



TimeClock PlusTM

TimeClock Plus is a very simple-to-use, yet powerful, timekeeping application. The most important things to know are:

TERMINOLOGY

Employees are individuals with access to a Remote Data Terminal (RDT).

The following are some examples of what an employee would do:

- Perform clock operations (e.g., clock in/out), access information that is enabled for viewing such as their hours or schedule, approve hours, and submit schedule requests.

Users are individuals with access to the management applications such as WebManager and WebScheduler.

The following are some examples of what a user would do:

- Add employees, create schedules, edit and approve hours, review time off/schedule change requests, run reports, and export hours for payroll.

Punch or Shift is a recorded segment of time in the database.

Position is the position/suffix combination from Banner that identifies the employee's job.

Leave/Earn Code is the term "leave code" and "earn code" mean the same thing for TCP purposes

REMOTE DATA TERMINALS (RDTs)

RDTs are devices used to collect clock in/out operations from employees who cannot use WebClock because they do not have access to a PC. Operations Division has 62 RDTs throughout the campus.

What you need to know about RDTs

- Employees can only clock in/out of Operations Division time clocks
- Clock operations are configured based on needs
- Each punch time will be rounded to the quarter hour rounding up at 8 minutes
- Location of the clocks
- Clocks will be handicap accessible

As employees clock in and out, their hours may be reviewed from this section of WebManager.

TIMECLOCK LOCATIONS

LOCATION – GROUNDS MAINTENANCE		DESCRIPTION	LOCATION – CUSTODIAL	DESCRIPTION
GROUND'S SHOP		Main Shop	BIOLOGY	Next to NE Stairs
CHITWOOD/WEYMOUTH & COLEMAN		Area Room	ELECTRICAL ENGINEERING	1C1
CARPENTER/WELLS		Area Room	BURKHART CENTER	1C1
MCCLELLAN MEMORIAL		Area Room	EXPERIMENTAL SCIENCE	1C1
DOAK HALL		Area Room	MATH	1C2
HULEN/CLEMENT		Area Room	M & IE	1C4
ANIMAL SCIENCE		Area Room	CIV-AG	115
POLICE STATION/ACADEMIC SUPPORT CENTER		Area Room	ICC	1C2
			CHEMICAL ENGINEERING	1C1
LOCATION – PP MAIN BLDG.		DESCRIPTION	MEDIA & COMMUNICATIONS	1C3
1st Floor		At Break Room	BA	0C2
1st Floor		At Grounds	CHEMISTRY	1C1
			SCIENCE	0C1
LOCATION – BMC COMPOUND		DESCRIPTION	AGRI. /FOOD TECH/AG..ED.	212
ELECTRONIC MAINT. SHOP	}	1	PLANT SCIENCES	107.1
HVAC SHOP			ADMINISTRATIVE SERVICES	1C1
CABINET/SIGN SHOP	}	1	HUMAN SCIENCES	1C1
PAINT SHOP			ADMINISTRATION	352
CARPENTER SHOP	}	1	HHA	Next to OR5
INSULATION SHOP			DRANE HALL	2C1
SMR SHOP		1	WEST HALL	1C1
WORK CONTROL & ODES		Basement Ops	ARCHITECTURE	10C1
STEAM SHOP	}	1	ART	1C1
ELECTRIC SHOP			LAW	201.1
PLUMBING SHOP		1	MUSIC	107.1
			FOREIGN LANGUAGE	0C1
LOCATION - UTILITIES		DESCRIPTION	PSYCHOLOGY	1C1
CHACP I		Hallway or Break Room	ANIMAL SCIENCES	1C1
CHACP 2		Hallway or Break Room	ENGLISH	Next to 111
MUSEUM		Operators Office	EDUCATION	1C2
FBRI		Operators Office	ATHLETIC OFFICES	Next TO 1R2
			STUDENT WELLNESS	1C1
			PETROLEUM ENGINEERING	1C1
			TECH PLAZA	601B
			FOOTBALL TRAINING FACILITY	1C2
			DOAK HALL & CONF. CTR.	159C
			LIBRARY	1C3
			SOUTHWEST COLLECTIONS	1C2
			REESE	1C1
			THEATER	122
			GRANTHAM	1C1

TIMECLOCK PLUS TIME CONVERSION TABLE:

7:53-8:07	8:00am/pm		12:23-12:37	12:30am/pm
8:08-8:22	8:15am/pm		12:38-12:52	12:45am/pm
8:23-8:37	8:30am/pm		12:53-1:00	1:00am/pm
8:38-8:52	8:45am/pm		1:08-1:22	1:15am/pm
8:53-9:07	9:00am/pm		1:23-1:37	1:30am/pm
9:08-9:22	9:15am/pm		1:38-1:52	1:45am/pm
9:23-9:37	9:30am/pm		1:53-2:00	2:00am/pm
9:38-9:52	9:45am/pm		2:08-2:22	2:15am/pm
9:53-10:07	10:00am/pm		2:23-2:37	2:30am/pm
10:08-10:22	10:15am/pm		2:38-2:52	2:45am/pm
10:23-10:37	10:30am/pm		2:53-3:00	3:00am/pm
10:38-10:52	10:45am/pm		3:08-3:22	3:15am/pm
10:53-11:07	11:00am/pm		3:23-3:37	3:30am/pm
11:08-11:22	11:15am/pm		3:38-3:52	3:45am/pm
11:23-11:37	11:30am/pm		3:53-4:00	4:00am/pm
11:38-11:52	11:45am/pm		4:08-4:22	4:15am/pm
11:53-12:00	12:00am/pm		4:23-4:37	4:30am/pm
12:08-12:22	12:15am/pm		4:38-4:52	4:45am/pm
			4:53-5:00	5:00am/pm

APPROVAL MANAGER

The Approval Manager provides a process for managers to quickly review and approve hours.

Approval Manager allows you to approve hours for every one at a time. It can be configured to scan hours for every shift in the date range entered or just for shifts that need to be approved.

1. Launch **WebManager** (By default, this can be found at the following URL: <http://<webserver name>/manager30>).
2. Select the company, if more than one company exists, and log in.
3. From the **Employee** menu, choose **Approval manager**.
4. Enter a **Start** and **End** date and click **Update**.
5. Right click on a segment and select the appropriate approval for the shift(s) you wish to approve.
 - **O** column – Other Approval (a user other than the manager and employee).
 - **M** column – Manager Approval.
 - **I** column – Individual (Employee) Approval.

Start: 5/2/2010											End: 5/8/2010											Manual Entry											Update											Unapproved missed 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TimeClock Plus™

EDIT HOURS ESSENTIAL



*Edit Hours allows you to manage hours on an **individual** basis. For expediency, shifts may be created on a group basis in Quick Add Hours or approved on a group basis in Approval Manager, but editing and deleting records are only options in Edit Hours. Quick Add Hours and Approval Manager are both in the Employee menu.*

OPENING EDIT HOURS

1. Log into WebManager ([http://\"servername\"/manager30](http://\)).
2. From the **Employee** menu, choose **Edit hours**.

ADDING HOURS

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click and select **Add segment**.

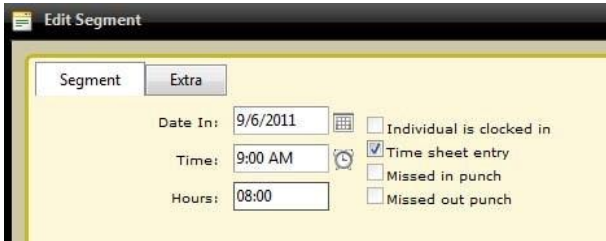
3. Next to **Date In** and **Time In**, enter the date and time that this shift began.
4. Next to **Date Out** and **Time Out**, enter the date and time that this shift ended.
5. Select the **Job Code**.
6. If the employee went on a break after this shift then select the **Break Type**.
7. Click **OK**.



*If you want the shift to be clocked in only, then place a check next to **Individual is clocked in**.*

ADDING A TIME SHEET

Unlike a shift which involves a time in and time out, a time sheet involves a start time and hour amount. Adding a time sheet is useful when adding sick time, vacation, or holidays.



1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click and select **Add segment**.
3. Place a check next to **Time sheet entry**.
4. Next to **Date** and **Time**, enter the date and time that this shift began.
5. Next to **Hours**, enter the length of the shift.
6. Select the **Job Code**.
7. Click **OK**.

VIEWING PREVIOUS WEEKS

There is a process in WebManager called closing the week. This process, among other things, takes hours in the week and archives them. To access hours in closed weeks:

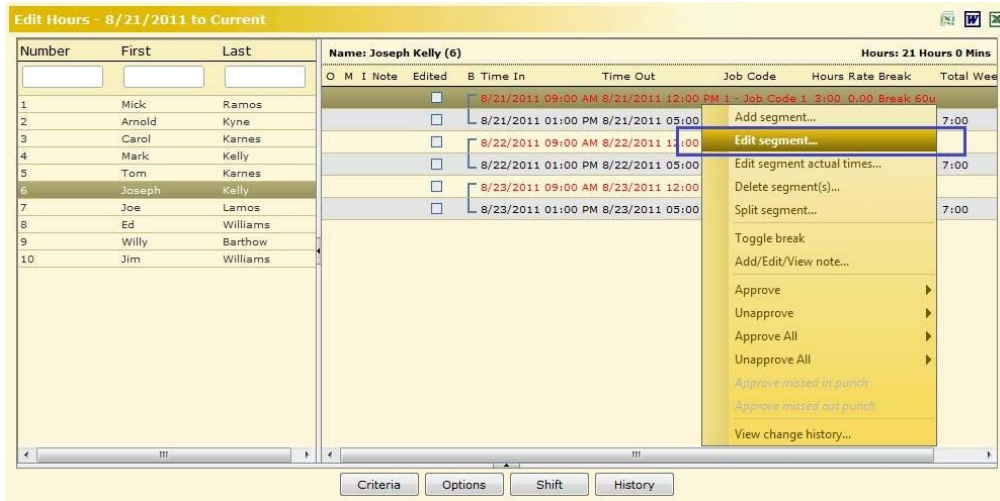
1. On the left side of the window, double click on the employee's name in the list.
2. Click the **History** button.



3. Click on a day in the week you wish to view.

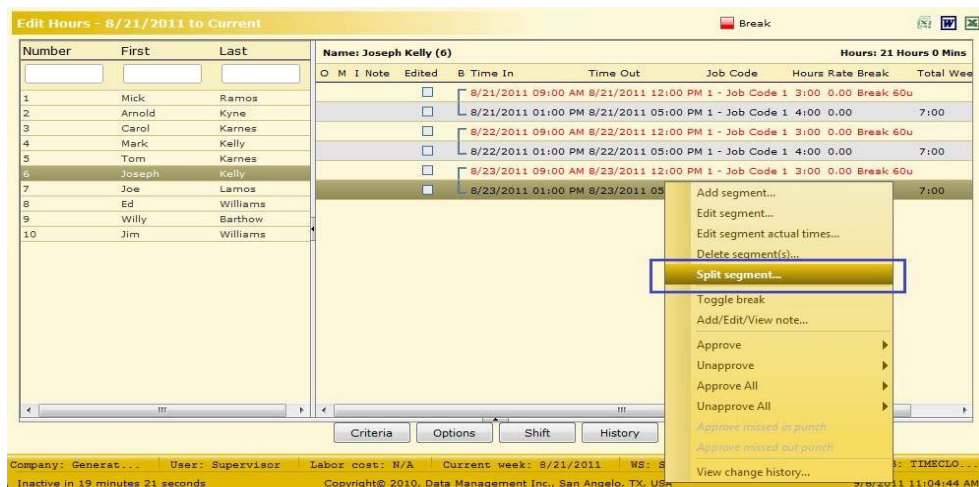
EDITING HOURS

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click on a shift and select **Edit segment**.
3. Make any desired changes to the segment and click **OK**.



*If you want the shift to be clocked out then remove the check next to **Individual is clocked in**, enter the **Date Out** and **Time Out** and click **OK**.*

SPLITTING HOURS



1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click on the shift and select **Split segment**.
3. Click **Split**.
4. Enter the number of segments you wish to split the shift into and click **OK**.
5. Enter the percentage of time that you desire for each segment. You may also click on the **Percentage** header (changing it to Length) and enter the length of time that you desire for each segment.

Click **Distribute** and the times will be adjusted.

6. If there is a break after a record then select the **Break Type** for that record.
7. If you scroll to the right, you may also change the job code or rate for the segments you are about to create when you split the shift.
8. Click **Save**.

DELETING HOURS

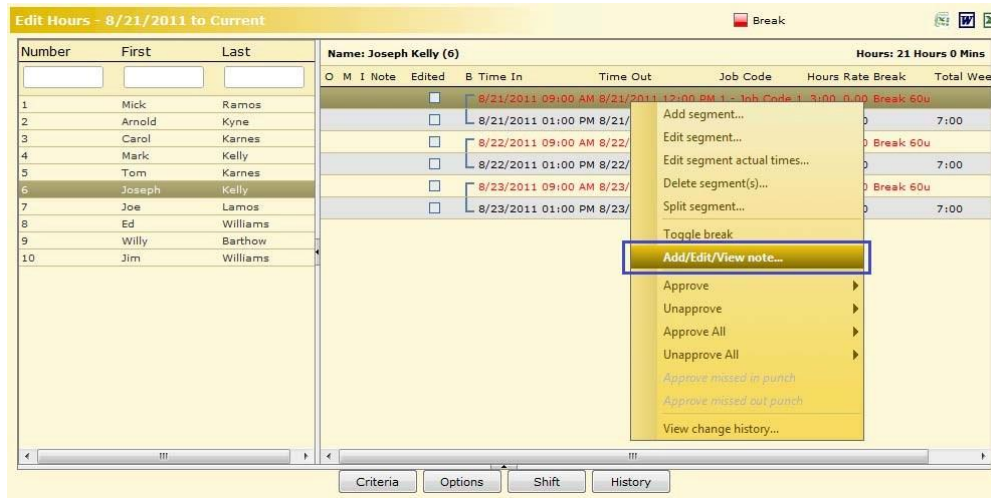
1. On the left side of the window, double click on the employee's name in the list.



Take special care when deleting a shift because it cannot be undone!

2. On the right side of the window, right-click the shift you wish to delete and select **Delete Segment**. To remove more than one shift, press and hold the **Ctrl** key while selecting each shift, then release the **Ctrl** key, right-click and select **Delete Segment**.
3. Click **Yes** to confirm. This only applies if the option: **Ask for confirmation when deleting a shift from an individual** is enabled (Edit Hours > **Options** button).

SHIFT NOTES



Adding a shift note is useful when a comment involving a particular shift is necessary (e.g., why an employee was absent or late).

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click on the shift and select **Add/Edit/View note**.
3. Click **Add**.
4. Enter the shift note and click **OK**.
5. Click **Close**.



TimeClock Plus™

APPROVING HOURS

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right-click on the shift(s) you wish to approve and select the type of approval you wish to assign to the shift.
 - **O** column – Other Approval (a user other than the manager and employee).
 - **M** column – Manager Approval.
 - **I** column – Individual (Employee) Approval.

Name: Jim Williams (10)										Hours: 14 Hours 0 Mins		
O	M	I	Note	Edited	B	Time In	Time Out	Job Code	Hours	Rate	Break	Total We
✓	✓			<input type="checkbox"/>		8/21/2011 09:00 AM	8/21/2011 12:00 PM	2 - Job Code 2	3:00	0.00	Break 60u	
✓	✓			<input type="checkbox"/>		8/21/2011 01:00 PM	8/21/2011 05:00 PM	2 - Job Code 2	4:00	0.00		7:00
✓	✓			<input type="checkbox"/>		8/22/2011 09:00 AM	8/22/2011 12:00 PM	2 - Job Code 2	3:00	0.00	Break 60u	
✓	✓			<input type="checkbox"/>		8/22/2011 01:00 PM	8/22/2011 05:00 PM	2 - Job Code 2	4:00	0.00		7:00

APPROVING MISSED PUNCHES

In previous versions of TimeClock Plus, if an employee forgot to clock in and tried to clock out, or if an employee forgot to clock out of the last shift and tried to clock in, the operation would not be allowed. **Missed Punches**, if enabled, create a missing clock in or out time, flag it as a missed punch for manager review, and allow an employee to proceed with the clock operation.

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, look for shifts with a blue **Time In** or **Time Out**.
3. If the **Time In** or **Time Out** reads **<< Missed >>** then right click on the shift, click **Edit segment**, enter the correct **Time In** or **Time Out**, and click **OK**.
4. If the missed **Time In** meets with your approval, select **Approve missed in punch** or if the missed **Time Out** meets with your approval, select **Approve missed out punch**.

Edit Hours - 8/21/2011 to Current

Break Unapproved

Number	First	Last
1	Mick	Ramos
2	Arnold	Kyne
3	Carol	Karnes
4	Mark	Kelly
5	Tom	Karnes
6	Joseph	Kelly
7	Joe	Lamos
8	Ed	Williams
9	Willy	Barthow
10	Jim	Williams

Name: Jim Williams (10)

Hours: 14 Hours 0 Mins

O	M	I	Note	Edited	B	Time In	Time Out	Job Code	Hours Rate Break	Total We
✓	✓					8/21/2011 09:00 AM	8/21/2011 12:00 PM	2 - Job Code 2	3:00 0.00 Break 60u	
✓	✓					8/21/2011 01:00 PM	8/21/2011 05:00 PM			00
✓	✓					8/22/2011 09:00 AM	8/22/2011 12:00 PM			00
✓	✓					8/22/2011 01:00 PM	8/22/2011 05:00 PM			

Context Menu:

- 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...

Criteria Options Shift History

REPORTING ESSENTIALS

VIEWING THE HOUR EDIT LOG

All changes are logged for tracking purposes. These records include the time of the change, the user and computer name involved, and the record involved (original and new).

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, look for shifts with a Y in the **Edited** column.
3. Right click on the shift and select **View change history**.

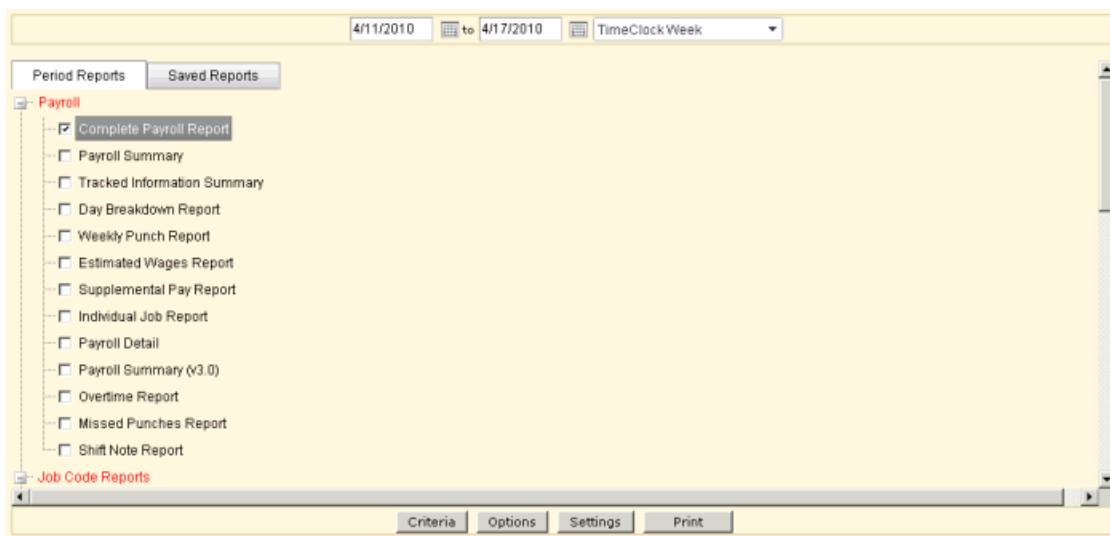
O	M	I	Note	Edited	B	Time In	Time Out
				Y		8/21/2011 09:00 AM	8/21/2011 12:00 PM



Go to **Tools > View hour edit log** to view all hour edits within a certain period.

REPORTS

1. Launch **WebManager** (By default, this can be found at the following URL: <http://<web server name>/manager30>).
2. Select the company, if more than one company exists, and log in.
3. From the **Period** menu, choose **Reports**.



BREAKDOWN OF REPORTS

Payroll – Reports in the first section reflect hours on an employee basis in either a detailed breakdown or summary. Reports that reflect tracked information, estimated wages, supplemental pay, missed punches, and shift notes are also available in this section.

Job Code Reports – Reports in the second section reflect hours on a job code basis in either a detailed breakdown or summary. This turns the focus to your job codes, allowing you to see how time is being spent in each code.

Period Reports – The third section reflects hours for the period and can be configured to place hours for a selected job code in a separate column (up to two job codes/columns). For example, you could select your Sick job code for one column and Vacation code for the other.

Scheduler – The fourth section reflects any absent and tardy activity as well as early and late arrivals. A few of the reports will also break down scheduled hours and actual hours. For these reports to be available, schedules must be created in TimeClock Scheduler.



*The number of minutes considered tardy and the number of minutes considered absent may be changed in **WebManager (Configuration > Preferences > Defaults > Scheduler Settings > Miscellaneous > Absent and Tardy area)**.*

Accruals – Reports in the fifth section reflect hours that have been accrued (e.g., accrued Sick time). They include the amount of hours accrued, used, and remaining.

Miscellaneous – Reports in the last section reflect employee information including birthdays, hire date anniversaries, scheduled reviews, and several others.

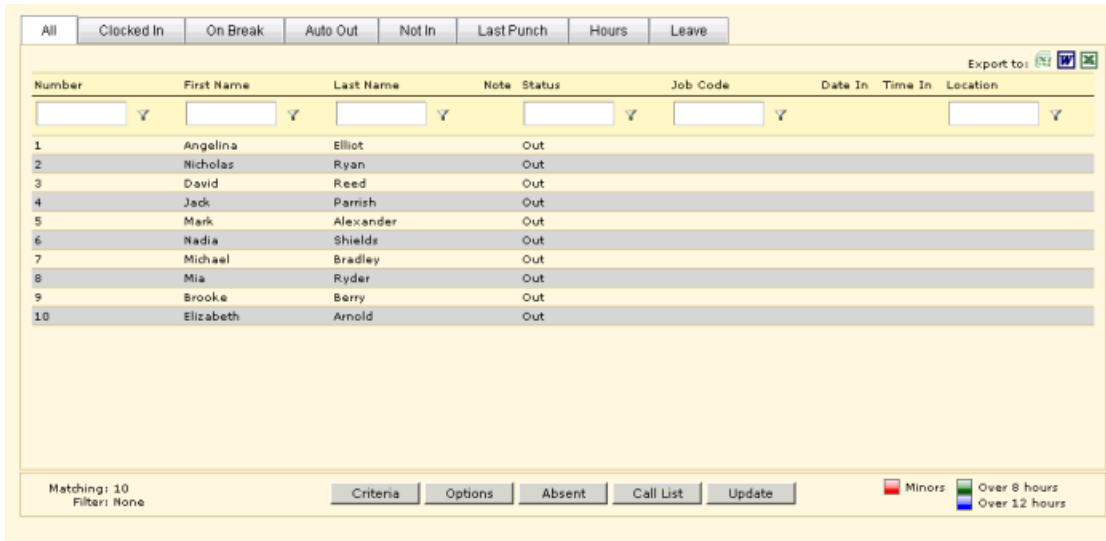
GENERATING A REPORT

1. Enter the date range for the report.
2. Place a check next to the report you wish to view or print.
3. To choose which employees should be included in the report, click **Criteria**, choose a filter, configure it, and click **OK**. If you want to include everyone (that you have access to) then do not worry about the Criteria.
4. If you wish to change the settings of a report, highlight the report, and click **Settings**.
5. To view or print the report, click on the **Print** button and choose from the list of available outputs.
 - **Print to file** – This will save the selected report(s) to a TCRPT file which can be opened outside of WebManager using Report Printer.
 - **Print to PDF** – This will save the selected report(s) to a PDF for viewing in Acrobat Reader.
 - **Print to HTML** – This will save the selected report(s) to HTML for viewing in a web browser.
 - **Print to Office Open XML** – This will save the selected report(s) to the Office Open XML format for viewing in the Office applications that support this type of file.
 - **Print to e-mail** – This will save the selected report(s) to a PDF and attach to an e-mail inside of WebManager.

WHO'S HERE

Who's Here is used for monitoring employees in real time. It allows managers to know immediately the status of each employee and, from certain tabs, clock an employee out, put an employee on break, or move the employee to a different job code.

1. Launch **WebManager** (By default, this can be found at the following URL: <http://<web server name>/manager30>).
2. Select the company, if more than one company exist
3. From the **Tools** menu, choose **Who's here**.



Number	First Name	Last Name	Note	Status	Job Code	Date In	Time In	Location
1	Angelina	Elliot		Out				
2	Nicholas	Ryan		Out				
3	David	Reed		Out				
4	Jack	Parrish		Out				
5	Mark	Alexander		Out				
6	Nadia	Shields		Out				
7	Michael	Bradley		Out				
8	Mia	Ryder		Out				
9	Brooke	Berry		Out				
10	Elizabeth	Arnold		Out				

BREAKDOWN OF TABS

All – This tab lists all of the employees clocked in or otherwise. From here, the manager may clock an employee out, put an employee on break, move an employee to a different job code, or add a shift note to an employee.

Clocked In – This tab lists all of the employees who are clocked in. From here, the manager may clock an employee out, put an employee on break, move an employee to a different job code, or add a shift note to an employee.

On Break – This tab lists all of the employees who are on a break.

Auto Out – This tab lists all of the employees who have been automatically clocked out (if Auto Out is enabled for their job code). These employees are technically on the clock, but a time out was automatically entered. They will appear under this tab, to let you know they are working, until the time out that was entered has passed.

Not In – This tab lists all of the employees who are not clocked in.

Last Punch – This tab lists each employee's current status, last clock in, and last clock out.

Hours – This tab lists the total hours worked by each employee for the day and their total hours for the week.

Leave – This tab lists all of the employees who are currently in a leave code (e.g., employees who are sick or on vacation right now). They will appear under this tab until the time out of their leave record has passed.



*To change an employee's job code or clock the employee out, right click on the record (if you highlight multiple records, right click on one of the records), and select the desired option. To put an employee on a break, select **Clock out** and choose a **Break type**.*

Call List

The Call List is a list of each employee's total hours for today and this week to help you avoid overtime and assist you with making staffing decisions. Employees, who have entered overtime, will appear in **red**.

1. Launch **WebManager** (By default, this can be found at the following URL: <http://<webserver name>/manager30>).
2. Select the company, if more than one company exists, and log in.
3. From the **Tools** menu, choose **Call list**.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

What is TimeClock Plus?

A: TimeClock Plus is a time and attendance solution developed by Data Management Incorporated.

Will I need to swipe in/out for breaks and lunch?

A: No for breaks; yes for lunch, employees will be required to swipe in/out.

How does Timeclock time work?

A: Each punch time will be rounded to the quarter hour, rounding up at 8 minutes so. if you clock in @ 7:52am it will be rounded to 8:00am and if you clock in @ 8:08am it will be rounded to 8:15am.

What is the easiest step to approving time?

A: Review missed punches daily, correct and approve missed punches.

What happens if I forget to swipe in/out?

A: Tell your approver and he can manually fix your time.

How do I enter my Vacation, Sick or SLP hours on TCP?

A: Your timesheet approver will enter those hours.

How do I know which clock is an Operations Time Clock?

A: Look at guide for listing of all Operations clock locations

How do I replace my Time Clock swipe card if damaged or lost?

A: You will need to go to the ID office and get a new swipe card which cost about \$15? (Operations provides your 1st card and will replace additional cards as needed under normal wear and tear, but will not replace lost or damaged cards that are not normal wear & tear)

What is the deadline for employees to submit their time?

A: Employees must submit their time by 9am the day after the pay period ends. (Example: if the last day of the pay period is the 15th the employee must complete their timesheet by the 16th @ 8am)

What is the deadline on each pay period to approve employee's time?

A: Approvers must approve employee's time by 6pm the day after the pay period ends. (Example: if the last day of the pay period is the 15th the approver must complete his approvals by the 16th @ 10am)

What if the approver is out can someone else approve timesheets for them?

A: Yes just let the administrator know and they can approve your employees or they can change who approves your employees.

How long before new hire employees can clock in/out?

A: New hire employees are loaded from Banner to TCP, so once the ePAF is complete add 2 days then the employee should be able to use the time clock.

Will temporary employees from temp agencies need to use the Timeclock?

A: Yes, they will be assigned a special R# and receive a card to swipe.

What if the employee is on any kind of leave (SLP or FMLA), do they still need to clock in/out?

A: No once the employee is put on any kind of leave; the employee is suspended in TCP until the position is active again.

How long after an employee is terminated can they clock in/out?

A: 1 day after the termination date will the employee be active in the TCP system. This will give enough time for them to submit all there time.

Q: What if the employee has multiple positions?

A: The employee can see the list of positions when they clock in/out, so they will just need to select the correct position.

TimeClock Plus URL and Recommend Browsers

**** TESTING URL ****

LOGIN STEPS

- Click on Firefox
- **Type in Test URL:** <https://timeclocktest.texastech.edu/manager30/>
- **Click company:** Operations Test (19)
- **User ID:** Type in your R# (please note if you are a proxy you may not have been given access yet, please let us know at end of class so that we can update your permission access)
- **Password:** Type in user in lower case

Recommended Browsers:

Firefox

IE only if “Compatibility Mode” is turned off

TEST URL

NOTE: Open URL in your browser.

WebManager - <https://timeclocktest.texastech.edu/manager30/>

TimeClock Plus Administrators:

Ursula Cooksey – Ursula.Cooksey@ttu.edu or located in Grounds Maintenance

Jennifer Zarazua – Jennifer.Zarazua@ttu.edu or located in Employee Support Services