

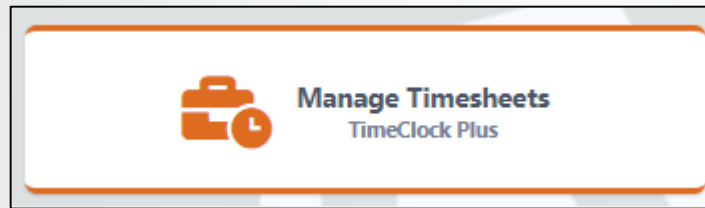
TimeClock Plus Overview



ARKANSAS STATE
UNIVERSITY

Logging In

Log in to my.AState. Select the **Manage Timesheets** Icon.



You have now arrived at your **Dashboard**.

MY DASHBOARD ☆ Matching 6 of 6 Employees Refresh Edit ? Feeds

REQUIRED APPROVALS 0

BIRTHDAYS 0

MISSED PUNCHES 2

Name	Type	Date	
<input type="text"/>	Missed Out	02/16 03:45 P - 03:45 P	✓
<input type="text"/>	Missed Out	02/21 10:30 A - 10:30 A	✓

[Jump to Group Hours](#)

APPROACHING OVERTIME (CLOCKED IN)

OVERTIME

PENDING TIME OFF REQUESTS 1

Name	Date	Request	
<input type="text"/>	02/28/2017	Vacation - 08:00 AM to 04:00 PM	✓

[Jump to Request Manager](#)

ANNIVERSARIES

Name	Type	Date
<input type="text"/>	Anniversary	03/18 (4)

Using the Dashboard

When supervisors log in, they will arrive at “My Dashboard”. The Dashboard can be used for verifying hours, verifying missed punches, and approving/denying time off requests. Each of these functions can also be completed by using the menu options at the top of the screen.

The dashboard features a green navigation bar with the following menu items: HOME, HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. The main content area is titled "MY DASHBOARD" and includes a search filter "Matching 6 of 6 Employees" and action buttons for "Refresh", "Edit", "?", and "Feedb".

Key dashboard components include:

- REQUIRED APPROVALS:** 0 items.
- BIRTHDAYS:** 0 items.
- MISSED PUNCHES:** 2 items. Table below:

Name	Type	Date	2/2
	Missed Out	02/16 03:45 P - 03:45 P	✓
	Missed Out	02/21 10:30 A - 10:30 A	✓

[Jump to Group Hours](#)

- APPROACHING OVERTIME (CLOCKED IN):** 2 items.
- OVERTIME:** 0 items.
- PENDING TIME OFF REQUESTS:** 1 item. Table below:

Name	Date	Request	1/1
	02/28/2017	Vacation - 08:00 AM to 04:00 PM	✖ ✓

[Jump to Request Manager](#)

- ANNIVERSARIES:** 1 item. Table below:

Name	Type	Date
	Anniversary	03/18 (4)


Approving Leave Requests

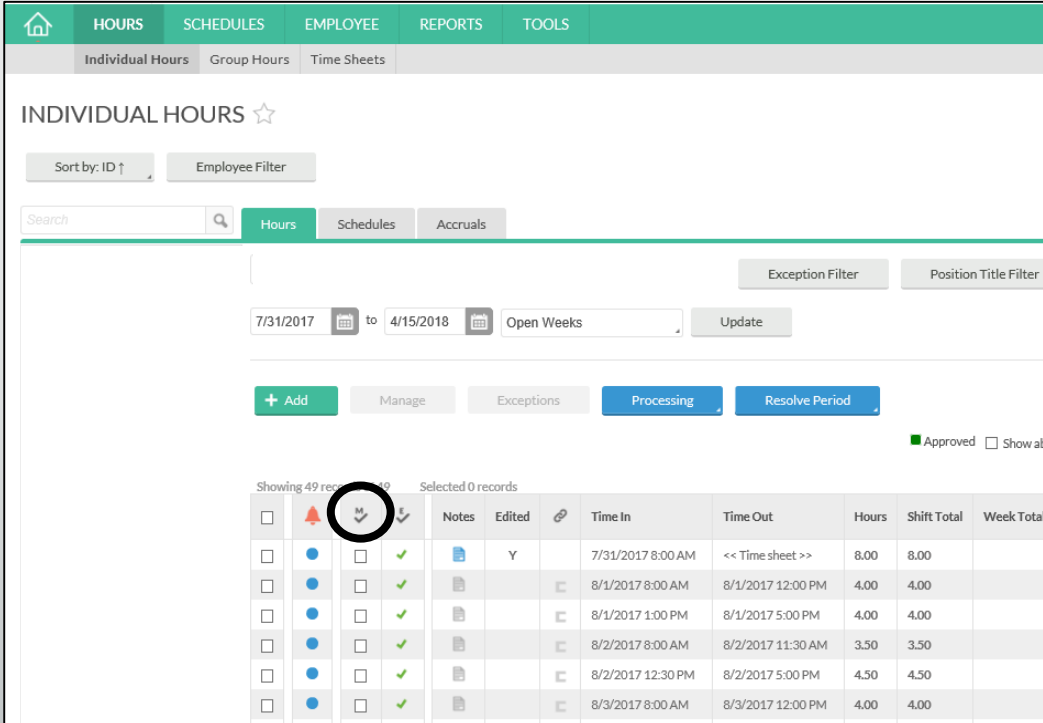
To approve requested leave time:

- Select the **Request Manager** link from the Dashboard.
- Select the pending leave request you would like to approve
- Select **Manage**, then **Approve Request Level 1**. Status will change from Pending to Approved (or denied).

The screenshot displays the 'REQUEST MANAGER' interface. At the top, there are tabs for 'Calendar' and 'List'. Below the tabs, there is a 'Status' dropdown menu and a 'Requests per calendar day' input field set to '10' with an 'Apply' button. A '+ Add' button is visible on the left. The main area shows a calendar for February 2017. A context menu is open over the calendar, listing options: 'Manage', 'Add', 'Detail', 'View in list', 'Delete', 'Approve Request Level 1', and 'Deny'. The 'Approve Request Level 1' option is highlighted. A specific leave request is highlighted in yellow on the calendar for February 21st, with a tooltip showing 'Pending (1)', '08:00 AM 8:00', and '7:00 - Vacation'.

Verifying Timecards Using Computer

- Timecards must be verified each week by 12:00 Noon on Tuesday.
- To verify timecards you will go to **Hours**, then **Individual Hours**. Then select the employee you would like to verify.
- Once reviewed, you will click on the , and this should verify the week.



The screenshot shows a web application interface for managing individual hours. The top navigation bar includes 'HOURS', 'SCHEDULES', 'EMPLOYEE', 'REPORTS', and 'TOOLS'. Under 'HOURS', there are sub-tabs for 'Individual Hours', 'Group Hours', and 'Time Sheets'. The main heading is 'INDIVIDUAL HOURS' with a star icon. Below this, there are controls for sorting (Sort by: ID ↑) and an Employee Filter. A search bar is present, and there are tabs for 'Hours', 'Schedules', and 'Accruals'. The 'Hours' tab is active. There are filters for 'Exception Filter' and 'Position Title Filter'. A date range selector shows '7/31/2017' to '4/15/2018' with an 'Open Weeks' dropdown and an 'Update' button. Below this are buttons for '+ Add', 'Manage', 'Exceptions', 'Processing', and 'Resolve Period'. A legend indicates 'Approved' with a green square and 'Show abs' with a white square. The main area displays a table with 49 records. The table has columns for checkboxes, a bell icon, a verify icon (circled in red), a trash icon, 'Notes', 'Edited', a link icon, 'Time In', 'Time Out', 'Hours', 'Shift Total', and 'Week Total'. The first row shows a record for 7/31/2017 at 8:00 AM with a shift total of 8.00. Subsequent rows show records for 8/1/2017 and 8/2/2017.

				Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>					Y		7/31/2017 8:00 AM	<< Time sheet >>	8.00	8.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>				8/1/2017 8:00 AM	8/1/2017 12:00 PM	4.00	4.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>				8/1/2017 1:00 PM	8/1/2017 5:00 PM	4.00	4.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>				8/2/2017 8:00 AM	8/2/2017 11:30 AM	3.50	3.50	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>				8/2/2017 12:30 PM	8/2/2017 5:00 PM	4.50	4.50	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>				8/3/2017 8:00 AM	8/3/2017 12:00 PM	4.00	4.00	

Editing An Employee's Time

- From the **Individual Hours** screen, click on the time segment that needs to be edited. Once it is highlighted blue, click **Manage**, then **Edit**.

John Doe

10/28/2019 to 11/17/2019 Open Weeks Update

Start date Stop date Period

+ Add Manage Exceptions Processing Resolve Period

Showing 5 records of 5 Selected 1 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	11/11/2019 09:00 AM	11/11/2019 05:00 PM	8:00	8:00		26029001 - Business (TCP JOB)
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	11/12/2019 09:00 AM	11/12/2019 05:00 PM	8:00	8:00		26029001 - Business (TCP JOB)
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	11/13/2019 09:00 AM	11/13/2019 05:00 PM	8:00	8:00		26029001 - Business (TCP JOB)
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	11/14/2019 09:00 AM	11/14/2019 05:00 PM	8:00	8:00		26029001 - Business (TCP JOB)
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	11/15/2019 09:00 AM	11/15/2019 05:00 PM	8:00	8:00	40:00	26029001 - Business (TCP JOB)



Editing An Employee's Time

- Use the **Time in** and **Time out** boxes to correct the time entry. Then click **Save**.

Edit Segment ? Feedback

Segment Length: 8:00

<input type="checkbox"/> Individual is clocked in	Time in	11/13/2019		09:00 AM	
<input type="checkbox"/> Time sheet entry	Time out	11/13/2019		05:00 PM	
<input type="checkbox"/> Edit actual time	Break type	<< NONE >>			
<input type="checkbox"/> Missed in punch	Job Code	26029001 - Business (TCP J			
<input type="checkbox"/> Missed out punch	Rate	0.00			
	Note	<input type="text"/>			

Custom Extra Cancel Save

Editing An Employee's Time

- When adding time to a current punch, you may see the following notification. Select **Edit actual times**, and click **Ok**.

Edit Action ? Feedback

You are editing rounded times. Which action should be taken on the actual times?

Rounded times
Time in 11/17/2019 09:15 AM
Time out 11/17/2019 05:45 PM

Actual times
Time in 11/17/2019 10:38 AM
Time out 11/17/2019 05:46 PM

Keep actual time(s)

[Edit actual time\(s\)](#)

Remember my current selection

Cancel Ok

Adding Time

- From the **Dashboard**, select **Hours**, **Individual Hours**, then select the correct employee.
- Click the green **Add** button.
- Enter the new **Time in** and **Time out**. Click **Save**.

Add ? Feedback

Segment Length: 8:00

[Individual is clocked in](#)

Time sheet entry

Missed in punch

Missed out punch

Time in 11/15/2019 09:00 AM

Time out 11/15/2019 05:00 PM

Break type << NONE >>

Job Code 26029001 - Business (TCP J)

Rate 0.00

Note

Days 1

Custom Extra Cancel Save

Adding Time for Leave

- Select **Add**, then **Time Sheet Entry** on the left. Enter **Time in** for leave, number of **Hours**, then select the **Leave Code** from the **Job Code** drop down box.

The screenshot shows a web form titled "Add" with a "Feedback" button. On the left, there are four checkboxes: "Individual is clocked in" (unchecked), "Time sheet entry" (checked), "Missed in punch" (unchecked), and "Missed out punch" (unchecked). On the right, there are several input fields: "Time in" (11/15/2019, 09:00 AM), "Hours" (8:00), "Job Code" (26029001 - Business (TCP J)), "Rate" (0.00), and "Note" (empty). A "Segment Length: 8:00" label is positioned above the "Time in" field. At the bottom, there are buttons for "Custom", "Extra", "Cancel", and "Save". A "Days" dropdown menu is set to "1".

Clocking An Employee Out

- From the **Individual Hours** screen, select an employee from the left side.
- Click on the time segment that needs to be edited. Once it is highlighted blue, click **Manage**, then **Edit**.
- Un-check the box beside “Individual is clocked in.” Enter the Clock Out time beside **Time Out**, then click **Save**.

The screenshot shows a web form titled "Add" with a "Feedback" button in the top right. On the left side, there are four checkboxes: "Individual is clocked in" (checked), "Time sheet entry", "Missed in punch", and "Missed out punch". On the right side, there are several input fields: "Time in" (11/15/2019, 09:00 AM), "Time out" (set to "<< Clocked In >>"), "Break type" (set to "<< NONE >>"), "Job Code" (26029001 - Business (TCP J)), "Rate" (0.00), and "Note" (empty). At the bottom, there is a "Days" dropdown menu and two buttons: "Custom" and "Extra" on the left, and "Cancel" and "Save" on the right.



Best Practices

- Use the Computer for reviewing and verifying timecards.
- Please review employees' requested leave for accurate payroll processing.
- Become familiar with the software so that it can be utilized to the best capacity.
- Please reiterate to employees to not share passwords, clock-in in your assigned area, do not abuse leave, do not abuse working hours, do not overuse the ability to correct/revise punches.
- Remind Employees to Clock- In and Clock- Out daily and to review and approve their timesheets weekly.
- Visit the Payroll Services website for training videos, presentations, and Handbooks.

