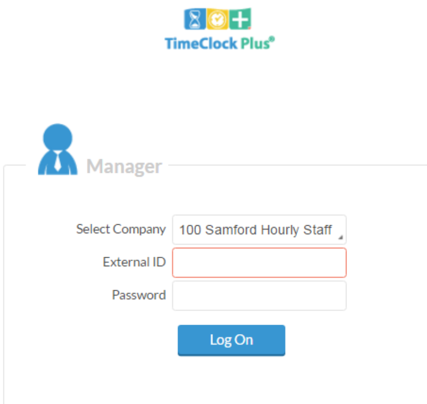
TIMECLOCK PLUS version 7

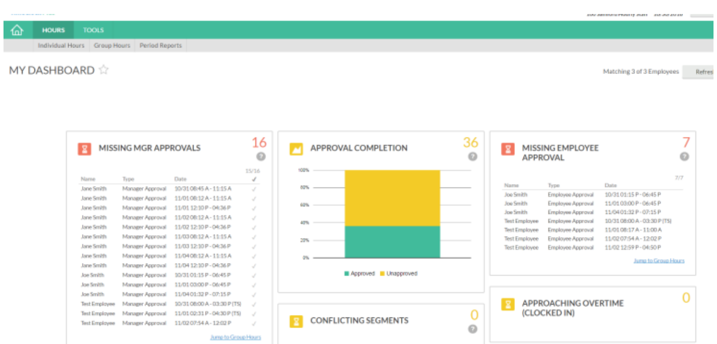
Manager Edit Hours

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.



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



4. As you begin to review and edit, be sure to review 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.
   c. Long Shifts which 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?

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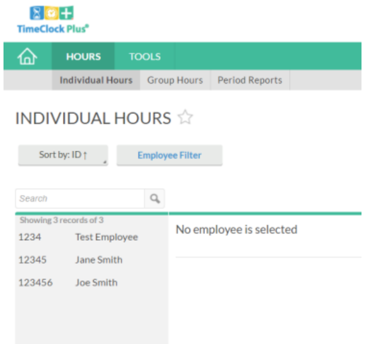
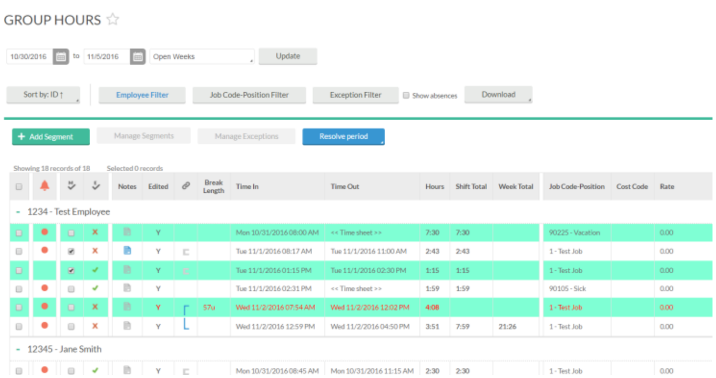
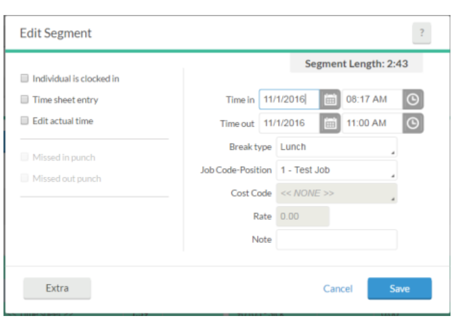
5. To Edit Hours, start by clicking on HOURS in the Menu bar then INDIVIDUAL HOURS to view a list of the employee to whom you have access.



6. 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).
7. Double click on an employee's name to display hours worked for that employee.
8. Select the dates for the pay period (or other dates that you want to view) and click UPDATE.



9. Review each employee to see that hours for each day and week appear reasonable and correct.
10. Review the Notes Column for any Blue Note icons which indicate that a note exists and the segment may need to be adjusted.
11. Corrections can be made by right clicking on a time segment and choosing Edit.
12. The Edit Segment box will appear which allows you to make adjustments to the segment information.



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13. You can change the date or time in or out if a corrections needs to be made.
14. You can choose a different job code or leave code if needed.
15. You can also enter Notes to be added to this time segment.
16. Click SAVE when you have completed the edits for this segment.

For Manager Overview, Manager Approvals, Request Manager and Reports, please see the training document specific to that function.