

TIMECLOCK PLUS version 7

Manager Approvals

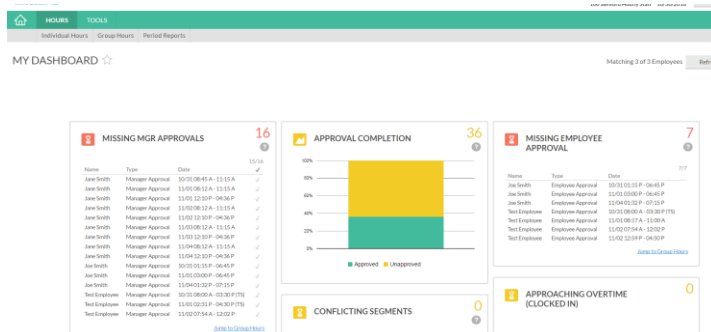
The new TCPv7 Manager can be accessed by going to timeclock2012.samford.edu/manager in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work with Safari.**


1. Select the appropriate company from the drop down box.
2. Type in your USERID and Password (the same id you use to access your email) and click LogOn.



The login form is titled "Manager" and features a blue user icon. It contains a "Select Company" dropdown menu with "100 Samford Hourly Staff" selected. Below this are input fields for "External ID" and "Password". A blue "Log On" button is positioned at the bottom of the form.

3. Your landing page will contain a menu at the top and a dashboard displaying items that need your attention in the body.

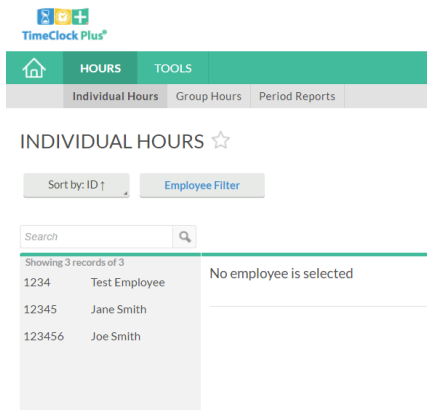


1. Note the Approval Completion graph in the center that indicates how you and your employees are progressing with required completions. This should be completely green by the approval deadline.
2. Which approval is missing is indicated in the box on each side of the graph displaying those missing manager approval and those missing employee approval. Those missing both will be listed in both boxes.
3. Before applying approvals, be sure that you have reviewed your employee hours for:
 - a. Missed Punches
 - b. Notes which may indicate that a correction needs to be made. The note icon displays blue  when notes exist.

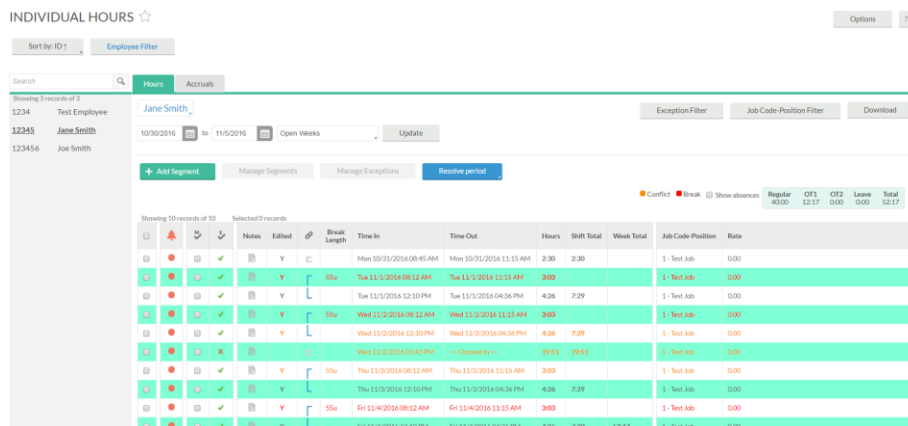
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- c. Long Shifts which may indicate someone forgot to clock out and just clocked out when they realized it
 - d. Employees who are still clocked in from days ago
 - e. Reasonableness: Be sure that the hours for the week are as expected as the absence of time or leave entry for a day can indicate that something is missing.
 - i. Do they have all of the expected hours accounted for in some way?
 - f. Conflicting segments – are they working and on leave at the same time?
4. Clicking on HOURS in the Menu bar then INDIVIDUAL HOURS to view a list of the employee to whom you have access.



5. From here you can select the Employee Filter option to limit the number of employees shown or you can enter information into the Search bar (first or last name, or SUID).
6. Double click on an employee's name to display hours worked for that employee.



7. The Orange Dot to the left of a time segment indicates that the segment needs attention.
 8. Hover your mouse over the dot for a list of issues with that segment.
 9. To edit a time segment, right click on the segment and choose Edit. (See Edit Hours instructions.)
 10. To Approve as Manager, click in each box under the Manger Approval icon .
 11. You can also click on the Manager Approval icon to approve all time segments on this page.
- CAUTION:** Be sure you have reviewed everything before using this feature to approve.

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- Click on the blue APPLY CHANGES button at the top to apply approvals or changes that you have made. Click the DISCARD CHANGES button if you wish to discard the approvals or changes that you have made.
- A Blue Dot to the left of the segment indicates that approvals have been completed for that segment.



The image shows a grid of 20 cells arranged in 5 rows and 4 columns. Each cell contains a small icon or symbol. The icons are: a blue dot, a red dot, a green checkmark, a grey square, a blue square, a red square, a green checkmark, a grey square, a blue square, a red square, a green checkmark, a grey square, a blue square, a red square, a green checkmark, a grey square, a blue square, a red square, a green checkmark, and a grey square.

•	•	✓	✓	Y
•	•	✓	✓	Y
•	•	✓	✓	Y
•	•	✓	✓	Y
•	•	✓	✓	Y

For Manager Overview, Editing Hours, Request Manager and Reporting, please see the training document specific to that function.