# **TIMECLOCK PLUS version 7**

### **Manager Overview**

The new TCPv7 Manager can be accessed by going to <u>timeclock2012.samford.edu/manager</u> 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. In the External ID field, enter your USERID and then Password (the same id you use to access your email) and click LogOn.

1	imeClock Plus <sup>®</sup>	
Manager		
Select Company	100 Samford Hourly Staff	
External ID		
Password		
	Log On	

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

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Individual Ho	ours Group Ho	ours Period Rep	orts			
IY DASHBOA	ARD 🏠					Matching 3 of 3 Employees
	-			16	_	36
	2 MISSI	ING MGR APP	ROVALS	0	APPROVAL COMPLETION	MISSING EMPLOYEE
				~		AFFRONAL
	Name	Type	Date	15/16	100%	
	Jane Smith	Macager Accessol	10/21/08/45 A - 11:15 A		605	Name Type Date
	Jane Smith	Manager Approval	11/01/08/12 A - 11/15 A			Joe Smith Employee Approval 10/31/02:15 P - Odr45 P
	Jane Smith	Manager Approval	11/01 12:10 P-04:36 P		60%	Joe Smith Employee Approval 11/01 03:00 P • 06:45 P
	Jane Smith	Manager Approval	11/02/08/12 A - 11:15 A			Joe Smith Employee Approval 11/04/02:32 P+07:35 P
	Jane Smith	Manager Approval	11/02 12:10 P-04:36 P		42%	Text Engineere Engineere Approval 11/01/05/17.4, 11/01.4
	Jane Smith	Manager Approval	11/00/08/12 A - 11:15 A			Text Environme Employee Reserved 11/02/02/54 A + 12/02 P
	Jane Smith	Manager Approval	11/03 12:10 P-04:36 P		28	Text Employee Employee Approval 11/02 12:59 P - 04:50 P
	Jane Smith	Manager Approval	11/04/08/12 A - 11:15 A		2	
	Jane Smith	Manager Approval	11/04 12:10 P - 04:36 P			APR 10 GOVE HARS
	Joe Smith	Manager Approval	10/31/01:15 P-06:45 P		Approved Unapproved	
	Joe Smith	Manager Approval	\$1/01 03:00 P - 06:45 P			
	Joe Smith	Manager Approval	11/0401:32 P-07:15 P			
	Test Employee	Manager Approval	\$0/31.08:00 A - 03:30 P (TS)			APPROACHING OVERTIME
			11-01-02-11 D 04-30 D 000			(CLOCKED IN)
	Test Employee	Manager Approval	**************************************		_	
	Test Employee Test Employee	Manager Approval Manager Approval	11/02/07:54 A - 12:02 P		CONFLICTING SEGMENTS	0

- 4. 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.
- 5. 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.
- 6. Please also pay close attention to the Missed Punches area of your dashboard as these **require** you to make a correction.

	DPUNCH	E5	
			2/2
Name	Туре	Date	1
Test Employee	Missed Out	11/02 06:00 A - << Missed >>	~
	Missed Out	11/02 08:28 A - << Missed >>	./

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7. Also note the Long Shift box that indicates those who have been clocked in longer than expected based on their designation. These exceptions are determined based on group criteria so you may have employees who normally work shifts of this length. Please review items in this box to be sure that is the case and that you don't have an employee who forgot to clock out.

Z LON	IG SHIFTS		6
Name	Туре	Date	1/1
loo Smith	Long Shift	11/04/01/22 0 12/20 4	

- You can select from the menu at the top or click on the Jump to Group Hours option at the bottom of the boxes on the dashboard. (We do not recommend working in Group Hours.
   Caution: If you have access to additional employees as a backup supervisor, you may be affecting other people's employees. Please read the instructions.)
- 9. Clicking on HOURS from the Menu gives you the option to work with an Individual Employee's Hours or run Period Reports.



10. Clicking on Tools allows you to see information about your employee's status. This is similar to the current Who's Here menu.

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		Emp	loyee Status	Requ	iest Man	ager Other T	ools					
EM	PLOYE	E STAT	US 🏠									
Search	1	Q	Emple	oyee Filt	er	Job Code-P	osition Filter	Co	st Code Filter			
All	CI	ocked In	On Break	No	t In	On Leave	Last Punch	Hours		-		
Show	Segment	Re	fresh									
	ID†	First Name	Last Name	Note	Status	Job Code-Positi	ion Cost Code	Time In	Cell	Phone	Location	Call Note
	1234	Test	Employee		Out				(555) 555-5555			
	12345	Jane	Smith		Out				(205) 555-1234			
	123456	Joe	Smith		Out							Enter note

11. The Request Manager was used by a few departments previously but more departments may now find it useful now. It has improved features such as auto populating leave on an employee's time sheet immediately upon a request approval by their manager. This allows an employee to communicate a request for time off and the manager to populate the Time Sheet entry for that time upon approval. This saves time for you and your employee.

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	Employee Status Request Man	ager Other Tools					
REQUEST M/	ANAGER 🟠						Options ?
Calendar List							
Status						Employee Filte	Job Code-Position Filter
Requests per calendar da	ay 10 Apply						
+ Add	Manage						
+ Add	Manage			November 2016	>		>>
+ Add	Manage _	lon	Tue	November 2016	> Thu	Fri	Sat
+ Add << 30	Manage , un	lon + 1	Tue +	November 2016 Wed	> Thu 3 +	Fri +	Sat
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+ Add << 30 3 6 3 6	Manage un M + 31 + 7	ton + 1	Tue +	November 2016           Wed           2         +           Pending (1)         +           Text Employee         +           0000 A#800         90105-564           ?         +	> Thu 3 + 10 +	Fri   Proving(1)  Test Enginese 0000.04 /s00 90225-Vacation  11	5 + Approved (1) Test Employee 000.044 7/20 9025-Vacation 12 +
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12. The OTHER TOOLS option is where you will find the very handy CALCULATOR which converts time formats from hours and minutes to hours and decimals or vice versa.

TimeCk	ock Plus <sup>®</sup>								
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		Employee Status	Request Manager	Other Tools					-
				Calculator					
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VIYL	JASHBU	AKD 14			4	5	6		ce
					1	2	3	•	-
					%	0		1	-
						Char	ge to Mi	nutes	

- 13. Detailed instructions for each feature can be found on the specific instruction sheet on the Payroll web site. More instructions will be added as time allows.
- Please remember to review TCP at least weekly to make corrections that may be needed by your employee so they may approve the results.
- Review the information don't just approve everything without checking for notes, missed punches or that your employee has been clocked in for two days straight.
- Be sure to apply approvals by the deadline and remind your employee to do their approvals.
- Time entered must represent actual time worked or leave taken. It is not okay to enter a random two hour segment to represent time that an employee previously worked. The date and time should correspond to the date and time when the work was performed. If the period is closed, please contact <a href="mailto:Payroll@samford.edu">Payroll@samford.edu</a> or <a href="mailto:Studentjobs@samford.edu">Studentjobs@samford.edu</a> for assistance in entering that time. This is a legal record.