Manager** – approve multiple segments at once
- **Messaging Options**
Edit – Info tab

Employee information is imported from Banner and cannot be changed by the department.
Edit – Jobs tab

Employee job information is imported from Banner and cannot be changed by the department

<table>
<thead>
<tr>
<th>Default Code</th>
<th>Description</th>
<th>Rate</th>
<th>Clockable Earns</th>
<th>Ovt Counts</th>
<th>Ovt Cost Code</th>
<th>Track1</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>PTC-Educational Activities</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>19</td>
<td>RDC-Red Cross Leave</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>20</td>
<td>RGH-Hours Worked</td>
<td>0.00</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>22</td>
<td>SCK-Sick Leave</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>23</td>
<td>SEL-Service Excellence Leave A</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>26</td>
<td>SLE-Sick Leave Exception</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>27</td>
<td>SLP-Sick Leave Pool</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>28</td>
<td>VAC-Vacation Pay</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>29</td>
<td>VOT-Voting</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>30</td>
<td>RLT-Reserve Law Offcr Leave</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>32</td>
<td>SLD-Sick Leave Donation</td>
<td>0.00</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>19934800</td>
<td>Sr Specialist</td>
<td>13.46</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>None</td>
</tr>
</tbody>
</table>
Edit – Misc tab

There are three approval levels available, Manager, Employee and Other. Only the Manager level is required.
Edit Hours

Segments of time can be added, edited or deleted by any *User* in a Role with such permissions.
Edit Hours
Time sheet entry is available for leave time taken, e.g. Holiday, Sick, Vacation. This can be configured to allow the employee to enter their own leave time or restrict it to be entered by the approver only.
Accrual balances are updated after each semi-monthly payroll.

Users have the option to enable or disable the display of accrual balances if desired.
Quick Add Hours
Ability to insert identical time segments on multiple employees at one time
Missed Punches
Records missed clock in or out operations
Approval Manager
Displays time segments awaiting approval with the ability to perform mass approvals
Messaging
Ability to send messages to employees to be displayed at their subsequent clock operation
Manager Operations – Period Menu
Manager Operations – Period Menu

- **Reports** – Various reports are available including payroll, position and period reports
- **Exports** – Export process used for payroll processing
Manager Operations - Period Menu

Reports

- Ability to modify various settings based on User preference
- Ability to view, save or print reports in various formats
Manager Operations - Tools and Resources
Tools

- **Who’s Here** – ability to monitor multiple employee statuses in one place
- **View hour edit log** – Details of manual edits performed to an employee’s time
Resource Information

![Image of TimeClock Plus web edition help menu]
Exporting of Time to Payroll
Prior to each semi-monthly payroll the department will export a file from TCP listing employees and hours to be paid. The file is then loaded into Banner and will be picked up in the payroll process.

Export deadlines can be found on the Payroll website [http://www.depts.ttu.edu/payroll/pay-schedule/index.php](http://www.depts.ttu.edu/payroll/pay-schedule/index.php)
Responsibilities
Responsibilities of the Department

Pre Go Live

- Forward purchase request for clocks and licenses to Payroll
- Installation of clock(s)
- Provide a list of timesheet ORGN codes to Payroll
- Work with Human Resources to change *Time Entry Method* to “Third Party with Approvals”
- Provide User and Third Party files to Payroll
- Create and maintain cost codes, if desired
- Grant employee access to Users
- Train employees
Responsibilities of the Department

Post Go Live

- Ensure time is correct and approved prior to each semi-monthly payroll deadline
- Submit the export file by each semi-monthly payroll deadline
- Update User access as needed
- Train new employees as needed
- Notify Payroll of new timesheet ORGN codes as needed
- Report issues to Payroll support.payrollservices@ttu.edu
Responsibilities of Payroll Services

Pre Go Live

- Facilitate clock and employee license purchases
- Create and configure TCP company based on department needs
- Configure clock software
- Train department Users (approvers, managers, exporters)
- Import User and Third Party files
Responsibilities

Responsibilities of Payroll Services

Post Go Live

- Maintain clock software and troubleshoot as needed
- Import User and Third Party files upon request from departments
- Monitor payroll export files submitted by departments
- Communicate with departments regarding deadlines, software updates, vendor issues and yearly maintenance fees
- Assist departments with any issues that may arise
Contact Information
Payroll Services Support

• Send questions, issues and templates to be loaded to support.payrollservices@ttu.edu

• 806-742-3211
Questions