

# TimeClock Plus

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## SUPERVISOR TRAINING



**TimeClock Plus<sup>®</sup>**  
a better sense of time™



# 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.
- There will be **NO PROXYs** in TimeClock Plus.
- Employees no longer have the capability to correct a late clock-in. This must be done by supervisors.



# Logging In

Log in to myCampus. Select the **TimeClock Plus for Managers** Icon, then follow the prompts to complete log-in using your A-State email address and password.



TimeClock Plus



TimeClock Plus  
for Managers

# Viewing Leave Requests

When supervisors log in, they will arrive at “My Dashboard”. Under **Pending Time Off Requests**, they will see all pending requests. Then they will go to **Request Manager**.

The dashboard features a green navigation bar with the following tabs: HOME, HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below the navigation bar, the main content area is titled "MY DASHBOARD" with a star icon. On the right side of the dashboard, it indicates "Matching 6 of 6 Employees" and includes buttons for "Refresh", "Edit", "?", and "Feedb".

The dashboard is divided into several sections:

- REQUIRED APPROVALS**: 0 (with a question mark icon)
- BIRTHDAYS**: 0 (with a calendar icon)
- MISSED PUNCHES**: 2 (with a question mark icon). Below this is a table:

Name	Type	Date	✓
	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)**
- OVERTIME**
- PENDING TIME OFF REQUESTS**: 1 (with a calendar icon). Below this is a table:

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

[Jump to Request Manager](#)
- ANNIVERSARIES**: Below this is a table:

Name	Type	Date
	Anniversary	03/18 (4)



# Approving Leave Requests

To approve requested leave time:

1. Select the pending leave request you would like to approve
2. Select **Manage**, then **Approve Request Level 1**

The screenshot displays the 'REQUEST MANAGER' interface. At the top, there are tabs for 'Calendar' and 'List'. Below these are filters for 'Status' and 'Requests per calendar day' (set to 10). The main area shows a calendar for February 2017. A 'Manage' dropdown menu is open over the date February 21st, which is highlighted in yellow. The menu options are: Add, Detail, View in list, Delete, Approve Request Level 1, and Deny. A tooltip for the pending request on February 21st shows the time '08:00 AM 8:00' and the type '7000 - Vacation'.

February 2017						
		Tue	Wed	Thu		
29	+	31	+	1	+	2
5	+	7	+	8	+	10
12	+	14	+	15	+	17
19	+	20	+	21	+	24
26	+	27	+	28	+	3
5	+	6	+	7	+	10



# Approving Leave Requests

Once approved, the status will change from **Pending** to **Approved**.

REQUEST MANAGER ☆

Calendar List

Status

Requests per calendar day 10 Apply

+ Add Manage

<< < February 2017 > >>

Sun	Mon	Tue	Wed	Thu
29 +	30 +	31 +	1 +	2 +
5 +	6 +	7 +	8 +	9 +
12 +	13 +	14 +	15 +	16 +
19 +	20 +	21 +	22 +	23 +
26 +	27 +	28 +	1 +	2 +
5 +	6 +	7 +	8 +	9 +

Approved (1)  
08:00 AM 8:00  
7000 - Vacation



# Verifying Timecards Using Computer

\*For supervisors that have non-exempt employees (i.e. student workers, part-time, work studies, classified, and professional non-exempt). You will continue to verify employees timecards.

The screenshot shows a web application interface for managing employee timecards. The main navigation bar includes: HOME, HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Under the HOURS menu, there are sub-options: Individual Hours, Group Hours, Period Export, and Time Sheets. The current view is 'INDIVIDUAL HOURS'.

Key features and controls include:

- Buttons for 'Options', '?', and 'Feedback'.
- 'Sort by: ID ↑' and 'Employee Filter' dropdowns.
- A search bar with a magnifying glass icon.
- Buttons for 'Hours', 'View Schedule', and 'Accruals'.
- 'Exception Filter', 'Position Title Filter', and 'Download' buttons.
- Date range selection: '8/8/2016' to '3/5/2017' with 'Open Weeks' and 'Update' options.
- Action buttons: '+ Add Segment', 'Manage Segments', 'Manage Exceptions', and 'Resolve period'.
- Status indicators: 'Unapproved' (blue square), 'Approved' (green square), and 'Show absences' (checkbox).
- Summary statistics: Regular (51:30), OT1 (0:00), OT2 (0:00), Leave (24:00), Total (51:30).


The table displays 11 records, with 6 selected. The columns are: , , , , , Notes, Edited, , Time In, Time Out, Hours, Shift Total, Week Total, Position Title, and Rate.

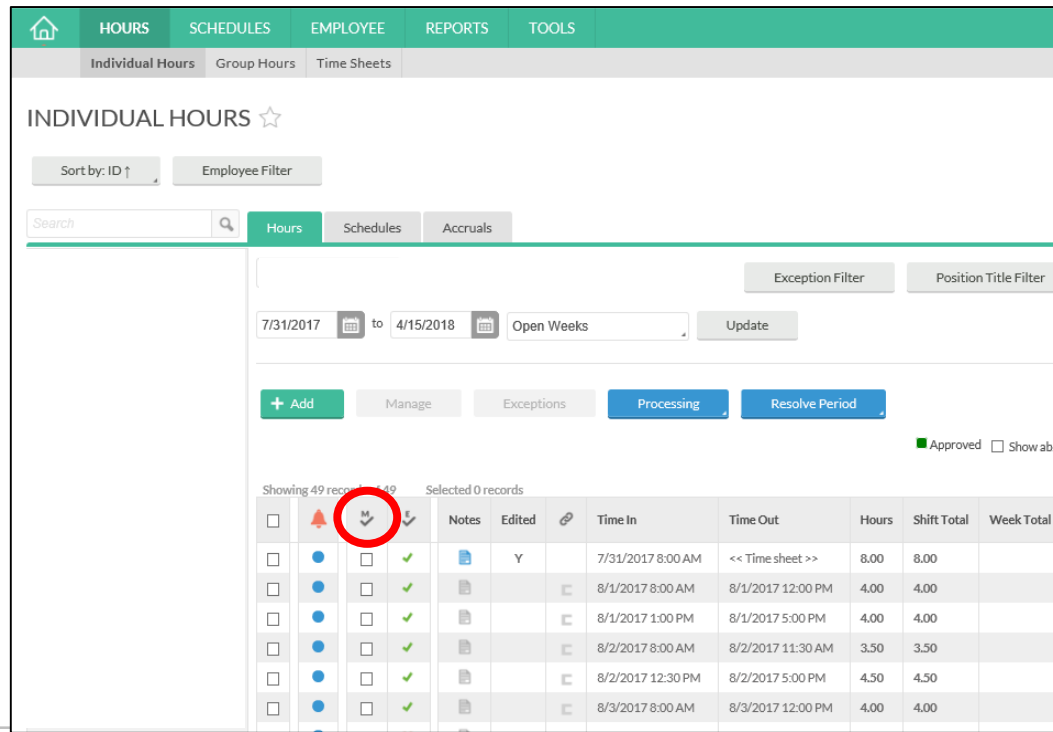
<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position Title	Rate
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		2/13/2017 09:00 AM	2/13/2017 05:00 PM	8:00	8:00		7000 - Vacation	0.00
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		2/14/2017 09:00 AM	2/14/2017 05:00 PM	8:00	8:00		7000 - Vacation	0.00
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		2/15/2017 09:00 AM	2/15/2017 05:00 PM	8:00	8:00		7000 - Vacation	0.00
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				2/16/2017 10:15 AM	2/16/2017 10:30 AM	0:15	0:15		715 - Payroll Asst - Business Office	0.00
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		2/16/2017 11:00 AM	2/16/2017 12:00 PM	1:00	1:00		715 - Payroll Asst - Business Office	0.00



# Verifying Timecards Using Computer

To verify non-exempt employees timecards you will go to **Hours**, then **Individual Hours**. There are different ways for this function.

In this example, you will click on an employee, once reviewed you will click on the  , and this should verify the week.



The screenshot displays the 'INDIVIDUAL HOURS' interface. At the top, there is a navigation bar with 'HOURS', 'SCHEDULES', 'EMPLOYEE', 'REPORTS', and 'TOOLS'. Below this, there are tabs for 'Individual Hours', 'Group Hours', and 'Time Sheets'. The main content area includes a search bar, a date range selector (7/31/2017 to 4/15/2018), and a table of timecard records. A red circle highlights a downward arrow icon in the table's action column.

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





# Review & Verify Timecard Daily

- Supervisors and non-exempt employees please get in the practice of reviewing and verifying your timecards on a weekly basis for accurate payroll processing.
- In TimeClock Plus, we are able to review and verify hours on a daily/weekly basis rather than waiting for the end of the pay period.
- This is an advantage toward accurate payroll processing.



# Best Practices

1. Use the Computer for reviewing and verifying timecards.
2. Please review employees requested leave for accurate payroll processing.
3. Become familiar with the software so that it can be utilized to the best capacity.
4. Please reiterate to employees to not share passwords, clock-in in their assigned area, abuse leave, abuse working hours, and overuse the ability to correct/revise punches.
5. Remind Employees to Clock- In and Clock- Out daily and to review and approve their timesheets weekly.
6. 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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