



TEXAS TECH UNIVERSITY™



## TimeClock Plus Overview

Twila Kirven, IT Support Specialist IV, Payroll Services

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## Terminology



- **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 Third Party with Approvals*
  
- 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.
  - *New Hires – will import after all ePAF department approvals are complete; ePAF does not have to be applied to Banner*
  - *Non New Hires – will import after ePAF is applied to Banner*

## Data Import Into TimeClock Plus



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

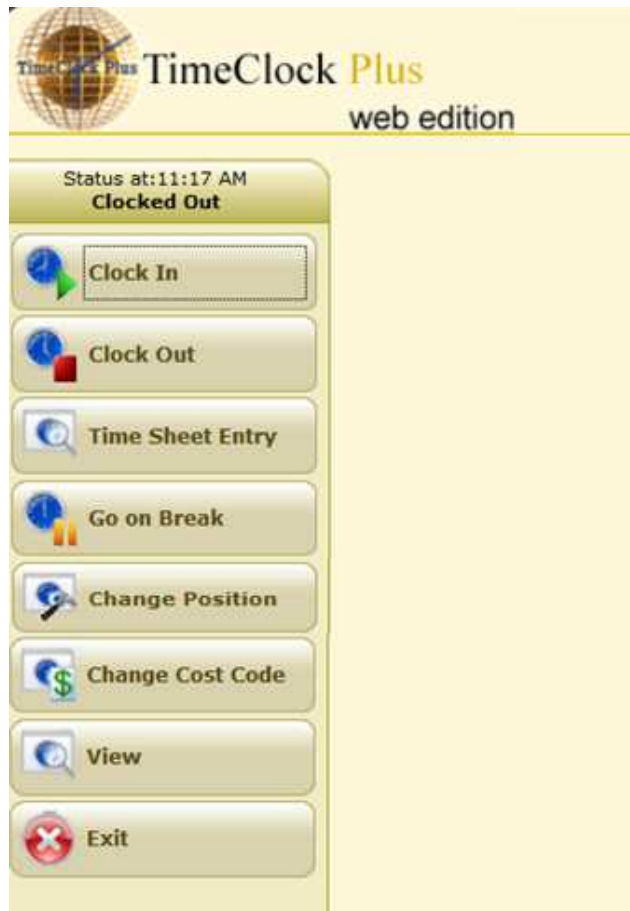


# Basic Employee Clock Operations

# Basic Employee Clock Operations



## Web Interface



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

# Basic Employee Clock Operations



## Clock Terminal



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

# Basic Employee Clock Operations



The screenshot shows a web application window titled "Kelle Hester - Select Position". At the top, there is a "Clock In" button. Below it, a "Position:" label is followed by a text input field containing the value "19903400". Below the input field is a table with two columns: "Position" and "Description". The table contains three rows of data, with the last row highlighted in grey.

| Position | Description                  |
|----------|------------------------------|
| 19288500 | IT Senior Support Specialist |
| 19537400 | Specialist IV                |
| 19903400 | IT Support Specialist IV     |

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

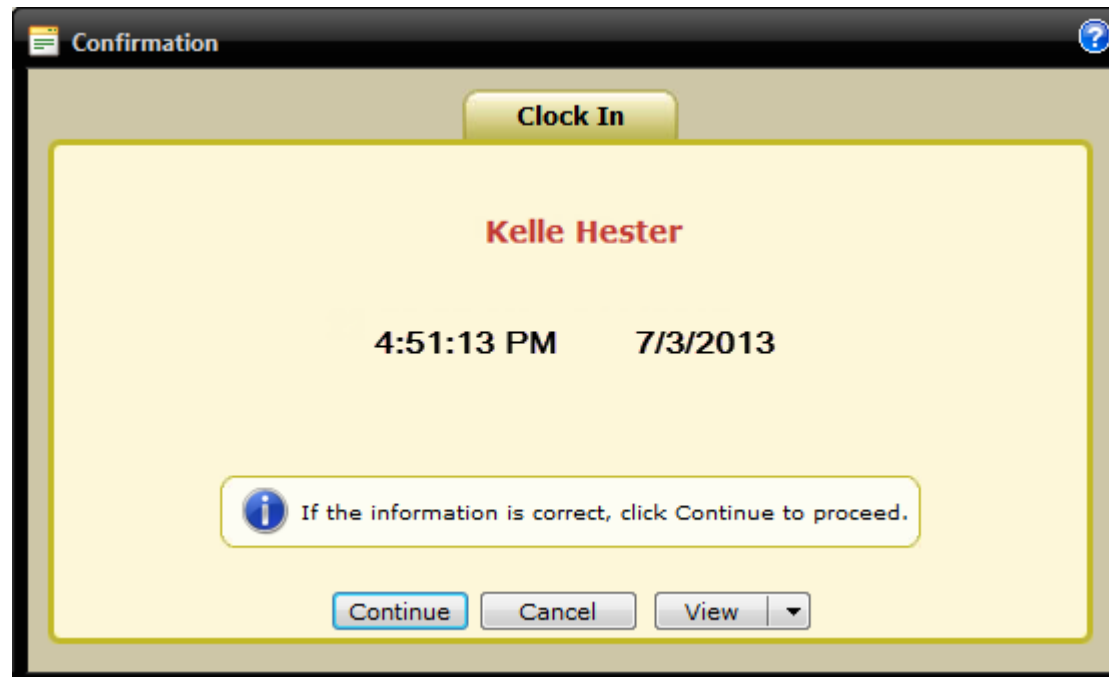
The “Position” number equates to Banner the position and suffix. However in TCP the first digit must be numeric.

- 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



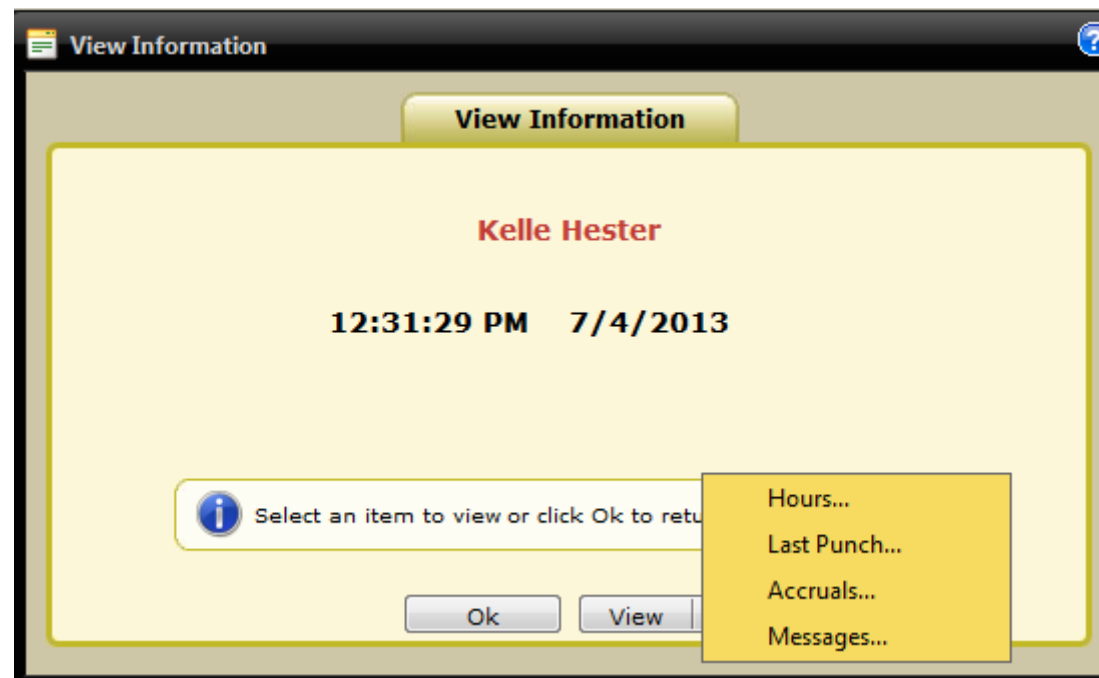
Each punch is rounded to the quarter hour, rounding up at 8 minutes. This clock in operation would be recorded as 4:45 pm.



# 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

# Manager Operations - Configuration Menu



## Master Position List

| Position | Description                    |
|----------|--------------------------------|
| 21       | RSH-Regular Summer School Nor  |
| 22       | SCK-Sick Leave                 |
| 23       | SEL-Service Excellence Leave A |
| 24       | SHD-Shift Differential         |
| 25       | SHI-Shift Incentive            |
| 26       | SLE-Sick Leave Exception       |
| 27       | SLP-Sick Leave Pool            |
| 28       | VAC-Vacation Pay               |
| 29       | VOT-Voting                     |
| 19288500 | IT Senior Support Specialist   |
| 19471700 | Sr Specialist                  |
| 19508200 | Sr Specialist                  |
| 19511400 | Specialist IV                  |
| 19537400 | Specialist IV                  |
| 19605400 | Sr Accountant                  |

# Manager Operations - Configuration Menu



## Master Cost Code List

The screenshot shows a software application window with a yellow title bar containing the menu items: File, View, Employee, Period, Tools, Configuration, and Help. Below the title bar is a search area with a text input field labeled "Filter:" and a "Filter" button. Underneath are two tabs: "List View" (which is selected) and "Tree View". The main area displays a list of cost codes with their descriptions. At the bottom of the window are four buttons: "Add", "Edit", "Delete", and "Copy".

| Code | Description                      |
|------|----------------------------------|
| 1    | (Center Manager)                 |
| 10   | (Intramural Football)            |
| 101  | (A/C Lifeguard)                  |
| 102  | (A/C Supervisor)                 |
| 103  | (A/C Instructor)                 |
| 11   | (Sports Camp)                    |
| 12   | (Intramural Volleyball)          |
| 13   | (Intramural Softball/Basketball) |
| 14   | (Intramural Supervisor)          |
| 17   | (Main Office)                    |
| 18   | (Intramural Office )             |
| 2    | (Red Shirt)                      |
| 20   | (Custodians)                     |
| 204  | (LP Guest Services)              |
| 205  | (Pool Maintenance Staff)         |

# Manager Operations - Configuration Menu



## 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

The screenshot displays the 'Users' configuration menu. It features a table with columns for 'User Id', 'User Name', and 'User Role'. The table lists several users, including Tony Luna (PAYROLL STAFF), Sandra Garza (HUMAN RESOURCES), LaDonna Johnson (HUMAN RESOURCES), Lacey Ellis (HUMAN RESOURCES), Brian Chandler (HUMAN RESOURCES), Kirk Abarca (HUMAN RESOURCES), Todd Phillips (HUMAN RESOURCES), Jeff Deitiker (PAYROLL STAFF), and Twila Kirven (ADMINISTRATOR). To the right of the table, there are options to 'Assign user to role' (set to PAYROLL STAFF) and 'Apply specific permissions to user'. The permissions section includes 'Access Rights' with sub-options for 'System Wide', 'TimeClock Manager', 'TimeClock WinRemote', 'TimeClock Scheduler', 'TimeClock On-Screen', and 'TimeClock Module Manager'.

| User Id                              | User Name       | User Role       |
|--------------------------------------|-----------------|-----------------|
| <a href="#">Properties</a> R00024953 | Tony Luna       | PAYROLL STAFF   |
| <a href="#">Properties</a> R00086331 | Sandra Garza    | HUMAN RESOURCES |
| <a href="#">Properties</a> R00152673 | LaDonna Johnson | HUMAN RESOURCES |
| <a href="#">Properties</a> R00177799 | Lacey Ellis     | HUMAN RESOURCES |
| <a href="#">Properties</a> R00312676 | Brian Chandler  | HUMAN RESOURCES |
| <a href="#">Properties</a> R00460274 | Kirk Abarca     | HUMAN RESOURCES |
| <a href="#">Properties</a> R00522477 | Todd Phillips   | HUMAN RESOURCES |
| <a href="#">Properties</a> R00530016 | Jeff Deitiker   | PAYROLL STAFF   |
| <a href="#">Properties</a> R00903036 | Twila Kirven    | ADMINISTRATOR   |

# Manager Operations - Configuration Menu



## 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.

Selected Role: MANAGER

Users Roles

| Role Name       |
|-----------------|
| MANAGER         |
| APPROVER        |
| READ ONLY       |
| PAYROLL STAFF   |
| SUPERVISOR      |
| HUMAN RESOURCES |

- Access Rights
  - System Wide
  - TimeClock Manager
  - TimeClock WinRemote
  - TimeClock Scheduler
  - TimeClock On-Screen
  - TimeClock Module Manager
  - TimeClock Automation Utility



# 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**



# Manager Operations – Employee Menu

## Edit – Info tab

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

**Employee number is the TechID without the "R" and leading zeros.**

| Number | First   | Last       |
|--------|---------|------------|
| 18029  | Elysha  | Lunn       |
| 21722  | Lisa    | Cheney     |
| 26942  | Jessica | Loerch     |
| 30536  | Vincent | Van Fossen |
| 41838  | Barry   | Tigh       |
| 54320  | John    | Whitfield  |
| 65598  | Daniel  | Hinton     |
| 145935 | Megan   | Marck      |
| 169359 | William | Ruefle     |
| 275810 | Stephen | Sexton     |

**Home phone will only be populated if the employee has released it in Banner**

**Banner current hire date in this company**

**Banner home department, not timesheet department**

**Banner TechID**

**eRaider ID for web interface authentication**

**Badge number for time clock**

Company: Recreat... User: ... ant week: 4/28/2013 WS: MILLENIA DBS: CORRADO... DB: TIMECLO...  
Inactive in 9 minutes 46 seconds Management Inc., San Angelo, TX, USA 7/4/2013 01:22:02

# Manager Operations – Employee Menu



## Edit – Jobs tab

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

The screenshot displays the Manager Operations software interface. The top menu bar includes File, View, Employee, Period, Tools, Configuration, and Help. The main window is divided into two panes. The left pane shows a list of employees with columns for Number, First, and Last. The right pane shows the 'Selected: Elysha Lunn (18029)' information, including tabs for Info, Custom, Jobs, Misc, and Access. The 'Jobs' tab is active, showing a table of job codes and descriptions. The table has columns for Default Code, Description, Clockable, Earns, Ovt Counts, and Ovt Cost Co. The bottom of the interface has buttons for 'Add Individual', 'Criteria', and 'Save'.

| Number | First   | Last       |
|--------|---------|------------|
| 18029  | Elysha  | Lunn       |
| 21722  | Lisa    | Cheney     |
| 26942  | Jessica | Loerch     |
| 30336  | Vincent | Van Fossen |
| 41838  | Barry   | Tigh       |
| 54320  | John    | Whitfield  |
| 65598  | Daniel  | Hinton     |
| 145935 | Megan   | Marck      |
| 169359 | William | Ruefle     |
| 275810 | Stephen | Sexton     |

| Default Code | Description                    | Clockable                           | Earns                               | Ovt Counts                          | Ovt Cost Co                         |
|--------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 18           | PTC-Parent Teacher Conference  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 19           | RDC-Red Cross Leave            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21           | RSH-Regular Summer School NonE | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22           | SCK-Sick Leave                 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23           | SEL-Service Excellence Leave A | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 24           | SHD-Shift Differential         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 25           | SHI-Shift Incentive            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 26           | SLE-Sick Leave Exception       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 27           | SLP-Sick Leave Pool            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 28           | VAC-Vacation Pay               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 29           | VOT-Voting                     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 19851100     | Sr Specialist                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

# Manager Operations – Employee Menu



## Edit Hours

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

The screenshot shows the 'Edit Hours' application interface. The top menu bar includes 'File', 'View', 'Employee', 'Period', 'Tools', 'Configuration', and 'Help'. The main window title is 'Edit Hours - 4/28/2013 to Current' and it shows a status of 'Approved'. On the left, there is a list of employees with columns for 'Number', 'First', and 'Last'. The employee 'Elysha Lunn' (ID 18029) is selected. On the right, a detailed view for Elysha Lunn shows her name and ID, and a table of time segments. A context menu is open over the table, listing actions such as 'Add segment...', 'Edit segment...', 'Delete segment(s)...', and 'Split segment...'. The 'Add segment...' option is highlighted with a red circle.

| Number | First   | Last       |
|--------|---------|------------|
| 18029  | Elysha  | Lunn       |
| 21722  | Lisa    | Cheney     |
| 26942  | Jessica | Loerch     |
| 30536  | Vincent | Van Fossen |
| 41838  | Barry   | Tigh       |
| 54320  | John    | Whitfield  |
| 65598  | Daniel  | Hinton     |
| 145935 | Megan   | Marck      |
| 169359 | William | Ruefle     |
| 275810 | Stephen | Sexton     |

| O | M | I | Note | Edited                              | B | Time In            | Time Out           | Position                     | Hours | Cost Code |
|---|---|---|------|-------------------------------------|---|--------------------|--------------------|------------------------------|-------|-----------|
| ✓ |   |   |      | <input type="checkbox"/>            |   | 5/15/2013 03:15 PM | 5/15/2013 03:15 PM | 19713401 - Student Assistant | 0:00  | POOL\101  |
|   |   |   |      | <input checked="" type="checkbox"/> |   | 5/15/2013 03:15 PM | 5/15/2013 03:15 PM | 19713401 - Student Assistant | 0:00  | POOL\102  |
|   |   |   |      | <input type="checkbox"/>            |   | 5/21/2013 04:30 PM | 5/21/2013 04:30 PM | 19713401 - Student Assistant | 0:00  | POOL\101  |
|   |   |   |      | <input type="checkbox"/>            |   | 5/21/2013 04:30 PM | << Clocked In >>   | 19713402 - Student Assistant | 0:00  | POOL\101  |

- 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...

# Manager Operations – Employee Menu



## Edit Hours – Accrual Information

| Position              | Remaining (Historical) | Accrual Forecast | Usage Forecast | Remaining (Overall) |
|-----------------------|------------------------|------------------|----------------|---------------------|
| 28 - VAC-Vacation Pay | 345.0000               | 0.0000           | 8.0000         | 337.0000            |

- 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

# Manager Operations – Employee Menu



## Quick Add Hours

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

The screenshot displays the 'Quick Add Hours' application interface. The window title is 'File View Employee Period Tools Configuration Launch Help'. The main area is divided into a list of employees on the left and a configuration panel on the right. The employee list has columns for 'Include', 'Number', 'First', and 'Last'. The configuration panel includes fields for 'Date In' (7/16/2013), 'Time' (9:00 AM), 'Hours' (08:00), 'Segment Hours' (8:00), 'Position' (5 - EMG-Emergency Pay), and 'Note' (Emergency Leave Mass Entry). There are also checkboxes for 'Individual is clocked in', 'Time sheet entry', 'Missed in punch', and 'Missed out punch'. At the bottom, there are buttons for 'AutoSelect', 'Criteria', 'Preview', and 'Process'. The status bar at the bottom shows 'Labor cost: N/A', 'Current week: 6/9/2013', 'RS: MILLENIA', 'DBS: CORRADO...', 'DB: TIME', 'Copyright© 2010, Data Management Inc., San Angelo, TX, USA', and '7/16/2013 10:16'.

# Manager Operations – Employee Menu



## Missed Punches

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

Start: 6/16/2013 End: 7/5/2013 Manual Entry Update

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

Approved Not Approved

| Id     | Name             | Note | Brk                      | Time In            | Time Out           | Position                                | Cost Code     |
|--------|------------------|------|--------------------------|--------------------|--------------------|---|---------------|
| 222    | - Test Renumber  |      | <input type="checkbox"/> | 6/20/2013 08:00 AM | 6/20/2013 05:00 PM | 19759000 - IT Support Specialist IV     |               |
| 362905 | - Scott Deck     |      | <input type="checkbox"/> | 6/21/2013 01:00 PM | 6/21/2013 01:00 PM | 19923700 - Sr Accountant                |               |
|        |                  |      | <input type="checkbox"/> | 7/2/2013 01:00 PM  | << Missed >>       | 19923700 - Sr Accountant                |               |
| 524605 | - Kelle Hester   |      | <input type="checkbox"/> | 6/24/2013 01:00 PM | << Missed >>       | 19288500 - IT Senior Support Specialist | PAYROLL SYSTE |
|        |                  |      | <input type="checkbox"/> | 7/4/2013 11:15 AM  | << Missed >>       | 19903400 - IT Support Specialist IV     | PAYROLL SYSTE |
| 921427 | - Phyllis Taylor |      | <input type="checkbox"/> | 6/26/2013 08:00 AM | << Missed >>       | 19607000 - Admin Business Assistant     |               |

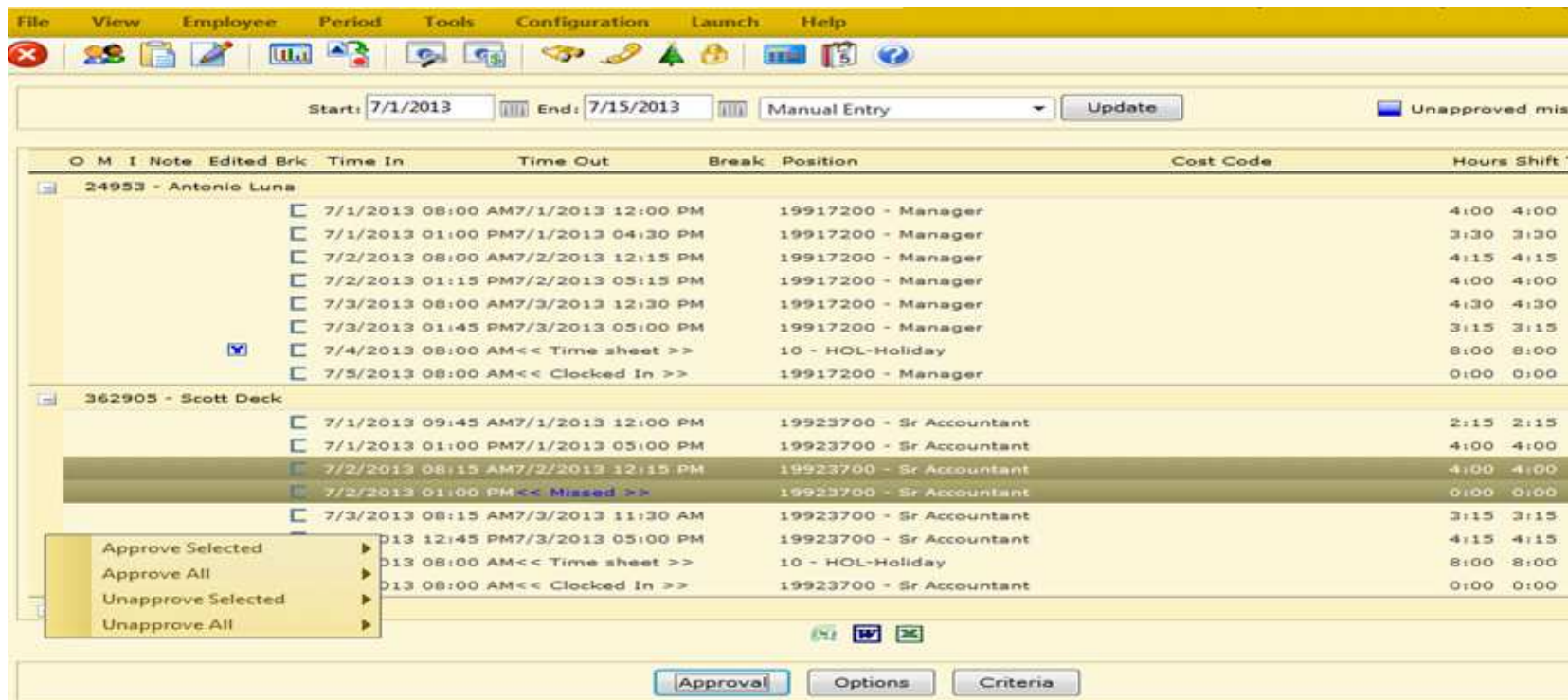
Criteria Approve In Approve Out

# Manager Operations – Employee Menu



## Approval Manager

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





# Manager Operations – Employee Menu



## Messaging

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

| Include                  | Number | First     |
|--------------------------|--------|-----------|
| <input type="checkbox"/> | 222    | Test      |
| <input type="checkbox"/> | 24953  | Antonio   |
| <input type="checkbox"/> | 255666 | HSC Badge |
| <input type="checkbox"/> | 362905 | Scott     |
| <input type="checkbox"/> | 518551 | Marianne  |
| <input type="checkbox"/> | 519054 | Ambry     |
| <input type="checkbox"/> | 524605 | Kella     |
| <input type="checkbox"/> | 526948 | Debbie    |
| <input type="checkbox"/> | 530016 | Jeffrey   |
| <input type="checkbox"/> | 536605 | Orva      |

Message

ERS Summer Enrollment is July 22 thru August 4th! Remember you must certify your use or non-use of tobacco.

Start displaying message on 7/5/2013 at 12:00 PM

Stop displaying message on 8/4/2014 at 12:00 AM

Criteria History Send



# Manager Operations – Period Menu

## Manager Operations – Period Menu

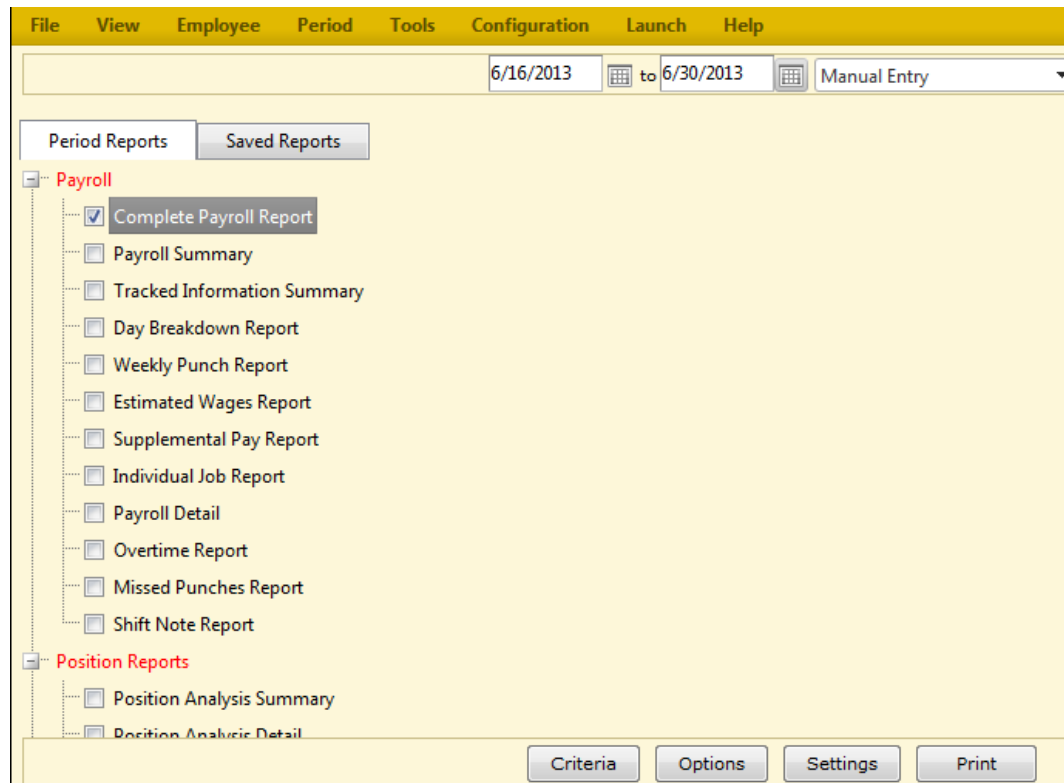


- **Reports** – Various report templates are available including payroll, position and period reports. The Payroll Detail will be an important one.
- **Exports** – Export file for payroll purposes

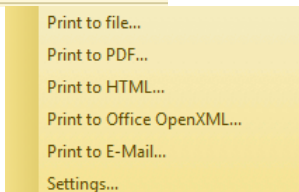
# Manager Operations - Period Menu



## Reports



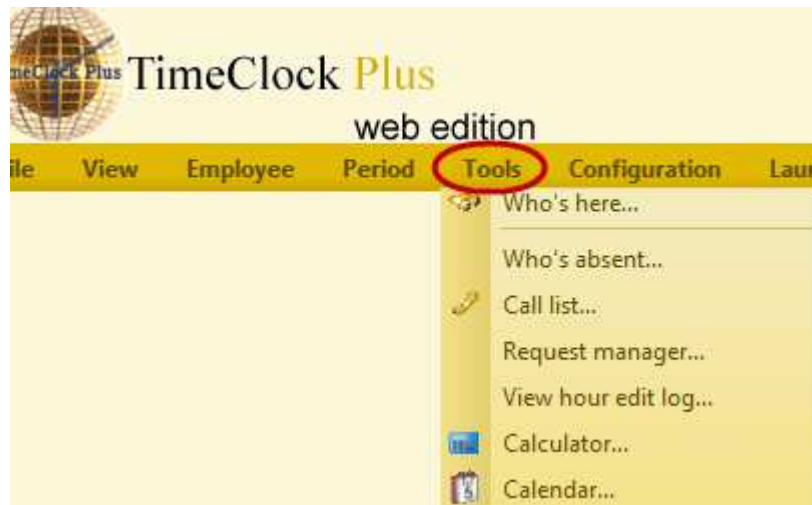
- Ability to modify various settings based on User preference.
- Ability to view, save or print reports in various formats.





# Manager Operations - Tools 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 manually 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](mailto: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](mailto:support.payrollservices@ttu.edu)
- 806-742-3211
- After hours emergency number 765-537-8763

# Questions

