Marshall University
New Time and Attendance System

TimeClock Plus™

MARSHALL UNIVERSITY

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Human Resource Services

Time Clock Plus

❖ Why Time Clock Plus (TCP)?

❖ System Functionality

❖ System Users

❖ Go Live dates & Training

❖ System Demo

❖ Next steps & Questions

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Why Time Clock Plus

❖ TCP is an electronic "Time & Attendance" software that is used to collect hours worked by employees.

❖ To increase efficiency and accuracy, TCP is being implement to replace "paper" based time reporting and leave reporting.

❖ TCP will also replace "WebTime Entry" (WTE)

❖ Reporting & Management Tools

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System Functionality

❖ Manage Annual & Sick Leave balances

❖ Manage Compensatory Leave balances for hourly employees

❖ Request leave electronically

❖ Mobile App functionality

❖ Desktop computer

❖ Wall mounted units

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System Users

❖ Classified & NonClassified Staff

❖ Hourly employees will clock in/out everyday

❖ Exempt employees will continue to report annual/sick leave (exception time reporting)

❖ Student workers and classified temp employees

❖ Only Faculty who earn annual & sick leave or manage students/staff will be required to use the system.

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7 Minute Rounding for Hourly EE's

❖ Under the 7 minute rule, clock in and clock out times are rounded to the nearest quarter hour.

❖ If an employee is scheduled to clock in at 8 am and he/she clocks in at 8:07 am, the time is rounded to 8:00 am.

❖ If an employee clocks in at 8:08 am, the time is rounded to 8:15 am and the employee will not be paid for the 15 minute period.

❖ Examples:
    7:53 am to 8:07 am = 8:00 am
    8:08 am to 8:22 am = 8:15 am
    8:23 am to 8:37 am = 8:30 am
    8:38 am to 8:52 am = 8:45 am
    8:53 am to 9:07 = 9:00 am

❖ This applies to any start time. For example, when an employee clocks in at 9:53 am it is rounded to 10 am.

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Go Live Dates & Training

❖ We are planning to starting tracking time and attendance using TCP on August 17th, 2017.

❖ Leave balances will be loaded prior to "GO Live"

❖ Leave Coordinators and Approvers will be receiving extensive training this week.

❖ Leave Coordinators are tasked to provide additional training "if needed" to departmental employees.

❖ Subject to final testing of the system and assurance of functionality, we will "Go Live" as scheduled.

❖ If everything is not in place, we will delay

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