

# TimeClock Plus Supervisor Guide

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# TimeClock Plus Supervisor Guide

## How to Access TimeClock Plus WebClock

Log into TimeClock Plus using your UTAD and Password. Link can be found under the Payroll in the Workplace Tools section of the MyUT employee tab.

### Payroll

[Payroll Homepage](#)

[API Healthcare Login](#)

[TimeClock Plus Employee Login](#)

[TimeClock Plus Supervisor Login](#)



## TimeClock Plus Dashboard

When first signing in or selecting the Home Button, My Dashboard will be displayed. This is set up to display helpful information. Each of these panels or widgets is a snapshot of different information.

The screenshot shows the 'MY DASHBOARD' interface with the following data:

- APPROACHING OVERTIME (CLOCKED IN):** 0\*
- MISSED PUNCHES:** 0\*
- PENDING TIME OFF REQUESTS:** 11\*
- REQUIRED APPROVALS:** 0\*
- OVERTIME:** 5\*

Name	Type	Date	3/3
Daniel Williams	Overtime	08/24/08:00A - 05:30 P	
Matthew Herming	Overtime	08/09/07:00A - 03:30 P	
Matthew Herming	Overtime	08/10/07:00A - 03:30 P	
Matthew Herming	Overtime	08/17/07:00A - 03:30 P	
Tamara Phares	Overtime	08/27/08:15A - 10:21 P	

[Jump to Overtime Manager](#)

**Approaching Overtime:** Shows anyone who is currently clocked in and is within 8 hours of overtime.

**Missed Punches:** Shows any missed punches for current period.

**Pending Time Off Requests:** Employee leave time requests. Can be approved by clicking the check mark to approve or the x mark to deny. If you need further information before approving request, you can find more information such as who else is off that day using the Request Manager (link at bottom of panel).

**Required Approvals:** Shows shifts still requiring approval.

**Overtime:** Shows employees who currently have overtime.

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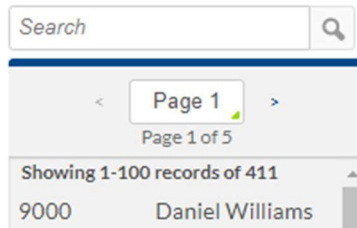
## How to Manage Hours (Edit or Approve)

Under hours, you can select either Individual Hours or Group Hours. Individual Hours shows one employee at a time and shows totals of each type of time for period. Group Hours shows all your employees and hours in one screen.

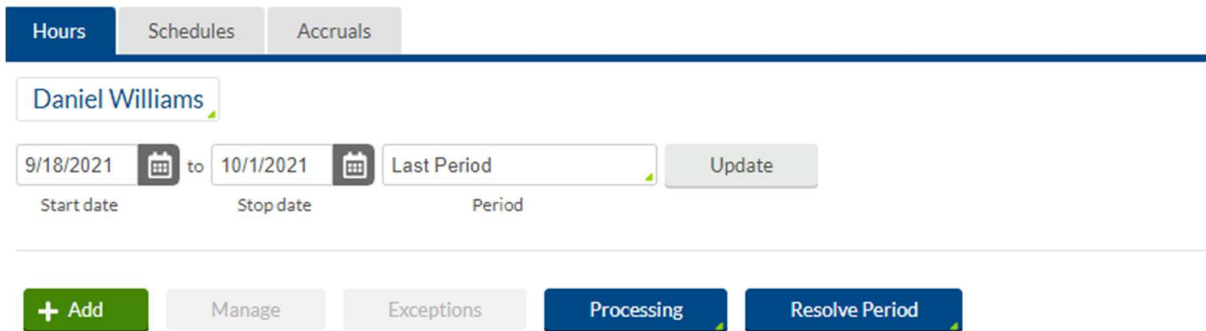


## Individual Hours

A list of available employees will be listed on the left side of the screen. You can search for a specific employee by using the search bar. If you are a supervisor for many employees: use the arrow buttons to go through each page of employees.




Date range displayed will initially be any Open Weeks. To change the timeframe, you can manually type in start and end dates or you can choose a timeframe from the drop-down menu when you click in Period. If you are doing a final approval for the Pay Period, select Last Period. If you are verifying hours while in the current period, you can choose this week, this period, today, etc. Once you change the period, click Update and that timeframe will display below.



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## How to Review Hours

Individual hours will display a grid with breakdown for each day. The 2<sup>nd</sup> column  will indicate exceptions or flags. A red dot will indicate a critical exception. A blue dot is informational.

Daniel Williams

Earn Code Filter Cost Code Filter Segment Filter Exception Filter Download

9/18/2021 to 10/11/2021 Last Period Update

Start date Stop date Period

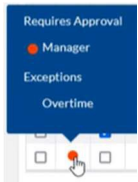
+ Add Manage Exceptions Processing Resolve Period

Approved Break Show absences

	Regular	OT1	OT2	Comp Time	Leave	Total
	80.00	0.00	0.00	2.00	40.00	82.00

Showing 12 records of 12 Selected 1 records	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Earn Code	Cost Code	Labor Code	Rate
<input type="checkbox"/>		9/20/2021 08:00 AM	9/20/2021 12:00 PM	3.50			20 - Regular Hourly Pay	456789		0.00
<input type="checkbox"/>		9/20/2021 12:00 PM	9/20/2021 04:30 PM	4.50	8.00		20 - Regular Hourly Pay	456789/123456		0.00
<input type="checkbox"/>		9/21/2021 08:00 AM	9/21/2021 04:30 PM	8.00	8.00		20 - Regular Hourly Pay	456789		0.00
<input type="checkbox"/>		9/22/2021 08:00 AM	9/22/2021 11:00 AM	2.50			20 - Regular Hourly Pay	456789		0.00
<input type="checkbox"/>		9/22/2021 11:00 AM	9/22/2021 04:30 PM	3.50	8.00		20 - Regular Hourly Pay	456789/123456		0.00
<input type="checkbox"/>		9/23/2021 08:00 AM	9/23/2021 05:30 PM	9.00	9.00		20 - Regular Hourly Pay	456789		0.00
<input type="checkbox"/>		9/24/2021 08:00 AM	9/24/2021 05:30 PM	9.00	9.00	42.00	20 - Regular Hourly Pay	456789		0.00
<input type="checkbox"/>		9/27/2021 09:00 AM	<< Time sheet >>	8.00	8.00		170 - Vacation	456789		0.00
<input checked="" type="checkbox"/>		9/28/2021 01:00 PM	<< Time sheet >>	8.00	8.00		170 - Vacation	456789		0.00
<input type="checkbox"/>		9/29/2021 08:00 AM	<< Time sheet >>	8.00	8.00		180 - Sick Pay	456789		0.00
<input type="checkbox"/>		9/30/2021 08:00 AM	<< Time sheet >>	8.00	8.00		170 - Vacation	456789		0.00
<input type="checkbox"/>		10/1/2021 08:00 AM	<< Time sheet >>	8.00	8.00	40.00	170 - Vacation	456789		0.00

Hovering over the dot will give further information on the exception. In the example below, the critical exception is that the shift requires manager approval. The informational exception is noting that this shift contains overtime. Any critical exception needs to be resolved for the hours to export and the employee to be paid.



Individual Hours shows start time, end time, length of unpaid lunch break, hours, total hours for the shift, total hours for the week, earn code, and cost code (cost code is the employee's PCN and if being cross charged, the index).

Please note the period summary at the top of the page. In this example, the employee is being paid for a total of 82 hours: 80 hours at a regular rate and 2 hours of comp time. Forty hours of the regular hours this period is leave time. The Total reflects total hours that will be on employee paycheck. If the Total is under their normal FTE, please verify if they recorded all punches and added all appropriate leave time and correct if needed.

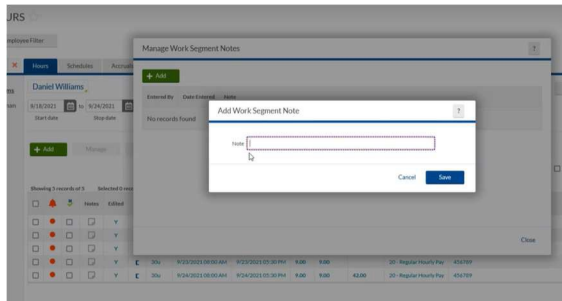
Regular	OT1	OT2	Comp Time	Leave	Total
80.00	0.00	0.00	2.00	40.00	82.00

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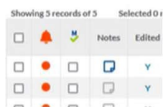
## Shift Notes

You can add shift notes if there is anything you want to track. Employees can also add shift notes on their punches which are available for you to review.

To add a note, click on the note icon, click Add, add your note, and hit save then close.



The icon will now have a blue border, indicating that a note exists. Click on it to view the note.



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## How to remove an unpaid lunch?

Use these directions if the employee works through/does not take an unpaid lunch break.

Double click or right click on the shift to be updated and click Edit.

Showing 5 records of 5 Selected 1 records

	Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Earn Code
<input type="checkbox"/>			Y	30u	9/20/2021 08:00 AM	9/20/2021 04:30 PM	8.00	8.00	20 - Regu
<input type="checkbox"/>			Y	30u	9/21/2021 08:00 AM	9/21/2021 04:30 PM	8.00	8.00	20 - Regu
<input checked="" type="checkbox"/>			Y	30u	9/22/2021 08:00 AM	9/22/2021 04:30 PM	8.00	8.00	20 - Regu
<input type="checkbox"/>			Y	30u	9/23/2021 08:00 AM	9/23/2021 04:30 PM	8.00	8.00	20 - Regu
<input type="checkbox"/>			Y	30u	9/24/2021 08:00 AM	9/24/2021 04:30 PM	8.00	42.00	20 - Regu

- Edit
- Delete
- Split segment by length
- Split segment by percentage
- Add break
- Toggle break
- Audit Log

Click Extra

### Edit Segment

Segment Length: 8.50

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 9/22/2021 08:00 AM

Time out: 9/22/2021 04:30 PM

Break type: << NONE >>

Earn Code: 20 - Regular Hourly Pay

Cost Code: 456789

Labor Codes: 0

Note:

Extra Cancel Save

Under Calculations, check the box for Disable automatic deduction for this segment. Save this change.

### Extra Information

**Punch in information**

Application: TimeClock Manager - Manage Hours Individual  
Location: 47.213.105.79  
Description: N/A

**Punch out information**

Application: TimeClock Manager - Manage Hours Individual  
Location: 47.213.105.79  
Description: N/A

**Overtime**

Do not force overtime

Force overtime 1

Force overtime 2

**Comp Time**

Disable comp time on qualifying segments

Allow comp time on qualifying segments

Force comp time on segment

**Calculations**

Disable automatic deduction for this segment

Disable segment minimum

Cancel Save

# TimeClock Plus Supervisor Guide

Save the edits to this segment.

Segment Length: 8.50

Time in: 9/22/2021 08:00 AM

Time out: 9/22/2021 04:30 PM

Break type: << NONE >>

Earn Code: 20 - Regular Hourly Pay

Cost Code: 456789

Labor Codes: 0

Note:

Buttons: Extra, Cancel, Save

Break Length will now be blank.

Showing 5 records of 5 Selected 1 records

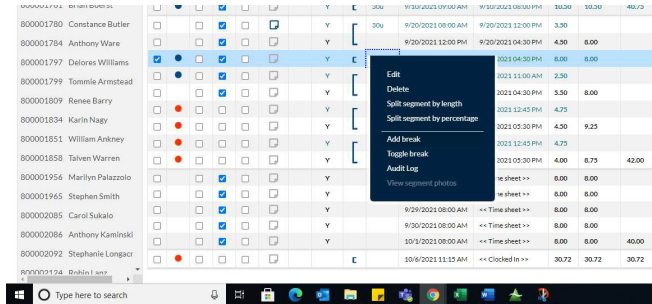
					Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Earn Code	Cost Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9/20/2021 08:00 AM	9/20/2021 04:30 PM	8.00	8.00		20 - Regular Hourly Pay	456789/123456
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9/21/2021 08:00 AM	9/21/2021 04:30 PM	8.00	8.00		20 - Regular Hourly Pay	456789
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9/22/2021 08:00 AM	9/22/2021 04:30 PM	8.50	8.50		20 - Regular Hourly Pay	456789
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9/23/2021 08:00 AM	9/23/2021 05:30 PM	9.00	9.00		20 - Regular Hourly Pay	456789
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9/24/2021 08:00 AM	9/24/2021 05:30 PM	9.00	9.00	42.30	20 - Regular Hourly Pay	456789

# TimeClock Plus Supervisor Guide

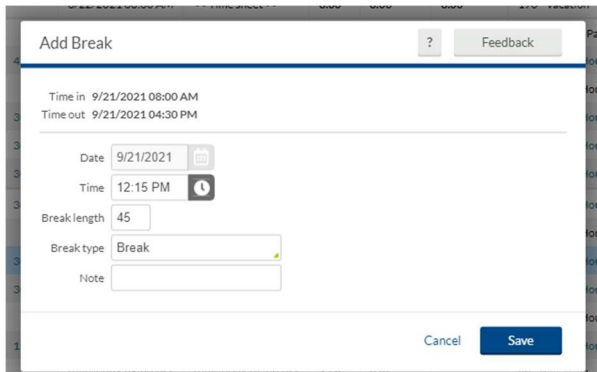
## How to change length of an unpaid lunch

To be used when an employee takes a longer or shorter lunch break than the default.

Double click/right click on the shift and select Add Break



Update the time of the unpaid break and add the time in minutes. Hit Save.



Grid will be updated with split showing the different break time.

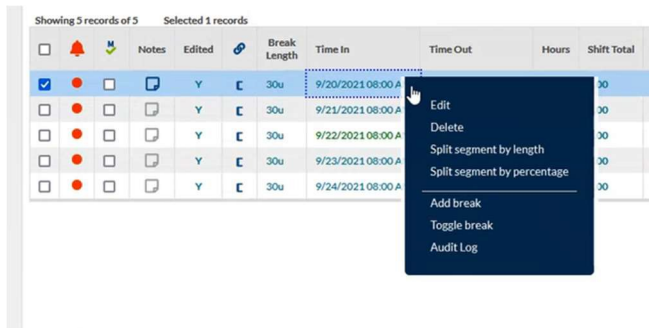
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	45u	9/21/2021 08:00 AM	9/21/2021 12:15 PM	4.25		20 - Regular Hourly Pay	456789	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y		9/21/2021 01:00 PM	9/21/2021 04:30 PM	3.50	7.75	20 - Regular Hourly Pay	456789	0.00



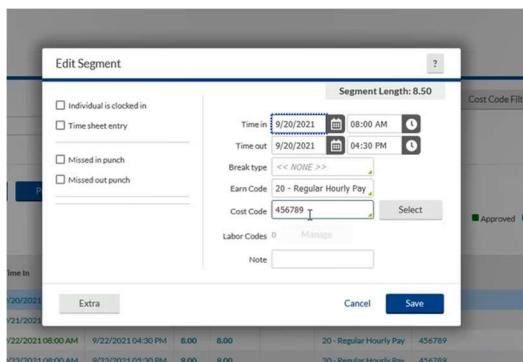
# TimeClock Plus Supervisor Guide

## How do I edit a shift?

Double click or right click on the shift and select Edit.



You can change start time, end time, or cost code if employee worked shift in another department.

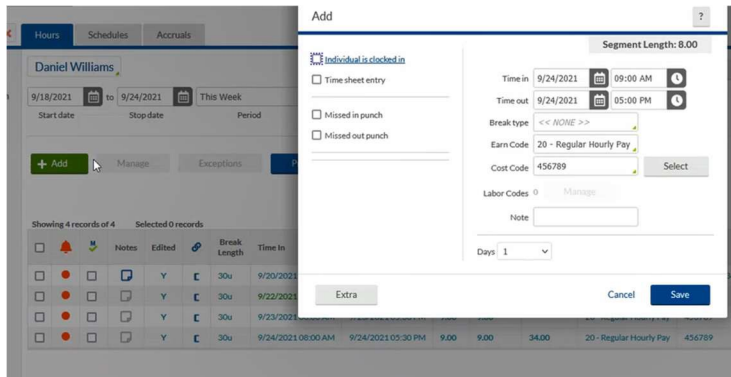


Make changes and hit Save.

# TimeClock Plus Supervisor Guide

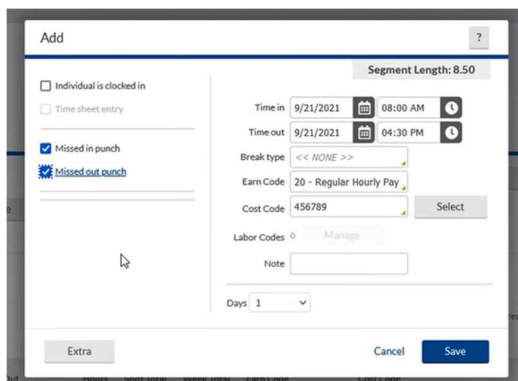
## How do I add a shift?

Click Add



Change the date (system will default to current date).

Update start time and/or end time. If you are making adjustment due to missed punches, check the appropriate boxes indicating Missed in punch and/or Missed out punch. Click Save when complete. Missed punches are indicated on the grid in green text.



# TimeClock Plus Supervisor Guide

## How to change overtime to comp time

Employees can make this election themselves from webclock or from timeclock. If you need to make this update for them, first find the shift that contains overtime. Double click/right click on shift and select Edit.

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>			Notes	Edited	Break Length	Time In	Time Out	Hours	Week Total	Earn Code	Cost Code
<input type="checkbox"/>		<input type="checkbox"/>		Y	30u	9/24/2021 08:00 AM	9/24/2021 05:30 PM	9.00	9.00*	20 - Regular Hourly Pay	456789

Choose Extra.

Edit Segment

Segment Length: 9.50

Individual is clocked in  
 Time sheet entry  
 Missed in punch  
 Missed out punch

Time in: 9/24/2021 08:00 AM  
Time out: 9/24/2021 05:30 PM  
Break type: << NONE >>  
Earn Code: 20 - Regular Hourly Pay  
Cost Code: 456789  
Labor Codes: 0  
Note:

Under the Comp Time section, choose Allow comp time on qualifying segments. Then click Save.

Extra Information

Punch in information: Application TimeClock Manager - Manage Hours Individual, Location 47.213.105.79, Description N/A  
Punch out information: Application TimeClock Manager - Manage Hours Individual, Location 47.213.105.79, Description N/A

**Overtime**  
 Do not force overtime  
 Force overtime 1  
 Force overtime 2

**Comp Time**  
 Disable comp time on qualifying segments  
 Allow comp time on qualifying segments  
 Force comp time on segment

**Calculations**  
 Disable automatic deduction for this segment  
 Disable segment minimum

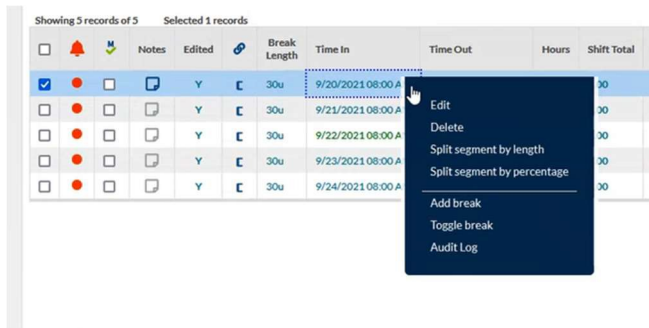
Summary will now note Comp Time instead of OT.

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	2.00	0.00	42.00

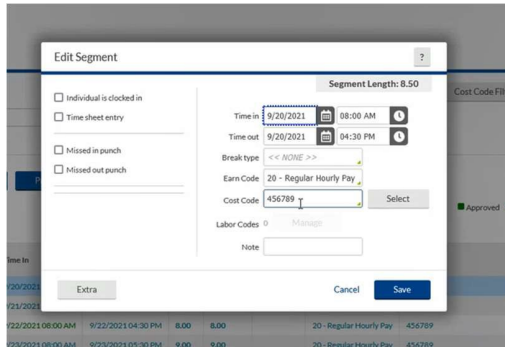
# TimeClock Plus Supervisor Guide

## How to cross charge a shift to a different department

Double click/right click on shift and select Edit



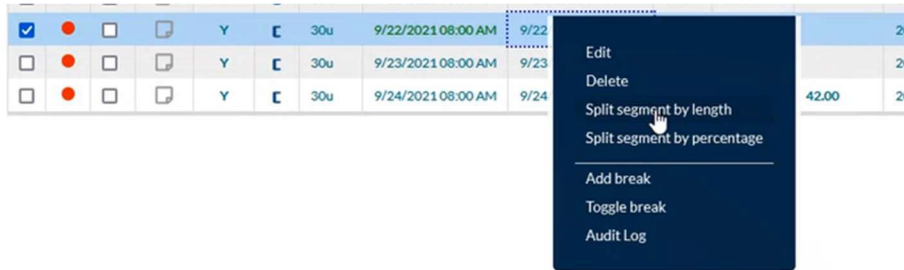
Under Cost Code, choose cost code that reflects PCN and the department you wish to cross charge to. If the index you are looking for is not available, contact Payroll for assistance. Click Save.



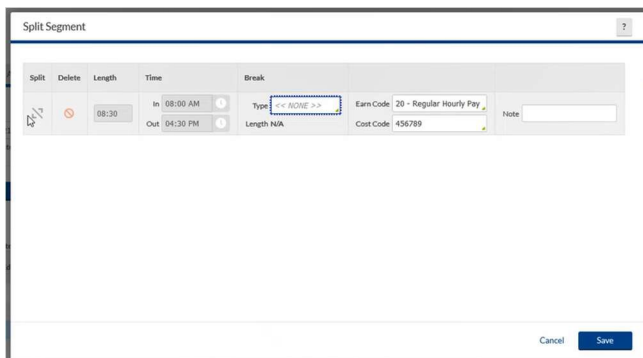
# TimeClock Plus Supervisor Guide

## How to split a shift between two different departments

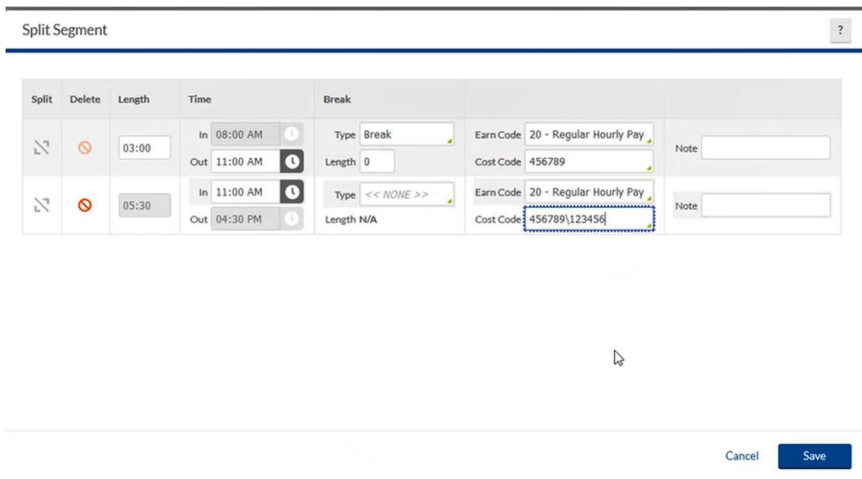
Double click/right click on shift and select Split segment by length.



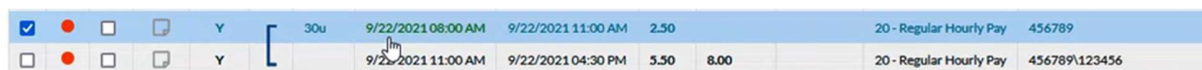
Click the arrow under Split.



Use either the Length or the Time option to split the shift. Updating the length will automatically update the time and vice versa. Then update the cost code to reflect shift worked in another department. You won't need to make any updates to the Break. Then click Save. If the index you are looking for is not available, contact Payroll for assistance.



The shift will now be split on the Individual Hours grid.



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## How to add unreported leave time

From Individual Hours select the appropriate employee.

Click Add

The screenshot shows the 'Hours' tab for an employee named Daniel Williams. Below the name, there are date pickers for 'Start date' (10/2/2021) and 'Stop date' (10/22/2021), with a calendar icon between them and the text 'Open W' to the right. At the bottom, there are three buttons: a green '+ Add' button, a grey 'Manage' button, and a grey 'Exceptio' button.

Select Timesheet Entry

Update Date, Time, Hours, Earn Code.

The screenshot shows the 'Add' dialog box. On the left, there are four radio button options: 'Individual is clocked in', 'Time sheet entry' (which is selected), 'Missed in punch', and 'Missed out punch'. On the right, there are several input fields: 'Time in' (10/20/2021 09:00 AM), 'Hours' (8.00), 'Earn Code' (184 - FMLA Sick Pay), and 'Cost Code' (456789). There is a 'Select' button next to the Cost Code field. Below these are 'Labor Codes' (with a 'Manage' link), a 'Note' text box, and a 'Days' dropdown menu set to '1'. At the bottom, there are 'Extra', 'Cancel', and 'Save' buttons.

If leave is for multiple consecutive days within same week, update # of days.

This screenshot is identical to the previous one, showing the 'Add' dialog box with the 'Time sheet entry' option selected. The only difference is that the 'Days' dropdown menu is now set to '3' instead of '1'.

Save.

Timesheet will be updated with entered hours.

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Show absences

											Regular	OT1	OT2	Comp Time	Leave	Total
											27.25	0.00	0.00	0.00	24.00	27.25

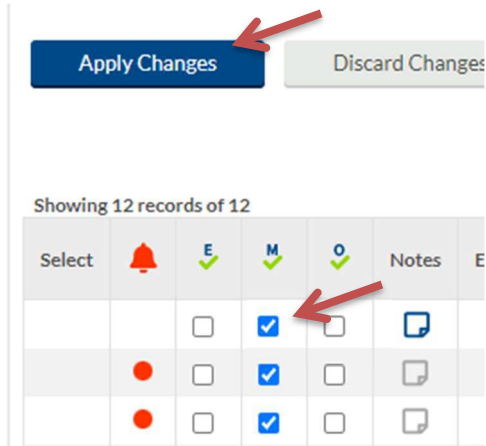
Showing 4 records of 4    Selected 0 records

<input type="checkbox"/>				Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Earn Code	Cost Code	Labor Code
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		10/7/2021 11:45 AM	10/7/2021 03:00 PM	3.25	3.25	3.25	20 - Regular Hourly Pay	935009	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		10/20/2021 09:00 AM	<< Time sheet >>	8.00	8.00		184 - FMLA Sick Pay	935009	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		10/21/2021 09:00 AM	<< Time sheet >>	8.00	8.00		184 - FMLA Sick Pay	935009	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Y	<input type="checkbox"/>		10/22/2021 09:00 AM	<< Time sheet >>	8.00	8.00	24.00	184 - FMLA Sick Pay	935009	

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## Approving Time

If everything on a shift is correct, click the box next to that shift under the M column. When you are finished, click Apply Changes.



You can also review all hours, then click the M at the top of the column and it will check all boxes below and automatically save approval.



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## IF EMPLOYEE MISSED CONSECUTIVE PUNCHES ON DIFFERENT DAYS

From Individual Hours or Group Hours identify the day that the employee did not punch out. Shift will note Clocked In under Time Out. Double click on that shift.

	Break length	Time in	Time out	Hours	Shift total	Week total	Earn Code	Cost Code	Labor Code	Rate
<input type="checkbox"/>		10/21/2021 09:00 AM	10/21/2021 09:00 AM	0.00	0.00		20 - Regular Hourly Pay	998945		0.00
<input checked="" type="checkbox"/>		10/21/2021 09:45 AM	<< Clocked In >>	100.85	100.85	100.85	20 - Regular Hourly Pay	998945		0.00
<input type="checkbox"/>		10/25/2021 08:00 AM	<< Time sheet >>	8.00	8.00	8.00	170 - Vacation	998945		0.00

Uncheck the box where Individual is clocked in.

800004553 - Ellen Yaffe + Add

	Break length	Time in	Time out	Hours	Shift total	Week total	Earn Code	Cost Code	Labor Code	Rate
<input type="checkbox"/>		10/21/2021 09:00 AM	10/21/2021 09:00 AM	0.00	0.00		20 - Regular Hourly Pay	998945		0.00
<input checked="" type="checkbox"/>		10/21/2021 09:45 AM	<< Clocked In >>	100.85	100.85	100.85	20 - Regular Hourly Pay	998945		0.00
<input type="checkbox"/>		10/25/2021 08:00 AM	<< Time sheet >>	8.00	8.00	8.00	170 - Vacation	998945		0.00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Clock In Temp Score N/A  
Clock Out Temp Score N/A

Time in: 10/21/2021 09:45 AM

Time out: << Clocked In >>

Break type: << NONE >>

Earn Code: 20 - Regular Hourly Pay

Cost Code: 998945 Select

Labor Codes: 0 Manage

Rate: 0.00

Note:

Custom Extra Cancel Save

Enter Date and Time for Time out. Check the box for Missed out punch. Hit Save.

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Clock In Temp Score N/A  
Clock Out Temp Score N/A

Segment Length: 7.25

Time in: 10/21/2021 09:45 AM

Time out: 10/21/2021 05:00 PM

Break type: << NONE >>

Earn Code: 20 - Regular Hourly Pay

Cost Code: 998945 Select

Labor Codes: 0 Manage

Rate: 0.00

Note:

Custom Extra Cancel Save

Add the In Punch for the next day.

Click Add.

Update Date and Time in. Check the box for Individual is clocked in and the box for Missed In Punch. Hit Save.

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Add ? Feedback

N/A

Individual is clocked in  
 Time sheet entry

Missed in punch  
 Missed out punch

Time in 10/25/2021 09:00 AM

Time out << Clocked In >>

Break type << NONE >>

Earn Code 20 - Regular Hourly Pay

Cost Code 998945 Select

Labor Codes 0 Manage

Rate 0.00

Note

Days 1

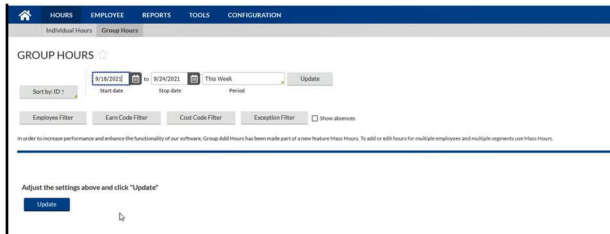
Custom Extra Cancel Save

Employee will now be able to continue with out punch on this day.

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## GROUP HOURS

Confirm date range and click Update.

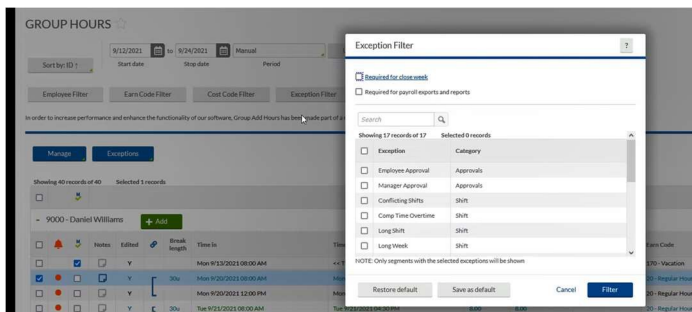


All employees you have access to who have hours will be displayed. Grid has same options as in Individual Hours. You can edit, remove breaks, add notes etc. the same as in Individual Hours.

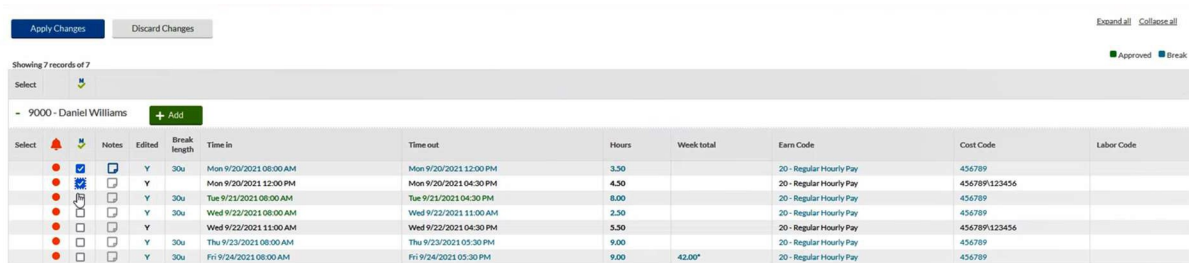
The screenshot shows a grid for employee '9000 - Daniel Williams'. The grid has columns for 'Break length', 'Time In', 'Time out', 'Hours', 'Shift total', 'Week total', 'Earn Code', 'Cost Code', and 'Labor Code'. The data shows shifts from Monday 9/13/2021 to Friday 9/24/2021. The first row shows a 30-minute break on Monday 9/13/2021 from 08:00 AM to 12:00 PM, with 6.00 hours and a cost code of 935091. Subsequent rows show regular hourly pay for various shifts.

Break length	Time In	Time out	Hours	Shift total	Week total	Earn Code	Cost Code	Labor Code
30m	Mon 9/13/2021 08:00 AM	Mon 9/20/2021 12:00 PM	6.00	6.00	6.00	170 - Vacation	935091	
	Mon 9/20/2021 08:00 AM	Mon 9/20/2021 04:30 PM	3.50			20 - Regular Hourly Pay	456789	
	Mon 9/20/2021 12:00 PM	Mon 9/20/2021 04:30 PM	4.50	8.00		20 - Regular Hourly Pay	456789/123456	
	Tue 9/21/2021 08:00 AM	Tue 9/21/2021 04:30 PM	8.00	8.00		20 - Regular Hourly Pay	456789	
	Wed 9/22/2021 08:00 AM	Wed 9/22/2021 11:00 AM	2.50			20 - Regular Hourly Pay	456789	
	Wed 9/22/2021 11:00 AM	Wed 9/22/2021 04:30 PM	5.50	8.00		20 - Regular Hourly Pay	456789/123456	
	Thu 9/23/2021 08:00 AM	Thu 9/23/2021 05:30 PM	9.00	9.00		20 - Regular Hourly Pay	456789	
	Fri 9/24/2021 08:00 AM	Fri 9/24/2021 05:30 PM	9.00	9.00	42.00	20 - Regular Hourly Pay	456789	

You can use the exception filter to limit the information that shows. If you wanted to only see records that require Manager Approval, click the box next to Manager Approval and select Filter.



To approve, you can check the box next to each shift you are approving and select Apply Changes, or you can click the M at the top of that employee's grid to approve all of that employee's shifts.



# TimeClock Plus Supervisor Guide

## How to Approve Leave Time

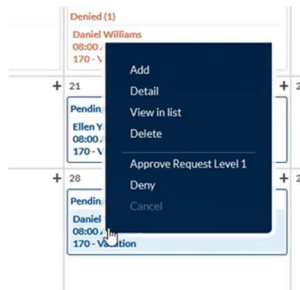
Tools, Requests, Request Manager



Can view in Calendar or from List. List allows you to sort by different fields and lets you approve multiple requests at a time.

Calendar shows all requests for that day.

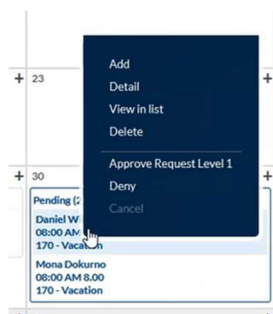
Approve or deny by right clicking on request and approve or deny.



When approved it's automatically added to their hours.

Employees receive a notification if request was approved or denied.

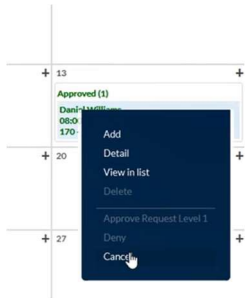
Please note if multiple people have requested the same day, right click on just the entry you wish to approve. (Note the highlight).



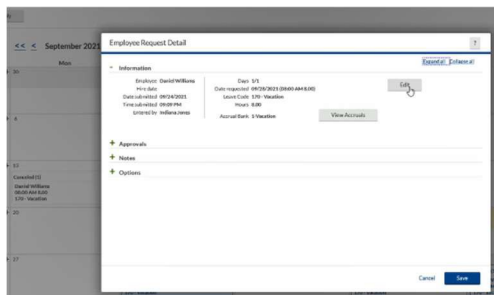
# TimeClock Plus Supervisor Guide

## How to update a request

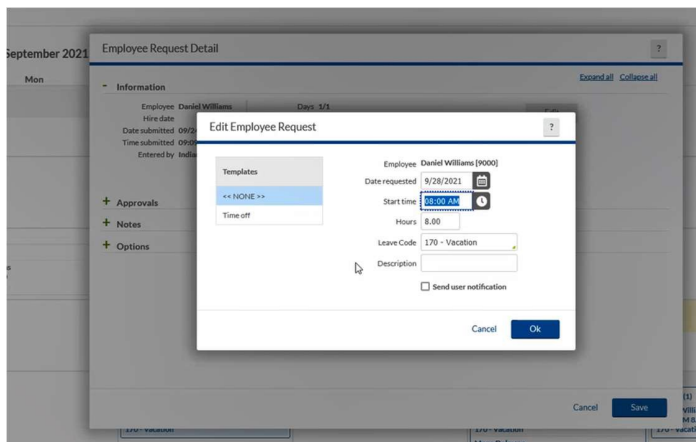
If approved request needs to be changed: right click on request and choose Cancelled. This will remove it from their hours. If employee still needs to take that day off, but date or time needed changed it will need to be resubmitted.



If pending request changes: right click on the request and select Detail, then Edit.



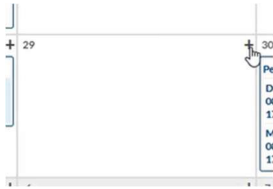
Update and hit OK.



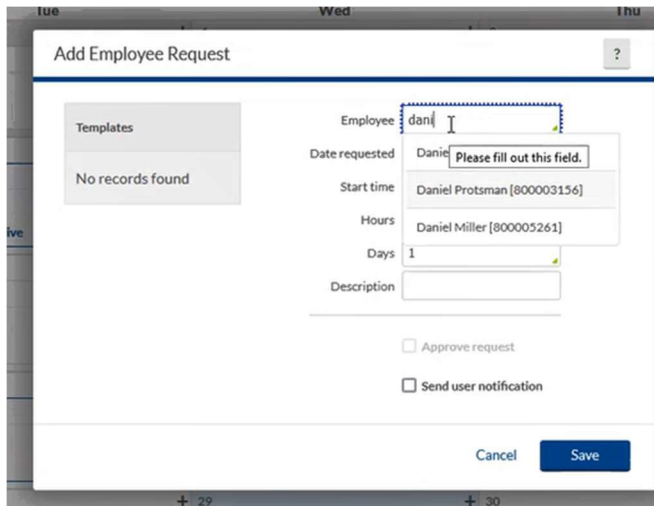
# TimeClock Plus Supervisor Guide

## How to Add a Request

Click the + on the appropriate date.

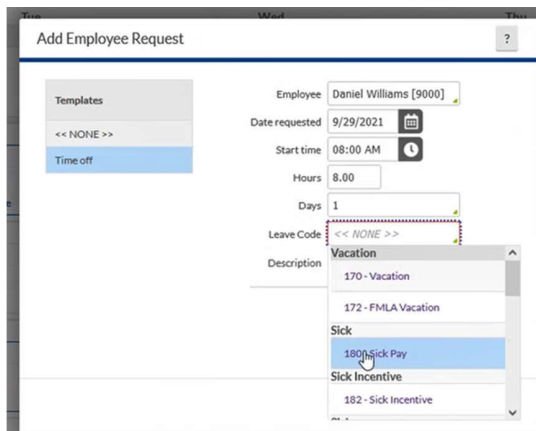


Enter Employee's Name (as you start typing a list will appear).



Click template to default start time 8:00am and 8:00 hours or manually add these fields. If leave is for more than one consecutive day, update number of days.

Choose appropriate leave code.



# TimeClock Plus Supervisor Guide

To add and approve at same time check Approve request box.

The screenshot shows a web-based form titled "Add Employee Request". On the left, there is a "Templates" section with a dropdown menu showing "<< NONE >>" and "Time off" selected. The main form area contains the following fields:

- Employee: Daniel Williams [9000]
- Date requested: 9/29/2021
- Start time: 08:00 AM
- Hours: 8.00
- Days: 1
- Leave Code: 180 - Sick Pay
- Description: (empty)

Below the form fields, there are two checkboxes:

- Approve request
- Send user notification

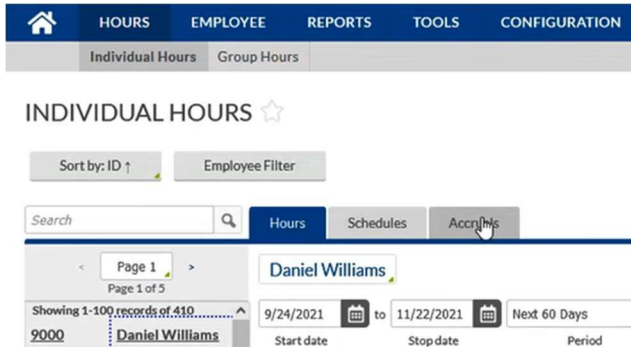
At the bottom of the form, there are two buttons: "Cancel" and "Save".

Save.

# TimeClock Plus Supervisor Guide

## How to view employee leave balances

Under Hours, Individual Hours, look up employee and select Accruals.



Look at remaining column to view available balance.

Ledger	Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Comp Time		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Personal		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Sick		4.0000	0.0000	0.0000	0.0000	0.0000	0.0000	4.0000
Sick Incentive		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation		40.0000	0.0000	0.0000	8.0000	0.0000	0.0000	32.0000

From Requests:

Right click on request.



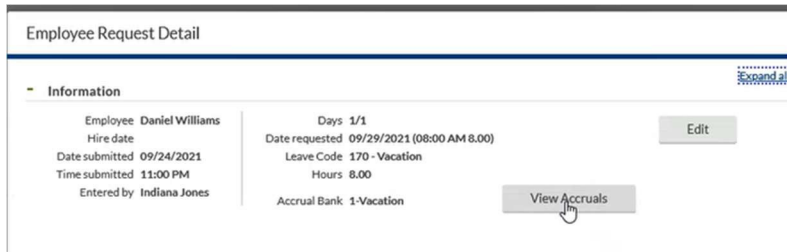
Go to Detail.



Select View Accruals.



# TimeClock Plus Supervisor Guide



Employee Request Detail

Information

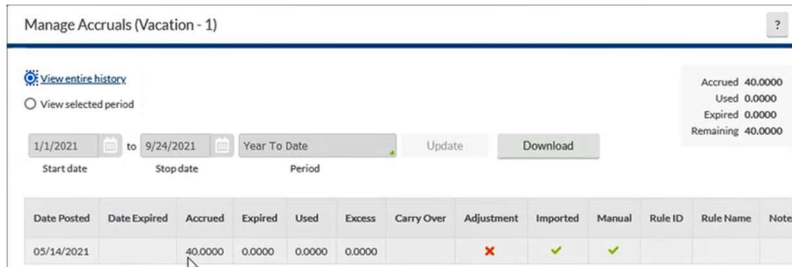
Employee: Daniel Williams  
Hire date: 09/24/2021  
Date submitted: 09/24/2021 11:00 PM  
Time submitted: 11:00 PM  
Entered by: Indiana Jones

Days: 1/1  
Date requested: 09/29/2021 (08:00 AM 8.00)  
Leave Code: 170 - Vacation  
Hours: 8.00  
Accrual Bank: 1-Vacation

Buttons: Edit, View Accruals

This will only show you accruals for the type of request.

Remaining balance is displayed in top corner.



Manage Accruals (Vacation - 1)

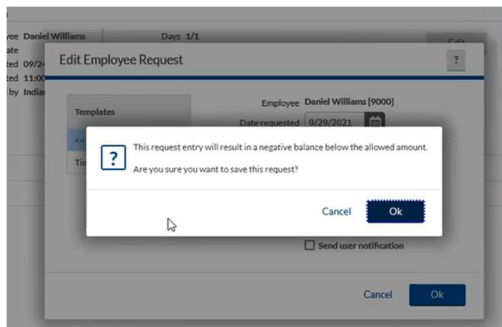
Accrued 40.0000  
Used 0.0000  
Expired 0.0000  
Remaining 40.0000

View entire history | View selected period

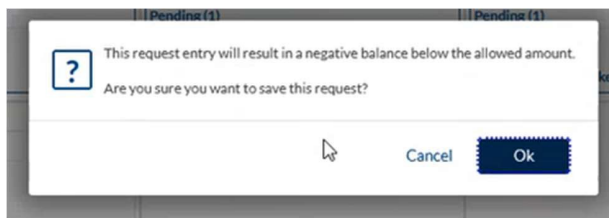
1/1/2021 to 9/24/2021 Year To Date Update Download

Date Posted	Date Expired	Accrued	Expired	Used	Excess	Carry Over	Adjustment	Imported	Manual	Rule ID	Rule Name	Note
05/14/2021		40.0000	0.0000	0.0000	0.0000		✗	✓	✓			

If entering a request but no accruals are available, below message will pop up.



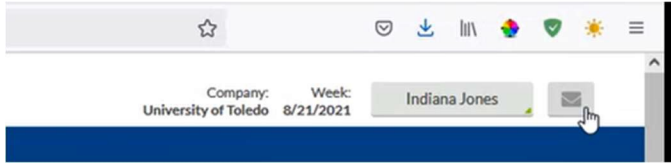
If approving a request without enough hours available, you will get the below warning:



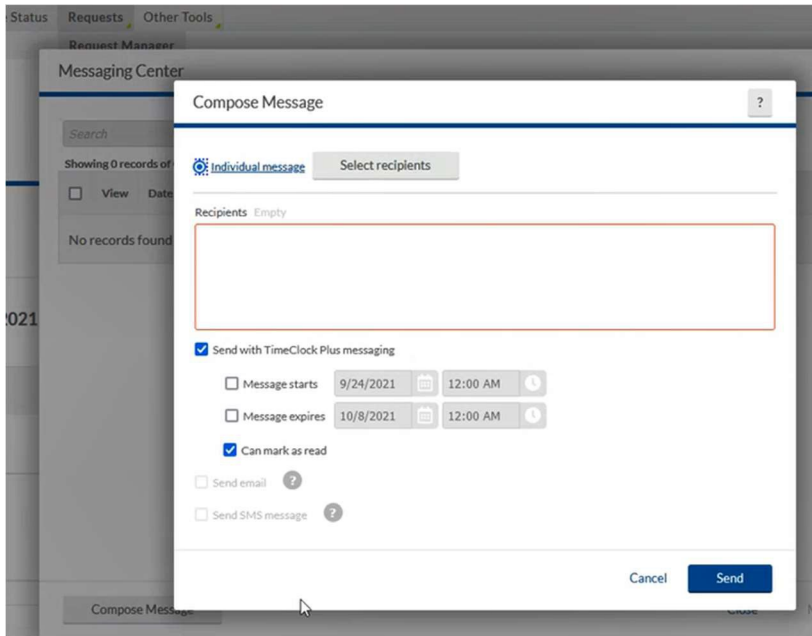
# TimeClock Plus Supervisor Guide

## How to send a message

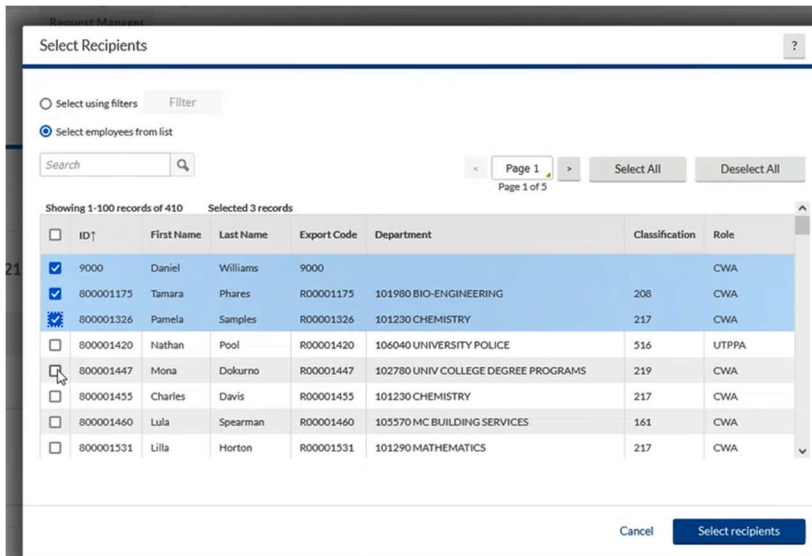
In top right corner of TimeClock Manager click on the envelope.



Compose message.

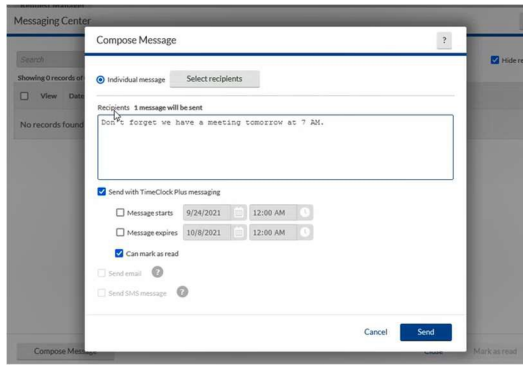


You can select one or more employees by choosing select recipients.



Set timeframe for message to be displayed or leave blank for it to be displayed. Choose Can mark as read to show until it is marked as read. If you want it to show everyday for a timeframe, choose an expiration and uncheck the Can mark as read. It will display until the expiration date.

# TimeClock Plus Supervisor Guide



View sent messages by going to Employee, Employee Profiles, Personnel, Messages.

**EMPLOYEE PROFILES**

Sort by: ID ↑ Employee Filter

Showing 1-100 records of 410

9000 Daniel Williams

**Daniel Williams**  
Role CWA (CWA)

**Messages**

9/18/2021 to 9/24/2021 This Week Update Download

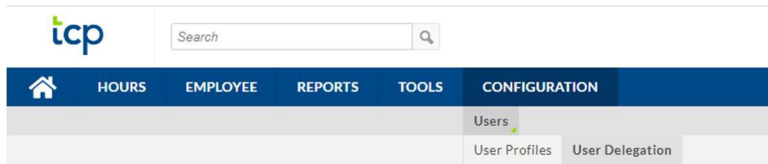
Showing 3 records of 3

Edit	Delete	Read	Date Sent	Date Sent	Message Starts	Message Expires	Message	Sent By
			Not Read	09/24/2021	09/24/2021 11:07 PM		Your time-off request on 09/28/2021 from 01:00 PM L...	IJONES
			Not Read	09/24/2021	09/24/2021 11:03 PM		Your time-off request on 09/29/2021 from 08:00 AM L...	IJONES
			Not Read	09/24/2021			Don't forget we have a meeting tomorrow at 7 AM.	IJONES

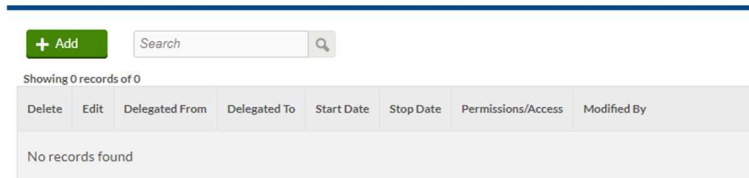
# TimeClock Plus Supervisor Guide

## How to forward your timecards to another approver if you are going to be off

Under Configuration, Users, select User Delegation.



### USER DELEGATION ☆



Click +Add

Fill in your information for Delegated From. This will be your TCP ID# which is your Rocket Number with the leading R replaced with an 8. (Example: If your Rocket Number is R12345678 your TCP ID# will be 812345678).

Fill in the information for Delegated To. This will be the TCP ID# of the Supervisor to which you wish to forward your employees.

Update the start and stop date for employee forwarding. Click Save.