TimeClock Plus

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.

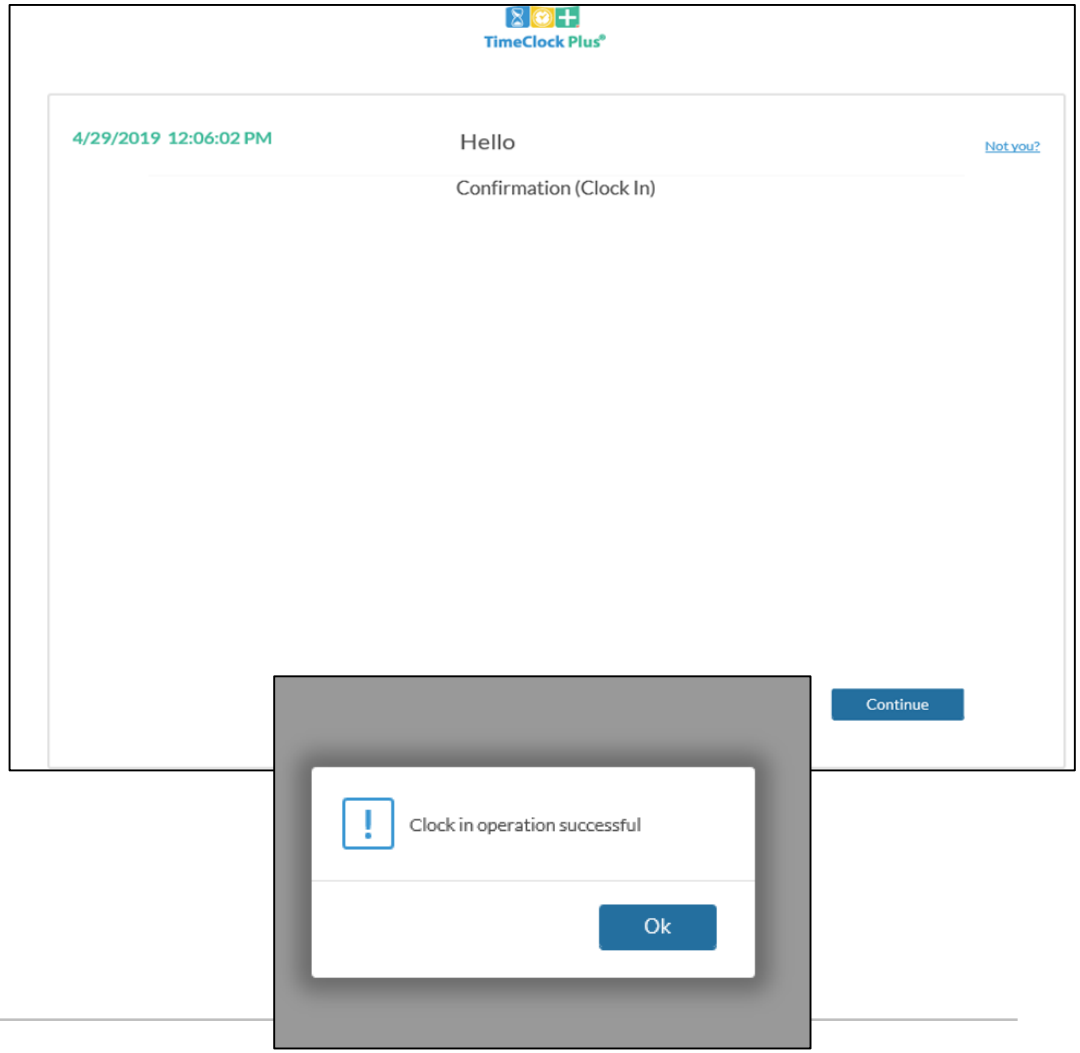
Using the WebClock

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.

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.

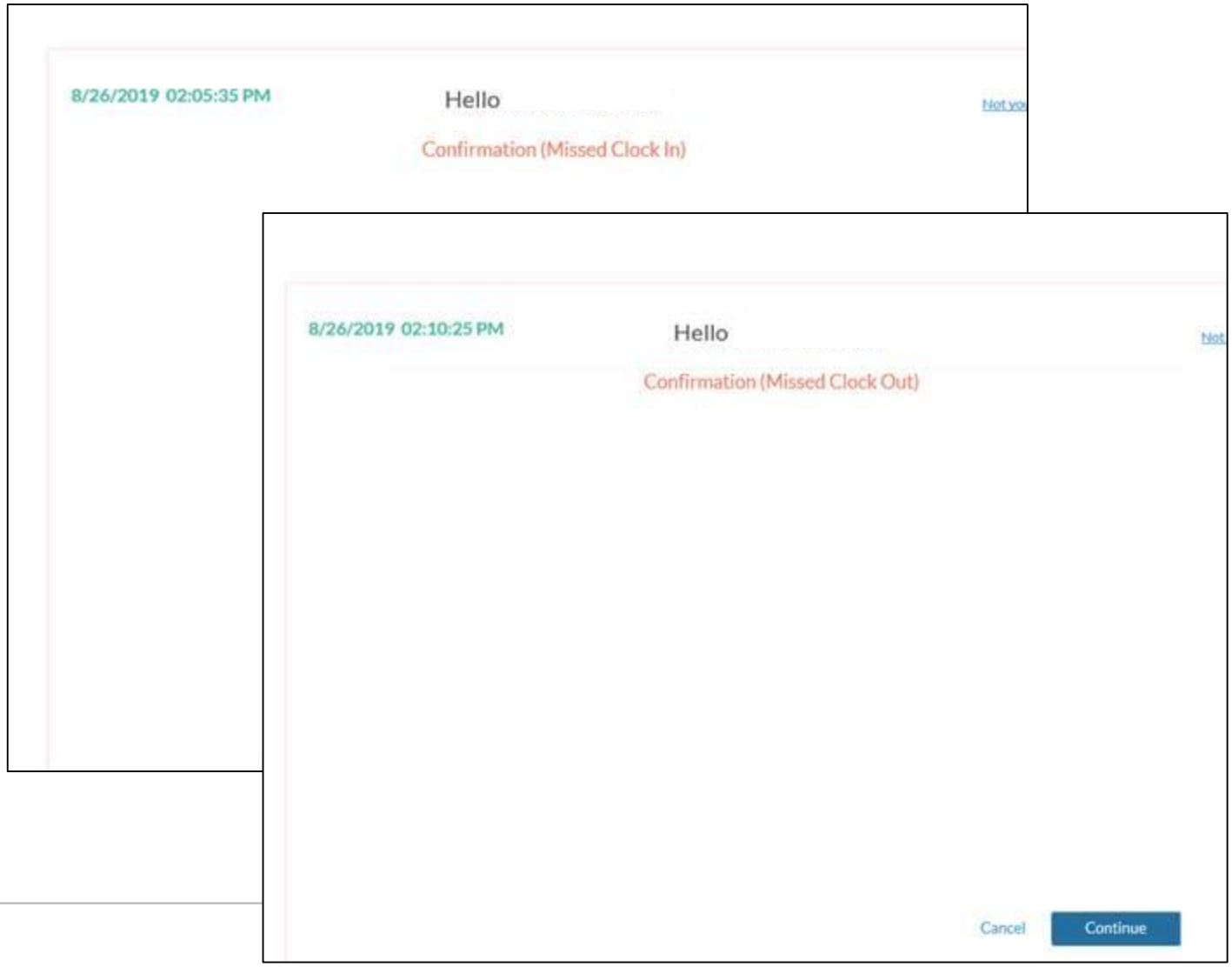


Missed Clock In or Out

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**.

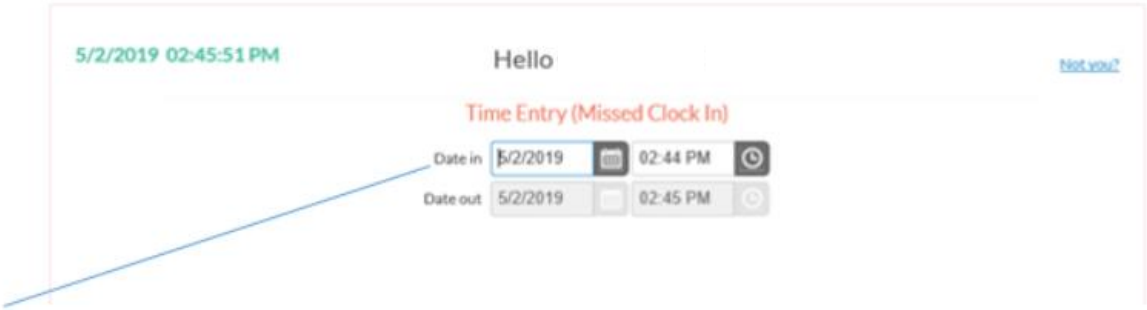


Missed Clock In or Out

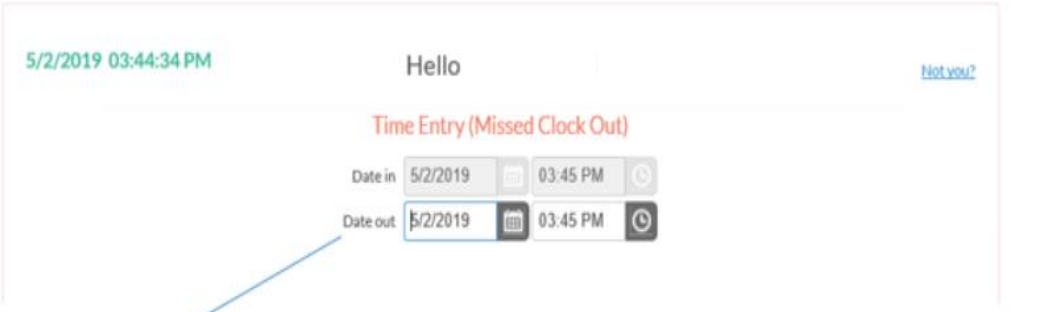
It will notify you that your last punch was either a clock in or a clock out and it will display the date and time.

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**.



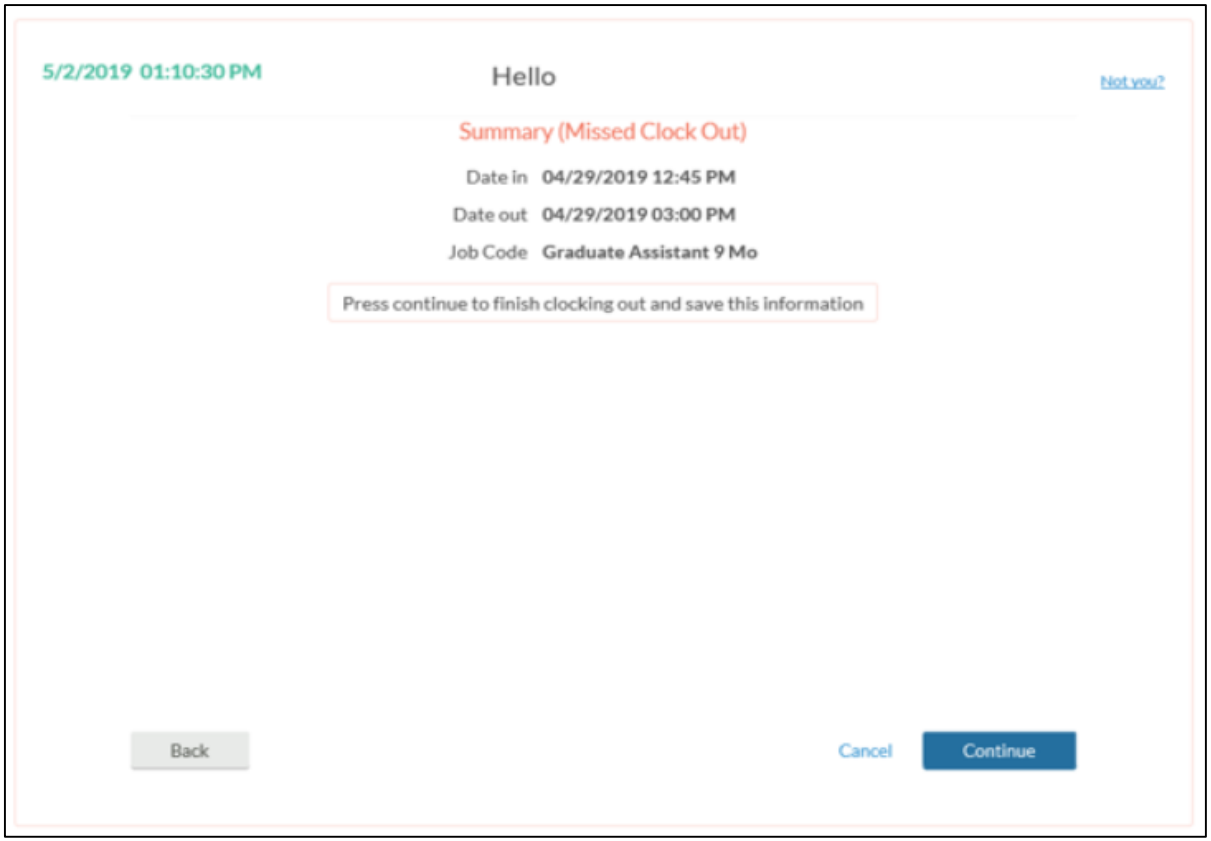
Date in: Is a missed Clock In and will allow for you to enter the correct time in and will not be grayed out.



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.



Click **Continue**.

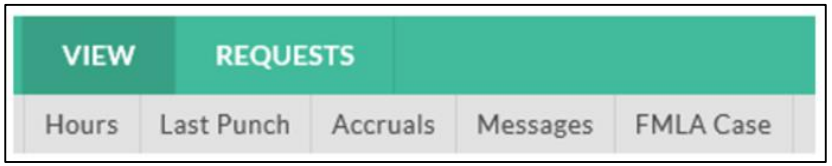
Using the Dashboard

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

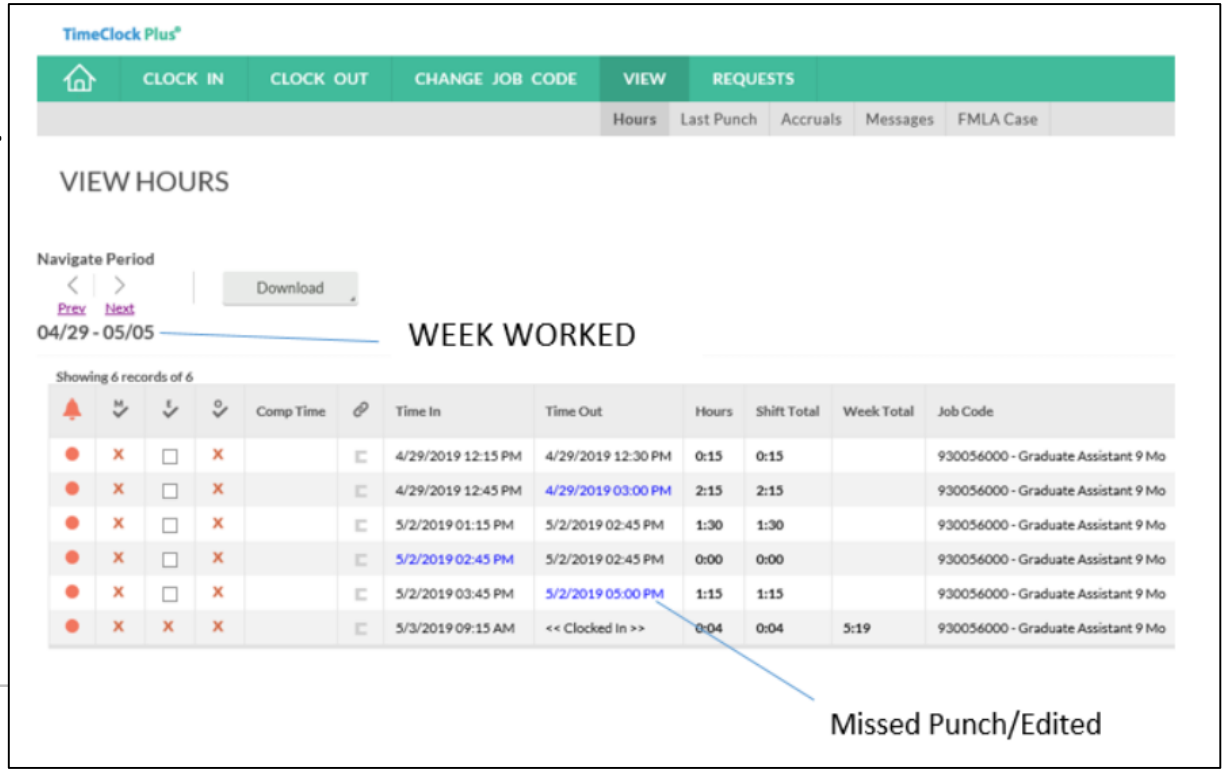
The **View Hours** option allows you to view the hours worked in any given week. This screen allows you to approve segments each week.



Navigating the View Hours Window:

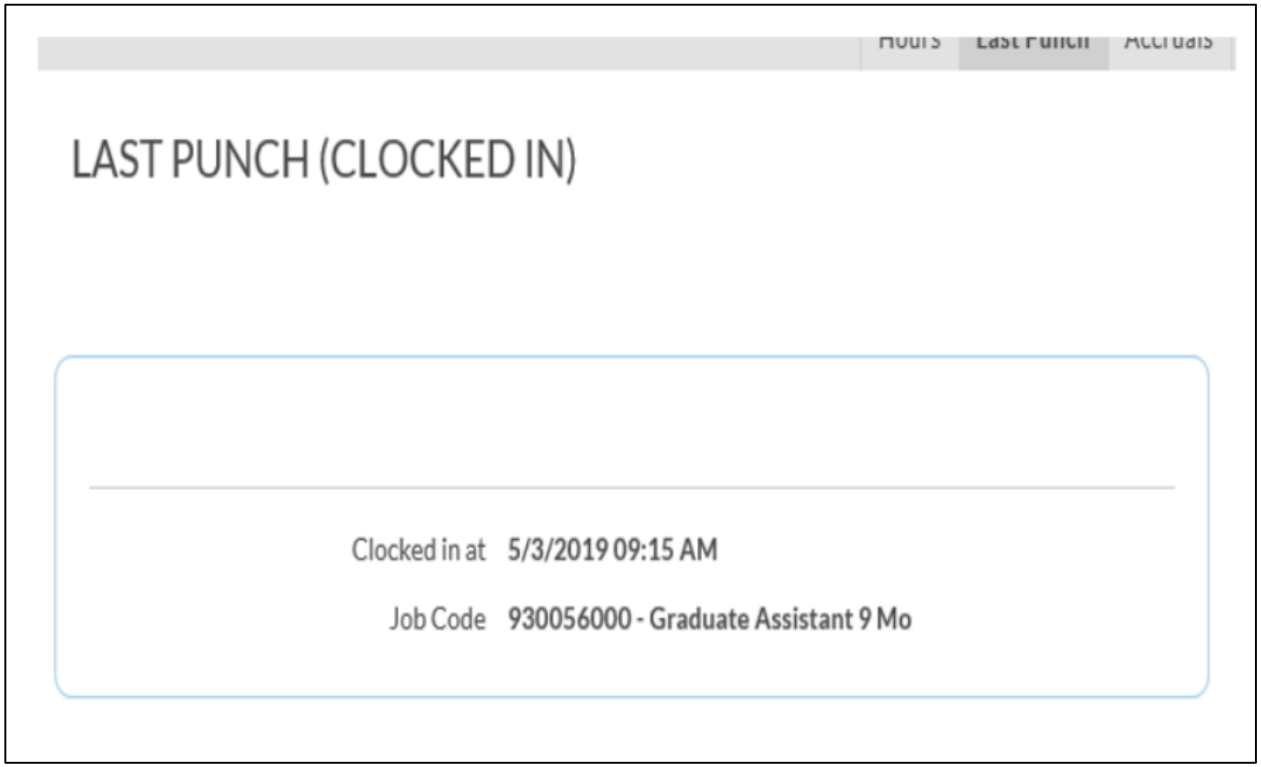
1. After logging into **WebClock**, select **View**, and **View Hours**.
2. Select the appropriate week with the **Next** and **Prev** buttons.

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



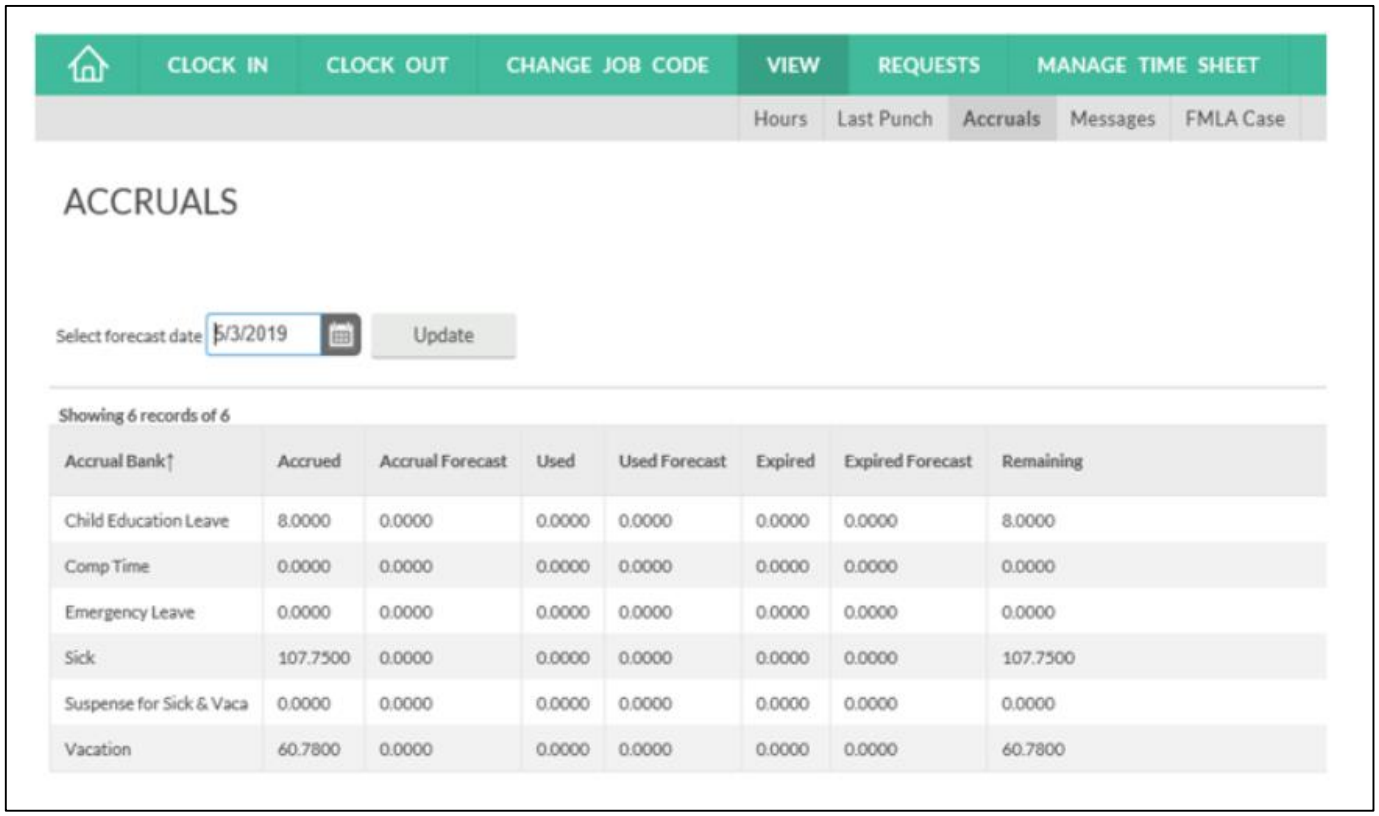
How to View Last Punch

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.



How to View Accruals

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

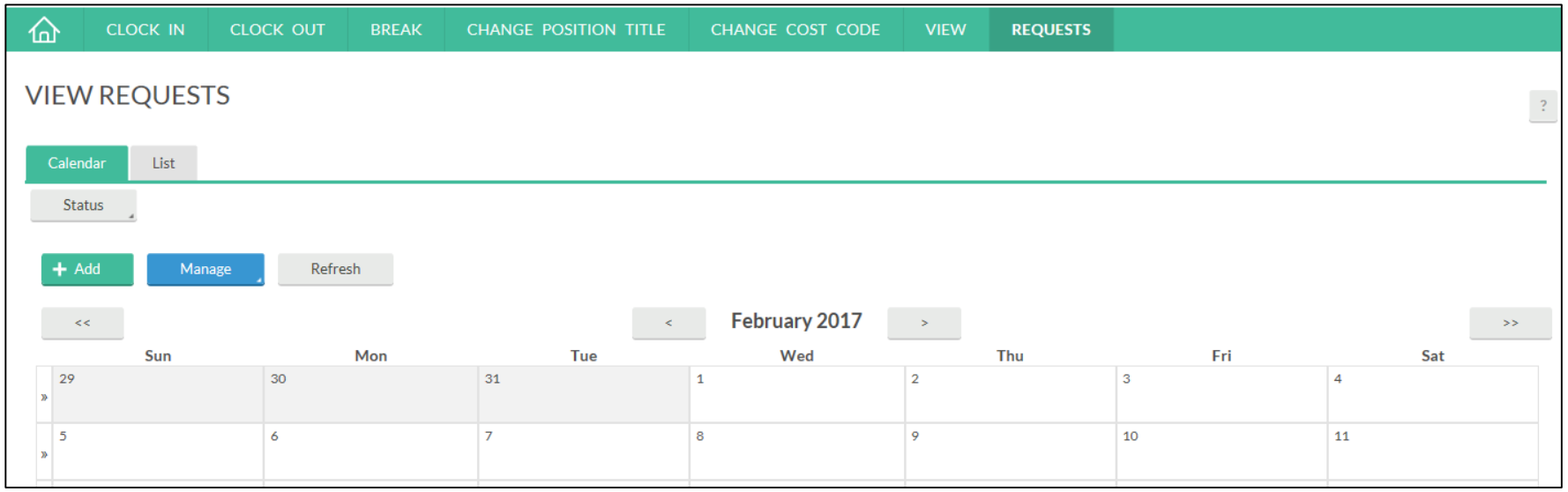


Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Child Education Leave	8.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Emergency Leave	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Sick	107.7500	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.

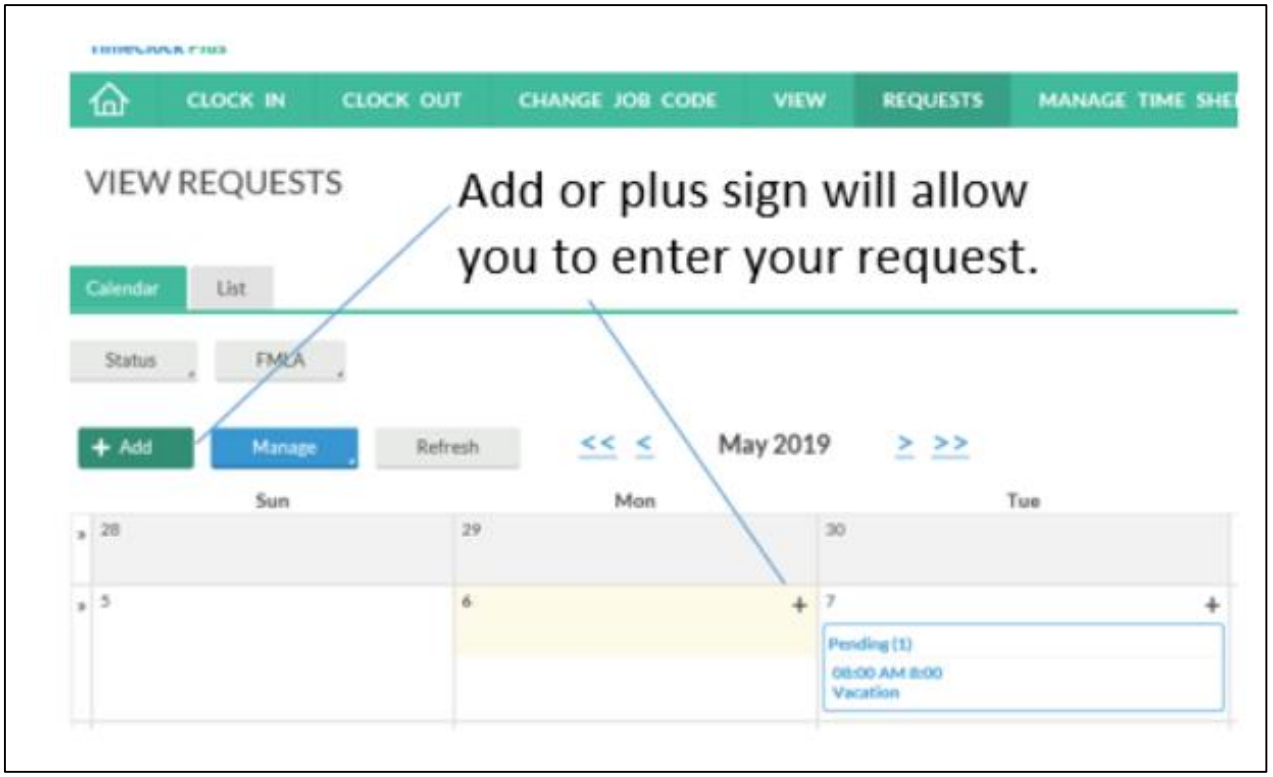
Request Leave Using Computer

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

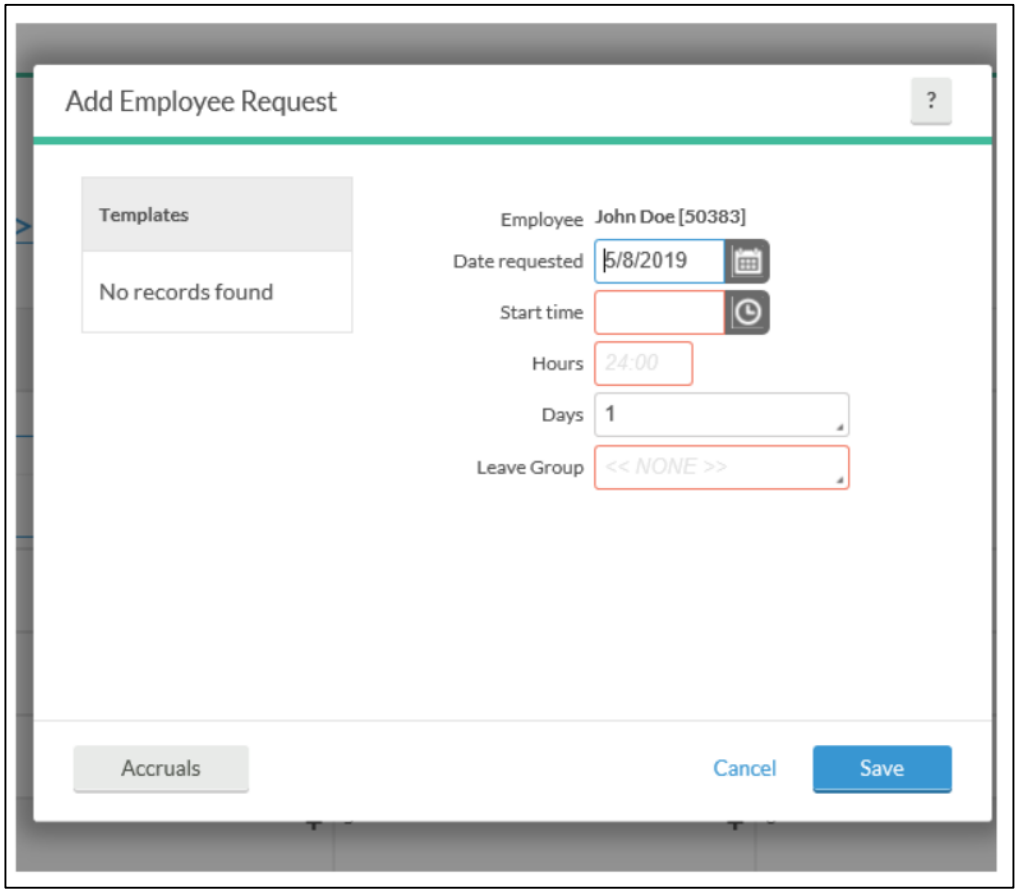


Request Leave Using Computer

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



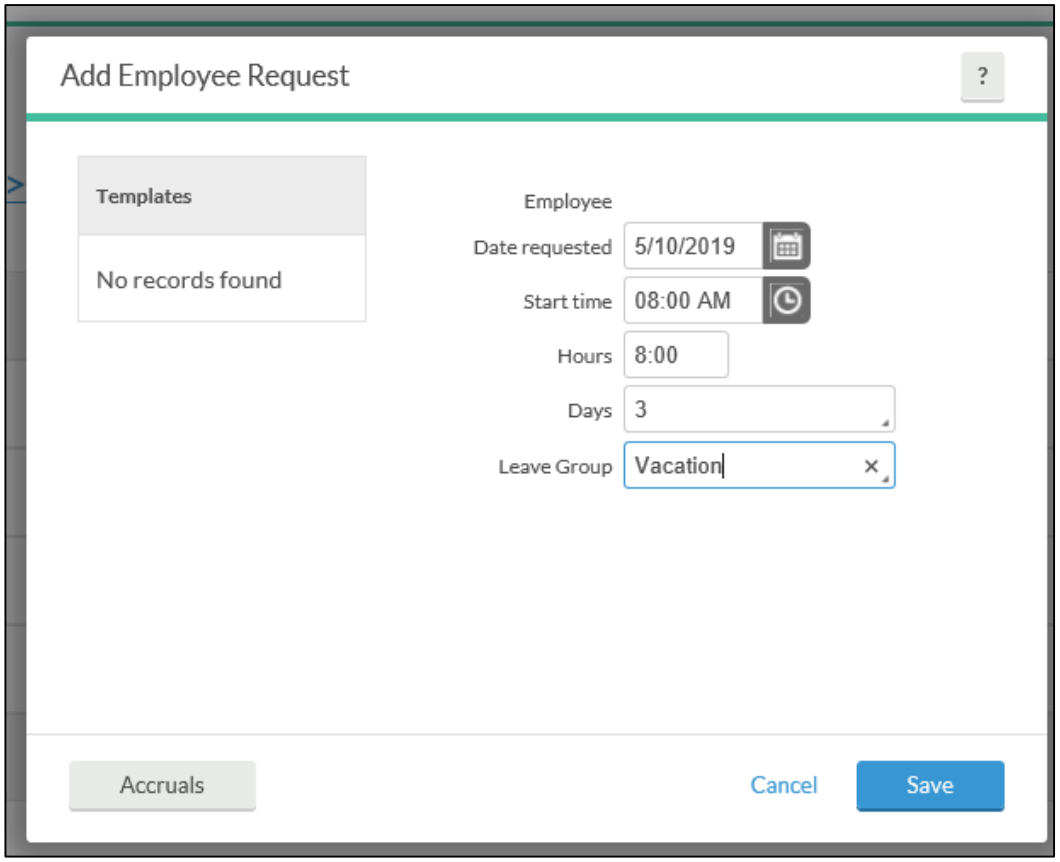
Request Leave Using Computer



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.

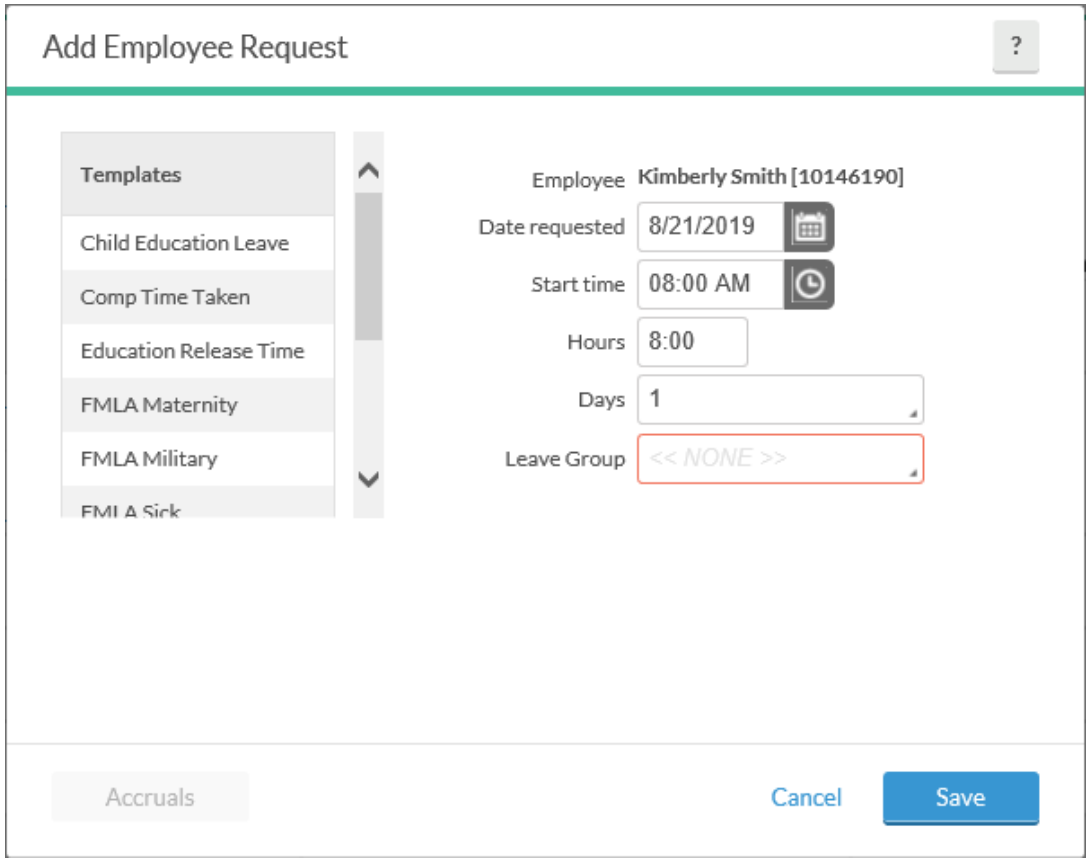
Requesting Multiple Days Using Computer



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.

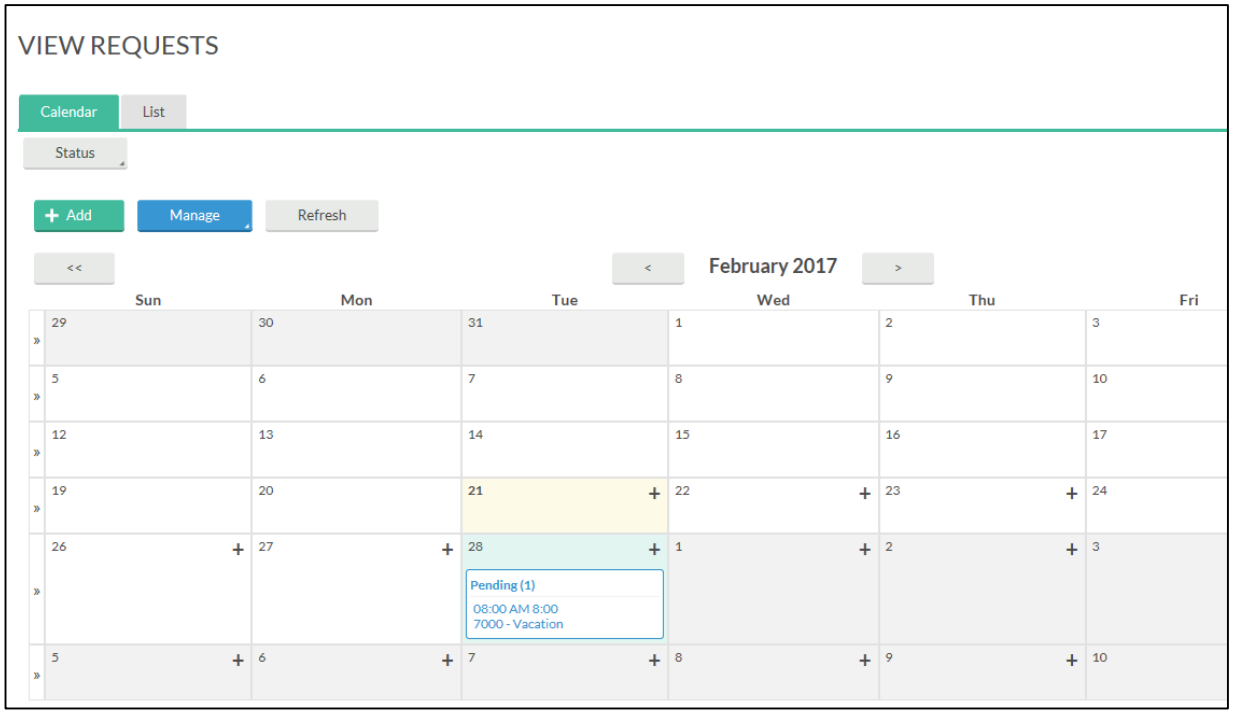
Request Leave Using Computer



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 **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.

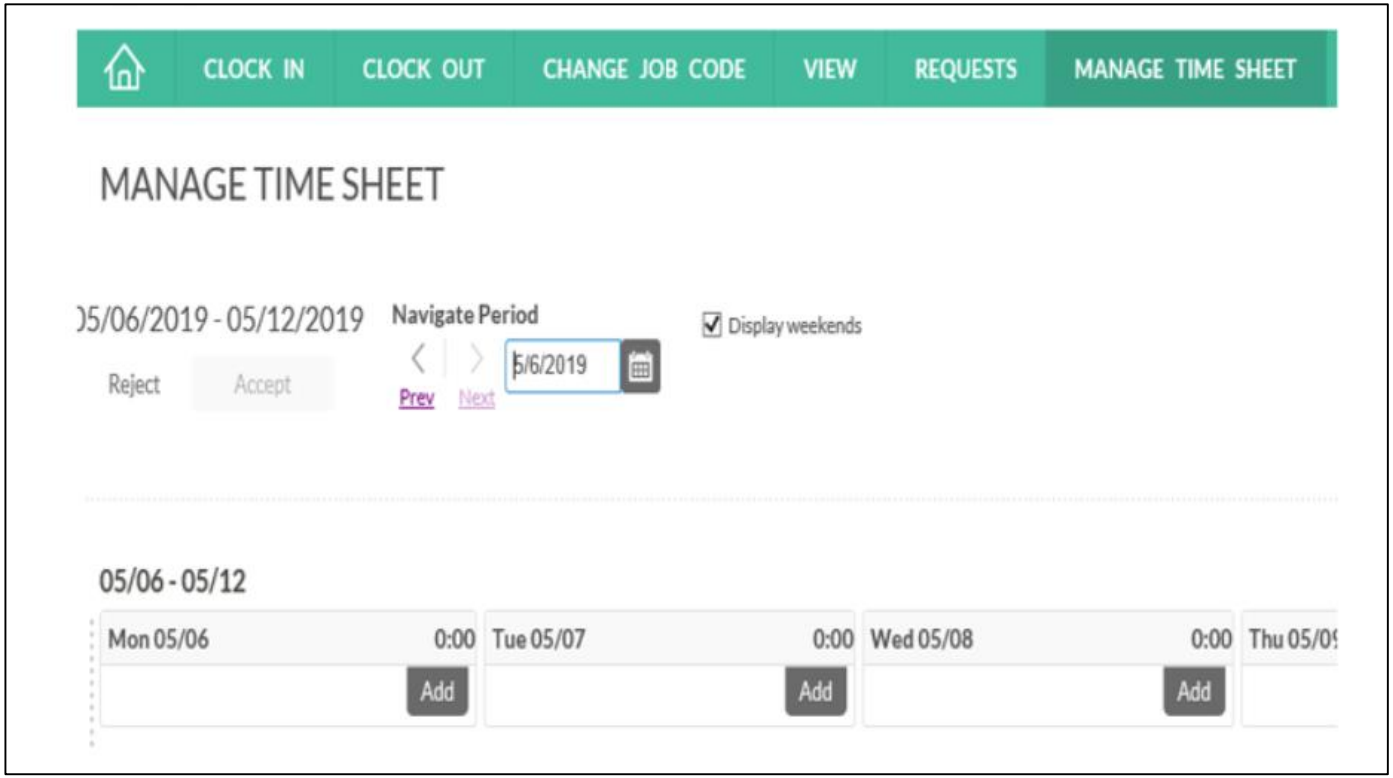
Submitting Inclement Weather and Authorized Leave

****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.

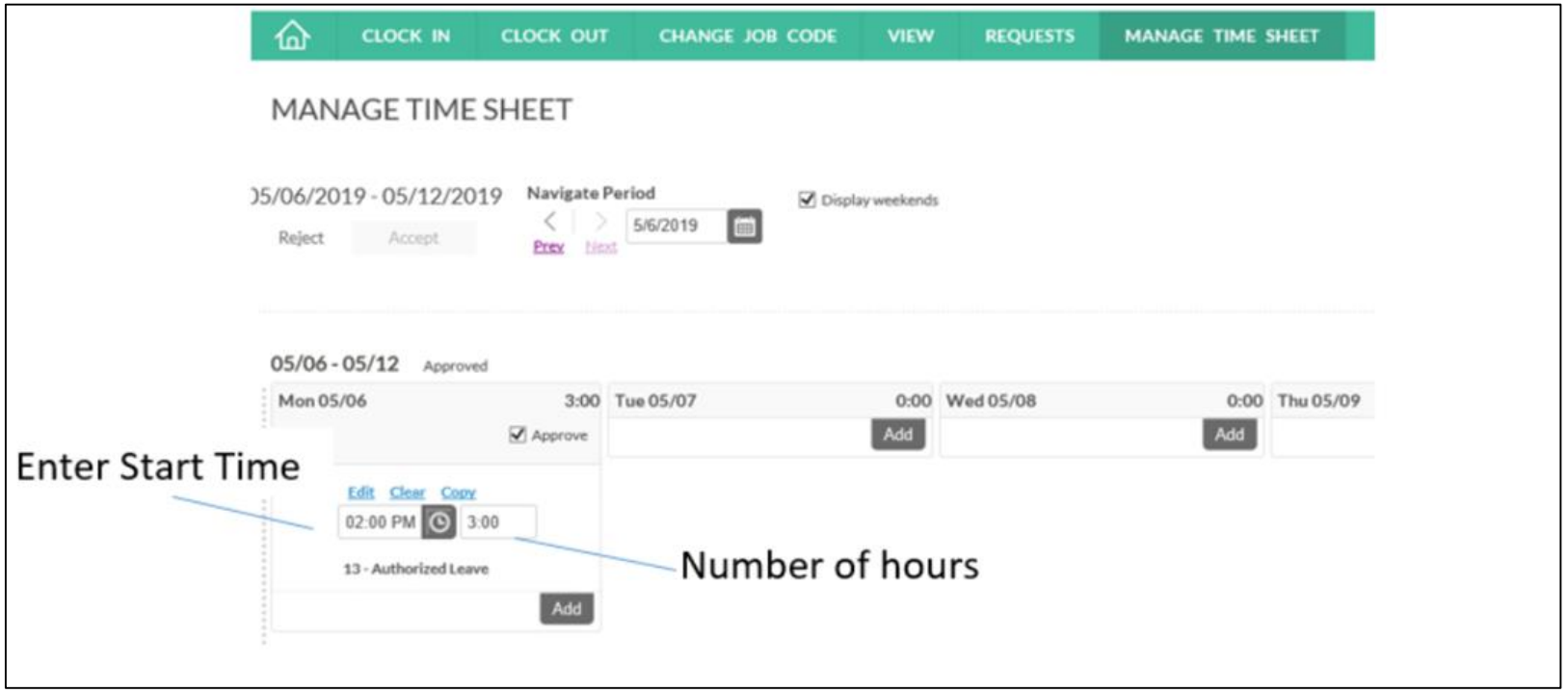
Submitting Inclement Weather and Authorized Leave

1. Select **Manage Time Sheet**.



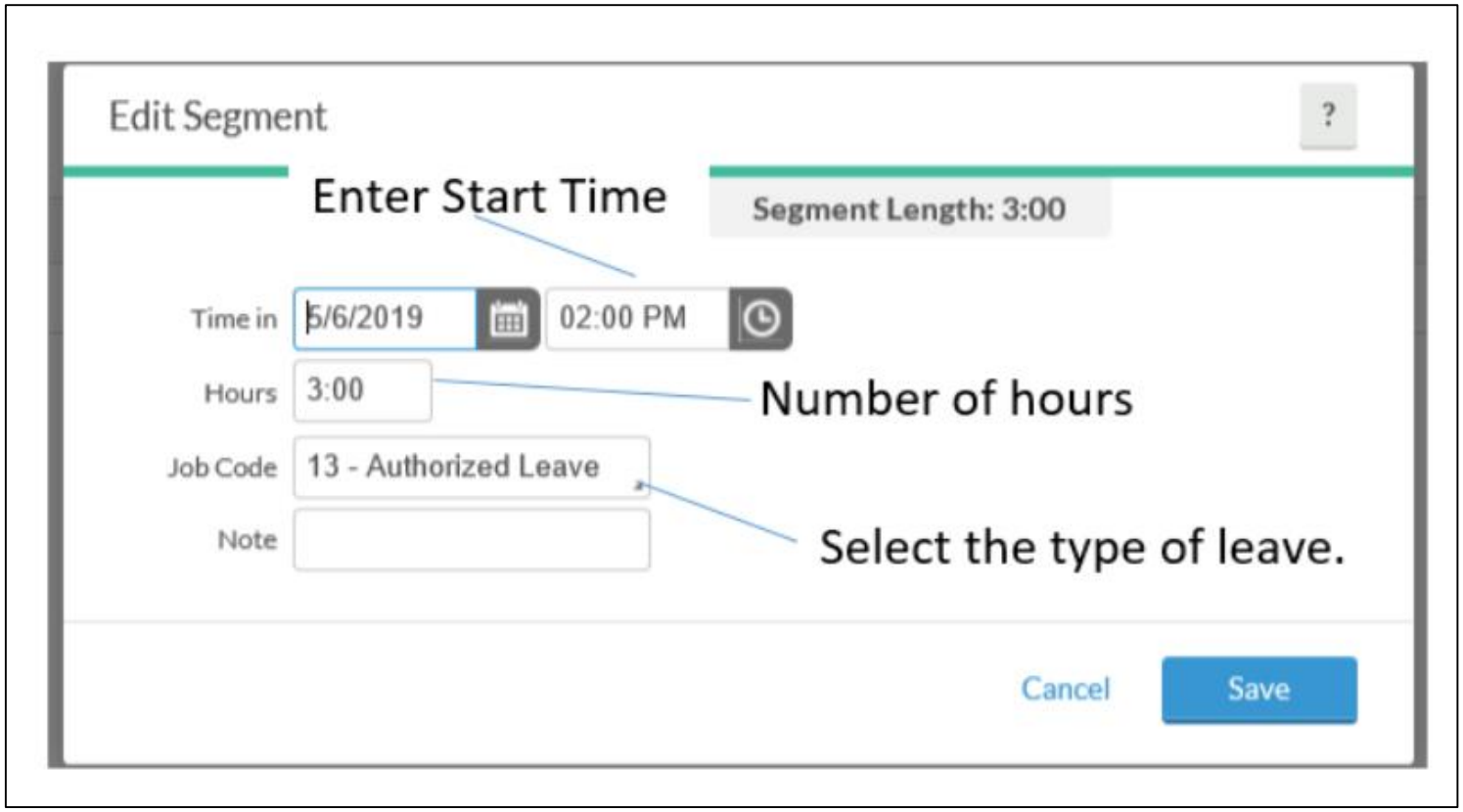
Submitting Inclement Weather and Authorized Leave

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



Submitting Inclement Weather and Authorized Leave

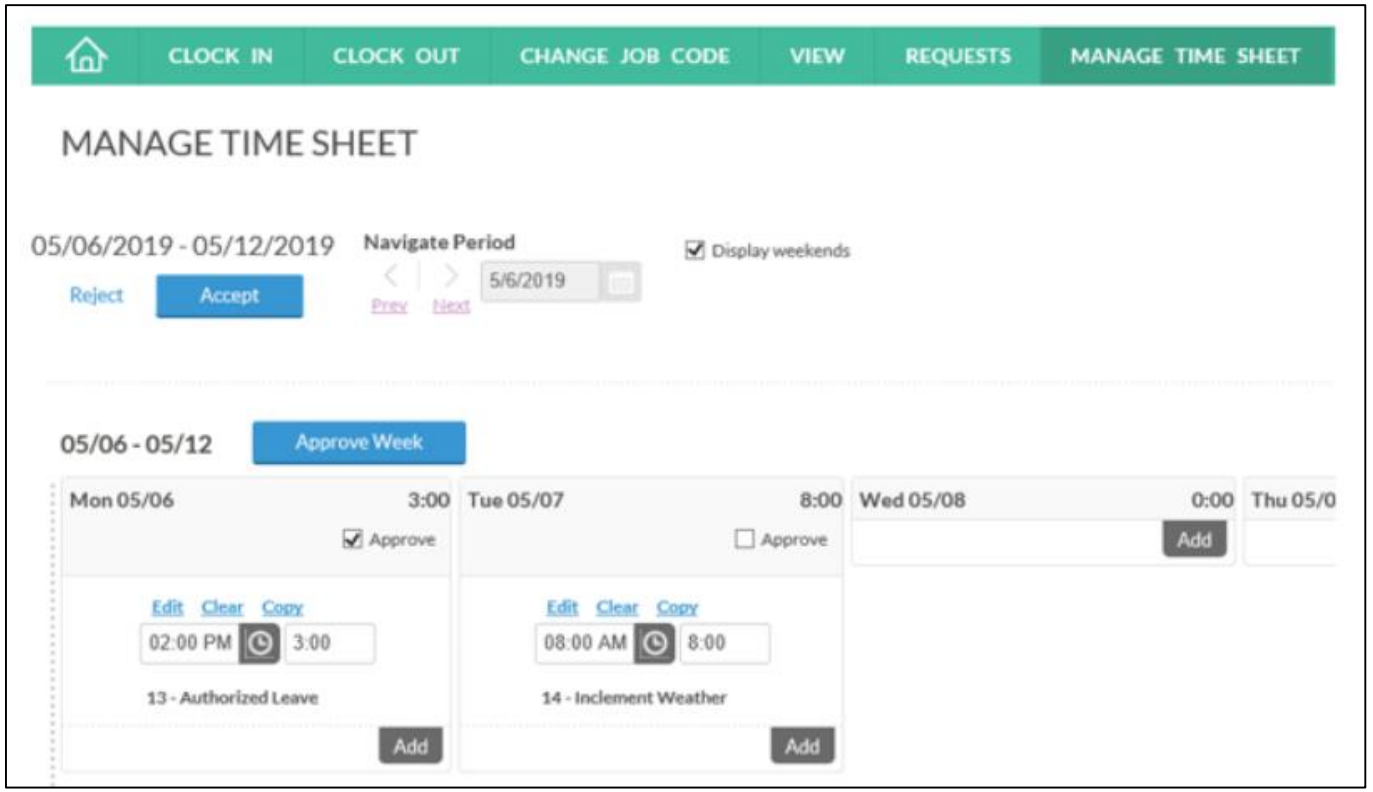
3. You can also select **Edit** to enter your information.



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.

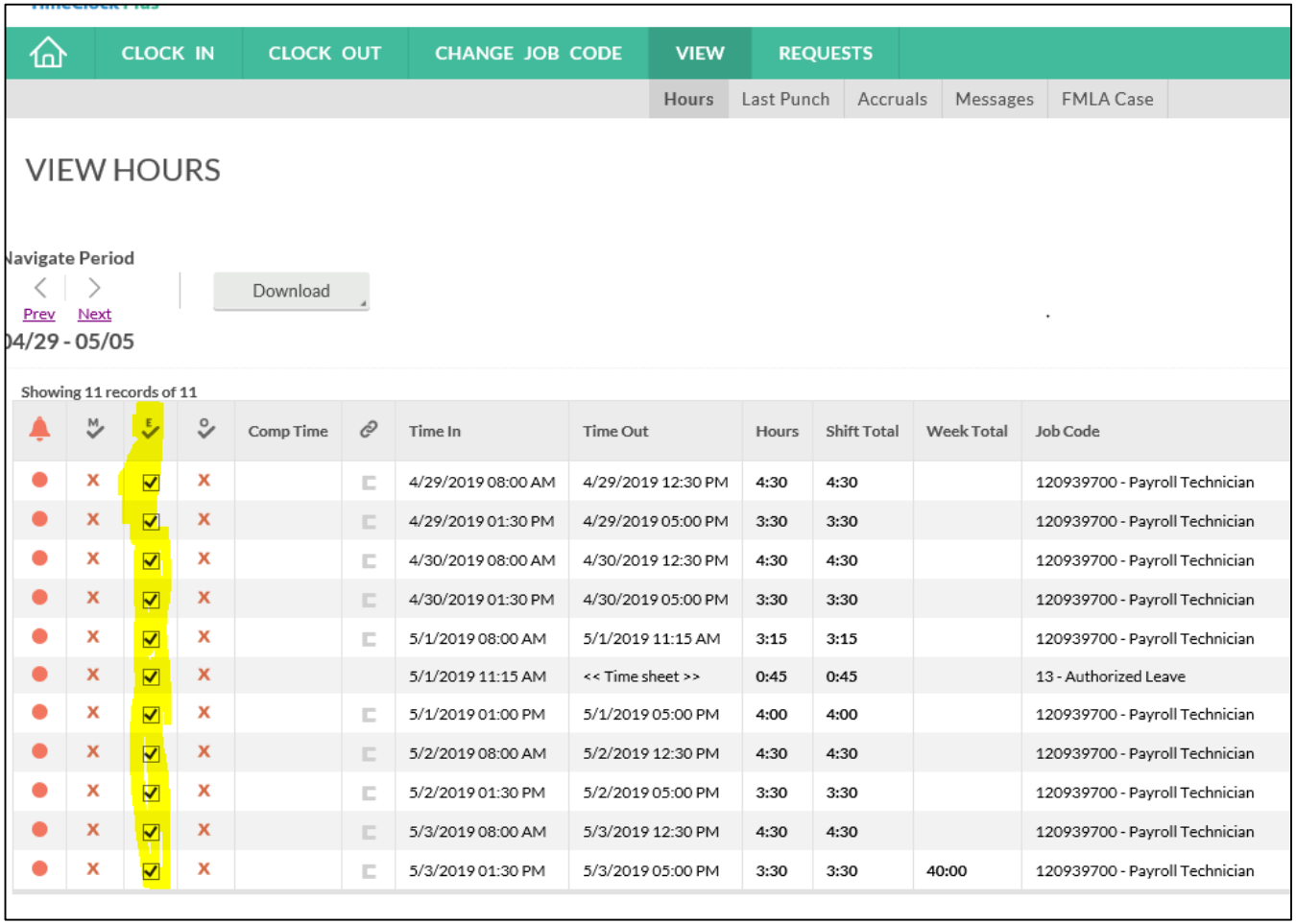


Weekly Time Approval

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

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

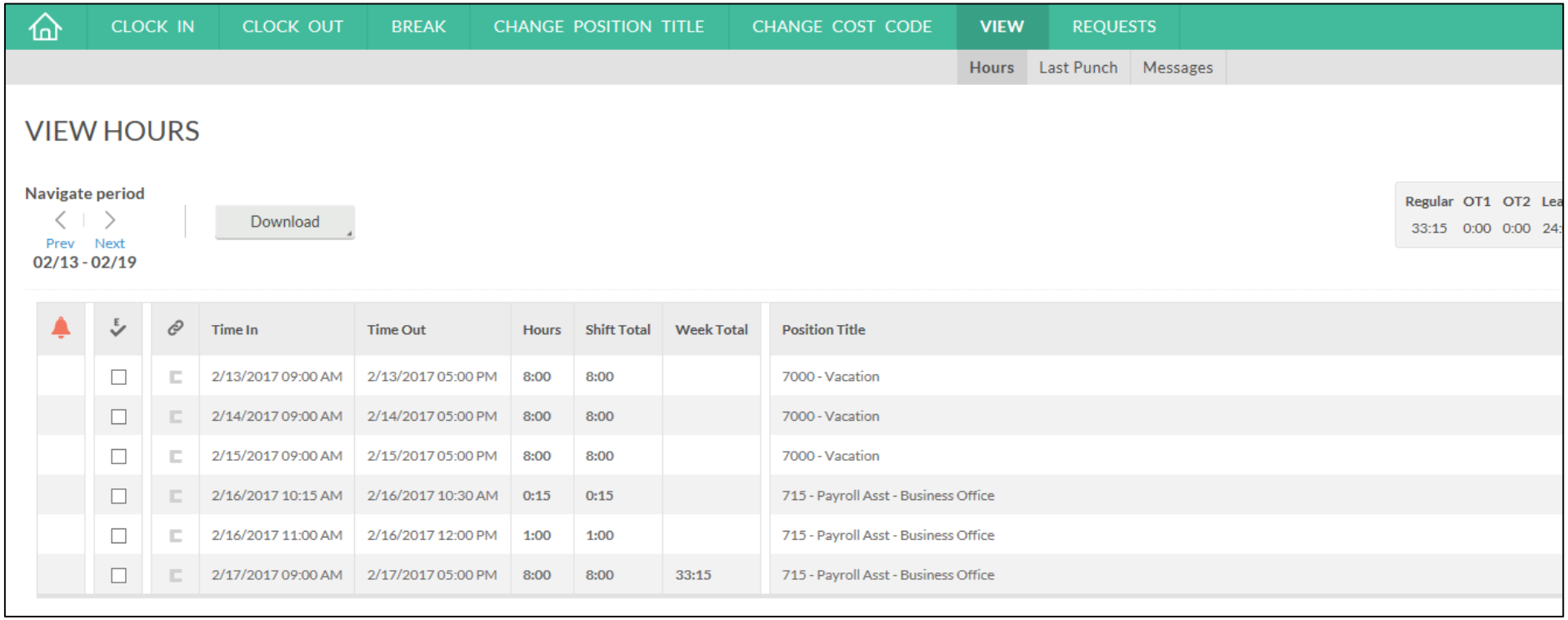
3. Find the segment you want to approve and click on the check mark in the **[E] column**. If you want to approve all the shifts on screen, **click on the [E] column.**



				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.



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!

TimeClock Plus®
a better sense of time℠