

# TimeClock Plus

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## EMPLOYEES TRAINING



# Biggest Changes

- Employees **MUST** verify their timecards weekly and Supervisors **MUST** verify their employees leaves/timecards weekly. Verifying and Approving **MUST** be completed by Tuesday at 12pm (Noon) for the previous week.
- Student Hourly/Non-Student Hourly Part- time will use TimeClock Plus to clock his or her time. They **MUST** Clock- In and Clock- Out daily.
- Employees no longer have the capability to correct a late clock-in. This must be done by your supervisor.



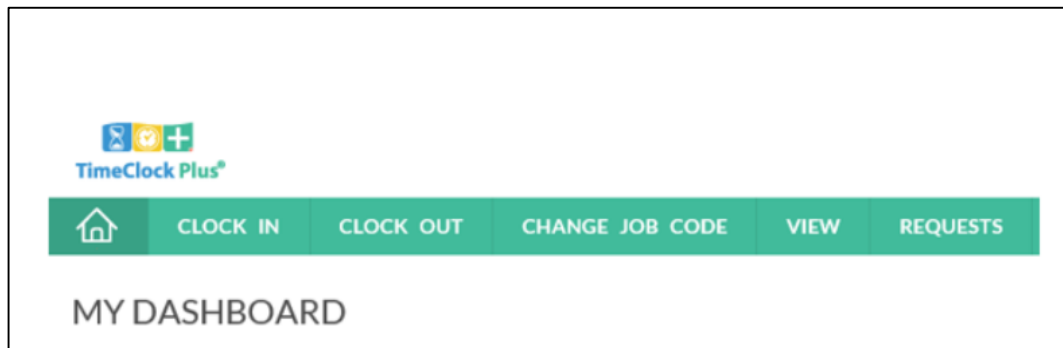
# Using the WebClock

1. Access WebClock by selecting the **TimeClock Plus** icon in myCampus. Follow prompts to continue logging-in using your A-State email address and password.



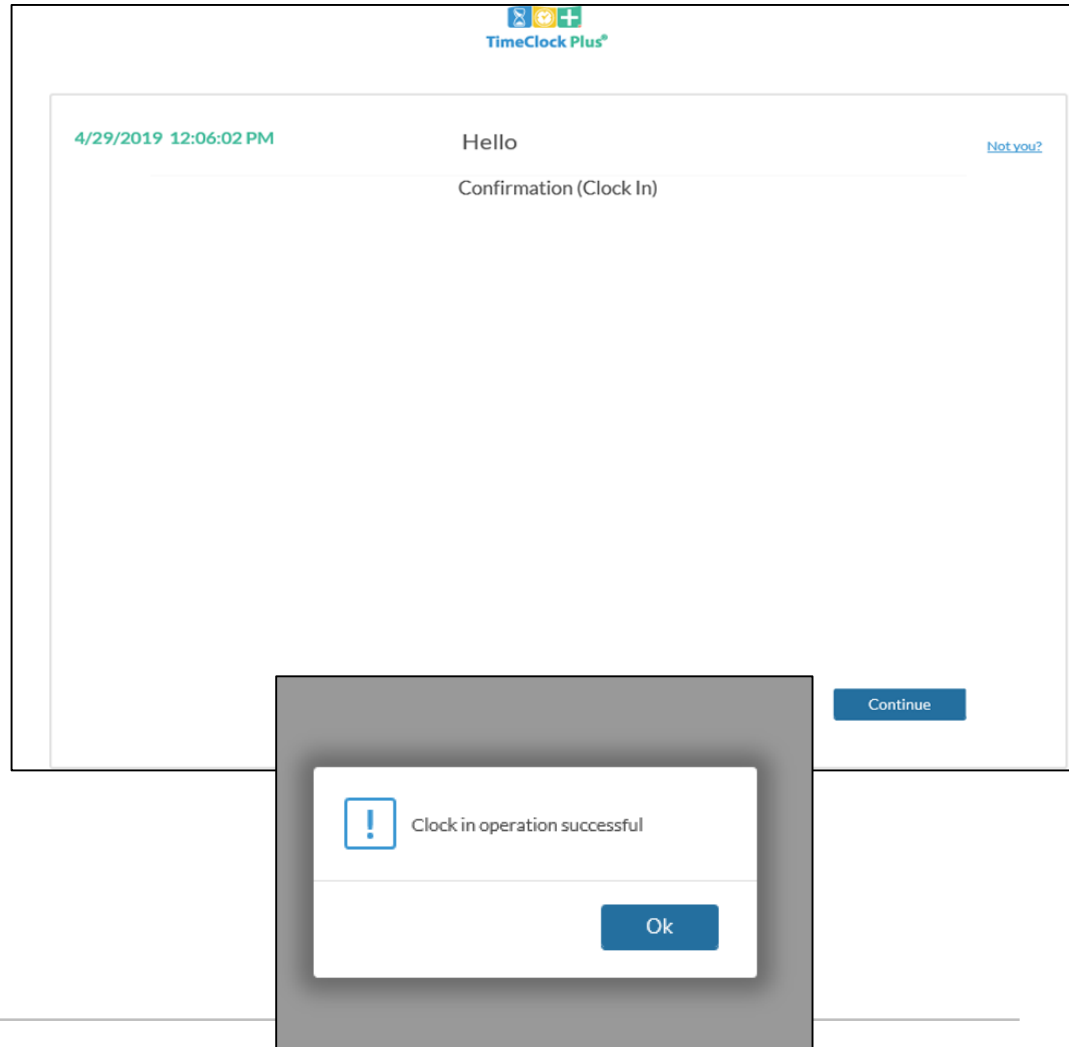
TimeClock Plus

2. You have now arrived at your **Dashboard**. From here, you can select **Clock In** or **Clock Out**.



# Clocking In or Out Using WebClock

- After making your selection, you will be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel** or **Continue**. If the name and time are correct, click **Continue**.
- If you have more than one job code, select the job code from the list. (**ONLY Student- Hourly or Non-Student Hourly**)
- Click **Ok** on the "Clock in/out operation successful" window.

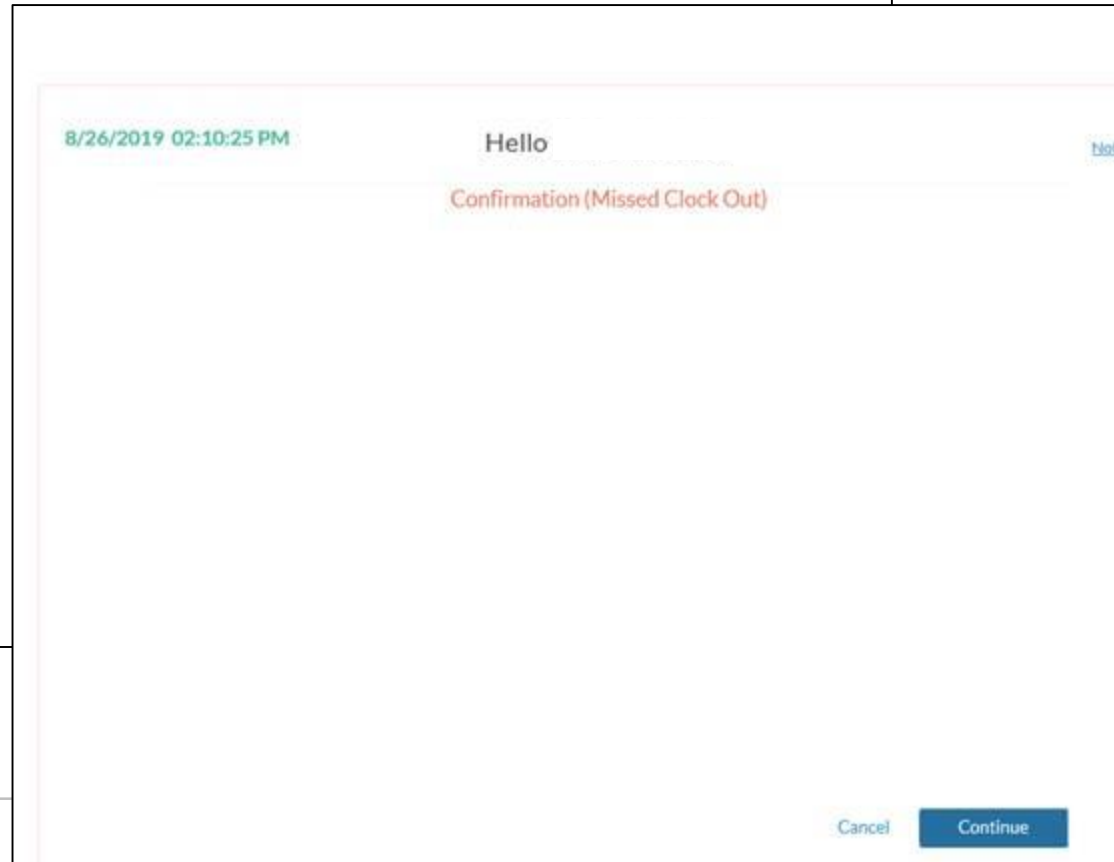
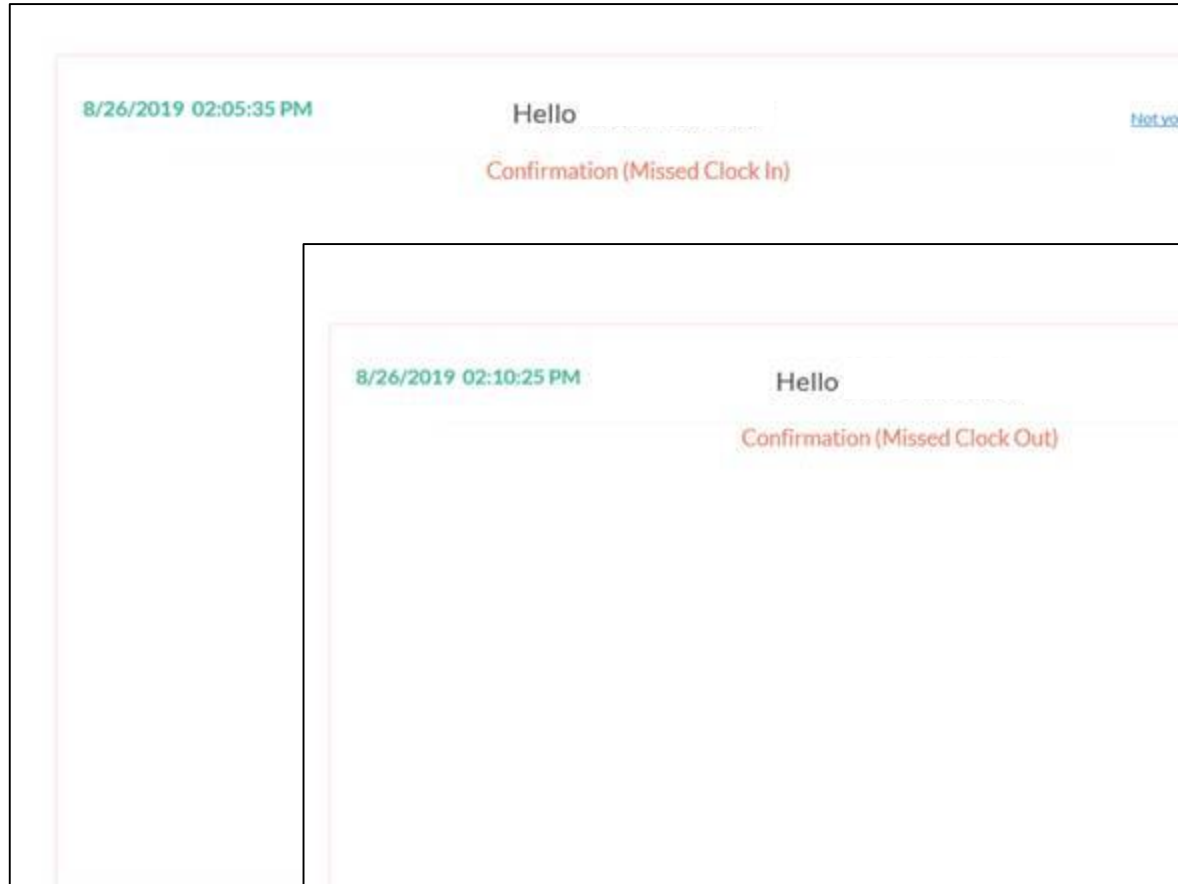


# Missed Clock In or Out

If you fail to clock, a message will appear the next time you clock in or out.

Read the notification to see if it is a missed **Clock In** or missed **Clock Out**.

Click **Continue**.

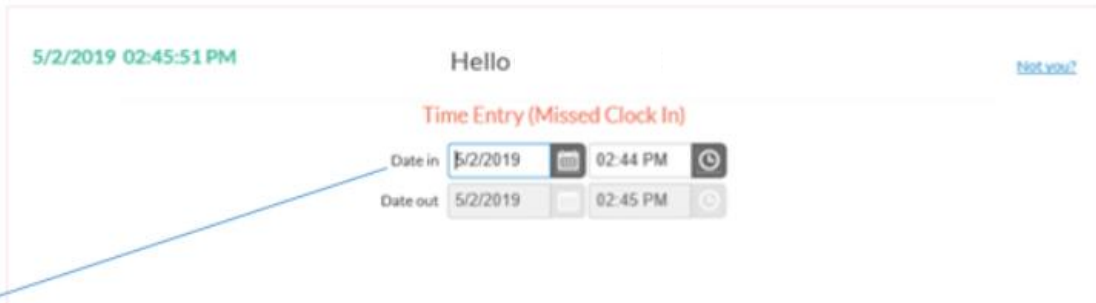


# Missed Clock In or Out

It will notify you that your last punch was either a clock in or a clock out and it will display the date and time.

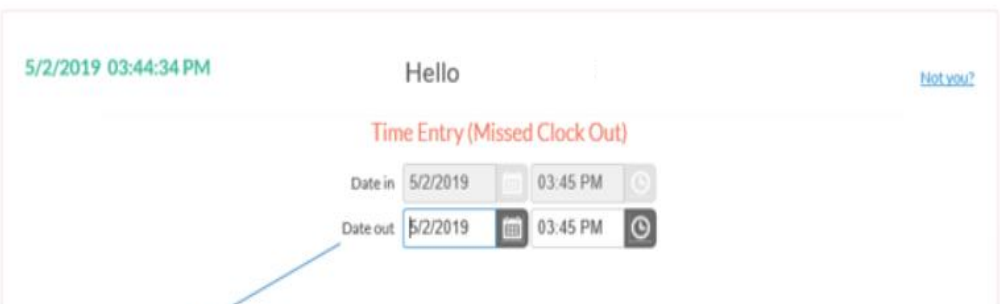
Select continue to enter the missed in or out time. You can only correct the time that is not grayed.

Enter the correct time and click **Continue**.



The screenshot shows a notification window with a green timestamp '5/2/2019 02:45:51 PM' in the top left, a 'Hello' greeting in the center, and a 'Not you?' link in the top right. Below the greeting is the title 'Time Entry (Missed Clock In)'. There are two input fields: 'Date in' and 'Date out'. The 'Date in' field is active and shows '5/2/2019' with a calendar icon and a clock icon, and the time '02:44 PM' is displayed next to it. The 'Date out' field is grayed out and shows '5/2/2019' with a calendar icon and a clock icon, and the time '02:45 PM' is displayed next to it. A blue arrow points from the 'Date in' field to the text below.

**Date in:** Is a missed Clock In and will allow for you to enter the correct time in and will not be grayed out.



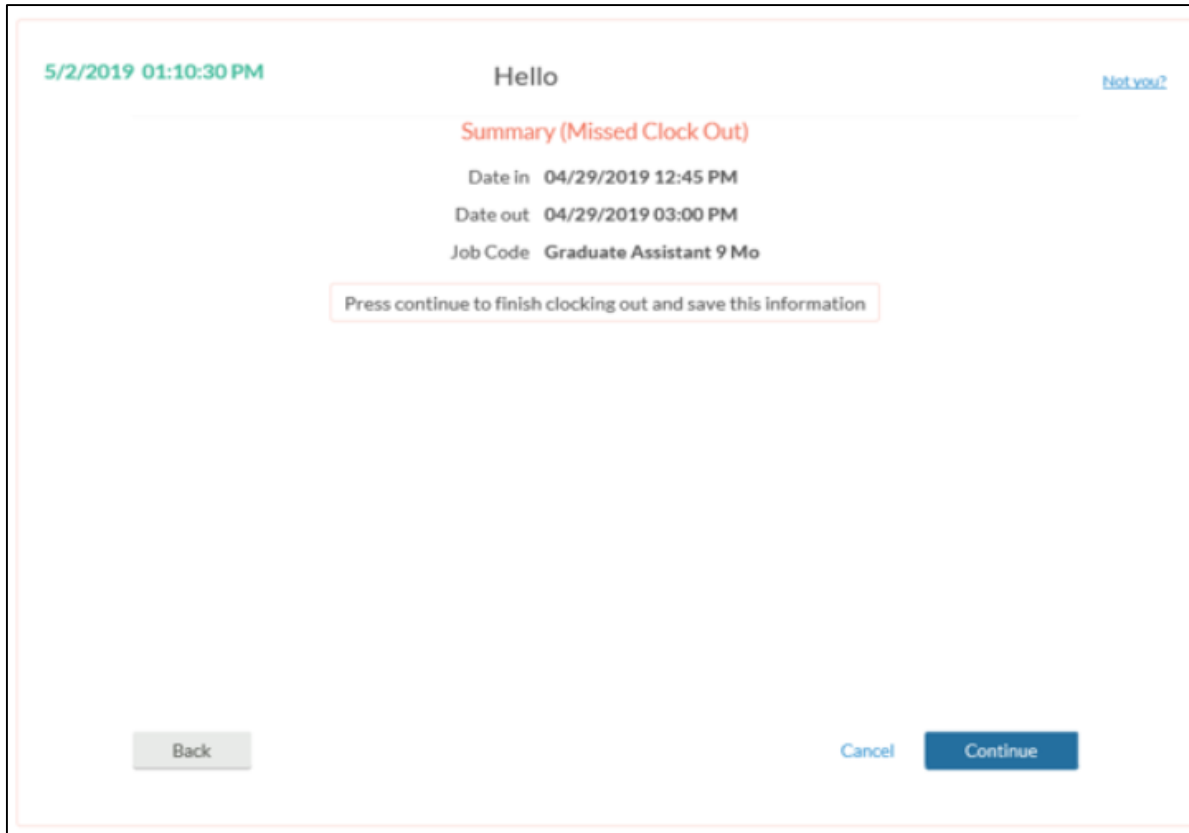
The screenshot shows a notification window with a green timestamp '5/2/2019 03:44:34 PM' in the top left, a 'Hello' greeting in the center, and a 'Not you?' link in the top right. Below the greeting is the title 'Time Entry (Missed Clock Out)'. There are two input fields: 'Date in' and 'Date out'. The 'Date in' field is grayed out and shows '5/2/2019' with a calendar icon and a clock icon, and the time '03:45 PM' is displayed next to it. The 'Date out' field is active and shows '5/2/2019' with a calendar icon and a clock icon, and the time '03:45 PM' is displayed next to it. A blue arrow points from the 'Date out' field to the text below.

**Date out:** Is a missed Clock Out and will allow for you to enter the correct time out and will not be grayed out.



# Missed Clock In or Out

Once the correction has been made the following screen will appear with the corrected information.

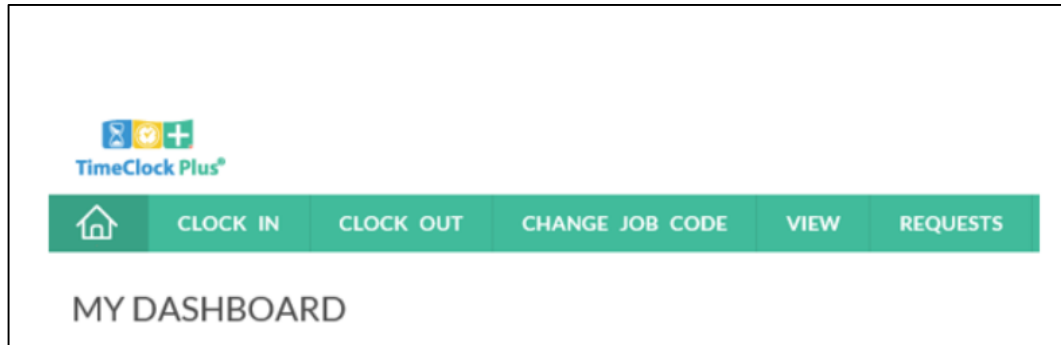


The screenshot shows a user interface for a missed clock out. At the top left, the date and time are 5/2/2019 01:10:30 PM. In the center, it says 'Hello' and 'Not you?'. Below that, a red heading reads 'Summary (Missed Clock Out)'. The summary includes: 'Date in 04/29/2019 12:45 PM', 'Date out 04/29/2019 03:00 PM', and 'Job Code Graduate Assistant 9 Mo'. A message box says 'Press continue to finish clocking out and save this information'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'.

Click **Continue**.



# Using the Dashboard



The Dashboard gives the employees the capability to do the following:

1. Clock in and out.
2. View hours, last punch, accruals, and messages.
3. Request time off/leave.



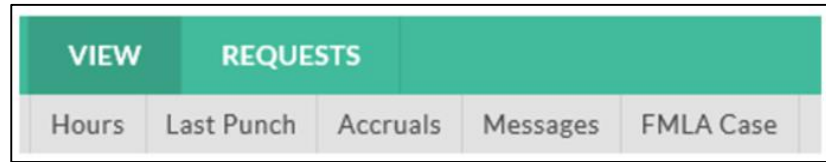
# How to View Hours

The **View Hours** option allows you to view the hours worked in any given week. This screen allows you to approve segments each week.

Navigating the View Hours Window:

1. After logging into **WebClock**, select **View**, and **View Hours**.
2. Select the appropriate week with the **Next** and **Prev** buttons.

All of the segments worked during that week can be seen in the grid below



The screenshot shows the 'VIEW HOURS' interface. At the top, there's a navigation bar with 'VIEW' and 'REQUESTS' tabs. Below that, a 'VIEW HOURS' section includes 'Navigate Period' with 'Prev' and 'Next' buttons, and a 'Download' button. The main area is titled 'WEEK WORKED' and shows '04/29 - 05/05'. A table displays 6 records of work segments. A blue arrow points to the 'Time Out' field of the last record, which is '<< Clocked In >>', with the label 'Missed Punch/Edited'.

	M	T	W	Th	Comp Time	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
●	X	□	X		☐	4/29/2019 12:15 PM	4/29/2019 12:30 PM	0:15	0:15		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	4/29/2019 12:45 PM	4/29/2019 03:00 PM	2:15	2:15		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	5/2/2019 01:15 PM	5/2/2019 02:45 PM	1:30	1:30		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	5/2/2019 02:45 PM	5/2/2019 02:45 PM	0:00	0:00		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	5/2/2019 03:45 PM	5/2/2019 05:00 PM	1:15	1:15		930056000 - Graduate Assistant 9 Mo
●	X	X	X		☐	5/3/2019 09:15 AM	<< Clocked In >>	0:04	0:04	5:19	930056000 - Graduate Assistant 9 Mo



# How to View Last Punch

The **View Last Punch** option allows you to view the last time you clocked in. After selecting **View Last Punch**, you will be able to see the time of your last punch as well as the job code assigned to it.

The screenshot shows a web interface with a navigation bar at the top containing three tabs: 'HOURS', 'Last Punch', and 'Accrued'. The 'Last Punch' tab is selected. Below the navigation bar, the text 'LAST PUNCH (CLOCKED IN)' is displayed. A large, light blue rounded rectangle contains the following information:

Clocked in at 5/3/2019 09:15 AM

Job Code 930056000 - Graduate Assistant 9 Mo

# How to View Accruals

The **View Accruals** option allows you to view your leave accruals.

The screenshot displays a user interface for viewing accruals. At the top, there is a navigation bar with options: HOME, CLOCK IN, CLOCK OUT, CHANGE JOB CODE, VIEW, REQUESTS, and MANAGE TIME SHEET. Below this, there are sub-options: Hours, Last Punch, Accruals, Messages, and FMLA Case. The main heading is "ACCRUALS". Below the heading, there is a "Select forecast date" field set to "5/3/2019" with a calendar icon and an "Update" button. Below this, it says "Showing 6 records of 6". The table below shows the following data:

Accrual Bank†	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Child Education Leave	8.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Emergency Leave	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Sick	107.7500	0.0000	0.0000	0.0000	0.0000	0.0000	107.7500
Suspense for Sick & Vaca	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	60.7800	0.0000	0.0000	0.0000	0.0000	0.0000	60.7800

**Please be mindful that the balances that are listed are a pay period behind.**



# Request Leave Using Computer

Click on **Requests**, calendar will appear.

VIEW REQUESTS

Calendar List

Status

+ Add Manage Refresh

<< < February 2017 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11



# Request Leave Using Computer

1. Click **Request**. Click on the **Add** button or click the plus sign (+) on the desired date of the request.

VIEW REQUESTS

Calendar List

Status FMLA

+ Add Manage Refresh << < May 2019 > >>

Sun Mon Tue

28 29 30

5 6 7

Pending (1)  
08:00 AM 8:00  
Vacation

# Request Leave Using Computer

The screenshot shows a web application window titled "Add Employee Request". On the left, there is a "Templates" section with the text "No records found". The main form area contains the following fields:

- Employee: John Doe [50383]
- Date requested: 5/8/2019 (with a calendar icon)
- Start time: (empty field with a clock icon)
- Hours: 24:00
- Days: 1 (dropdown menu)
- Leave Group: << NONE >> (dropdown menu)

At the bottom of the form, there are three buttons: "Accruals", "Cancel", and "Save".

2. Select the **Start time**. This will be the anchor time for the leave time sheet. Enter in the length of the leave request in the **Hours** field. For example, if you want to create a leave request from 8:00 AM to 5:00 PM, enter a start time of 8:00 AM and amount of hours as 8.

3. Select how many days are being requested. By default, the request will only be entered for the initial date requested. To create identical requests on subsequent days, select the number from the **Days** field.



# Requesting Multiple Days Using Computer

The screenshot shows a web form titled "Add Employee Request". On the left, there is a "Templates" section with the text "No records found". The main form area contains the following fields:

- Employee: (empty)
- Date requested: 5/10/2019
- Start time: 08:00 AM
- Hours: 8:00
- Days: 3
- Leave Group: Vacation

At the bottom of the form, there are three buttons: "Accruals" (disabled), "Cancel", and "Save".

If you are requesting consecutive days off and the days are Thursday, Friday, and Monday or Friday, Monday, and Tuesday, you will have to enter 2 requests.

**IF NOT, it will include the weekend days, Saturday and Sunday.**

Enter the number of days of request.



# Request Leave Using Computer

### Add Employee Request ?

**Templates**

- Child Education Leave
- Comp Time Taken
- Education Release Time
- FMLA Maternity
- FMLA Military
- FMI A Sick

Employee **Kimberly Smith [10146190]**

Date requested

Start time

Hours

Days

Leave Group

Accruals

Cancel

4. Select the appropriate **Template** to be used for this time off request. Please note that any unspecified leave codes must be replaced with a valid leave code before the segment can be approved.

5. Click **Save**.





# Viewing Requested Leave Using Computer

The screenshot displays a web interface titled "VIEW REQUESTS". At the top, there are two tabs: "Calendar" (selected) and "List". Below the tabs is a "Status" dropdown menu. Further down are three buttons: "+ Add" (green), "Manage" (blue), and "Refresh" (grey). A navigation bar shows "<<" and ">" buttons flanking "February 2017". The main area is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, and Fri. The dates 29, 30, 31, 1, 2, 3 are in the first row; 5, 6, 7, 8, 9, 10 in the second; 12, 13, 14, 15, 16, 17 in the third; 19, 20, 21, 22, 23, 24 in the fourth; 26, 27, 28, 1, 2, 3 in the fifth; and 5, 6, 7, 8, 9, 10 in the sixth. The date 21 is highlighted in yellow with a "+" sign. The date 28 is highlighted in light blue with a "+" sign and a tooltip that reads "Pending (1)", "08:00 AM 8:00", and "7000 - Vacation".

The **View Requests** feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of time off for vacation, sick, or other reasons. These requests can be made in any leave code the employee has access to and will draw from relevant accrual banks.



# Submitting Inclement Weather and Authorized Leave

**\*\*This function is ONLY available when INCLEMENT WEATHER or AUTHORIZED LEAVE has been activated\*\***

The **Manage Time Sheet** feature allows employees to enter a flat amount of leave time (example: 8 hours) when inclement weather or authorized leave has been activated.



# Submitting Inclement Weather and Authorized Leave

## 1. Select **Manage Time Sheet**.

The screenshot displays a web interface for managing time sheets. At the top, a green navigation bar contains icons and labels for 'CLOCK IN', 'CLOCK OUT', 'CHANGE JOB CODE', 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. Below this, the title 'MANAGE TIME SHEET' is centered. The main area shows a date range '05/06/2019 - 05/12/2019' and a 'Navigate Period' section with left and right arrow buttons, a date input field showing '5/6/2019', and a calendar icon. A checkbox labeled 'Display weekends' is checked. Below the navigation are 'Reject' and 'Accept' buttons. A horizontal dashed line separates the navigation from the data table. The table is titled '05/06 - 05/12' and has four columns for days: 'Mon 05/06', 'Tue 05/07', 'Wed 05/08', and 'Thu 05/09'. Each column shows a '0:00' time value and an 'Add' button.

05/06 - 05/12	05/06 - 05/12	05/06 - 05/12	05/06 - 05/12
Mon 05/06	Tue 05/07	Wed 05/08	Thu 05/09
0:00	0:00	0:00	0:00
Add	Add	Add	Add

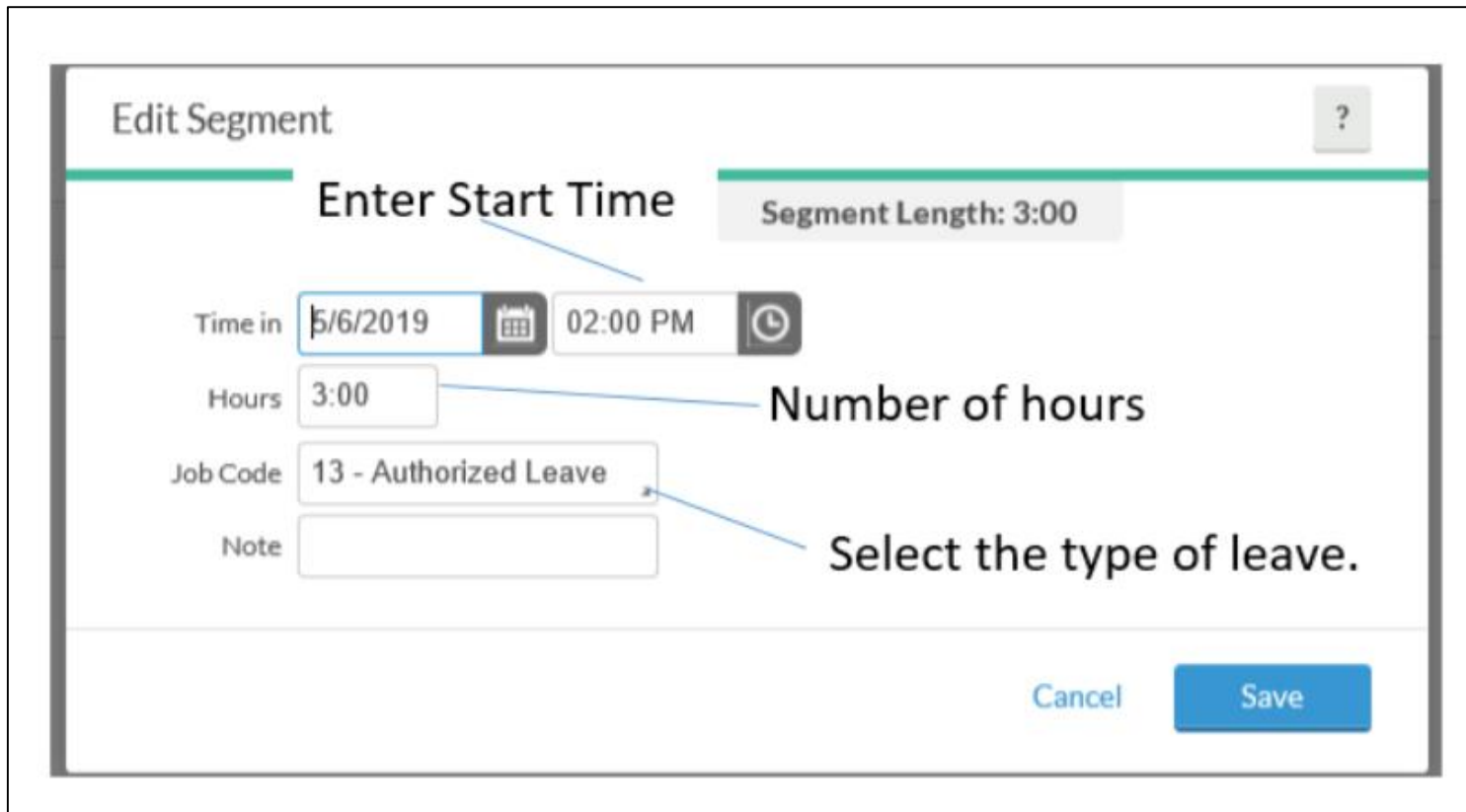
# Submitting Inclement Weather and Authorized Leave

2. Click **Add**. Enter **Start time** for **Authorized Leave** or **Inclement Weather**. Enter the number of leave hours. Select **Approved**.

The screenshot displays the 'MANAGE TIME SHEET' interface. At the top, a green navigation bar contains icons for home, clock in, clock out, change job code, view, requests, and manage time sheet. Below this, the title 'MANAGE TIME SHEET' is centered. The main area shows a date range '05/06/2019 - 05/12/2019' and a 'Navigate Period' section with left and right arrows, a date input '5/6/2019', and a calendar icon. A 'Display weekends' checkbox is checked. Below the navigation, there are 'Reject' and 'Accept' buttons. The main content area shows a table of dates from 'Mon 05/06' to 'Thu 05/09'. The 'Mon 05/06' cell is expanded to show a form for adding leave. This form includes a time selection field with '02:00 PM' and '3:00' (indicated by an arrow labeled 'Enter Start Time'), a 'Number of hours' field with '13' (indicated by an arrow labeled 'Number of hours'), and an 'Add' button. The form also has 'Edit', 'Clear', and 'Copy' links and a checked 'Approve' checkbox. The text '13 - Authorized Leave' is displayed below the form.

# Submitting Inclement Weather and Authorized Leave

3. You can also select **Edit** to enter your information.



The screenshot shows a web form titled "Edit Segment" with a help icon in the top right. The form is divided into two main sections. The top section is titled "Enter Start Time" and contains a "Segment Length: 3:00" label. Below this, there are two input fields: "Time in" with a date picker set to "5/6/2019" and a time picker set to "02:00 PM", and "Hours" with a text input set to "3:00". The bottom section contains a "Job Code" dropdown menu set to "13 - Authorized Leave" and a "Note" text area. At the bottom right, there are "Cancel" and "Save" buttons. Blue arrows point from text annotations to the "Enter Start Time" header, the "Hours" input, and the "Job Code" dropdown.

Annotations:

- Enter Start Time
- Number of hours
- Select the type of leave.

# Submitting Inclement Weather and Authorized Leave

Once you have finished editing the time sheet entry, check to **Approve** box to approve that day, or choose **Approve Week** to approve all entries for that week.

Then click **Accept** at the top of the screen to commit your changes.

The screenshot displays the 'MANAGE TIME SHEET' interface. At the top, there is a navigation bar with tabs: HOME, CLOCK IN, CLOCK OUT, CHANGE JOB CODE, VIEW, REQUESTS, and MANAGE TIME SHEET. Below the navigation bar, the title 'MANAGE TIME SHEET' is displayed. The main content area shows the date range '05/06/2019 - 05/12/2019' and a 'Navigate Period' section with a date selector set to '5/6/2019'. There are 'Reject' and 'Accept' buttons, and a 'Display weekends' checkbox. Below this, there is a section for '05/06 - 05/12' with an 'Approve Week' button. The main grid shows time sheet entries for each day of the week. For Monday 05/06, the entry is '13 - Authorized Leave' from 02:00 PM to 3:00, with the 'Approve' checkbox checked. For Tuesday 05/07, the entry is '14 - Inclement Weather' from 08:00 AM to 8:00, with the 'Approve' checkbox unchecked. For Wednesday 05/08, the entry is '0:00' with an 'Add' button. For Thursday 05/09, the entry is blank with an 'Add' button. Each entry has 'Edit', 'Clear', and 'Copy' options and an 'Add' button at the bottom.



# Weekly Time Approval

1. After logging into **WebClock**, select **View**, and **View Hours**.

2. Select the appropriate week with the **Next** and **Prev** buttons.

3. Find the segment you want to approve and click on the check mark in the **[E]** column. If you want to approve all the shifts on screen, **click on the [E] column**.

		E		Comp Time		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	X	✓	X			4/29/2019 08:00 AM	4/29/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
	X	✓	X			4/29/2019 01:30 PM	4/29/2019 05:00 PM	3:30	3:30		120939700 - Payroll Technician
	X	✓	X			4/30/2019 08:00 AM	4/30/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
	X	✓	X			4/30/2019 01:30 PM	4/30/2019 05:00 PM	3:30	3:30		120939700 - Payroll Technician
	X	✓	X			5/1/2019 08:00 AM	5/1/2019 11:15 AM	3:15	3:15		120939700 - Payroll Technician
	X	✓	X			5/1/2019 11:15 AM	<< Time sheet >>	0:45	0:45		13 - Authorized Leave
	X	✓	X			5/1/2019 01:00 PM	5/1/2019 05:00 PM	4:00	4:00		120939700 - Payroll Technician
	X	✓	X			5/2/2019 08:00 AM	5/2/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
	X	✓	X			5/2/2019 01:30 PM	5/2/2019 05:00 PM	3:30	3:30		120939700 - Payroll Technician
	X	✓	X			5/3/2019 08:00 AM	5/3/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
	X	✓	X			5/3/2019 01:30 PM	5/3/2019 05:00 PM	3:30	3:30	40:00	120939700 - Payroll Technician



# Reviewing Time After Approved

You can review your timecard when leave has been approved to ensure hours are correct.

Home CLOCK IN CLOCK OUT BREAK CHANGE POSITION TITLE CHANGE COST CODE VIEW REQUESTS

Hours Last Punch Messages

## VIEW HOURS

Navigate period

< | >  
Prev Next  
02/13 - 02/19

Download

			Time In	Time Out	Hours	Shift Total	Week Total	Position Title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/13/2017 09:00 AM	2/13/2017 05:00 PM	8:00	8:00		7000 - Vacation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/14/2017 09:00 AM	2/14/2017 05:00 PM	8:00	8:00		7000 - Vacation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/15/2017 09:00 AM	2/15/2017 05:00 PM	8:00	8:00		7000 - Vacation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/16/2017 10:15 AM	2/16/2017 10:30 AM	0:15	0:15		715 - Payroll Asst - Business Office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/16/2017 11:00 AM	2/16/2017 12:00 PM	1:00	1:00		715 - Payroll Asst - Business Office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/17/2017 09:00 AM	2/17/2017 05:00 PM	8:00	8:00	33:15	715 - Payroll Asst - Business Office

Regular	OT1	OT2	Lea
33:15	0:00	0:00	24:00





# Best Practices

- Use the Computer for requesting leave.
- Use the Computer for reviewing and verifying timecards.
- Please review your absences when requesting leave for accurate payroll processing.
- Become familiar with the software so that it can be utilized to the best capacity.
- Do 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.
- Any reports of suspicious abuse will be investigated.
- Once TimeClock Plus goes live, visit our website where we provide training videos, presentations, and Handbooks.



TimeClock Plus

Questions?

Thank you!

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