

TimeClock Plus: Manager Training

Payroll Services and Human Resource Services





Manager Training

In this training the Manager will learn how to:

1. Enter employee time.
2. Approve employee time.
3. Correct approved time.
4. Enter employee leave when necessary.
5. Split worked time into Comp Time.
6. Enter FMLA Leave.



Entering Employee Time

The following steps will need to be taken to enter a missed punch (in or out) in TCP:

1. Go to Hours, Individual Hours and then hit the green “add” button.
2. **You will need to make sure the date in the “time in” and/or “time out” box is correct.**
3. Enter the employees’ start time and/or end time.
4. Nothing is entered for the “break time”. Break refers to the employee’s lunch hour and will be automatically input on the time sheet by the system.
5. Job Code should automatically be showing the employees job title.
6. Enter nothing in the “cost code” box.
7. Enter nothing in the “rate” box.
8. You should enter a note as to why the employee did not clock in and/or out or both in the “note” box.
9. Days will remain set as 1.
10. Save entry by clicking on the blue “**Save**” button which will put the information on the employees’ time sheet.
11. **Please double check to make sure the time is correct on the time sheet before approving.**



Entering Employee Time

After click the “Save” button, you will see the entered Time In and Time Out.

Please double check to make sure the time is correct on the time sheet before approving!

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	2/6/2020 08:00 AM	2/6/2020 04:00 PM	7.50	7.50	7.50	7.50	8 - Trades Specialist Lead I	0.00

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Approving Employee Time

To approve an employees' time, click on the checkmark box on the "M" column of the time sheet on the Hours – Individual Hours.

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	2/6/2020 08:00 AM	2/6/2020 04:00 PM	7.50	7.50	7.50	7.50	8 - Trades Specialist Lead I	0.00

CLICK

CHECK

Reminder: Double check to make sure the time is correct on the time sheet before approving!



Correcting Approved Time

If approved time needs to be corrected, you must:

1. Click on the check mark in the manager box to remove the check approval.
2. Click the blue “apply changes” box.
3. Double click on that entry to bring up the “edit segment” box.
4. Makes the necessary changes to the time in or time out.
5. Click on the blue **“Save”** button.



Entering Leave for an Employee – Annual or Sick Leave

Employees should enter their own leave request in TCP. However, there are circumstances where a supervisor may need to enter a leave request for their employee.

In example, an employee calls off on the ending Friday of the pay period and the supervisor must enter the leave on behalf of the employee.

When this happens the supervisor will:

1. Go to “tools” then “request manager” and select the employee that leave must be entered and approved on.
2. The supervisor will click the (+) on the date leave needs to be entered.
3. When the “add employee request” box appears the employees name should be in the “employee” box. If not, click in the “employee” box and select the employee you need to enter leave on.
4. Double check the “date requested” box to make sure you are entering leave on the correct day.



Entering Leave for an Employee – Annual or Sick Leave

1. Enter the start time which will be the time the employee started leave for the day. If taking the entire day off, enter the employees starting work time. Remember if the employee is taking part of the day off, the start time will be the time the employee clocks out for the day.
2. Hours will always be 7.5 if taking the full day. Other wise enter the amount of time the employee will be taking off (3 hours, 2.5 hours etc.).
3. In the "days" box, you can enter leave for 1 day off up to 5 days off. **Note: If entering leave for 5 days and the leave started in the middle of the week make sure you don't enter time for Saturday or Sunday if that is not part of the employee's regular shift. TCP will count 5 straight days since there are employees who work on the weekends as a regular shift.**
4. Select the correct "leave code" from the drop-down box.
5. Enter a note in the description box.
6. Click the checkmark box "approve request".
7. Then click the blue "Save" button.

Add Employee Request

? Feedback

Templates	Employee	Test Two [2]
<< NONE >>	Date requested	2/13/2020
Annual Leave	Start time	08:00 AM
Sick Leave	Hours	7:30
	Days	2
	Leave Code	999995 - Sick Leave
	Description	Called Off on SL

Approve request

Send user notification

Accruals Cancel Save



Entering Leave for an Employee – Annual or Sick Leave

If you have clicked the “approve request” checkmark box on the previous screen “Add Employee Request”, the system will show the leave as approved on the request manager and on the individual hours page.

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		2/14/2020 08:00 AM	2/14/2020 12:00 PM	4.00	4.00			8 - Trades Specialist Lead I	0.00
<input type="checkbox"/>		<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y		2/14/2020 12:00 PM	<< Time sheet >>	3.50	3.50	7.50	15.00	999995 - Sick Leave	0.00



It is always important to ensure that worked time and leave time do not overlap! The employee should have a total of 7.5 hours for the day.

Supervisors should **ALWAYS** make sure the weekly total is at least 37.5 hours and that the total number being reported for the pay period is 75 hours. *Anything less than 75 hours for the pay period, the employee’s check will be affected. This will also change the employees adjusted service date and their leave accruals will be pro-rated based on the actual number of hours worked.*



Entering Leave for an Employee - FMLA (Family Medical Leave Act)

The employee should always enter leave in TCP when possible. A second example for when a supervisor may enter leave for an employee is for FMLA.

The following steps **MUST** be taken for the time to count off against the FMLA hours that are tracked in TCP according to federal law.

1. Open the “Request Manager” under “Tools”.
2. Click on the “+” on the date leave should be entered.
3. Click in the employee box and click on the employee the time will be entered on behalf of.
4. Then the “Add Employee Request” screen will pop up to enter the time off request.



Entering FMLA, Add Employee Request Screen

1. Double check the “Date Request” box is the correct date for the entry.
2. Enter the start time, the time employee begins work if the entire day off is being taken or the time the leave starts if they worked part of the day.
3. Enter the “hours” which will be 7.5 for the entire day or if less than the full day is being taken enter the hours taken off. Example: 3 hours, 2.5 hours, etc.
4. Make sure the “days” box is correct.
5. Click on the down arrow where you will see “leave code” and select the FMLA code that now should appear.
6. Double click in the box right beside “leave code” and select the “reason code” that appears and approve.

Add Employee Request ? Feedback

Templates

<< NONE >>

Annual Leave

Sick Leave

Employee: Test Two [2]

Date requested: 6/26/2020

Start time: 08:00 AM

Hours: 7:30

Days: 1

FMLA Case: 207 - 02/01/2020 Birth of a c

Description: FMLA

Approve request

Send user notification

Accruals Cancel Save



Completed and Approved Time Sheet Example

This is an example of how a completed and approved time sheet should look:

Break Show absences

													Regular	OT1	OT2	Leave	Total
													75.00	0.00	0.00	11.00	75.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/3/2020 08:00 AM	2/3/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/4/2020 08:00 AM	2/4/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/5/2020 08:00 AM	2/5/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/6/2020 08:00 AM	2/6/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/7/2020 08:00 AM	2/7/2020 04:00 PM	7.50	7.50	7.50	37.50	8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/10/2020 08:00 AM	2/10/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/11/2020 08:00 AM	2/11/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	30u	2/12/2020 08:00 AM	2/12/2020 04:00 PM	7.50	7.50	7.50		8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y			2/13/2020 08:00 AM	<< Time sheet >>	7.50	7.50	7.50		999995 - Sick Leave	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>		2/14/2020 08:00 AM	2/14/2020 12:00 PM	4.00	4.00			8 - Trades Specialist Lead I	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HETZER	<input type="checkbox"/>	<input type="checkbox"/>		Y			2/14/2020 12:00 PM	<< Time sheet >>	3.50	3.50	7.50	37.50	999995 - Sick Leave	0.00	



Comp Time Entry

Comp Time Earned can only be coded **after** 37.5 hours have been actually worked during a Saturday through Friday work week.

Please contact Carla Adkins in the Payroll office for additional assistance. Her email is: cadkins1@marshall.edu.



Manager TCP Training

This covers the basics that managers/approvers will need to know to close out each week during the pay period. We do realize that sometimes things come up that are out of the “norm”. When that happens please feel free to contact:

If you have aquestions regarding TCP, please email us at tcp@marshall.edu.