TEXAS TECH UNIVERSITY™

TimeClock Plus Overview

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Terminology

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- **TCP** – TimeClock Plus
- **Company** – The department using TCP
- **Employee** – Individuals that clock in/out
- **User** – Approvers, managers, system administrators
- **Role** – *User* rights and permissions
- **Cost Code** – Additional breakdown of position for cost reporting and/or to allow employee to change job functions

Data Import Into TimeClock Plus

Data Import Into TimeClock Plus

- Prior to Go Live an initial load of semi-monthly employees and positions, as of current date plus 2 days, will be imported into TCP from Banner based on the following criteria:
  - *Timesheet Orgn code (provided by the department)*
  - *Timesheet Entry Method set to <u>Third Party with Approvals</u>*

- After the initial load, an automated process will import employee information, as of the current date plus 2 days, into TCP. This process runs twice a day, at approximately 12:20 am and 12:20 pm.
  - *<u>New Hires</u> – will import after all ePAF department approvals are complete; ePAF does not have to be applied to Banner*
  - *<u>Non New Hires</u> – will import after ePAF is applied to Banner*

The following information **must be correct** in Banner for the data to import into TCP:

- Timesheet Orgn
- Time Entry Method = Third Party with Approvals

WHEN PREPARING EPAFS

Data Import Into TimeClock Plus

- If an employee's position has ended in Banner, their TCP status will be updated to *Suspended* and the employee will be unable to clock in.
- If an employee or their position has been terminated (*TERMI* or *RETIR* reason code) in Banner, the termination date plus 1 day will load into TCP. The position will be inactivated and the employee will be unable to clock in.

Timekeeping Options

Options for employee timekeeping:

- WebClock
- Card Swipe Clock Terminal
- Biometric Clock Terminal
- Combination

Basic Employee Clock Operations

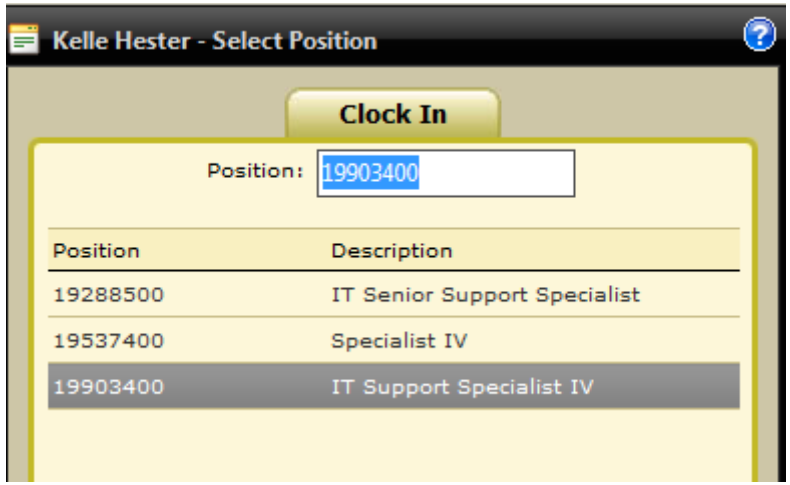
Web Interface

Web interface buttons are configurable based on department needs and can be removed if not needed

Clock Terminal

Clock terminal buttons are configurable based on department needs and can be disabled if not needed.

Basic Employee Clock Operations



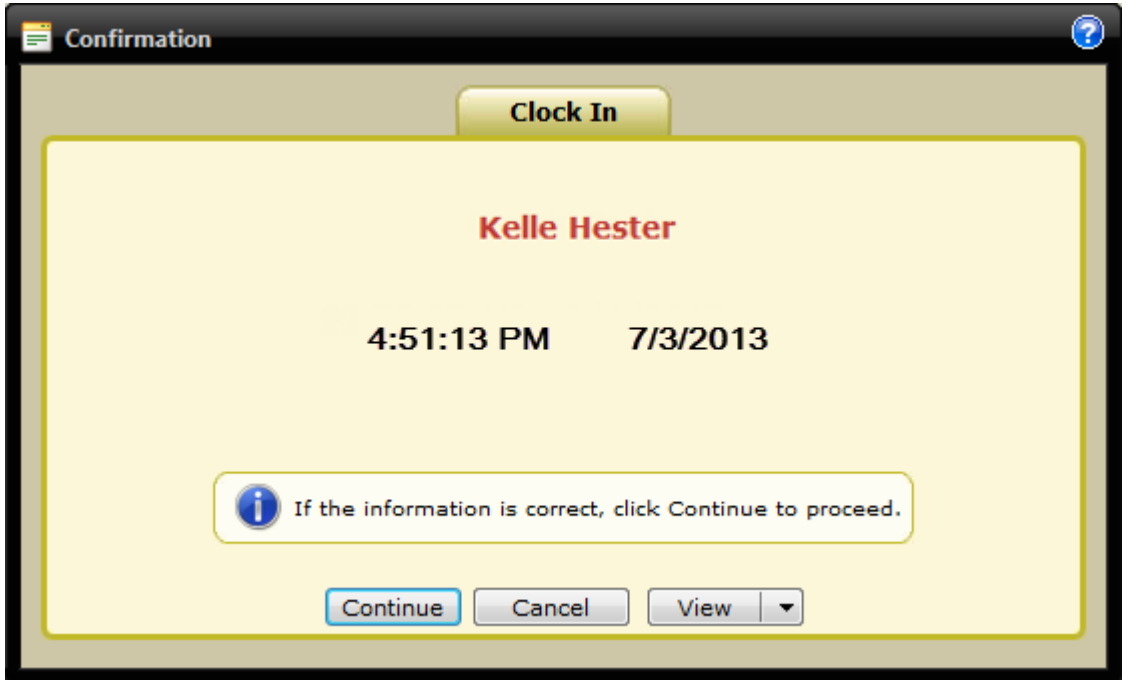
Employees working in multiple positions must select which position the clock operation is for.

The “Position” number equates to Banner the 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
- Digits 7-8: Banner suffix

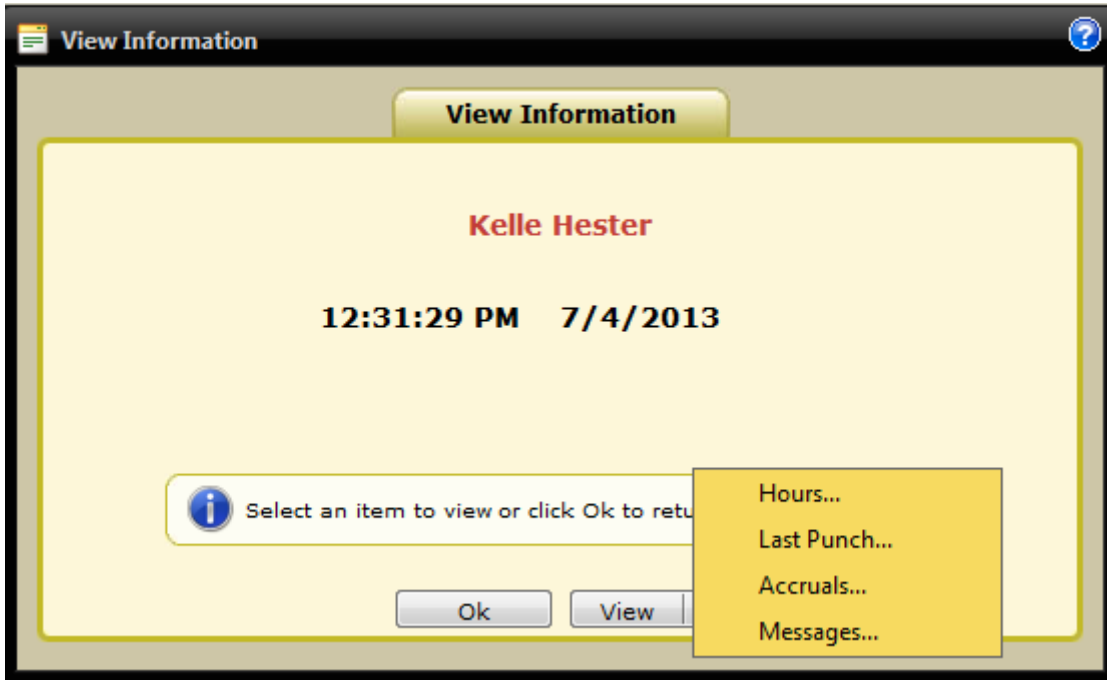
Basic Employee Clock Operations

Each punch is rounded to the quarter hour, rounding up at 8 minutes. This clock in operation would be recorded as 4:45 pm.



Basic Employee Clock Operations

Employees can view previous hours recorded, last punch details, accrual balances and messages sent by a User.



Third Party Employees

Third Party Employees

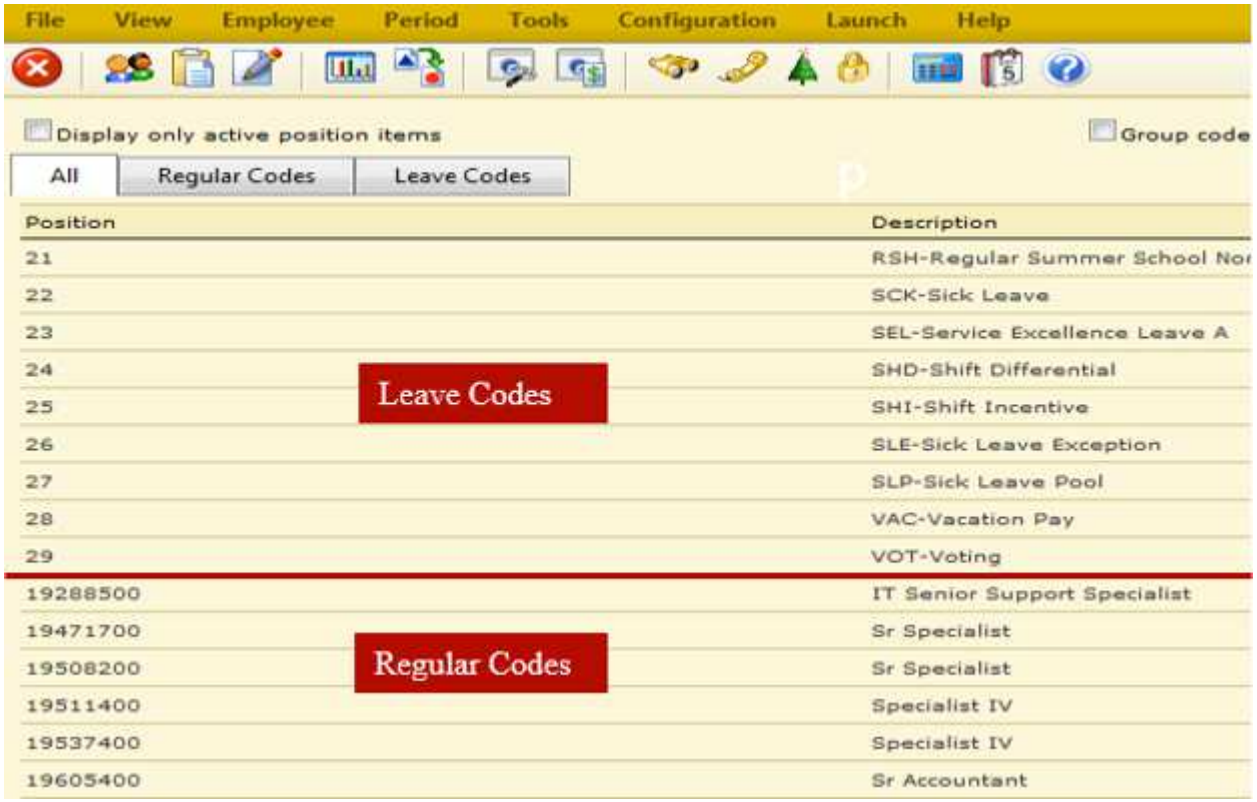
- Third party (non-Banner) employees and positions can be manually imported into TCP for tracking purposes
- Payroll will provide the department with the templates for this process, if applicable

Manager Operations - Configuration Menu

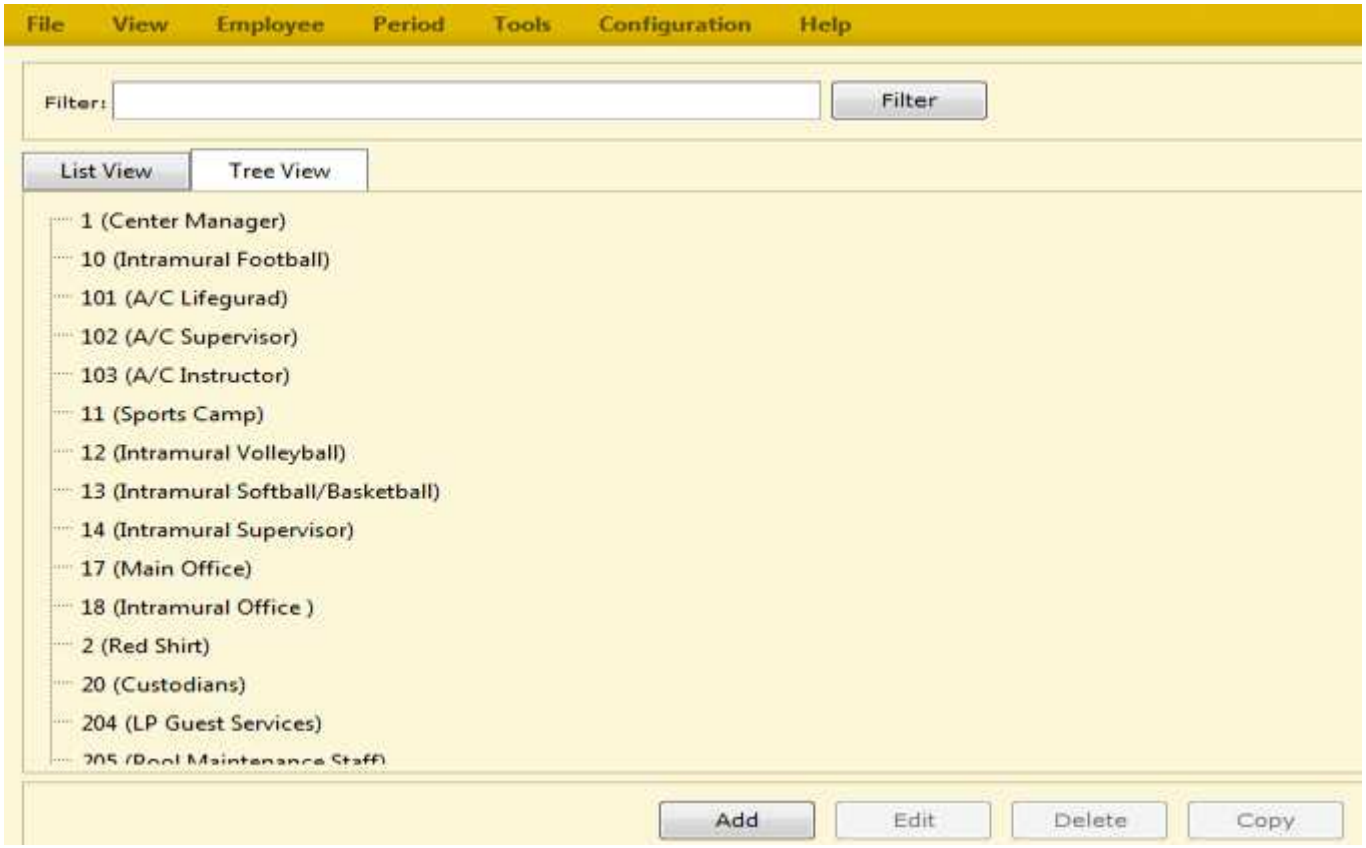
Manager Operations - Configuration Menu

- **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

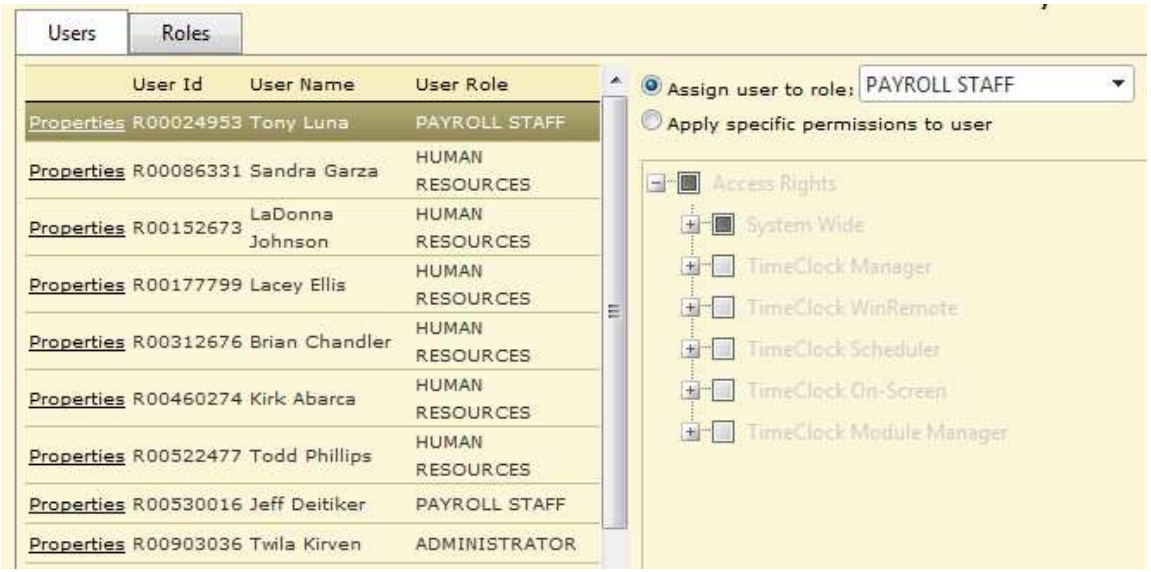


Master Cost Code List



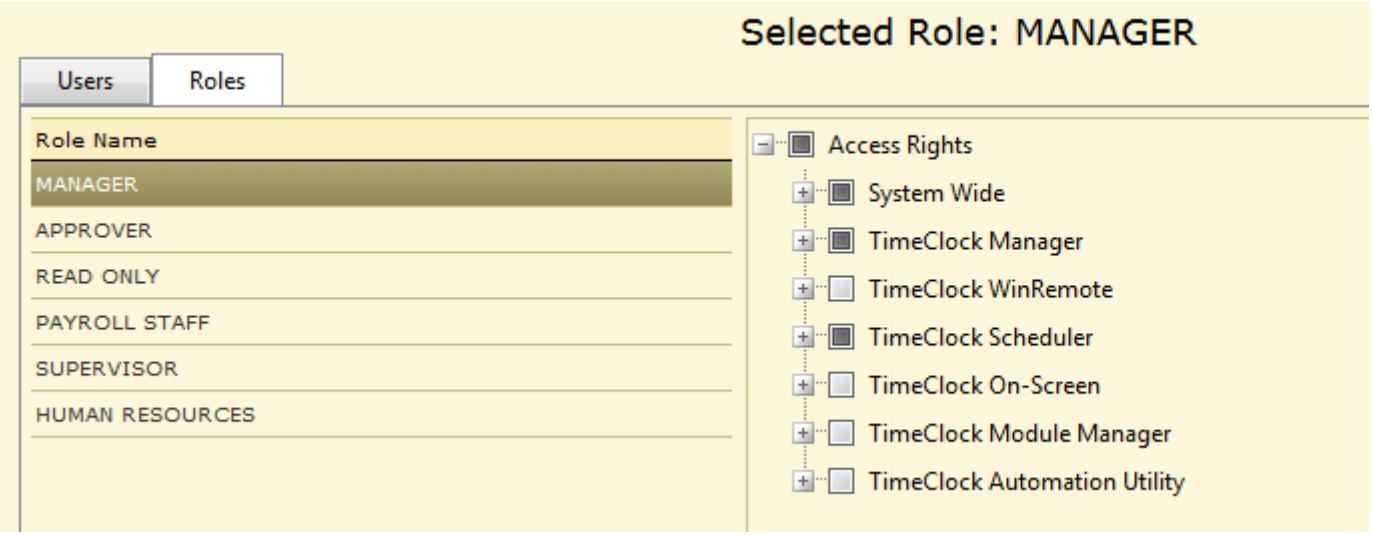
Users

- Users are approvers, managers and system administrators within the department, as well as certain Payroll and Human Resources staff.
- The department Users are imported into TCP by Payroll via a csv file to be provided by the department.
- Departments can assign employee and position access to their 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.



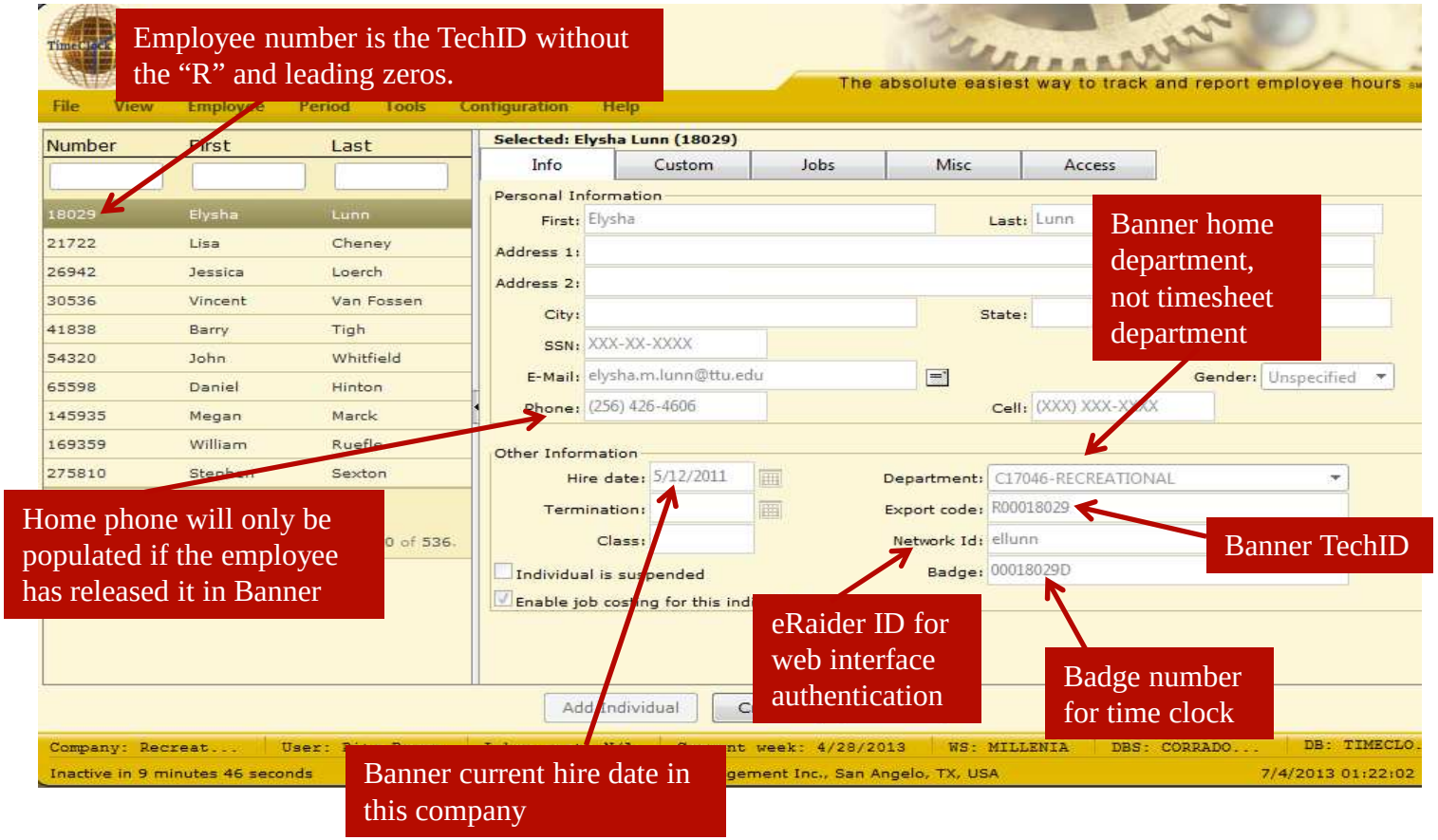
Manager Operations – Employee Menu

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**

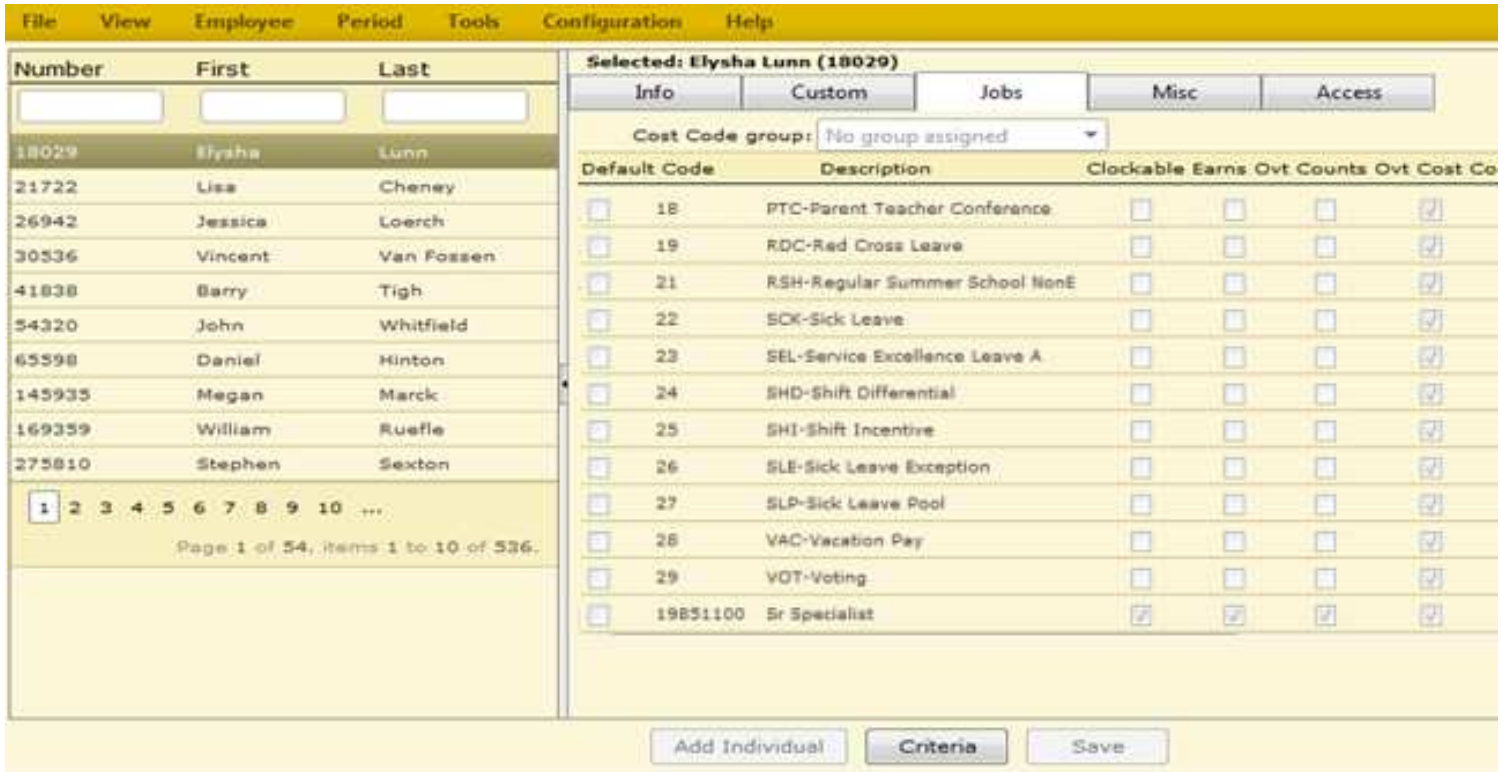
Edit – Info tab

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



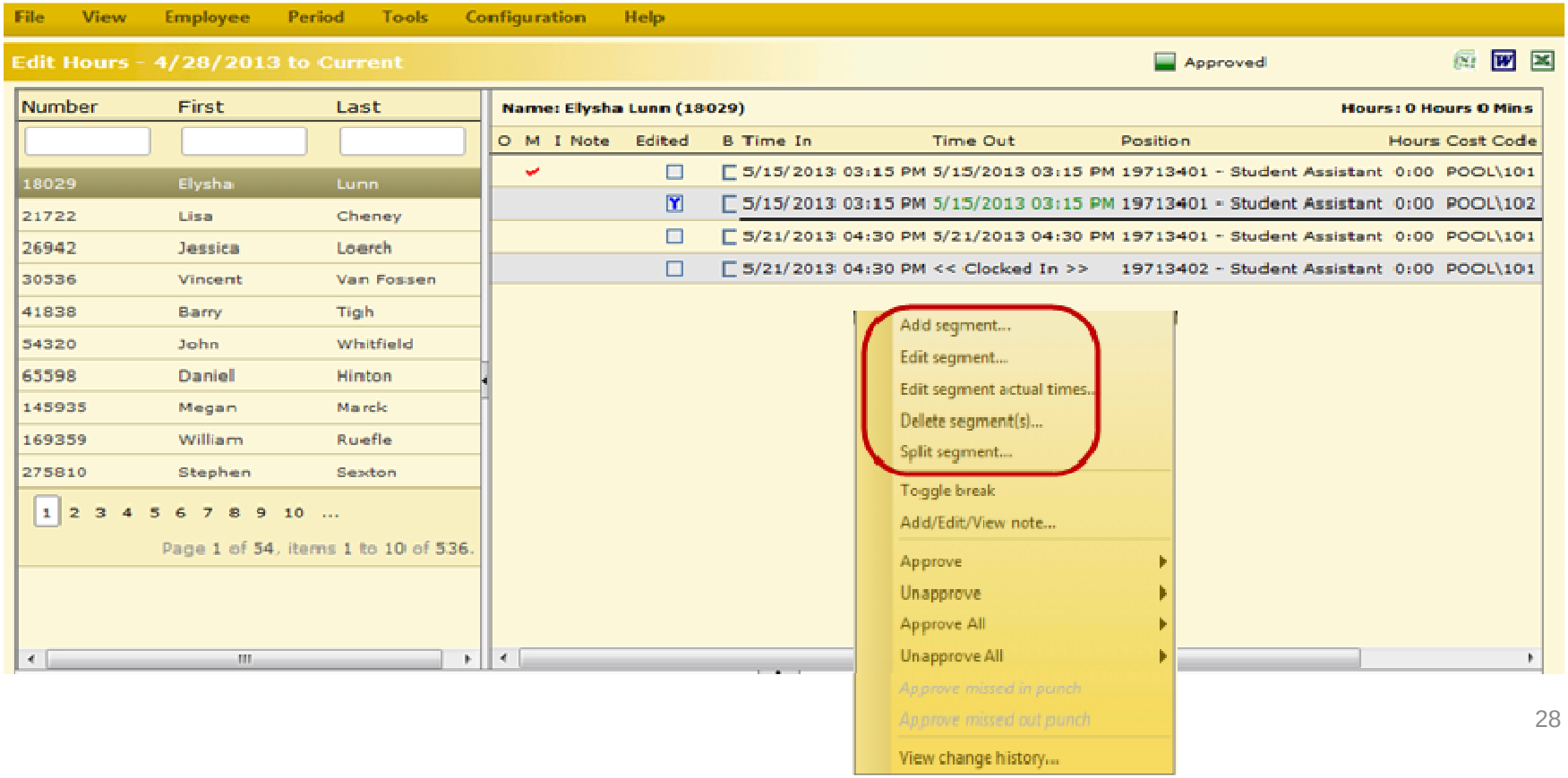
Edit – Jobs tab

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

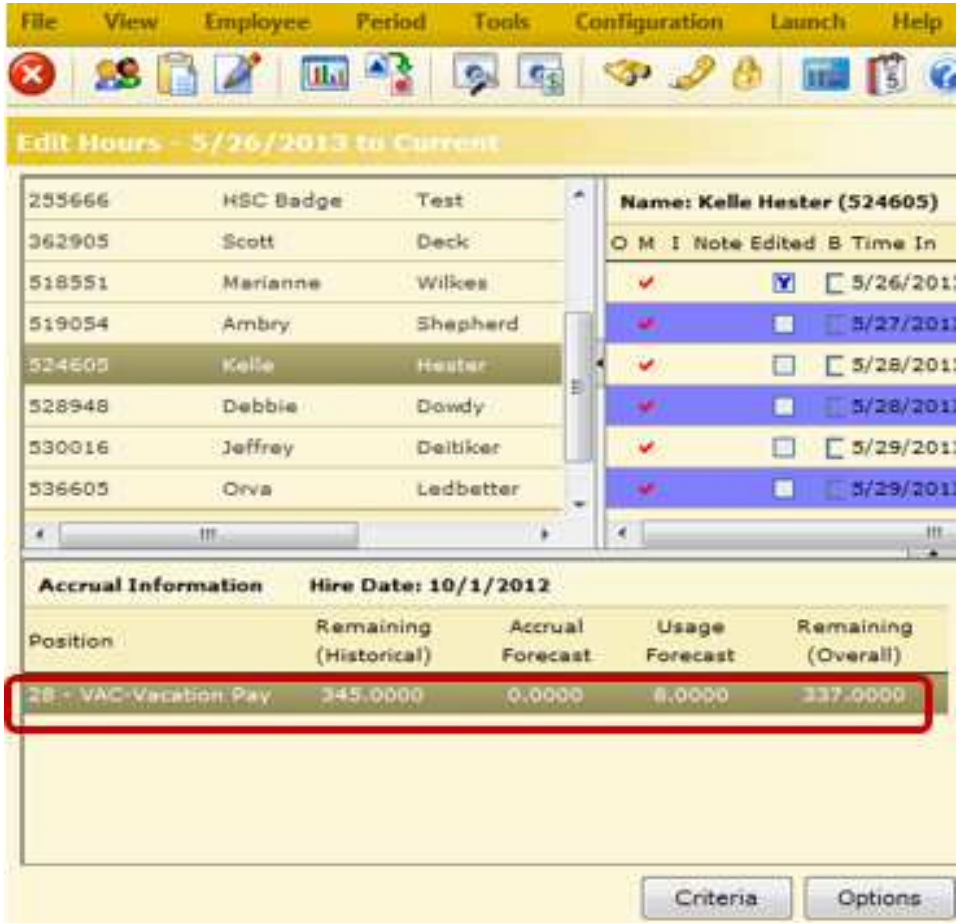


Edit Hours

Segments of time can be added, edited or deleted by any User in a Role with such permissions.



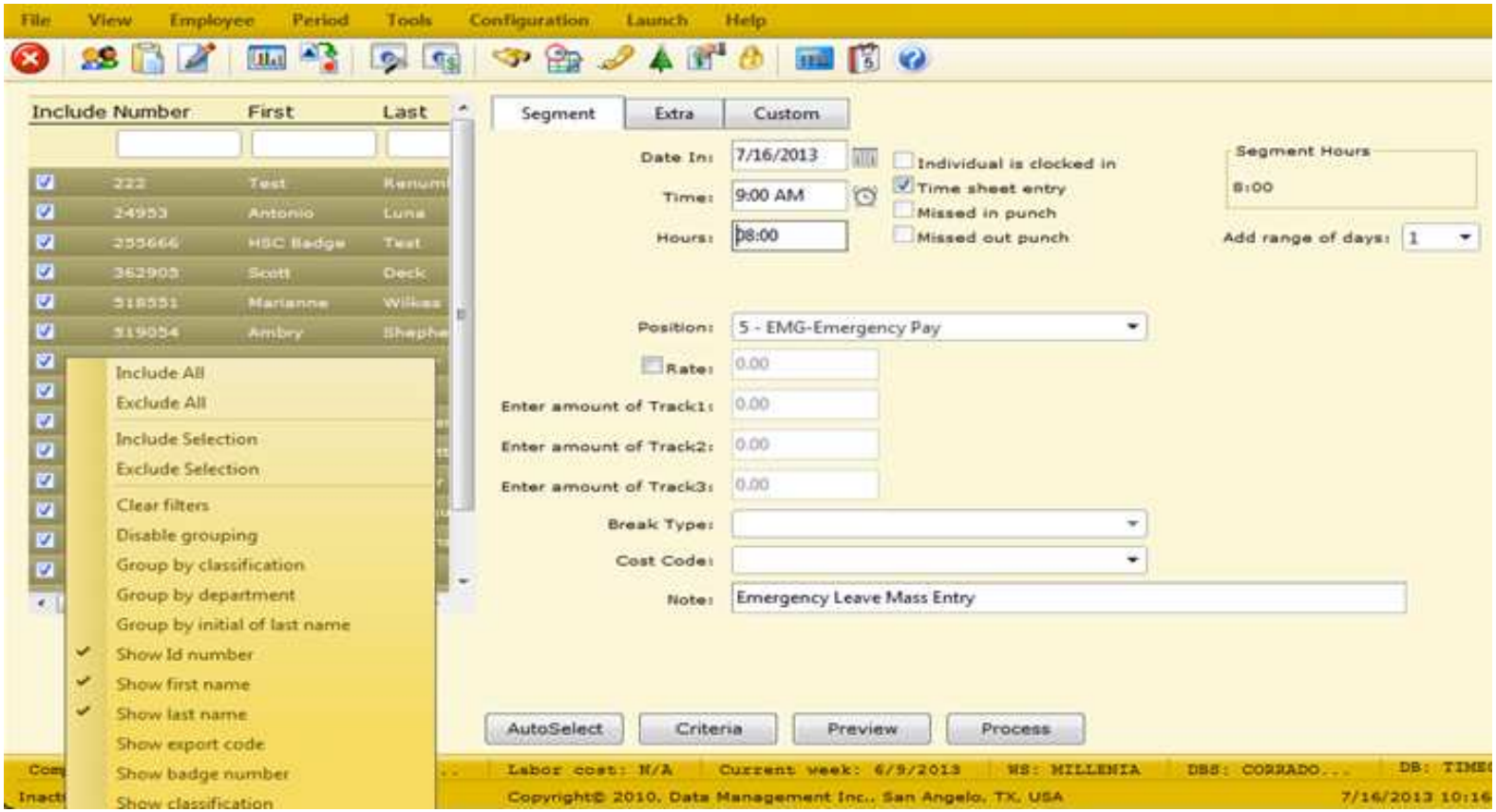
Edit Hours – Accrual Information



- Accrual balances are updated after each SM payroll
- Users have the option to enable or disable the display of accrual balances based on User preference

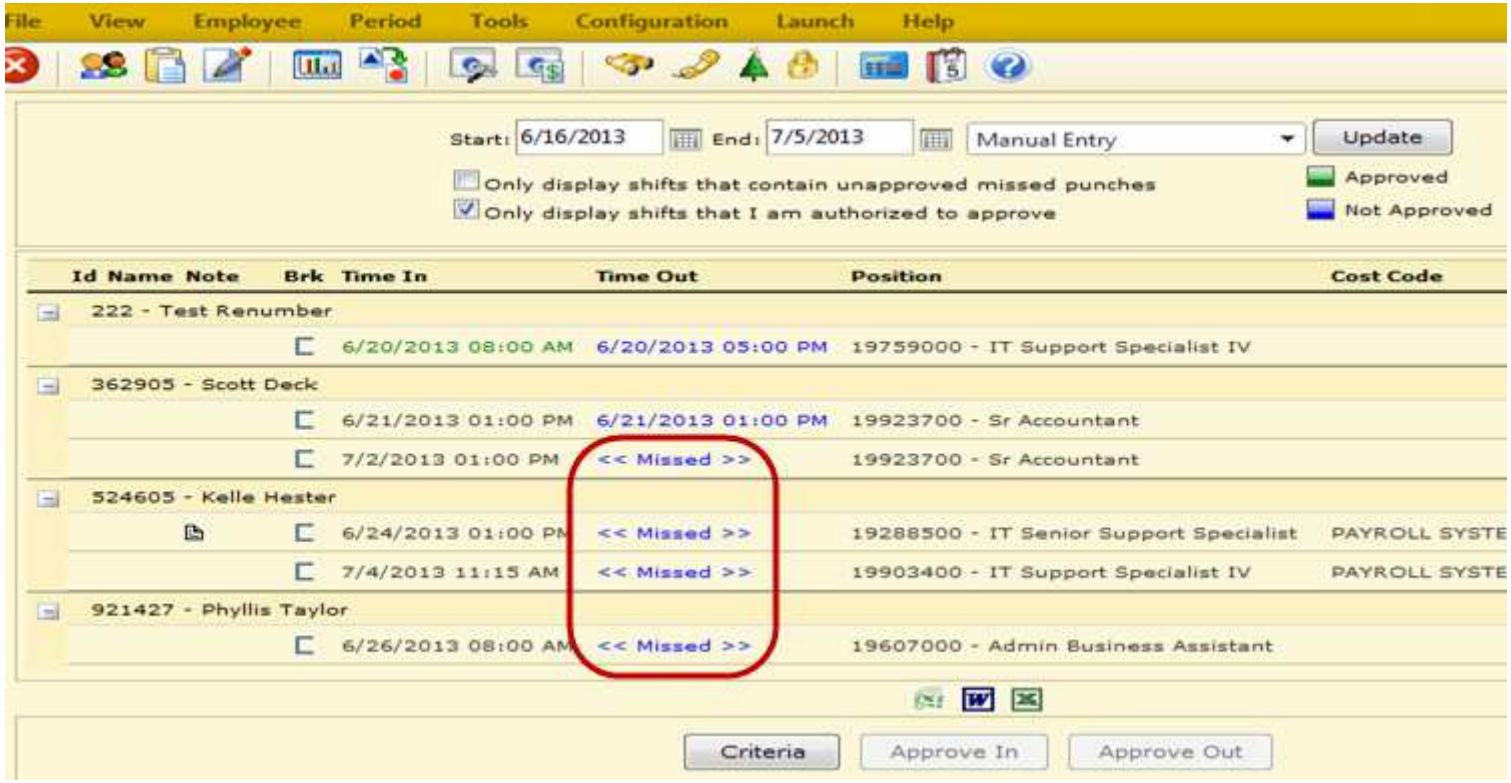
Quick Add Hours

Used to insert identical time segments on multiple employees at one time



Missed Punches

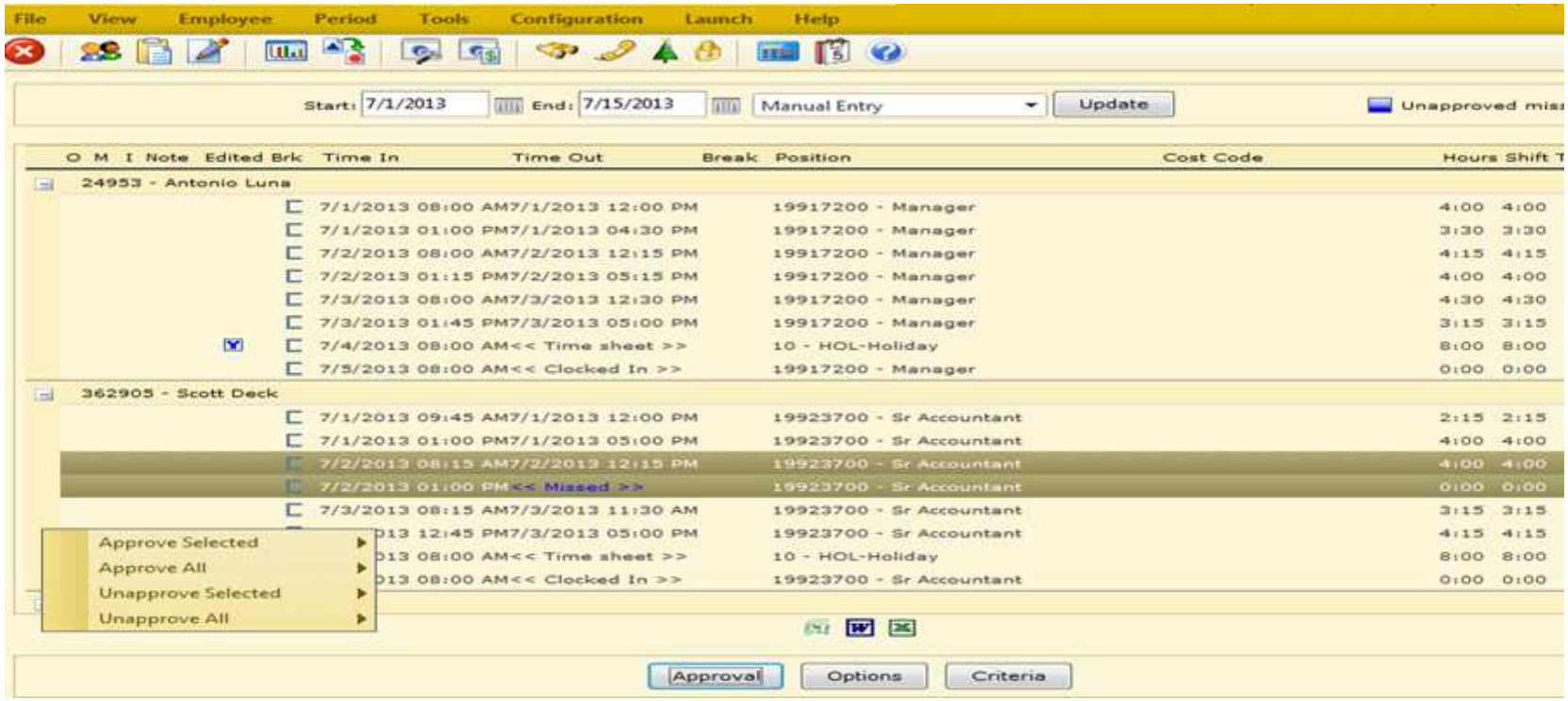
Record of a missed clock in or out operation by the employee



Manager Operations – Employee Menu

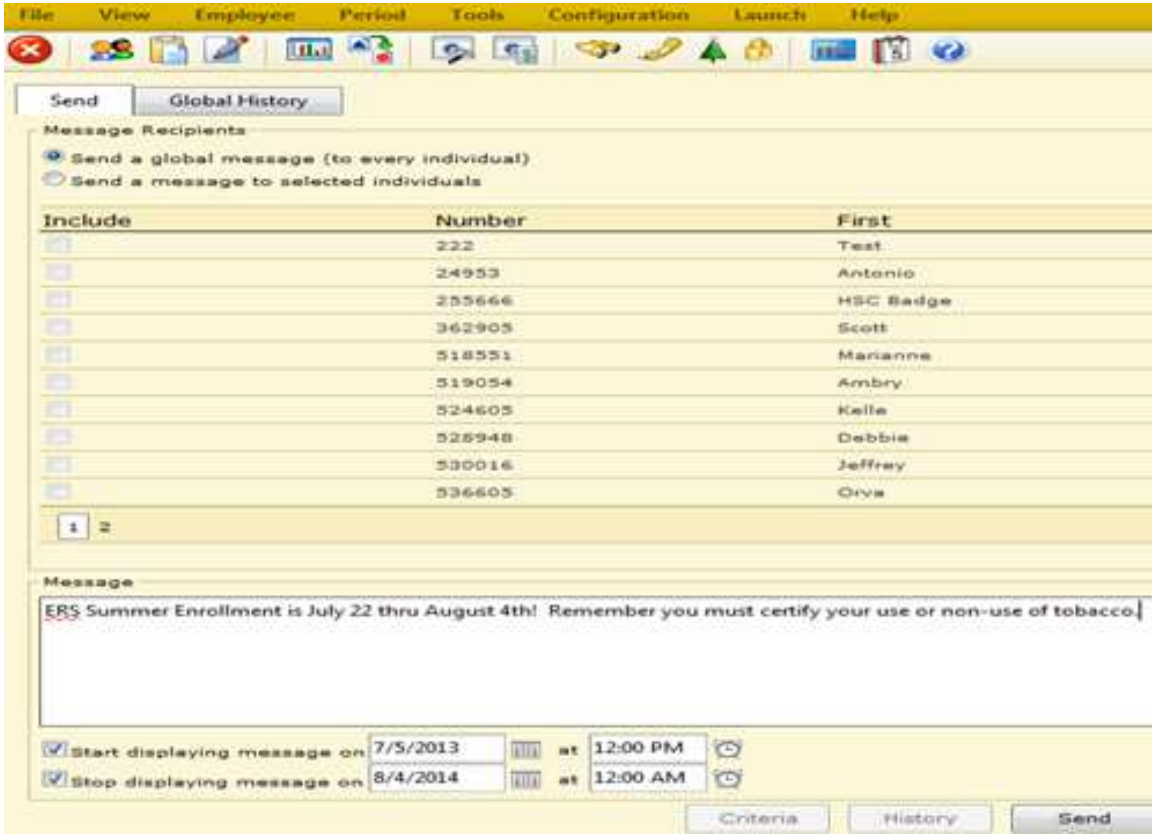
Approval Manager

Displays employee time segments that have not been approved with the ability to perform mass approvals.



Messaging

Utility for Users to send messages to employees to be displayed at their subsequent clock operation.



Manager Operations – Period Menu

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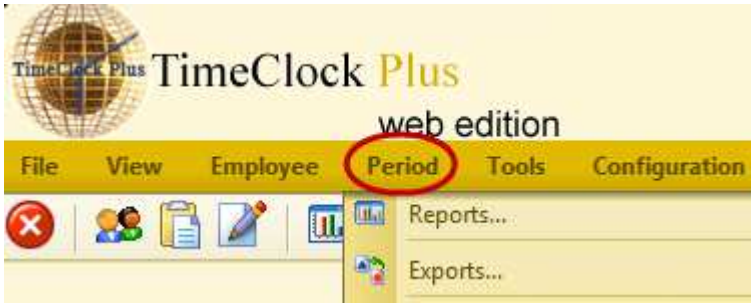
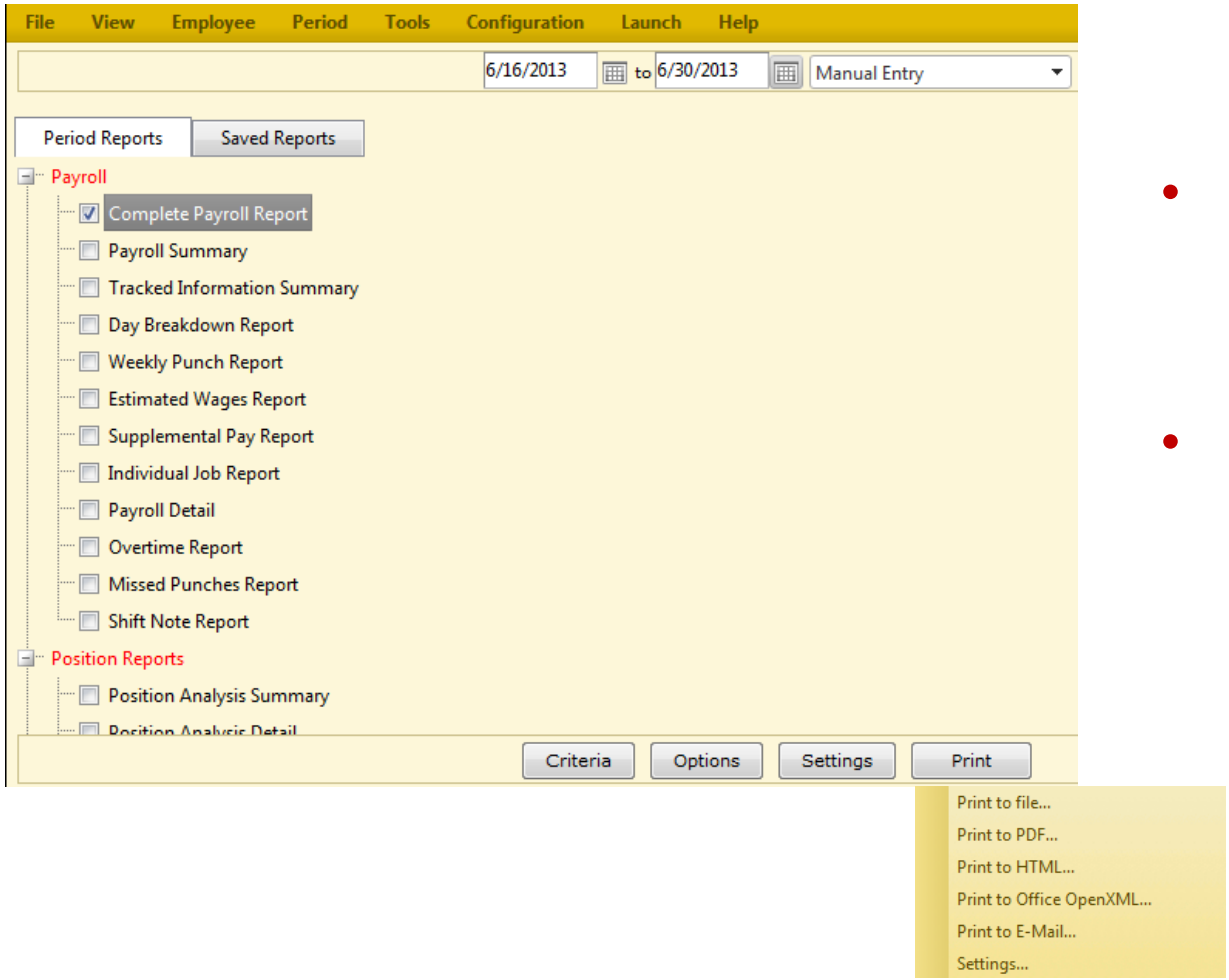


- **Reports** – Various report templates are available including payroll, position and period reports. The Payroll Detail will be an important one.
- **Exports** – Export file for payroll purposes

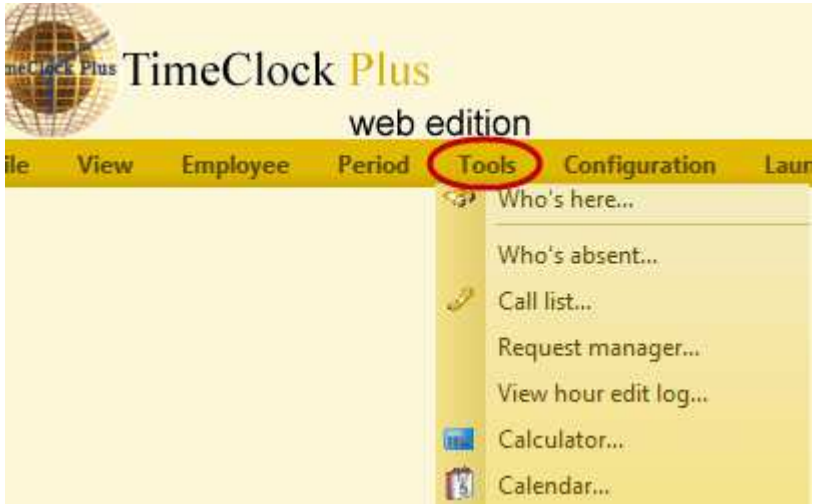
Reports



- Ability to modify various settings based on User preference.
- Ability to view, save or print reports in various formats.

Manager Operations - Tools Menu

Manager Operations - Tools Menu



- **Who's Here** – ability to monitor multiple employee statuses in one place.
- **View hour edit log** – Displays a log of manual edits performed to an employee's time providing the date and time of the edit, as well as the User id that performed the edit.

Manager Operations - Help Menu

Resource Information

Exporting of Time to Payroll

Exporting of Time to Payroll

- Prior to each Semi-Monthly payroll the department will export a file from TCP with hours to be paid. That file will be loaded into Banner via an automated process.

- The export deadlines are posted on Payroll Services website http://www.depts.ttu.edu/payroll/paySchedule

- Detailed export training will be scheduled prior to the department's first export deadline

Responsibilities

Responsibilities of the Department

- Forward purchase request for clocks and licenses to Payroll Services
- Installation of clock(s)
  - *New clocks requiring a new drop will need coordination with Telecommunications Services to obtain a <u>manually</u> assigned IP address for each clock*
- Provide a list of timesheet ORGN codes to Payroll
- Work with Human Resources to change Banner *Time Entry Method* to “Third Party with Approvals” on existing WTE employees
- Provide User and Third Party files to Payroll

Responsibilities of the Department (cont)

- Create and maintain cost codes, if desired
- Grant employee and position access to Users
- Prior to each Semi-Monthly (SM) Payroll deadline:
  - *Ensure hours, missed punches and open punches are corrected and approved*
- Submit export file by the SM Payroll deadline
  - *Ensure all hours for all employees are on the export file.*
  - *Review ePrint reports and correct any errors.*
  - *Submit final export file in Update mode by deadline posted on Payroll Services website http://www.depts.ttu.edu/payroll/paySchedule*
- Report issues to Payroll Services at support.payrollservices@ttu.edu

Responsibilities of Payroll Services

- Facilitate clock and employee license purchases
- Maintain terminal clock software
- Administrative duties: configure company, create roles and rights, close pay periods
- Import User and Third Party files as requested by the department
- Communicate with departments on deadlines, maintenance updates, vendor issues and yearly maintenance fees

Contact Information

Payroll Services Support

- support.payrollservices@ttu.edu
- 806-742-3211
- After hours emergency number 765-537-8763

Questions