TimeClock Plus

SUPERVISOR TRAINING

TimeClock Plus®
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.
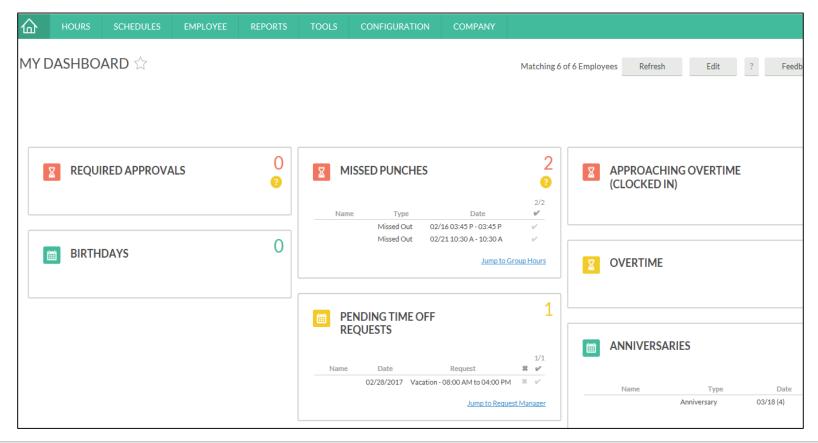
Logging In

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**.
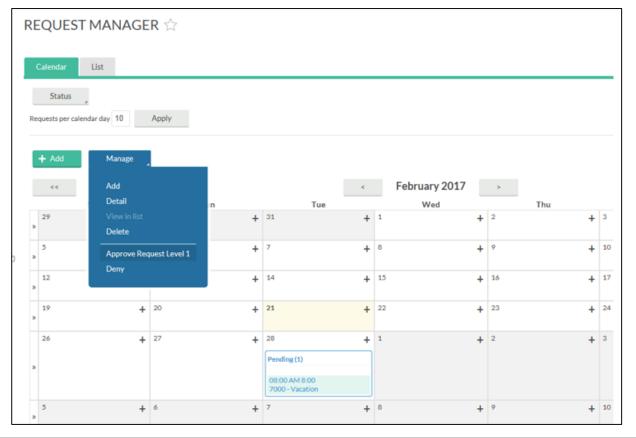
Approving Leave Requests

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

Approving Leave Requests

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

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.

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.

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!