



TimeClock Plus Best Practice Tips and Tricks

1. **How many approvers should there be in a department/division?** Our suggestion would be to consolidate approvers. Too many chefs in the kitchen is not best practice. If possible, train 2 people at the highest level possible within your department/college to manage time and attendance for everyone. Is there really a need for someone to learn all the technical aspects of Time Clock Plus (TCP) just to track the time of only one or two employees? You can use email and other forms of communication to inform your TCP “time and attendance” manager of employee changes or errors made by an employee in the system.
2. **What is the best method to approve time for numerous employees?** The best method for approving time for employees is to go to the “Group Hours” tab. Here you can look at all your employees at once. If you see an employee whose hours are different than what they should be, take a note of that employee’s name. You will go to the “Individual Hours” tab to make changes to that record. For your other employees, who’s time is correct, simply check the boxes to approve and select “Apply Changes.”
3. **What is the best way to make changes to a leave request once it has already been approved?** To make a change to leave once leave has been approved, the request would need to be deleted by the approver and reentered by the employee.
4. **What if I need to request leave for a limited amount of time (dr. appointment, etc.) and not sure when I will return. How should I request this time off?** There are three methods for requesting this time.

- a. You can either wait until you return from your appointment and enter your leave.
 - b. Enter your leave as needed but leave it in the status of "Pending." This means that the approver does not take any action on the request until you return. If it is in pending status, the employee can make changes as needed.
 - c. If the leave has already been approved, as stated above, the approver would delete it and need to be reentered.
5. **What is the most efficient way to edit time?** The best way to edit time is to double click on the time segment you want to edit. By doing this, a pop-up box will open for you to edit the record. Once you have made your change, you simply hit save.
6. **How to approve for only your student employees.** The best way is to go to Group Hours. Make sure your date range is correct and select "update". Look at the "Job Code" for your area only and then click on Job Code Filter. Once on the Filter Job Code screen, enter your job code in the search window. Check the box that comes up and then select filter. This will bring up just your students. You will then check everyone as noted under approving time for numerous employees.