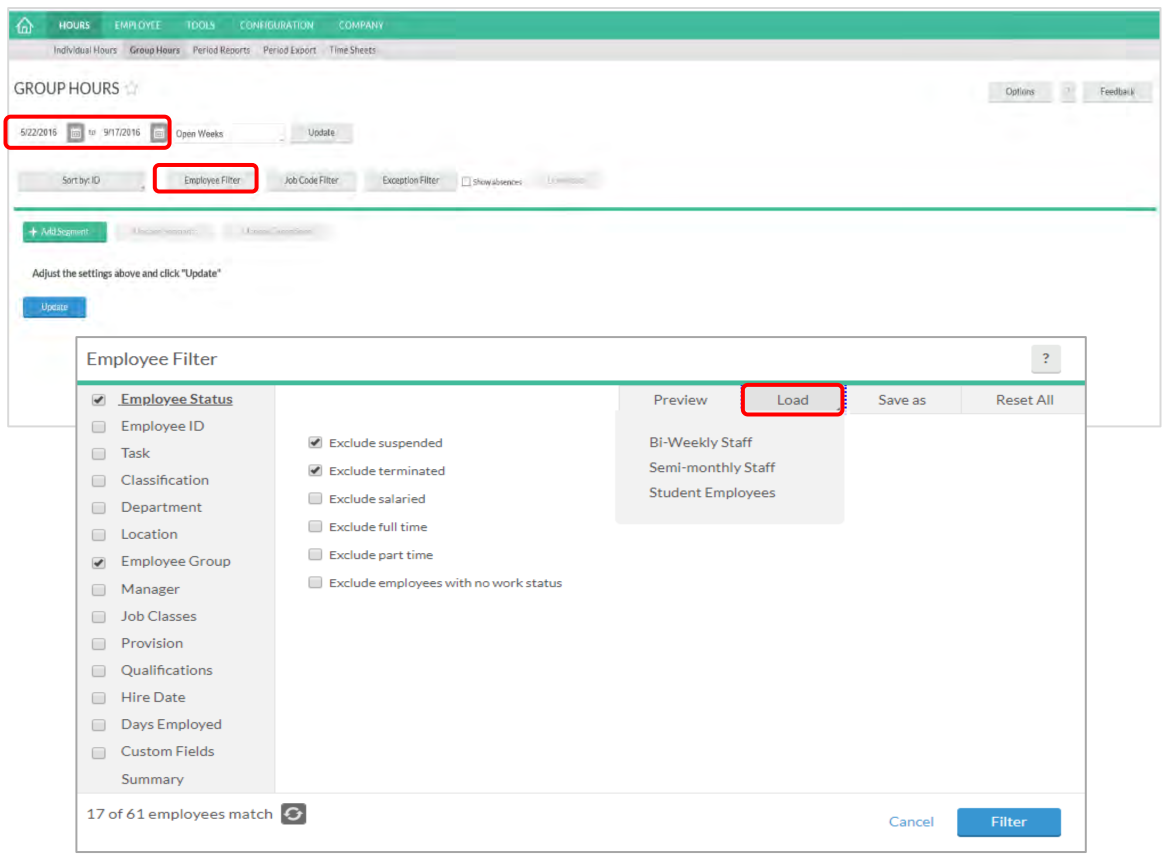
Supervisor and/or Department Appointed Approver User Guide

Updated 3/18/2020

Reviewing Time

Viewing Employee Time

1. Log in using the following link: https://tcp.apps.cmich.edu/manager
2. Browse to **Hours** > **Group Hours**
3. Set your Date Range
4. Browse to **Employee Filter** > **Load** to choose preset filter
    a. If it is the first time using this system, you need to create and save a filter for bi-weekly, semi-monthly and students – this will reduce your list and simplify your process
        i. See **CREATING FILTERS** section at the end of this document
5. Click **Filter** – choose filter for pay cycle you are reviewing



6. Review employee time for any errors or missed punches

**Employee will not show in list if no records on timecard

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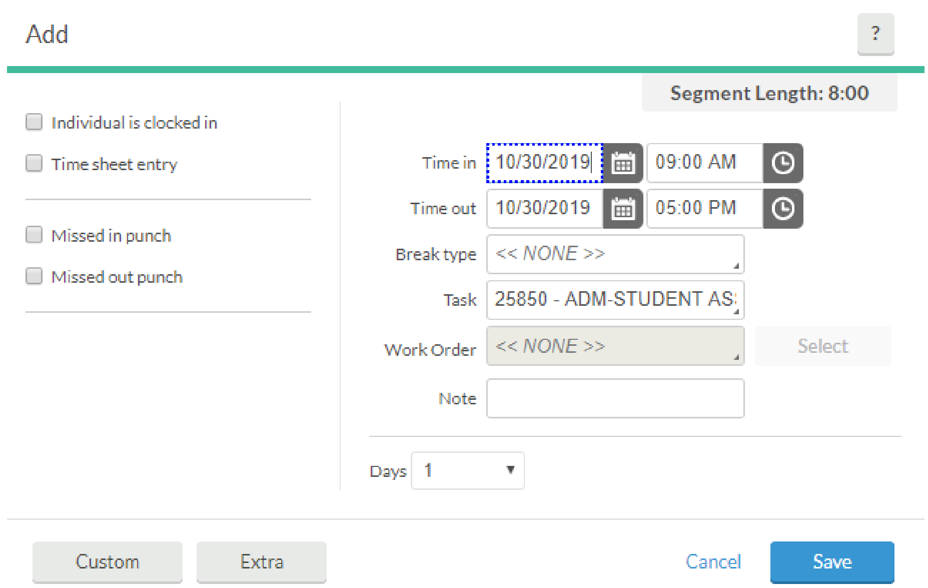
Managing Time

Adding Employee Time

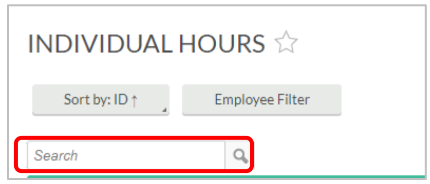
1. Browse to **Hours** > **Individual Hours**
    a. Time can be managed in **Hours > Group Hours** also. Going to Individual Hours will give more details about employee
2. Select the Employee to add time or type name in search box
3. Click on the **+Add** button
4. Enter the date and time next to **Time in** and **Time out**. You can use the calendar to select a date and the clock icon to enter a time, or manually enter the date and time
5. If you are clocking an employee in, check **Individual is clocked in** and click **Save**
    a. This will allow the employees to clock out at the end of their shifts
6. If this is a duration-based entry, click **Time sheet entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point for the shift



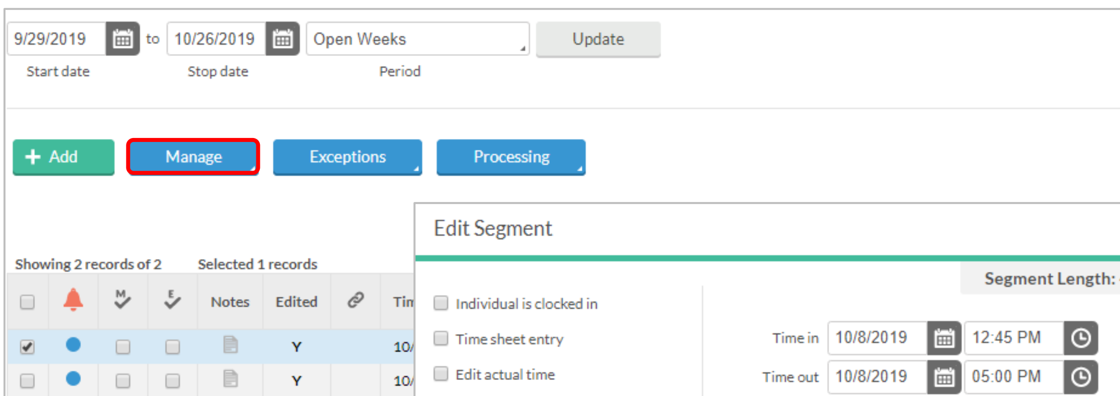
7. If there is a break/lunch in this segment, select **Break type**
8. If there is a task number assigned to this shift, select **Task** drop-down
9. If the segment was the result of a missed punch, you can indicate this by selecting **Missed in punch** and/or **Missed out punch**
10. If this shift requires a work order, click **Work Order** drop down to choose a work order
11. Click **Save**

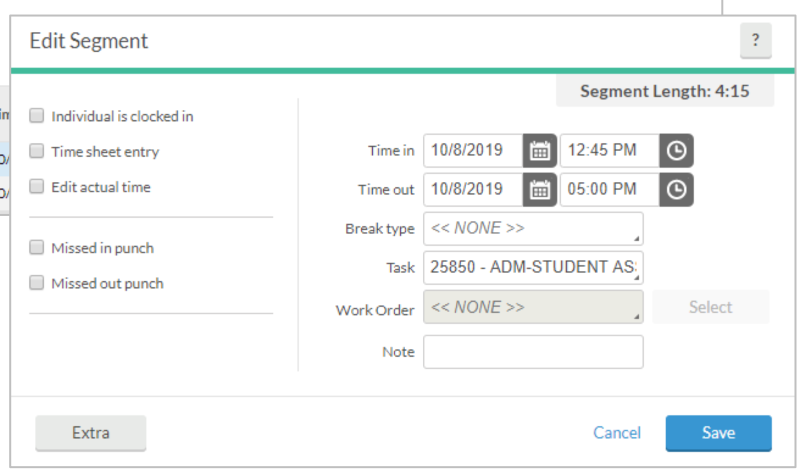
Editing Employee Time

All leave requests submitted on behalf of employee should be entered using Request Manager.



1. Browse to **Hours** > **Individual Hours**
    a. Time can be managed in **Hours > Group Hours** also. Going to Individual Hours will give more details about employee
2. Select the Employee to edit time
    a. Can use preset filters to see only certain groups
    b. Can search for employee by name or campus ID
3. Click on the segment to highlight it, then click **Manage > Edit** to access the **Edit Segment** window. You can also double-click on the segment





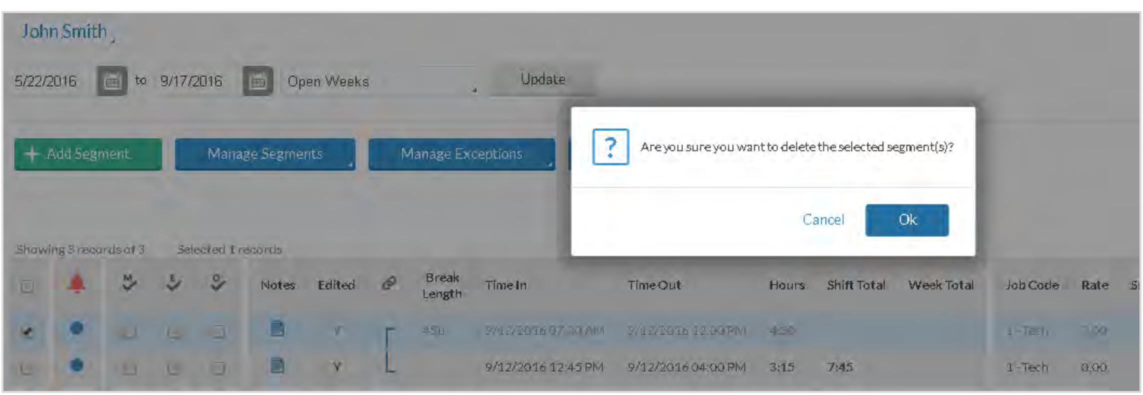
4. The **Time In** and **Time Out** fields can be edited
5. If the employee is currently clocked in, enable **Individual is clocked in** so that employee can clock out
6. If you want to make the segment duration-based, check **Time sheet entry**. This will enable the **Hours** field and allow you to enter in a duration. The **Date** and **Time in** will remain as the anchor point of the shift
7. If you need to edit the actual times of the segment, check **Edit actual times**
8. If there is a break/lunch in this segment, select **Break type**
9. To change the task number worked for this shift, click the **Task** drop-down
10. If this shift requires a work order, click **Work Order** drop-down to choose a work order
11. Click **Save**

**You may not edit a record that was worked for another department. It will appear with a red 'x' on the timecard

		M	E	Notes	Edited		Break Length	Time In	Time Out
		X	X		Y			10/7/2019 03:30 PM	10/7/2019 05:45 PM
		X	X		Y			10/8/2019 04:00 PM	10/8/2019 05:30 PM
					Y			10/9/2019 08:00 AM	10/9/2019 12:00 PM
		X	X		Y			10/9/2019 03:15 PM	10/9/2019 05:15 PM
		X	X		Y			10/10/2019 03:30 PM	10/10/2019 05:30 PM
					Y			10/11/2019 08:00 AM	10/11/2019 01:00 PM
					Y			10/11/2019 02:00 PM	<< Missed >>

Deleting Employee Time

1. Click on the segment to highlight it
2. Click **Manage > Delete** This will bring up a prompt asking you to verify that you want to delete the segment. You can also right-click on the segment line
3. Click **Ok**

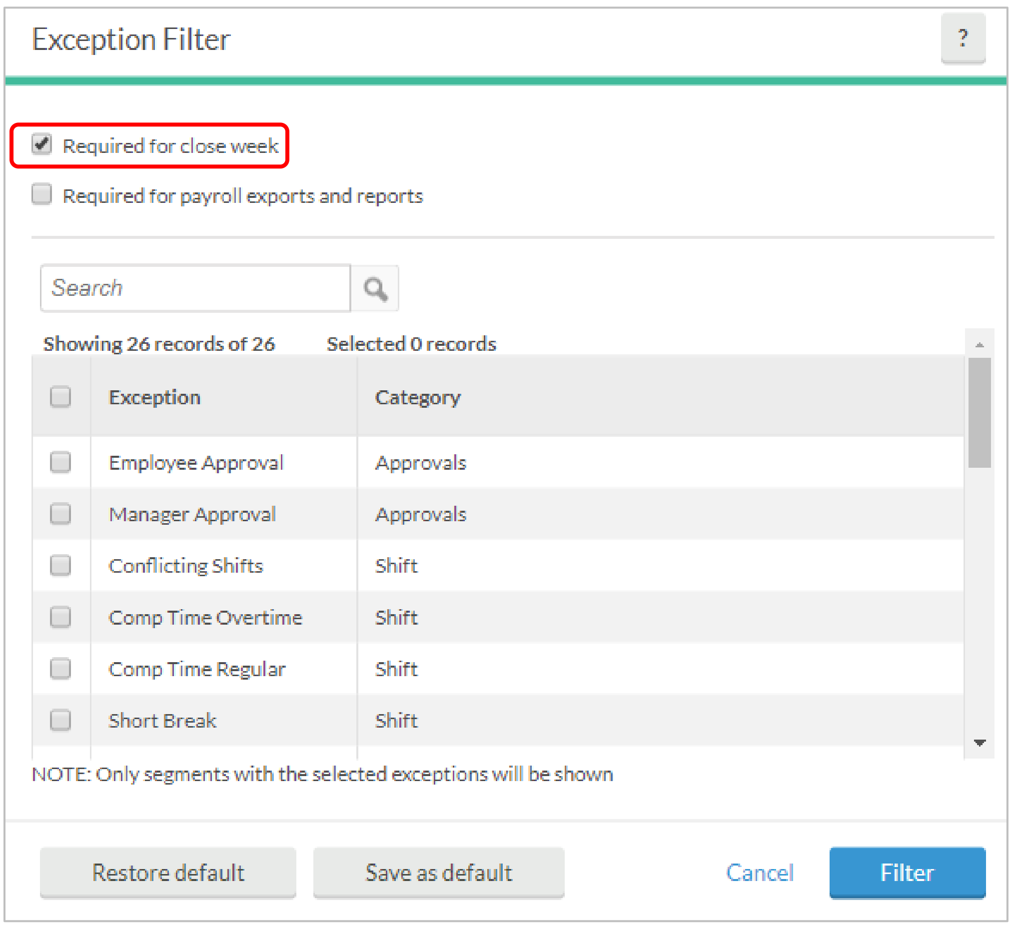


Managing Exceptions

Managing Exceptions

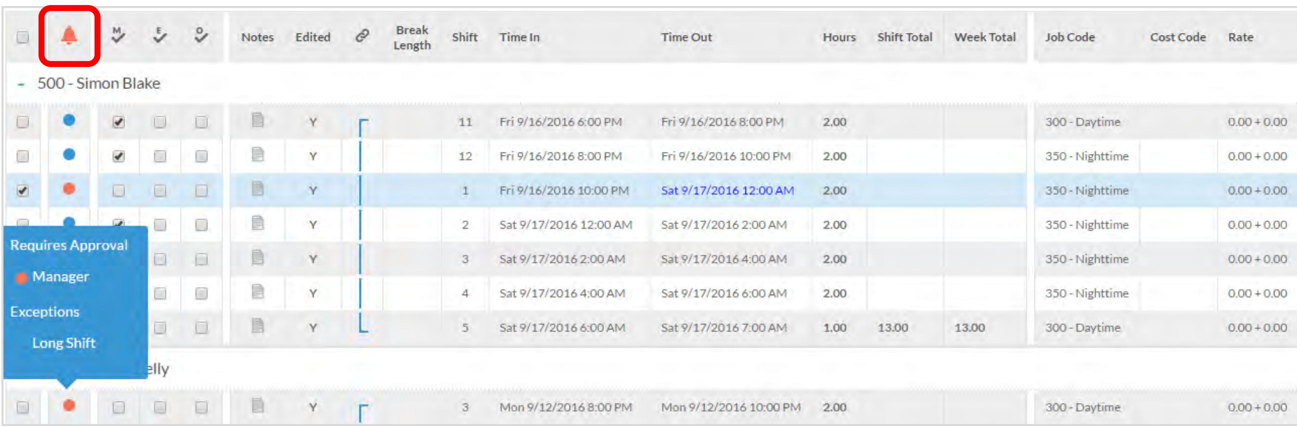
1. To approve your employees' exceptions on a global level go to **Hours** > **Group Hours**
2. Set the data range and choose **Employee Filter**
3. Click the **Exception Filter** button and check each exception you want to manage and click **Filter**

   The **Exception Filter** allows you to filter segments based on the exceptions flagged on your Employees' shifts. For example, if you want to see what exceptions need to be corrected for payroll to run, you can click Required for Close Week



4. You can determine which segments still have exceptions that require approval by looking at the exceptions column

- If a segment has a red dot, then there is an exception that still requires approval
- If a segment has a blue dot, or is blank, then all exceptions that require approval have been approved



Notes	Edited	Break Length	Shift	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Rate
- 500 - Simon Blake											
	Y		11	Fri 9/16/2016 6:00 PM	Fri 9/16/2016 8:00 PM	2.00			300 - Daytime		0.00 + 0.00
	Y		12	Fri 9/16/2016 8:00 PM	Fri 9/16/2016 10:00 PM	2.00			350 - Nighttime		0.00 + 0.00
	Y		1	Fri 9/16/2016 10:00 PM	Sat 9/17/2016 12:00 AM	2.00			350 - Nighttime		0.00 + 0.00
	Y		2	Sat 9/17/2016 12:00 AM	Sat 9/17/2016 2:00 AM	2.00			350 - Nighttime		0.00 + 0.00
	Y		3	Sat 9/17/2016 2:00 AM	Sat 9/17/2016 4:00 AM	2.00			350 - Nighttime		0.00 + 0.00
	Y		4	Sat 9/17/2016 4:00 AM	Sat 9/17/2016 6:00 AM	2.00			350 - Nighttime		0.00 + 0.00
	Y		5	Sat 9/17/2016 6:00 AM	Sat 9/17/2016 7:00 AM	1.00	13.00	13.00	300 - Daytime		0.00 + 0.00
elly											
	Y		3	Mon 9/12/2016 8:00 PM	Mon 9/12/2016 10:00 PM	2.00			300 - Daytime		0.00 + 0.00

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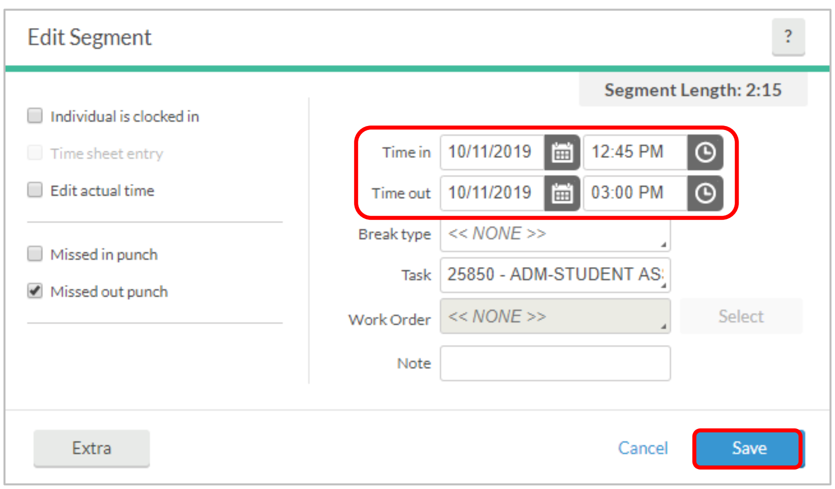
Managing Missed Punches

Correcting a Missing Punch

Employee will be prompted to correct a missing punch before clocking in for their next shift. This should reduce the number of missing punches. It is still possible that a timecard will need to be corrected by manager/approver. For example, if employee forgets to clock out on their last shift of that pay period

	M	E	Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total
				Y			10/7/2019 08:00 AM	10/7/2019 01:00 PM	5:00	5:00
				Y			10/8/2019 08:00 AM	10/8/2019 11:00 AM	3:00	3:00
				Y			10/11/2019 12:45 PM	<< Missed >>	0:00	0:00

1. Right-click on the segment **<< Missed >>** and select **Edit**
2. Change the appropriate **Time In** or **Time Out** to the time the employee should have clocked
3. Click **Save**



**Missing punches are flagged and will appear in blue font. Supervisors/approvers should carefully review these to ensure accuracy. Once reviewed, supervisor/approvers need to:

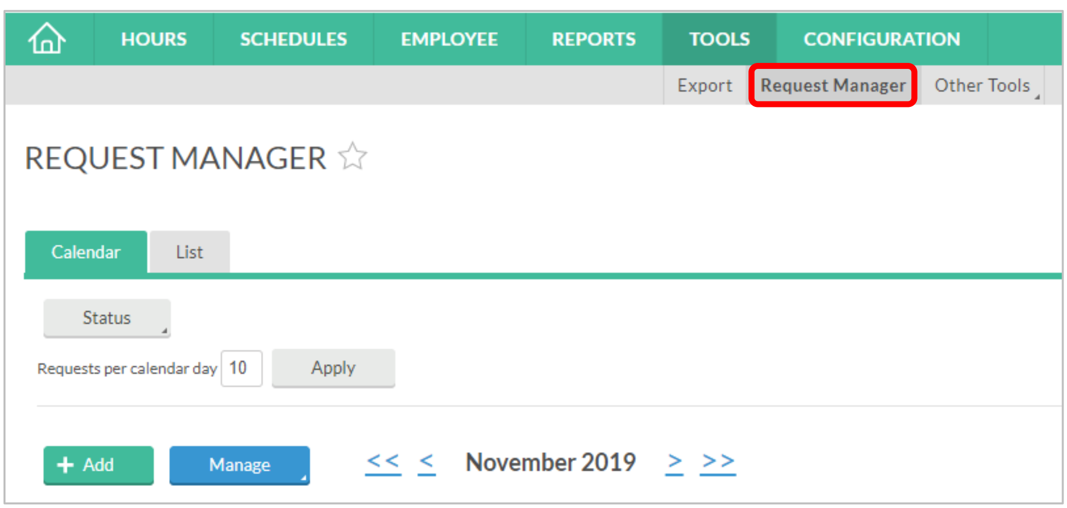
1. Navigate to **HOURS → Group Hours**
2. Choose your appropriate **employee filter** (see only students and temps)
3. Set your correct dates for pay period
4. Choose **Exception Filter**
   a. Choose "Required for Close Week"
   b. "Missing Punches"
5. Once reviewed, select **Resolve Period**
   a. Choose approval for Missing Punch

Approving Timecards

Leave Requests

All pending leave requests submitted by your employees through TimeClock Plus need to be approved or deleted before the payroll deadline.

1. Browse to **Tools** > **Request Manager** to view outstanding request
    a. Can choose Calendar or List view
    b. In Calendar View use << < December 2019 > >> to browse to different month
    c. Can filter view by choosing **Status**
2. Pending requests are blue
    a. Right click on pending request to approve or deny
3. Approved requests are green
    a. Only the supervisor, department designated approver or Payroll can delete request once approved



    b. To delete request, right click and select **Delete**

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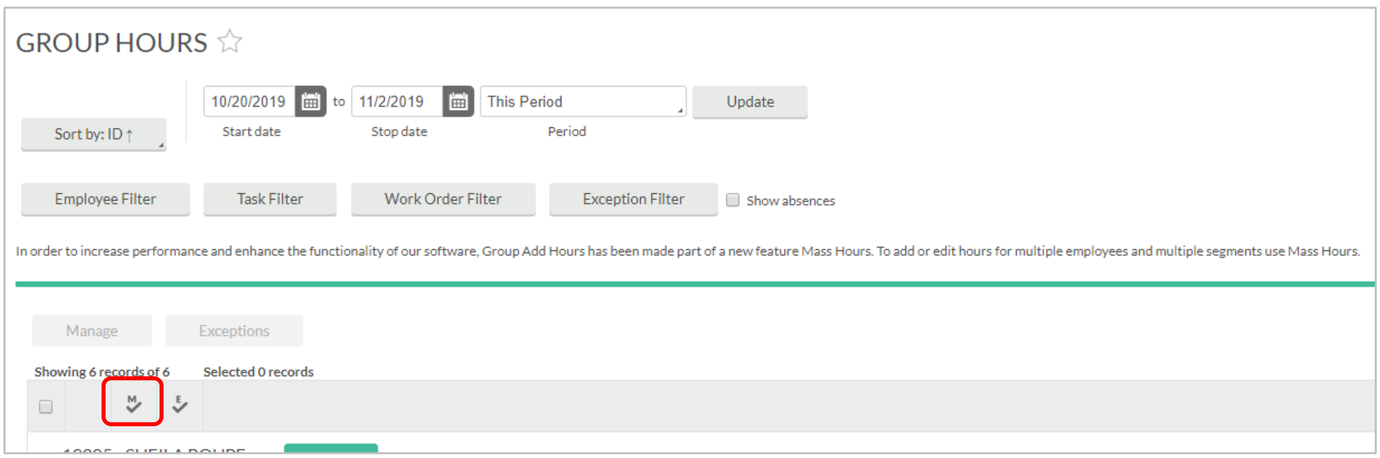
Approving Timecards

1. Browse to **Hours > Group Hours**
2. Set your Date Range then select **Employee Filter** to preset filter (bi-weekly, semi-monthly or students)
3. Click **Filter**
4. Once list appears, you can complete a mass approval by clicking on found at the top of your list



5. Once the list appears, you can approve each employee by clicking on the found directly below the employee's name
6. Once the timecard has been approved, a checkmark appears in the Manager Approval column
   a. Overtime records and missed punches fixed by employees (see page 7) need to be reviewed to ensure accuracy and approved as well. If accurate, select the record followed by **Resolve Period** and choose **Approve.**.

Showing 5 records of 5 Selected 0 records

		M	E	Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Task
☐	●	☑	☐		Y		10/6/2019 08:00 AM	10/6/2019 04:00 PM	8:00	8:00		1000073 - Closure Hours Earned
☐	●	☑	☐		Y		10/8/2019 08:00 AM	<< Time sheet >>	8:00	8:00		1000076 - Union Leave
☐	●	☑	☐		Y		10/9/2019 08:00 AM	<< Time sheet >>	4:00	4:00		1000006 - Funeral
☐	●	☑	☐		Y		10/10/2019 08:00 AM	<< Time sheet >>	8:00	8:00	28:00	1000006 - Funeral
☐	●	☑	☐		Y		10/18/2019 08:00 AM	<< Time sheet >>	8:00	8:00	8:00	1000027 - Vacation Time

**FMLA requires two approvals (one on the Request Manager screen and one on the timecard). Please refer to the "FMLA Leave in TimeClock Plus" manual for more information

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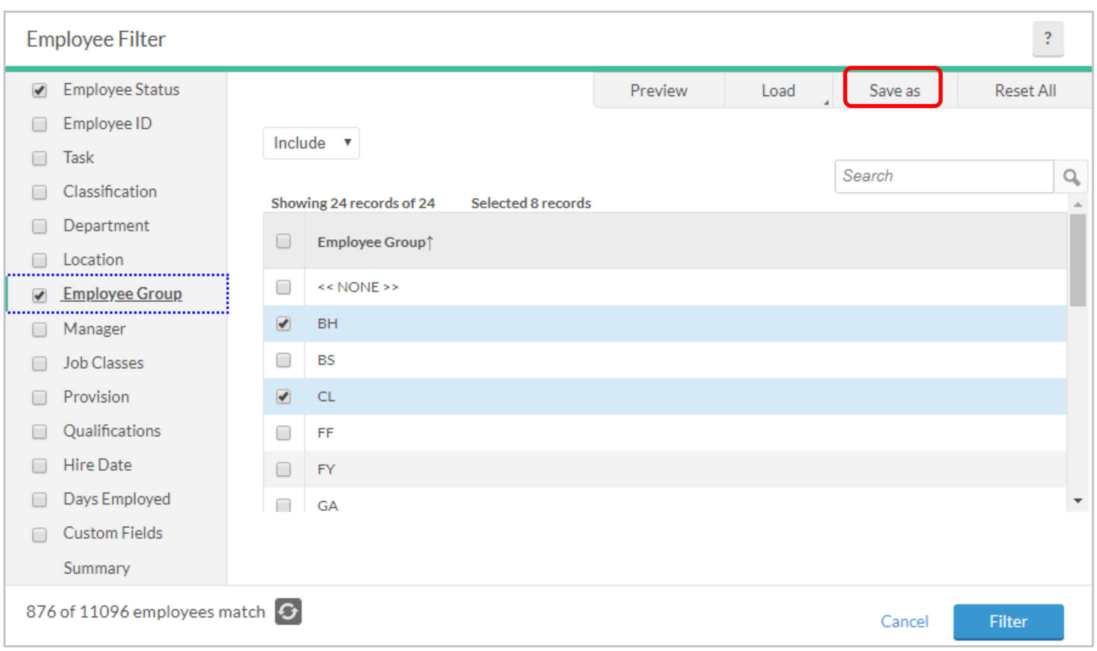
Creating Filters

1. Browse to **Employee Filter > Employee Group**
2. Select the following group codes depending on which filter you are creating
    a. Filters can be customized and saved however you choose

Bi-Weekly	Semi-Monthly	Students
Broadcast Hourly **(BH)**	Broadcast Salary **(BS)**	Grad Assistant **(GA)**
Clerical **(CL)**	Regular Fac – 10mo **(FF)**	Enrolled Student **(SE)**
Police Dept. **(PD)**	Regular Fac – 12mo **(FY)**	Non-Enrolled Student **(SN)**
Prof. Admin Hourly **(PH)**	Medical **(ME)**	
Sergeant **(SG)**	Prof. Admin Exempt **(PN)**	
Service Maintenance **(SM)**	Post Doc. Research **(PR)**	
Supervisor Technical **(ST)**	Prof. Admin Salary **(PS)**	
Temp Hourly **(TH)**	Senior Officer **(SO)**	
	Fixed Term Fac – 9/10mo **(TF)**	
	Fixed Term Fac – greater than 1/2time **(TG)**	
	Fixed Term Fac – 12mo **(TY)**	

3. Select **SAVE**



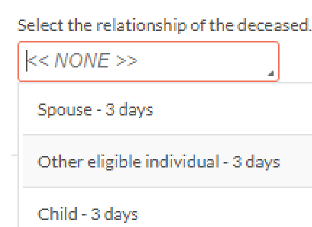
Manage Time Sheet (When to use each task)

Each employee, depending on which employee group they belong to, will use different tasks on this screen. Please refer to this key when determining which task to use.

- **Additional Regular Hours** – Part time and salaried hourly employees will use this task when working additional regular hours
- **Call Back** – use when you have been called back to work by employer (see employee contract/handbook for additional information
- **Closure Hours Earned** – if you work when the university is closed (typically weather related) you bank time to use at a later date
- **Compensatory Time Earned** – use to record comp time that has been earned rather than overtime (Go to REQUEST tab and use "Closure Hours Used" when using this time later)
- **Holiday Hours Earned** – if you work on an *additional* holiday you bank time to use at a later date (Go to REQUEST tab and use leave code "Use Holiday Banked Hours" when using this time later)
- **Holiday Pay** – employees who are given holiday pay up front should use this task when taking a holiday
- **Overtime** – use when recording overtime hours worked
- **Second Shift Differential** – use when working in second shift (if you don't normally work this shift)
- **Third Shift Differential** – use when working in third shift (if you don't normally work this shift)
- **Work Legal Holiday** – if you work on the *legal* holiday (you will be paid based on your contract)

Time Off Requests

- **Closure Hours Used** – use when recording previously banked time from working when the university was closed
- **Compensatory Time Used** – use when recording previously banked time
- **Funeral** – when choosing this leave code, system will prompt you to select the relationship of the deceased
    - The number of days employee can take is shown next to the description



- **Paid Absence** – examples of times when you may use this are: Union leave, Court service, Family illness fund, Volunteer release time
- **Personal Time** – use when recording personal time
- **Sick** – use to record all sick time (self and family)
    - Refer to contract/handbook for additional information
- **Use Holiday Banked Hours** – use when recording previously banked time from working when the university was closed for a holiday
- **Vacation Time** – use when recording vacation time

Helpful Hints

1. You can manage/edit/review timecards in Group Hours *or* Individual Hours
2. If employee has nothing to record, will not show up in Group Hours list or need approval
3. Use the employee filter, task filter or exception filter to narrow down who you want to see
4. Exception time (vacation, sick, personal) should always be recorded using the **Request Manager** screen
5. Additional time (comp time earned, overtime) should be recorded directly on the timecard through the **Hours** screen
6. FMLA requires two approvals (one on the Request Manager screen and one on the timecard). Please refer to the "FMLA Leave in TimeClock Plus" manual for more information
7. Overtime records and missed punches fixed by employees (see page 7) need to be reviewed to ensure accuracy and approved as well. If accurate, select the record followed by **Resolve Period** and choose **Approve.**
8. It is the responsibility of the department hiring student employees to do so in a timely manner so the appropriate task is available when they start working. If the departments task is not appearing, students (who previously worked for the university) will be able to clock in under task 99999 "Task Number not Listed". This will allow a student to punch in even if the task that they are supposed to be hired for is not available. Any student with a time record with a 99999 task must be changed to a valid task prior to the pay period deadline.