



TimeClock Plus[®]

Manager/Supervisor Manual

Revised 6/19/2020

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***Please note that supervisors are referred as Managers in TCP.**

Supervisor Responsibilities

- Complies with College-wide policies on code of ethics; reporting suspected or known fraud, abuse and other improprieties; hours of work policy; leave policy; overtime policy and all other College-wide personnel, payroll and benefits policies and procedures.
- Review TimeClock Plus (TCP) drop down list to ensure all employees are actual and current employees.
- If there are employees that must be added and/or deleted from their drop down list, supervisors must submit the TimeClock Plus Access Authorization Form (BO-7710).
- Ensures all manual punches have a BO-7700 form on file signed by the employee and supervisor. The BO-7700 form must remain on file by the department and made available for audit purposes for 10 years under our Payroll Retention Period.
- Audits and enters missing punches from BO-7700 form submitted by employee, enters absences, and verifies the employee's online timecard.
- Audits and approves all exceptions in employee's timecard such as missed punches.
- Audits and approves leave entered by the employee.
 - Leave must be turned in no later than three days after the occurrence. No leaves will be accepted after time cards have been locked.
- Verifies that total hours worked by employee are not under 40 for each work week (non-exempt monthly employees only).
 - Ensures that timecard verification is made by the **due date.** (**3 days after pay week**)
- Makes sure NOE's for new hires, changes, and terminations are submitted timely to the Office of Human Resources to avoid any delays in updating information in TCP.
- The Supervisor portal for TCP is also available off campus and can be accessed via any internet connection. Supervisors can approve leave and verify hours even while away or off campus.

Missed Punches

A missed punch is an exception that will need your approval. You can see this exception on your dashboard under **Missed Punches**.

 **MISSED PUNCHES**
3*

?

3/3

Name	Type	Date	✓
Elizabeth San Roman	Missed Out	05/11 08:00 A - 03:00 P	✓
Jesus Ramirez	Missed In	05/09 08:00 A - 05:15 P	✓
Sylvia Farias	Missed In	05/08 02:30 P - 05:00 P	✓


[Jump to Group Hours](#)

You can approve this exception one of three ways.

1. **Through the Dashboard**
2. **Group hours**
3. **Individual hours**

1. **Through the Dashboard**

- Go to the **MISSED PUNCHES** widget and select the check mark furthest to the right
- Once approved the employee will no longer appear in the widget below.

 **MISSED PUNCHES**
2*

?

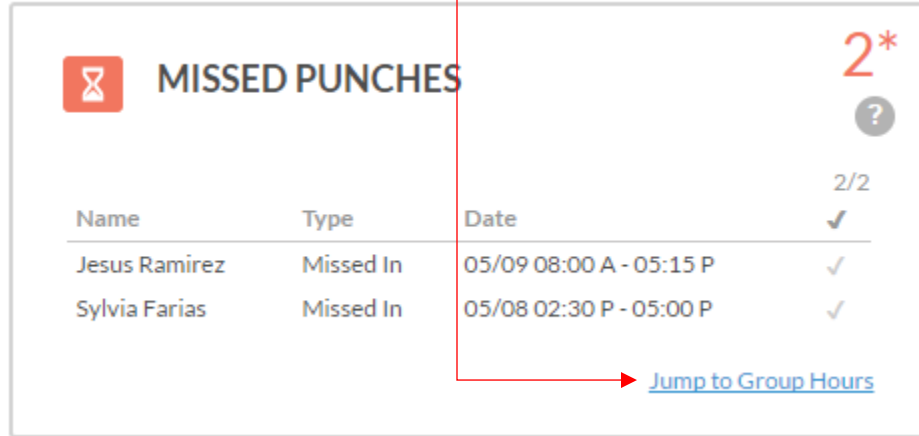
2/2

Name	Type	Date	✓
Jesus Ramirez	Missed In	05/09 08:00 A - 05:15 P	✓
Sylvia Farias	Missed In	05/08 02:30 P - 05:00 P	✓

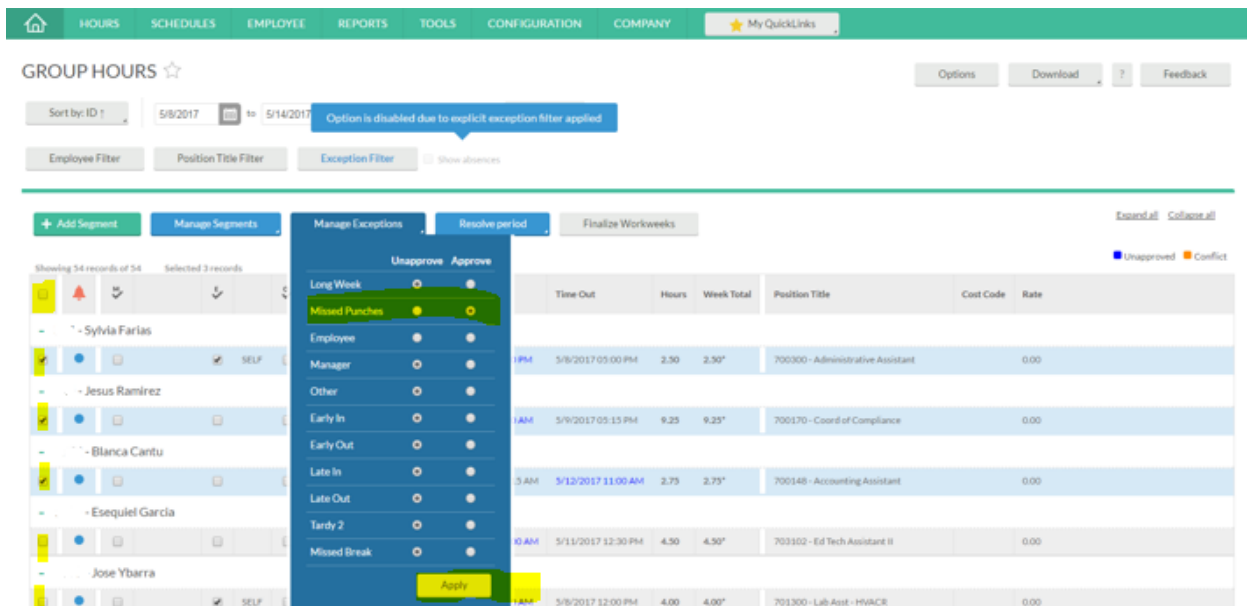
[Jump to Group Hours](#)

2. Group hours

- You can get to this section by going to the **MISSED PUNCHES** Widget and selecting Jump to group hours.



- Here you will select your date range and press update.
- Select one or more segments with an exception. Select **Manage Exception** button to view the exceptions and under missed punches select the **Approve** radio button and press apply.



- If you would like to mass approve missed punch exception then you can go to the [Resolve Period](#) button and choosing which exceptions you would like to approve.

NOTE: Resolving exceptions will resolve ALL exceptions in that time frame, not just the ones visible on the page. Please be sure to review all missed punches exceptions before approving, as there might be discrepancies.

3. Individual Hours

- Go to the hours tab → individual hours → select your employees → select the segment with the missed punch exception → select manage segment → under missed punches select the approved column radio button and press apply.

5/8/2017 to 6/11/2017 Open Weeks Update

+ Add Segment Manage Segments **Manage Exceptions** Resolve period Finalize Workweeks

Unapprove Approve

Missed Punches

Employee

Manager

Other

Late In

Tardy 2

Apply

Showing 9 records of 9 Selected 3 records

Time Out	Hours	Shift Total	Week Total	Position Title	Rate
5/8/2017 01:30 PM	5.50	5.50		700300 - Administrative Assistant	0.00
5/8/2017 05:00 PM	2.50	2.50		700300 - Administrative Assistant	0.00
5/9/2017 02:15 PM	6.25	6.25		700300 - Administrative Assistant	0.00
5/9/2017 05:00 PM	1.75	1.75		700300 - Administrative Assistant	0.00
5/10/2017 01:15 PM	5.25	5.25		700300 - Administrative Assistant	0.00
5/10/2017 05:00 PM	2.75	2.75		700300 - Administrative Assistant	0.00
5/11/2017 08:00 AM	5/11/2017 01:15 PM	5.25	5.25	700300 - Administrative Assistant	0.00
5/11/2017 02:00 PM	5/11/2017 04:45 PM	2.75	2.75	700300 - Administrative Assistant	0.00
5/28/2017 08:00 AM	<< Time sheet >>	8.00	8.00	7023 - Holiday	0.00

■ Unapproved Show absences

Regular	OT1	OT2	Leave	Total
40.00	0.00	0.00	0.00	40.00

Leave Requests

**Employees must enter leave requests in TCP within 3 days of occurrence per College’s Employee Leave Procedures. Supervisors must approve leave before the closing of the pay week. Pay weeks are closed on a weekly basis on the following Wednesday.*

**The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network. If an employee uses the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.*

**Supervisors receive emails upon each leave request to assist in timely review and approval of leave requests. Supervisors are encouraged to have at least one Supervisor proxy for leave approvals for times when they are unable to approve leave requests timely.*


Approving/Denying leave request. (You will receive an e-mail notification of the pending request)

You can approve or deny leave requests three ways.

- 1. Through the Dashboard**
- 2. Request manager**
- 3. Outlook Email**

1. Through the Dashboard

- On your dashboard you will find the widget **PENDING TIME OFF REQUESTS**
- Select the “V” to approve or the “X” to deny. Once complete the pending request should no longer appear.



PENDING TIME OFF REQUESTS

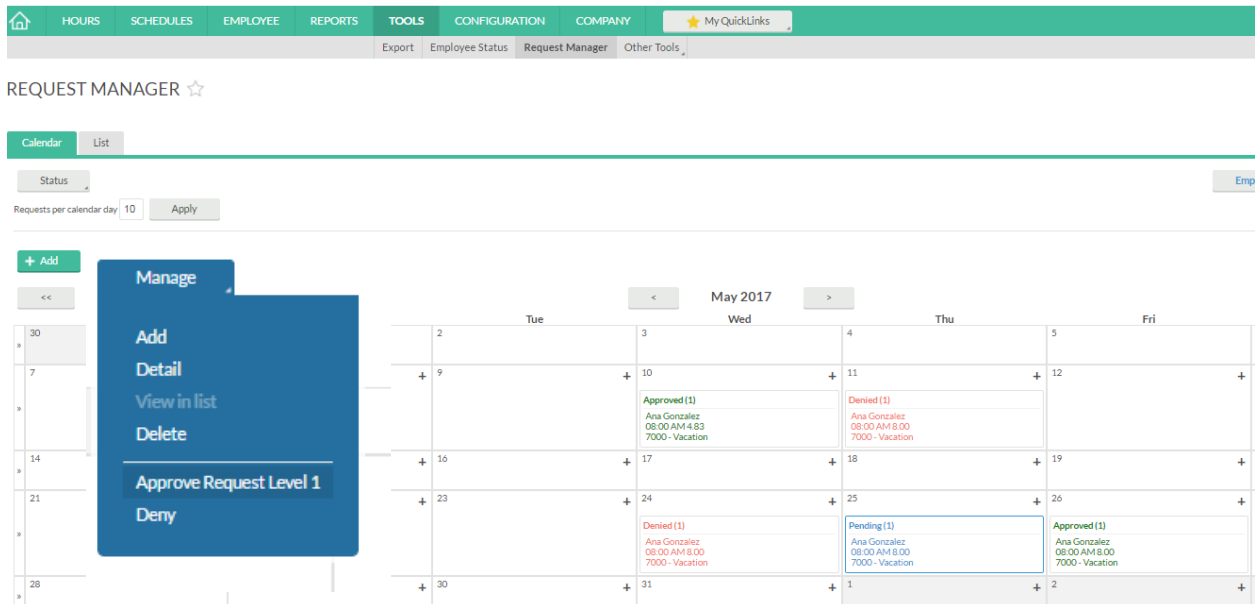
2

Name	Date	Request	✖	✓
Ana Gonzalez	05/22/2017	Vacation - 08:00 AM to 04:00 PM	✖	✓
Ana Gonzalez	05/23/2017	Vacation - 08:00 AM to 04:00 PM	✖	✓

[Jump to Request Manager](#)

2. Request Manager

- You can get here through the widget and selecting “Jump to Request Manager”
- Or by selecting the **Tools Tab** → Selecting **Request Manager**
- Select the pending time off request on the calendar
- Select **Manage** → Select **Approve request leave 1** or **Deny**
- Once approved it should turn from blue to green
- If Denied it should turn red



3. Outlook Email

- Once leave request has been placed by employee you will receive an email to approve/deny request.

A time-off request "Vacation" on 07/30/2018 from 08:00 AM to 08:15 AM for Vacation has been CREATED by Elizabeth Gomez.

[Approve level 1](#)

[Deny request](#)

*These links will be rendered invalid after 72.00 hours

- You can go ahead and click [Approve level 1](#) to approve or [Deny request](#) to deny leave request (**the link via email notification is only available to supervisors for 72 hours**). If the supervisor does not use the email link to approve/deny the leave request within 72 hours of the initial request, the supervisor will need to log into TCP and approve/deny the leave request.
- Once leave request has been approved or denied, you will see the message below where you have either approved or denied request.
- You may click continue to navigate to TimeClock Manager portal login.

Approved - Elizabeth Gomez 07/30/2018 08:00 AM 0.25 hours 7000 - Vacation

Click **Continue** to navigate to TimeClock Manager

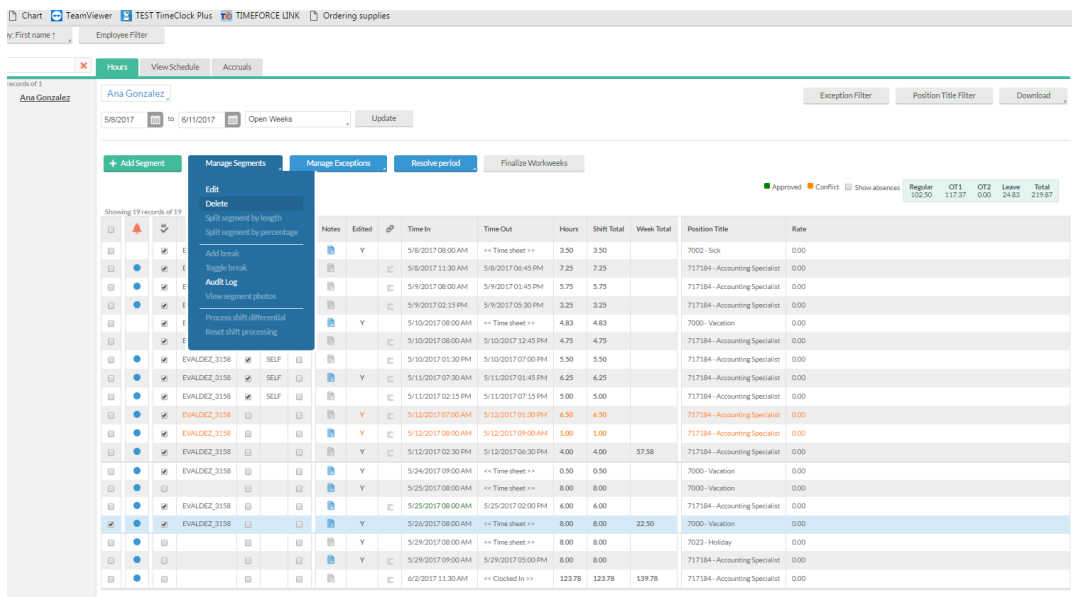
Continue

Denied - Elizabeth Gomez 07/31/2018 08:00 AM 0.25 hours 7000 - Vacation

Click **Continue** to navigate to TimeClock Manager

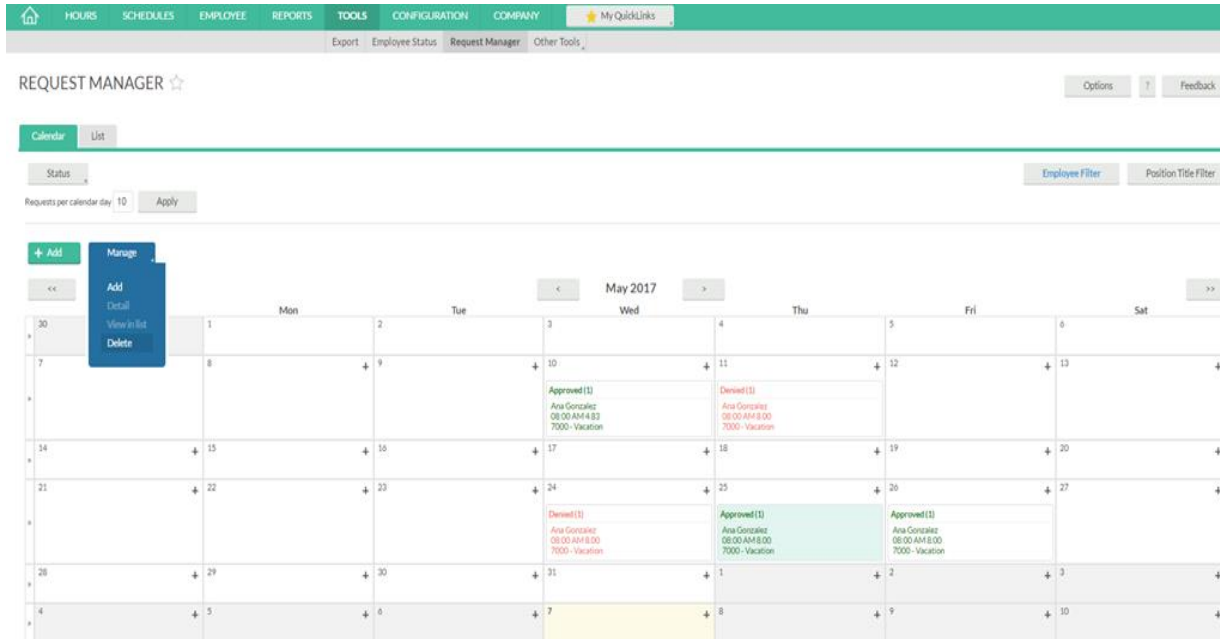
Continue

If the employee will no longer need to take leave for the date requested and it has been approved they can cancel the request before the starting time of the leave or you can remove the leave from the time card. You can do this by going to the **Hours tab** → **Individual Hours** → Selecting the employee → Select the segment which the employee will no longer be taking the leave (first column on the left) → Select **Manage Segment** → **Delete**.



Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Position Title	Rate
	Y	5/8/2017 08:00 AM	5/8/2017 08:00 AM	3.50	3.50		7000 - Sick	0.00
		5/8/2017 11:30 AM	5/8/2017 06:45 PM	7.25	7.25		717184 - Accounting Specialist	0.00
		5/9/2017 08:00 AM	5/9/2017 01:45 PM	5.75	5.75		717184 - Accounting Specialist	0.00
		5/9/2017 02:15 PM	5/9/2017 05:30 PM	3.25	3.25		717184 - Accounting Specialist	0.00
	Y	5/10/2017 08:00 AM	5/10/2017 08:00 AM	4.83	4.83		7000 - Vacation	0.00
		5/10/2017 08:00 AM	5/10/2017 12:45 PM	4.75	4.75		717184 - Accounting Specialist	0.00
		5/10/2017 01:30 PM	5/10/2017 07:00 PM	5.50	5.50		717184 - Accounting Specialist	0.00
	Y	5/11/2017 07:30 AM	5/11/2017 01:45 PM	6.25	6.25		717184 - Accounting Specialist	0.00
		5/11/2017 02:15 PM	5/11/2017 07:15 PM	5.00	5.00		717184 - Accounting Specialist	0.00
	Y	5/12/2017 07:00 AM	5/12/2017 01:30 PM	6.50	6.50		717184 - Accounting Specialist	0.00
	Y	5/12/2017 08:00 AM	5/12/2017 09:00 AM	1.00	1.00		717184 - Accounting Specialist	0.00
	Y	5/12/2017 02:30 PM	5/12/2017 06:30 PM	4.00	4.00	57.58	717184 - Accounting Specialist	0.00
	Y	5/24/2017 09:00 AM	5/24/2017 09:00 AM	0.50	0.50		7000 - Vacation	0.00
	Y	5/25/2017 08:00 AM	5/25/2017 08:00 AM	8.00	8.00		7000 - Vacation	0.00
		5/25/2017 08:00 AM	5/25/2017 02:00 PM	6.00	6.00		717184 - Accounting Specialist	0.00
	Y	5/26/2017 08:00 AM	5/26/2017 08:00 AM	8.00	8.00	22.30	7000 - Vacation	0.00
	Y	5/29/2017 08:00 AM	5/29/2017 08:00 AM	8.00	8.00		7023 - Holiday	0.00
	Y	5/29/2017 09:00 AM	5/29/2017 05:00 PM	8.00	8.00		717184 - Accounting Specialist	0.00
		6/2/2017 11:30 AM	6/2/2017 11:30 AM	123.78	123.78	139.78	717184 - Accounting Specialist	0.00

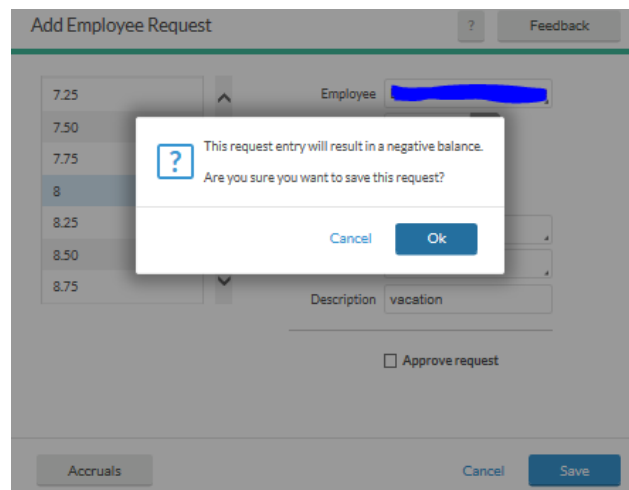
Should an employees need to remove an approved/denied leave request and need to re-enter the leave day request, it must be removed from both time card (as shown above) and calendar. Go to **Tool** tab → **Request Manager** → select the approved leave request → select **Manage** → and **Delete**.



The screenshot shows the 'REQUEST MANAGER' interface. At the top, there are navigation tabs: HOME, HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below these are sub-tabs: Export, Employee Status, Request Manager, and Other Tools. The main area is titled 'REQUEST MANAGER' and includes a 'Calendar' tab, a 'List' tab, and a 'Status' dropdown. There are also filters for 'Employee Filter' and 'Position Title Filter', and a 'Requests per calendar day' setting set to 10. The calendar view shows dates from 30 to 10. A 'Manage' dropdown menu is open over the 7th, showing options: Add, Detail, View in list, and Delete. The calendar cells contain leave request entries for 'Ana Gonzalez' with dates and times, such as 'Approved (1) Ana Gonzalez 08:00 AM-4:00 7000 - Vacation' and 'Denied (1) Ana Gonzalez 08:00 AM-8:00 7000 - Vacation'.

Note: If an employee is not able to submit their leave request for a future date because they do not have enough leave accrual balance. Supervisors will need to enter the leave request for them. When entering the leave for the employee, you will be getting the message below since employee does not have enough leave balance. Click *ok* if you wish to proceed with the request.

Note: Should an employee need to adjust the time for a leave that has already been approved, it will need to be done at the supervisor level and it is best practice to have them submit an e-mail for tracking purposes if possible.



The screenshot shows the 'Add Employee Request' form. The 'Employee' field is filled with a name. The 'Description' field is set to 'vacation'. A warning dialog box is displayed in the center, with a question mark icon and the text: 'This request entry will result in a negative balance. Are you sure you want to save this request?'. The dialog box has 'Cancel' and 'Ok' buttons. At the bottom of the form, there is an 'Approve request' checkbox, and 'Accruals', 'Cancel', and 'Save' buttons.

Once the leave request is submitted and saved it will show pending on the calendar for the employee as shown below.

20 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	21 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	22 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	23 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	24 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation
27 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	28 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	29 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	30 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	1 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation
4	5	6	7	8

If at that point you wish to approve the request click *Approve request level 1*, as shown below it will show Approved on the calendar for the employee.

Add

Detail

View in list

Delete

Approve Request Level 1

Deny

20 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	21 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	22 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	23 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	24 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation
27 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	28 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	29 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	30 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	1 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation

Once leave request is approved, it will populate on the employees' timecard as shown below.

Time In	Time Out	Hours	Shift Total	Week Total	Position Title
11/27/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
11/28/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
11/29/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
11/30/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
12/1/2017 08:00 AM	<< Time sheet >>	8.00	8.00	40.00	7000 - Vacation

Note: Employees and Supervisors are responsible for requesting and approving leave within the available balances. Please reference Jagnet or contact the HR Benefits Staff at 956-872-4448 for assistance regarding your employees leave balances.

Time Card Verification

Time cards are **due 3 days after the end of the pay week**. After the non-exempt employee has verified their time card, the supervisor will then go in and review & verify the employee's time card. **If employee did not or was not available to verify timecard before the deadline, then the supervisor should print the timecard and should be signed by both the employee and supervisor. This document must be kept for 4 years for non-grant funded employees and 10 years for grant funded employees.**




*The exception to this requirement will be segments created by BO_Admin such as punches for populated Unauthorized Absence Leave.

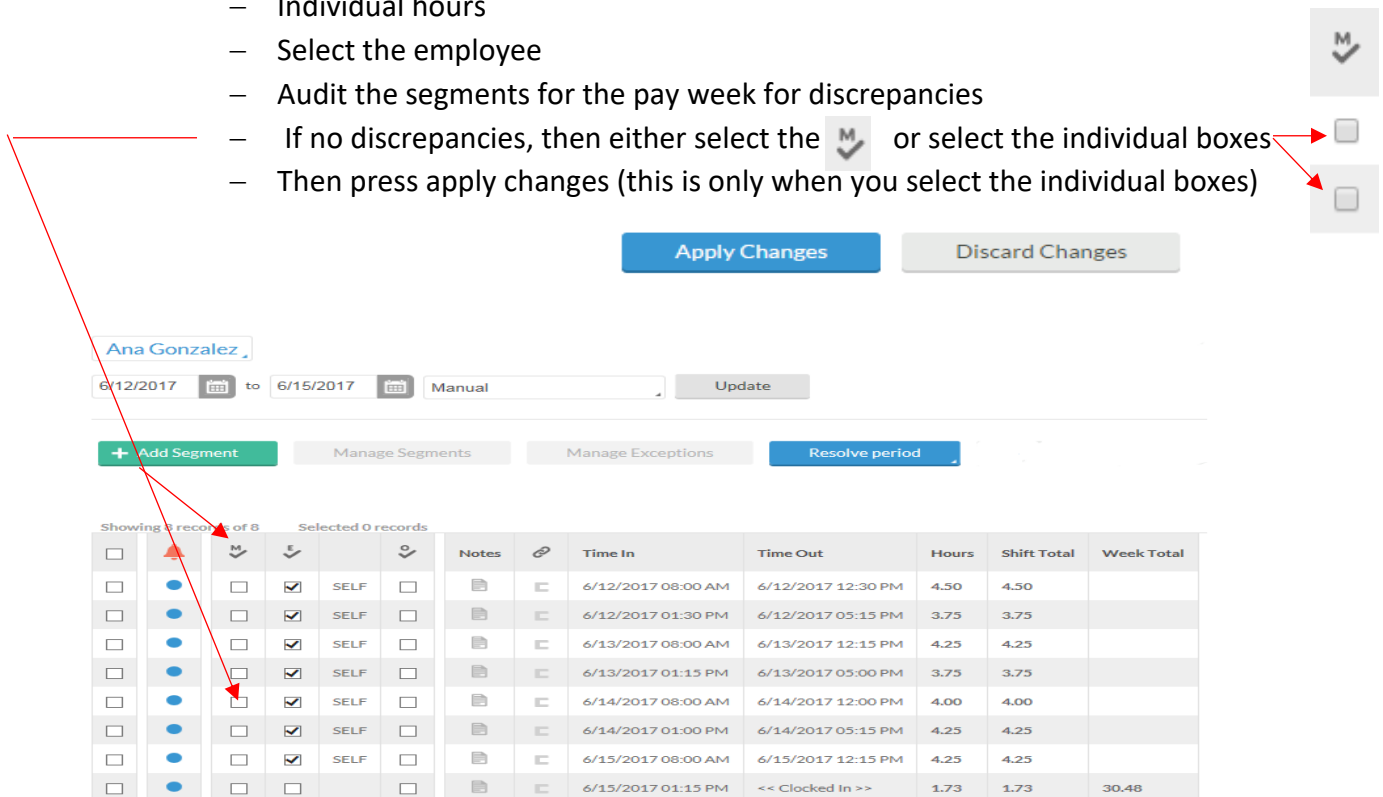
**The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network. If an employee uses the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.*

You can verify the employees time by one of two ways:

1. **Individual Hours**
2. **Group Hours**

1. Individual hours

- Go to the hours tab
- Individual hours
- Select the employee
- Audit the segments for the pay week for discrepancies
- If no discrepancies, then either select the  or select the individual boxes 
- Then press apply changes (this is only when you select the individual boxes) 



Ana Gonzalez

6/12/2017 to 6/15/2017 Manual Update

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/12/2017 08:00 AM	6/12/2017 12:30 PM	4.50	4.50	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/12/2017 01:30 PM	6/12/2017 05:15 PM	3.75	3.75	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/13/2017 08:00 AM	6/13/2017 12:15 PM	4.25	4.25	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/13/2017 01:15 PM	6/13/2017 05:00 PM	3.75	3.75	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/14/2017 08:00 AM	6/14/2017 12:00 PM	4.00	4.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/14/2017 01:00 PM	6/14/2017 05:15 PM	4.25	4.25	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SELF	<input type="checkbox"/>		6/15/2017 08:00 AM	6/15/2017 12:15 PM	4.25	4.25	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		6/15/2017 01:15 PM	<< Clock In >>	1.73	1.73	30.48

2. Group Hours

- Go to hours
- Group hours
- Select the corresponding pay week
- Audit the pay week of each employee for any discrepancies
- Select Resolve Period
- Select "Approve" on the "Manager Approval" area
- Then press "Apply"

This action will approve all employees including those who do not show up on current page.

The screenshot shows the 'GROUP HOURS' interface with a 'Resolve Period' modal open. The modal lists various approval categories with 'Unapprove' and 'Approve' radio buttons. The 'Manager Approval' row is highlighted in green, and its 'Approve' radio button is selected. An 'Apply' button is located at the bottom of the modal. A red callout box points to the 'Approve' button with the text: 'This action will approve all employees including those who do not show up on current page.'

Position Title	Cost Code	Rate
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
7000 - Vacation		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00

Exclude Exempt Employees

Please follow steps below through TCP if you would like to exclude exempt employees from your drop down menu.

1. Hours
2. Individual Hours
3. Employee Filter
 - a) Check mark **Exclude salaried**
 - b) Press **Filter**

Employee Filter ? Feedback

<input checked="" type="checkbox"/> <u>Employee Status</u>	<input type="checkbox"/> Employee ID	<input checked="" type="checkbox"/> Exclude suspended
<input type="checkbox"/> Position Title	<input type="checkbox"/> Classification	<input checked="" type="checkbox"/> Exclude terminated
<input type="checkbox"/> Department	<input type="checkbox"/> Location	<input checked="" type="checkbox"/> Exclude salaried
<input type="checkbox"/> Schedule Group	<input type="checkbox"/> Manager	<input type="checkbox"/> Exclude full time
<input type="checkbox"/> Hire Date	<input type="checkbox"/> Days Employed	<input type="checkbox"/> Exclude part time
<input type="checkbox"/> Custom Fields	<input type="checkbox"/> Summary	<input type="checkbox"/> Exclude employees with no work status

1896 of 2874 employees match Cancel **Filter**

Once you have filtered you will no longer see exempt employees on your list.

**Please note that you will have to do this process every time you log in, if you would like to see your hourly employees only.*

Reports

You can access various supervisor reports by going to the Reports tab → Period Reports → under “Categories” “Select “Supervisor Reports”.

There are 7 supervisor reports.

1. **Approved hours-** This report will display Hours that have been approved.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

2. **Complete Payroll-** This report will display Regular hours worked, Overtime, & total for each week.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

3. **Overtime-** This report will display any overtime worked by the employee.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

4. **Overtime within 7 hours-** this report displays all employee who are going to be reaching overtime in 7 hours.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

5. Pending approvals- This report will display any pending approvals.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

6. Punch Detail- This report displays where the employee is clocking in/out from.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

7. Time Off Request-This report will display.
 - Select the date range
 - And then click download
 - Select the format you would like the report in
 - Wait for it to process and click download.

Select a date range, type of report you would like to run, press download, select the format you would like.

PERIOD REPORTS ☆ Options ? Feedback

Employee Filter Position Title Filter Cost Code Filter

8/1/2017 to 8/30/2017 Last Month

Categories

- Payroll
- Position Title
- Scheduler
- Period
- Cost Code
- Accruals
- Miscellaneous
- Contract
- Benefit Status
- Supervisor Reports ***
- Missed In/out *

Select a report

- Approved Hours *
- Complete Payroll *
- Overtime *
- Overtime Within 7 Hours *
- Pending Approvals *
- Punch Location *
- Time Off Requests *

Download

- HTML
- PDF
- OpenXML

Print

Create Saved Report

Manage Saved Report

Delete

Go

Wait for it to process.

Processing ? Feedback

Processing 50 of 2698 employees.

2%

Elapsed 0:17
Remaining 14 min

[Cancel](#) Download

Time Off Requests *

Once processed press download.

Processing ? Feedback

Process complete.

100%

Elapsed 0:00
Remaining 0 min

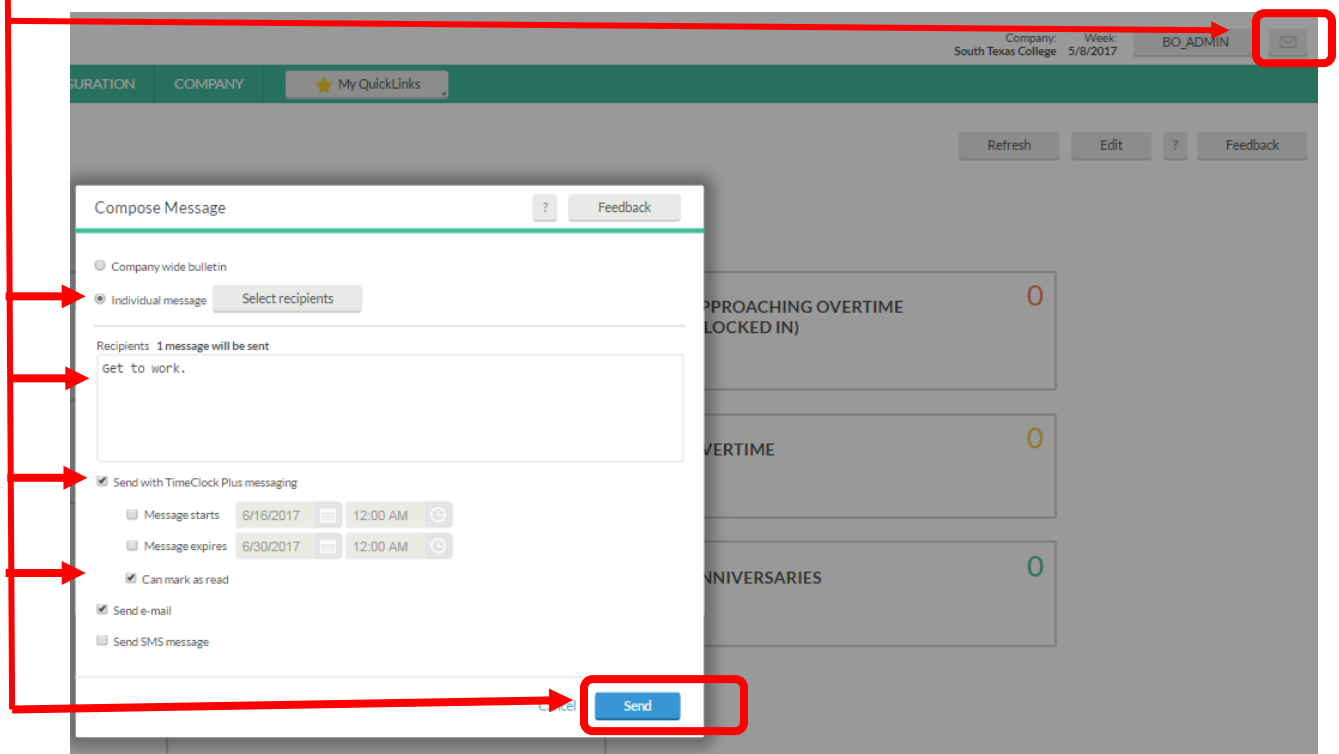
[Close](#) [Download](#)

Sending Messages through TCP

Supervisors may send employees messages through TCP. Please note that employee messaging is not meant to be used for “have a good weekend”.

You can send employee messages selecting the following

- Go to the envelope icon located in the right hand corner
- Select individual message
- Type the message
- Select send with time clock plus messaging
- Select can mark as read
- If you’d like you can also send the message to their e-mail
- Select send

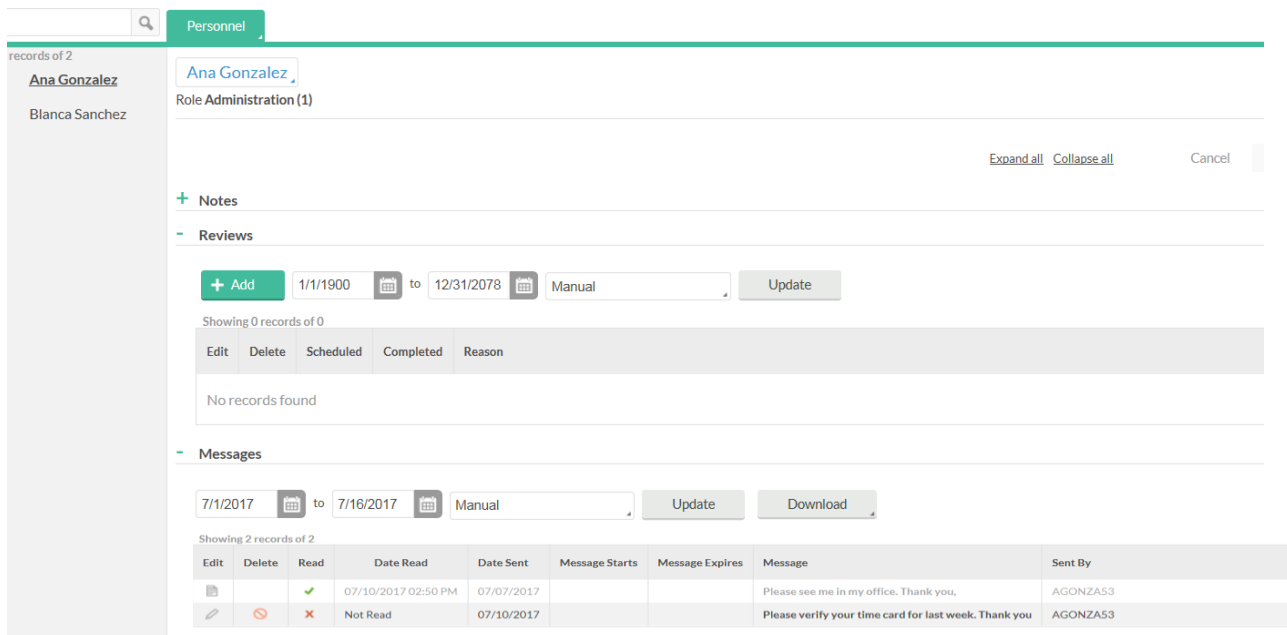


The screenshot displays the TimeClock Plus web interface. In the top right corner, an envelope icon is circled in red. A red arrow points from this icon to the 'Compose Message' dialog box. Inside the dialog box, the 'Individual message' option is selected and circled in red. A red arrow points to the text input area where the message 'Get to work.' is typed. Another red arrow points to the 'Send with TimeClock Plus messaging' section, which is checked. A final red arrow points to the 'Send' button at the bottom of the dialog box, which is also circled in red.

You can access messaging history by going to

Employee Tab → Employee Profile → Select “Personnel” → Select “Messages” → Select a date range → and press “Update”

This will display the message history as well as when the employee read the message.



Personnel

records of 2

Ana Gonzalez
Blanca Sanchez

Ana Gonzalez
Role Administration (1)

[Expand all](#) [Collapse all](#) [Cancel](#)

+ Notes

- Reviews

+ Add 1/1/1900 to 12/31/2078 Manual Update

Showing 0 records of 0

Edit	Delete	Scheduled	Completed	Reason
No records found				

- Messages

7/1/2017 to 7/16/2017 Manual Update Download

Showing 2 records of 2

Edit	Delete	Read	Date Read	Date Sent	Message Starts	Message Expires	Message	Sent By
			07/10/2017 02:50 PM	07/07/2017			Please see me in my office. Thank you.	AGONZA53
			Not Read	07/10/2017			Please verify your time card for last week. Thank you	AGONZA53

Audit Log Access

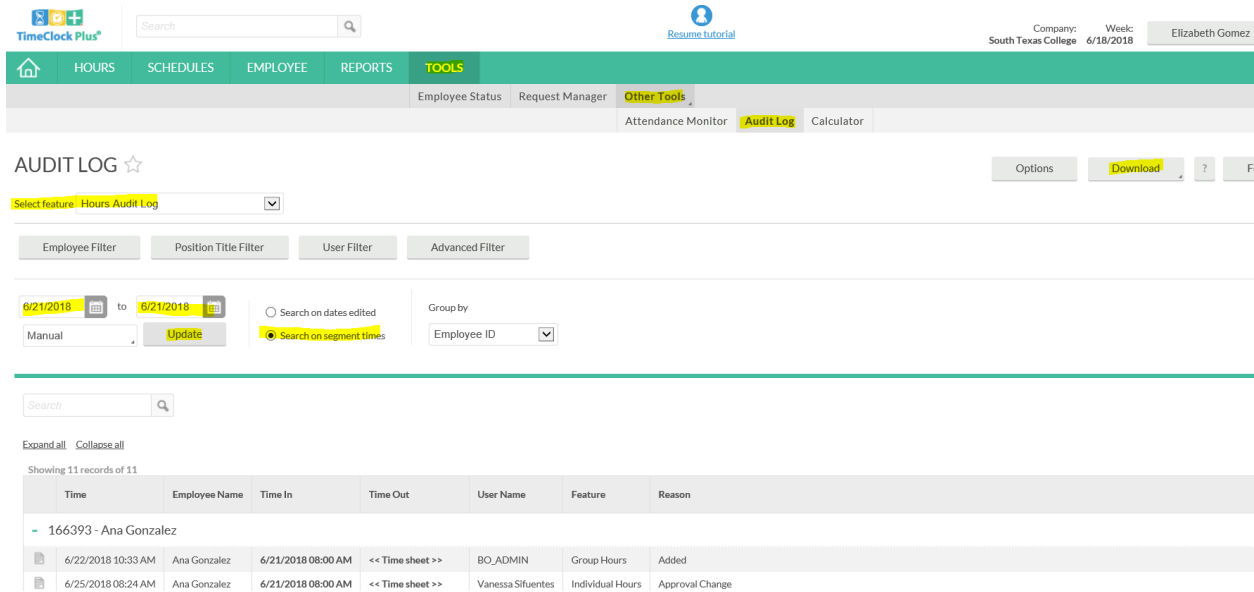
Go to Tools → Other Tools → Audit Log

Select feature → Hours Audit Log

Click Search on segment times

Enter the date → Click Update → Click Download → PDF

*You will now see the history of the employees' timecard.



The screenshot shows the TimeClock Plus interface. At the top, there's a navigation bar with 'TOOLS' selected. Below it, 'Other Tools' is expanded to show 'Audit Log'. The main area is titled 'AUDIT LOG' and has a 'Download' button. A filter section includes 'Employee Filter', 'Position Title Filter', 'User Filter', and 'Advanced Filter'. The date range is set to 6/21/2018 to 6/21/2018. The search criteria are 'Search on segment times'. Below the filters, there's a search bar and a table with 11 records. The table has columns: Time, Employee Name, Time In, Time Out, User Name, Feature, and Reason.

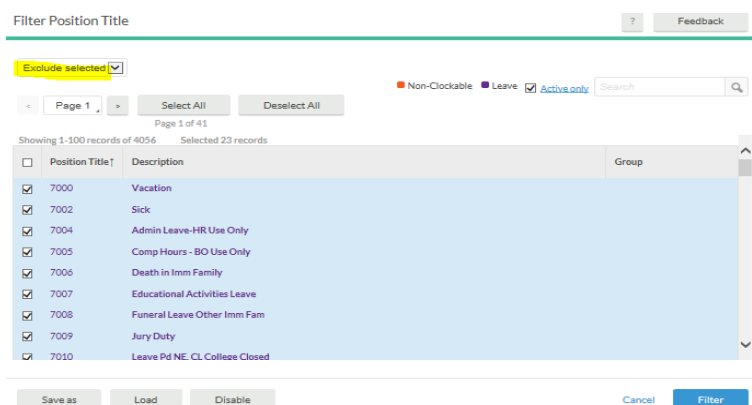
Time	Employee Name	Time In	Time Out	User Name	Feature	Reason
- 166393 - Ana Gonzalez						
6/22/2018 10:33 AM	Ana Gonzalez	6/21/2018 08:00 AM	<< Time sheet >>	BO_ADMIN	Group Hours	Added
6/25/2018 08:24 AM	Ana Gonzalez	6/21/2018 08:00 AM	<< Time sheet >>	Vanessa Sifuentes	Individual Hours	Approval Change

*If you would like to isolate any adjustments you have entered to the employees timecard please use filters below. This will show you any adjustments that have been entered do to excessiveness potential abuse of the employee not clock in and out.

Click on Position Title Filter

On the drop down menu click: Exclude Selected

Check mark all leaves in Purple & Orange.



The screenshot shows the 'Filter Position Title' dialog box. It has a search bar and a list of position titles. The 'Exclude selected' dropdown is set to 'Exclude selected'. The list includes: 7000 Vacation, 7002 Sick, 7004 Admin Leave-HR Use Only, 7005 Comp Hours - BO Use Only, 7006 Death in Imm Family, 7007 Educational Activities Leave, 7008 Funeral Leave Other Imm Fam, 7009 Jury Duty, and 7010 Leave Pd NE. CL Collece Closed. There are 'Save as', 'Load', 'Disable', 'Cancel', and 'Filter' buttons at the bottom.

Click User Filter

On the drop down click Exclude selected.

On the search bar, enter BO and the check mark BO_Admin & BO_Backup. Then click Filter.

Filter User ? Feedback

Exclude selected Active only

Showing 7 records of 7 Selected 2 records

<input type="checkbox"/>	ID†	First Name	Last Name
<input checked="" type="checkbox"/>	BO_ADMIN	BO_ADMIN	
<input checked="" type="checkbox"/>	BO_BACKUP	BO_BACKUP	
<input type="checkbox"/>	DGAMBOA	Dalinda	Gamboa
<input type="checkbox"/>	DOUGHBOY	Eduardo	Diaz
<input type="checkbox"/>	JBARBOZA_1384	Johnny	Barboza
<input type="checkbox"/>	JBOCANE4	Jose	Bocanegra
<input type="checkbox"/>	LTALBOT	Laura	Sanchez

Click Advanced Filter and select items below:

Advanced Filter ? Feedback

Include specific operations

- Add operations
- Edit operations
- Delete operations

Include approvals Approval Filter

Include all features
 Include specific features

- Unknown
- Unknown
- Group Hours
- Individual Hours
- Unknown
- Request Manager
- Manager - Split Segment

Once you have done all the filters change the date range as preferred. Example below is for one month.

Click on Search on segment times.

Select feature

to

Search on dates edited
 Search on segment times

Group by

Then click Download and select OpenXML and wait for it to process.

Once process is complete pop up below shows and click download & open file.

Processing

Process complete.

100%

Success 1585 Elapsed 0:09
Remaining 0 min

Scheduler Essentials

TimeClock Scheduler, available from the **Schedules** menu in **TimeClock Manager**, allows you to apply and view schedules to employees', as well as run reports on scheduled time.

- A. Applying a Schedule Template**
- B. How to create an Employee Schedule**
- C. Assigning a Recurring Schedule to an Employee**
- D. Global Scheduler**
 - a. Applying a Global Schedule
 - b. Deleting a Global Schedule
 - c. Modifying a Scheduled Segment
 - d. Recurring Schedule-Assign
 - e. Recurring Schedule-Unassign

A. Applying a Schedule Template

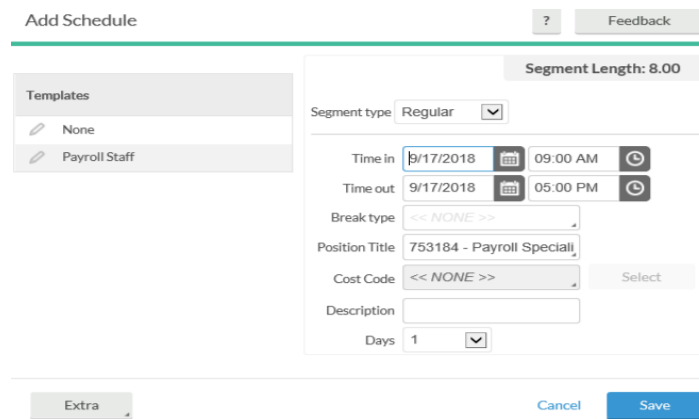
Once BO has created one or more schedule templates, you can begin using them anywhere that allows you to create schedules. Segment templates can be assigned using the **Add** button, which will overwrite the values in the **Add Segment** window with those of the template.

To use a day or week template, select the day you'd like the template to begin on, then select **Paste from Template** from the **Manage** menu. Here, you will see a sortable list of all templates and can select the one you'd like to apply.

After selecting the template and clicking **Select**, the template segment(s) will appear on that employee's schedule.

B. How to Create an Employee Schedule

1. Select **Employee** from the **Schedules** menu.
2. Select an employee.
3. Click on **Add** beneath one of the days on the schedule to access the **Add Schedule** menu.
4. Enter the **Time In** and **Time Out** for the segment.



5. If you'd like to copy this schedule to other days within the week, select the number of days you'd like to copy forward in the **Days** field. For example, if your week starts on a Monday and you want to copy this segment through Friday, you would select **5** in the **Days** field.
6. Click **Save**.

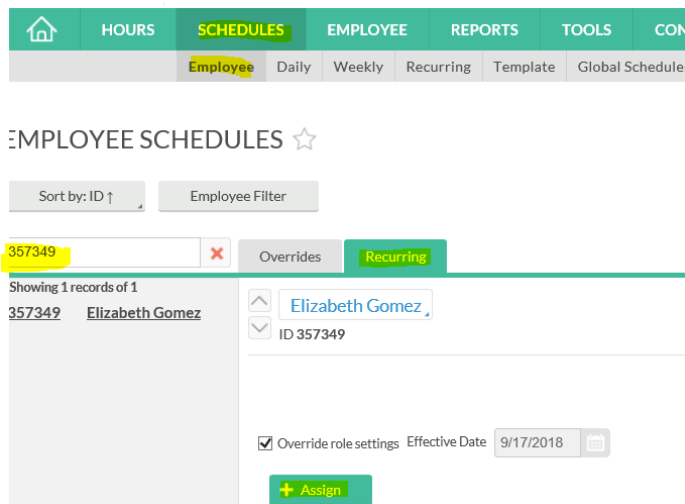
10/22 - 10/28

10/22 (Mon)	10/23 (Tue)	10/24 (Wed)	10/25 (Thu)	10/26 (Fri)
8.00	8.00	8.00	8.00	8.00
4.00	4.00	4.00	4.00	4.00
08:00 AM - 12:00 PM	08:00 AM - 12:00 PM	08:00 AM - 12:00 PM	08:00 AM - 12:00 PM	08:00 AM - 12:00 PM
753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...
4.00	4.00	4.00	4.00	4.00
01:00 PM - 05:00 PM	01:00 PM - 05:00 PM	01:00 PM - 05:00 PM	01:00 PM - 05:00 PM	01:00 PM - 05:00 PM
753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...	753184 - Payroll Sp... FINANCE & ADMIN S...

7. To delete a segment, select it then select **Delete** from the **Manage** menu. You can also right click on the segment and select **Delete**.
8. To copy a segment, select it then select **Copy** from the **Manage** menu. You can also right click on the segment and select **Copy**.
9. To paste a copied segment to another day, right click on the day you would like to add the segment to and select **Paste**.

C. Assigning a Recurring Schedule to an Employee

1. Select **Schedules** then **Employee** from the sub-menu.
2. Select an **Employee** from the list, then select the **Recurring** tab.
3. Click on **Assign**.



Home HOURS **SCHEDULES** EMPLOYEE REPORTS TOOLS CONTROLS

Employee Daily Weekly Recurring Template Global Scheduler

EMPLOYEE SCHEDULES ☆

Sort by: ID ↑ Employee Filter

357349 × Overrides **Recurring**

Showing 1 records of 1

357349 Elizabeth Gomez

Elizabeth Gomez
ID 357349

Override role settings Effective Date 9/17/2018

+ Assign

- Enter the **start date** for when you would like the schedule to take effect. If you'd like the schedule to stop being applied to this employee at a certain date, enter in a **Stop date** as well.

Assign Recurring Schedules ? Feedback

to

Use company wide recurring schedule
 Use recurring schedule

Cancel Assign

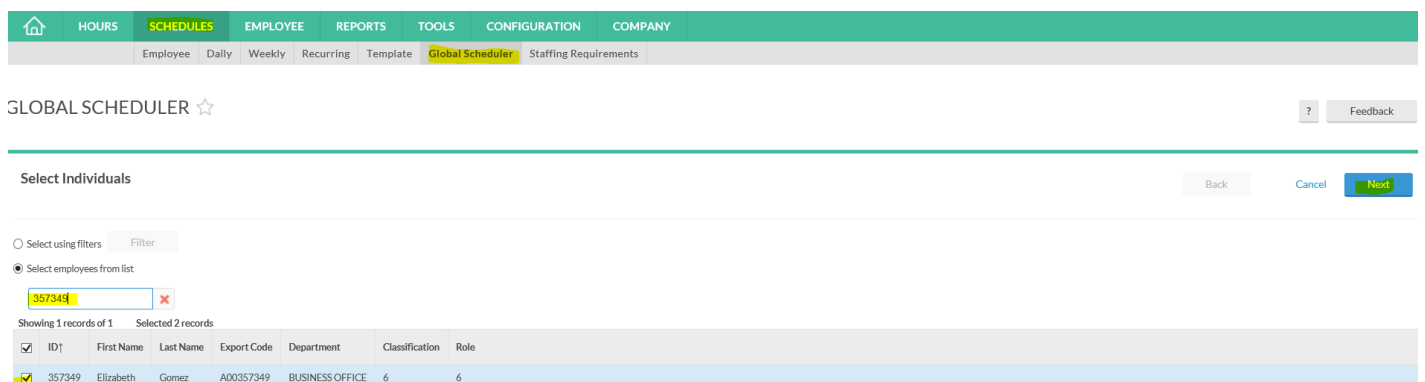
- Select the **Use company wide recurring schedule** radio button or, if you created a new recurring schedule, select the **“Use recurring schedule”** radio button, and select a recurring schedule from the dropdown menu. Then click **Assign** and **Save** to save the contents of the **Hour** tab.

D. Global Scheduler

The **Global Scheduler** allows you to copy or delete schedules for selected employees. This allows you to copy schedules that are unique to an employee to future weeks, as well as perform this operation for several employees at once or copy those schedules into **Individual Hours** as hours that employee has worked. In addition, multiple schedules can be deleted at once with Global Scheduler.

a. Applying a Global Schedule

- Select the **Schedules** drop down menu, then select **Global Scheduler**.
- Select the employees you would like to copy schedules for by either selecting specific employees from the list or by using a **Filter**. Once you have identified the employees you would like to schedule, click **Next**.

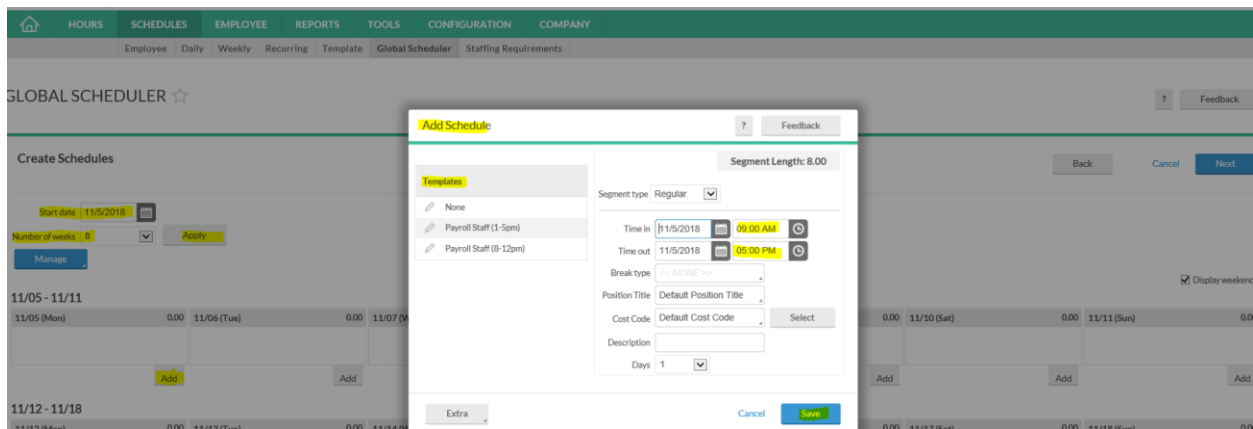


The screenshot shows the 'GLOBAL SCHEDULER' interface. At the top, there is a navigation bar with tabs: HOME, HOURS, SCHEDULES (active), EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below this is a sub-menu with options: Employee, Daily, Weekly, Recurring, Template, Global Scheduler (active), and Staffing Requirements. The main heading is 'GLOBAL SCHEDULER ☆' with a help icon and 'Feedback' button. Below the heading is a 'Select Individuals' section with 'Back', 'Cancel', and 'Next' buttons. There are two radio buttons: 'Select using filters Filter' and 'Select employees from list'. The 'Select employees from list' option is selected, and a search box contains '357349'. Below the search box, it says 'Showing 1 records of 1 Selected 2 records'. A table lists the selected employee:

☑	ID†	First Name	Last Name	Export Code	Department	Classification	Role
☑	357349	Elizabeth	Gomez	A00357349	BUSINESS OFFICE	6	6

- Select **Apply schedules** from the Schedule operations list, then click **Next**.

4. Select the **Start date** by entering the beginning date of the weekly schedule(s) you would like to create or edit. Select the **Number of weeks** you would like to create or edit and click **Apply**.
5. Create the segments(s) you would like to add for the selected employee(s). Segments can be created by clicking **Add**, enter time in and time out, or pasting from templates. When you have created the segments you would like to add to the selected schedules(s), click **Save**.



6. The **Summary** screen will provide a summary of the operation you are about to perform including the number of individuals affected, and the segments you are creating. Select **Preview** to view the copy operation without making any changes to the schedule, or click **Process** to add the segments.

Summary

Number of employees to be modified: 1
 Selected employees from a list
 Applying schedule segments
 11/05/2018 08:00 AM - 11/05/2018 01:00 PM, Default Position Title, Default Cost Code

b. Deleting a Global Schedule

1. Select the **Schedules** drop down menu and then select **Global Scheduler**.
2. Select the employees you would like to delete schedules for by either selecting the specific employees from the list or by using a **Filter**. Once you have selected the employees you would like to delete schedules for, click **Next**.
3. Select **Delete schedules** and click **Next**.

Select Operation

Back Cancel **Next**

Schedule operations

- Apply schedules
- Copy schedules
- Delete schedules**
- Modify schedule segment
- Transfer position title information
- Recurring Schedule

4. Select the **Source date range** by entering the date range of schedules you would like to delete, by selecting them using the date picker, or use one of the preset ranges in the drop down list.
5. If you would like to only delete segments from certain position titles, create a **Position Title Filter**.
6. Check the various options for different types of segments you would like to include. Once you have finished configure the source date, click **Next**.
7. The Summary screen will provide a summary of the operation you are about to perform, including dates, the number of individuals selected, and the types of segments you will be deleting. Select **Preview** to view the copy operation without making any changes to the schedule, or click **Process** to delete the schedules.

c. Modifying a Scheduled Segment

1. Select the **Schedules** drop down menu and then select **Global Scheduler**.
2. Select the employees you would like to modify one or more segments for by either selecting the specific employees from the list, by creating a **Filter**. Once you have selected the employees you would like to modify segment(s) for, click **Next**.
3. Select **Modify schedule segment** then click **Next**.

Select Operation

Back Cancel **Next**

Schedule operations

- Apply schedules
- Copy schedules
- Delete schedules
- Modify schedule segment**
- Transfer position title information
- Recurring Schedule

4. Select the **Source date range** by entering in the dates of schedules you would like to modify, by selecting them using the date picker, or use one of the preset ranges in the drop down list.
5. Check the various options for different types of segments you would like to include.
 - Include schedule segments
 - Include recurring segments
 - Include recurring override segments
 - Include segments tied to requirements
 - Include regular segments
 - Include on-call segments
 - Include off segments
 - Include unavailable segments
6. Once you have configured your range, click **Next**.
7. Select the data you would like to edit on the **Configure Segment** screen by checking the box for the relevant segment information and enter the modify information. Once you have made changes, click **Next**.

Configure Segment

Select which fields to modify

<input type="checkbox"/>	Segment type	Regular	<input type="checkbox"/>	Time in	08:00 AM
<input type="checkbox"/>	Date in	11/5/2018	<input type="checkbox"/>	Time out	01:00 PM
<input type="checkbox"/>	Date out	11/5/2018			
<input type="checkbox"/>	Break type	<< NONE >>			
<input type="checkbox"/>	Position Title	Default Position Title			
<input type="checkbox"/>	Cost Code	Unspecified cost code			
<input type="checkbox"/>	Description				

8. The **Summary** screen will provide a summary of the operation you are about to perform, including the number of individual affected and the options selected for the source and destination dates. Select **Preview** to view the copy operation without making any changes to schedule, or click **Process** to modify schedules.

d. **Recurring Schedule- Assign a recurring schedule on Global Scheduler**

1. Select the **Schedules** drop down menu, then select **Global Scheduler**.

GLOBAL SCHEDULER ☆

? Feedback

Select Individuals

Back Cancel **Next**

Select using filters [Filter](#)

Select employees from list

✕

Showing 1 records of 1 Selected 2 records

<input checked="" type="checkbox"/>	ID†	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	357349	Elizabeth	Gomez	A00357349	BUSINESS OFFICE	6	6

2. Select the employees you would like to recur a schedule for by either selecting specific employees form the list or by using a **Filter**. Once you have identified the employees you would like to schedule, click **Next**.
3. Select **Assign recurring schedule**, then click **Next**.

Select Operation

Back Cancel **Next**

Schedule operations

- Apply schedules
- Copy schedules
- Delete schedules
- Modify schedule segment
- Transfer position title information
- Recurring Schedule**

Sections

- Assign recurring schedule**
- Unassign recurring schedule
- Reset employee overrides

4. Select your recurring schedule you would like to assign to your employee. Then click **Next**. (Example below shows a recurring schedule for payroll staff (8am-12pm)-(1pm-5pm).

Select Recurring Schedule

Back Cancel **Next**

🔍

Showing 6 records of 6

Select	Description†
<input type="radio"/>	6am-2pm Custodian
<input type="radio"/>	Company Default
<input type="radio"/>	Custodial morning shift
<input type="radio"/>	Grave yard shift
<input checked="" type="radio"/>	Payroll staff (8-12)-(1-5)
<input type="radio"/>	Payroll staff(8-12:30)-(1:30-5

5. Next you will need to configure the recurring schedule active period date range. Then click **Next**.

Configure Recurring Schedule

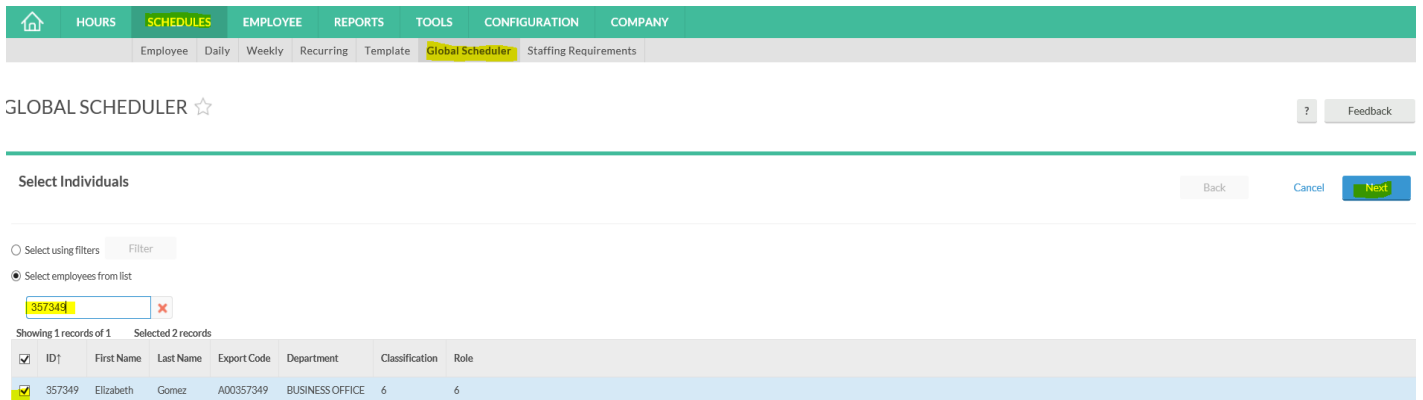
Back Cancel **Next**

Override role settings ?

Active period

to

6. The **Summary** screen will provide a summary of the operation you are about to perform, including the number of individual affected and the options selected for the source and destination dates. Select **Preview** to view the copy operation without making any changes to schedule, or click **Process** to modify schedules.
- e. Recurring Schedule- Unassign a recurring schedule on Global Scheduler**
1. Select the **Schedules** drop down menu, then select **Global Scheduler**.
 2. Select the employees you would like to recur a schedule for by either selecting specific employees form the list or by using a **Filter**. Once you have identified the employees you would like to schedule, click **Next**.



GLOBAL SCHEDULER ☆ ? Feedback

Select Individuals Back Cancel **Next**

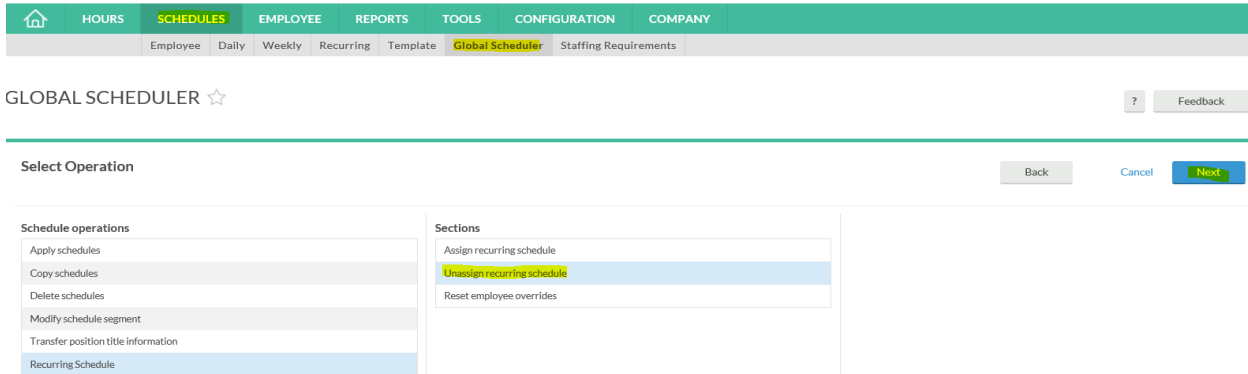
Select using filters

Select employees from list

Showing 1 records of 1 Selected 2 records

<input checked="" type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	357349	Elizabeth	Gomez	A00357349	BUSINESS OFFICE	6	6

3. Select **Unassign recurring schedule**, then click **Next**.



GLOBAL SCHEDULER ☆ ? Feedback

Select Operation Back Cancel **Next**

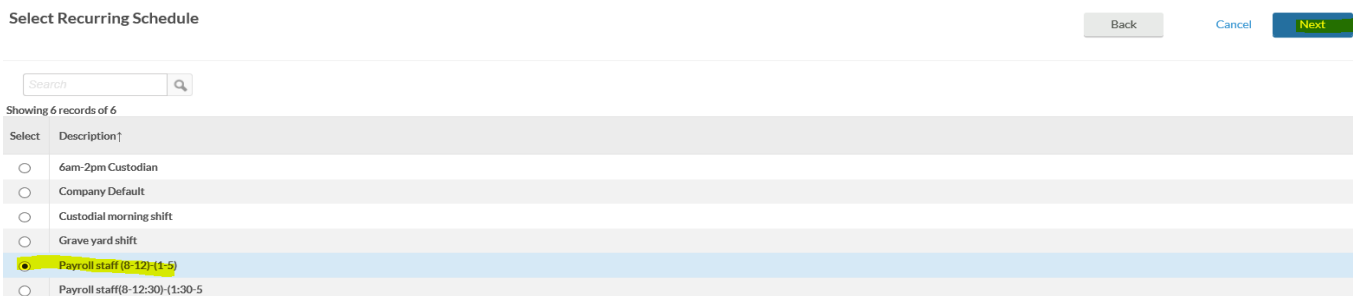
Schedule operations

- Apply schedules
- Copy schedules
- Delete schedules
- Modify schedule segment
- Transfer position title information
- Recurring Schedule

Sections

- Assign recurring schedule
- Unassign recurring schedule**
- Reset employee overrides

4. Select your recurring schedule you would like to unassign to your employee. Then click **Next**. (Example below shows a recurring schedule for payroll staff (8am-12pm)-(1pm-5pm)).



Select Recurring Schedule Back Cancel **Next**

Showing 6 records of 6


Select	Description↑
<input type="radio"/>	6am-2pm Custodian
<input type="radio"/>	Company Default
<input type="radio"/>	Custodial morning shift
<input type="radio"/>	Grave yard shift
<input checked="" type="radio"/>	Payroll staff (8-12)-(1-5)
<input type="radio"/>	Payroll staff(8-12:30)-(1:30-5

5. Next you will need to configure the recurring schedule Effective Date. Then click **Next**.

GLOBAL SCHEDULER ☆ ? Feedback

Configure Recurring Schedule Back Cancel **Next**

Override role settings ?

Effective Date 11/18/2018 

6. The **Summary** screen will provide a summary of the operation you are about to perform, including the number of individual affected and the options selected for the source and destination dates. Select **Preview** to view the copy operation without making any changes to schedule, or click **Process** to modify schedules.

Do's and Don'ts for TCP

Do's for Clock In/Out	Don'ts for Clocking In/Out
<p>Do's</p> <ul style="list-style-type: none"> Clock in/out using the time clock in your department's building or your assigned STC computer when entering or leaving work. Properly clock in/out at scheduled time to begin/finish work. Arrive and depart your working assignment according to your schedule. Use STC Time Adjustment Request Form (BO-7700) for working travel hours. Review and verify all timecards timely before the weekly deadline. If verification deadline was not met, print out paper timecards and have employee and supervisor sign the timecard. Keep all payroll related documentation available for auditing for 4 years for non-grant funded employees and 10 years for grand funded employees. This includes a paper timecard with signatures when deadline was missed for verifying. New payroll retention period. <p style="color: red; font-weight: bold; margin-top: 10px;">Any forms of abuse are considered acts of fraud. Auditors review exceptions and request justifications.</p>	<p>Don'ts</p> <ul style="list-style-type: none"> Don't share your TimeClock Plus online web access username and password. Clock in/out through the College's wireless network utilizing personal equipment. Abuse working hours. <ul style="list-style-type: none"> ➤ Clock in/out or authorize another individual to clock you in/out for non-working hours. ➤ Clock in/out in a building you don't work in to adjust your arrival/departure time. ➤ Clock in, go park your car, and then go back to work. ➤ Clock in/out of another building when going to lunch or returning from lunch. ➤ Clock in and use working time for personal use. ➤ Do not abuse 15 minute rounding time setups in TCP. ➤ Overuse the STC Time Adjustment Request Form (BO-7700) to adjust your working hours. Frequent use of this form, which will be displayed in your timecard, may cause audit issues.

Please visit the link below where we provide additional training material.

www.southtexascollege.edu/go/timeclock

or

<https://finance.southtexascollege.edu/businessoffice/timeclock.html>

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