



TimeClock Plus- First Steps for Supervisors

Critical

1. Assign a recurring schedule for each non-student employee.
 - This will ensure that holidays load for all non-student employees.
 - Holidays will load at a rate of 8.0 hours for full-time and 4.0 hours for part-time staff.
 - Refer to page 6 of the TimeClock Plus Supervisor Guide for instructions.
2. Review and update each non-student employee's automatic meal deduction.
 - This will allow employees to take their meal breaks without clocking out and in.
 - Automatic meal deductions default to 60 minutes for full-time classified and 30 minutes for full-time AFSCME staff.
 - Refer to page 8 of the TimeClock Plus Supervisor Guide for instructions.

Recommended

1. Update settings on Hours page
 - These recommended settings ensure that your timesheet view defaults to Last Week and includes actual punch times (rather than rounded punches only.)
 - Refer to page 11 of the TimeClock Plus Supervisor Guide for instructions.
2. Set availability for student employees
 - Creates accurate reports