Timeclock Plus
Supervisor Guide

October 2020 V1.0

Table of Contents

Timekeeping Expectations for Supervisors

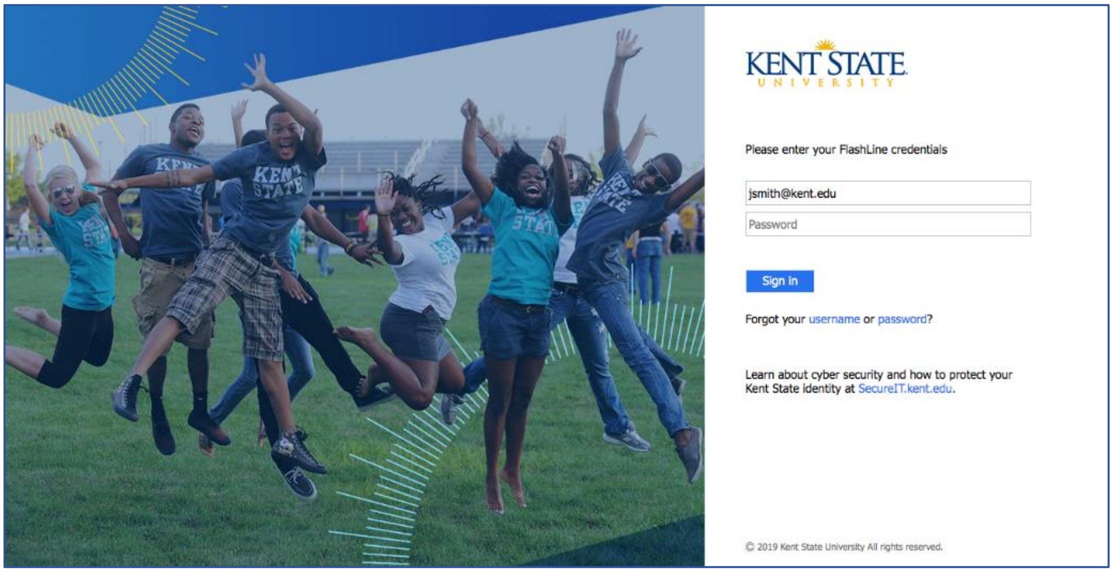
TimeClock Plus is Kent State University's timekeeping system. Supervisors must use the TimeClock Plus TimeClock Manager to perform the following required activities:

- Reviewing employee timecards to ensure that the hours stated on them are correct.
- Correcting all errors and exceptions.
- Approving or denying all leave requests.
- Creating recurring schedules and automatic meal breaks for all non-student employees.
- **Approving all timecards by the end of the day every Tuesday**
  (unless an earlier deadline is imposed due to holiday payroll processing.)

It is imperative that timecards be approved by the stated weekly deadline (end of day Tuesday), for payroll processing to proceed in a timely manner.

Logging into TimeClock Plus / TimeClock Manager

1. Navigate to the **TimeClock Manager** page at https://ksuwfm.kent.edu/
2. In the Kent State University sign in screen, enter your KSU ID and Password



3. This will navigate to the TimeClock Manager **Dashboard**. The dashboard contains the following widgets, which are informational and/or provide shortcuts to pages within the site that you may need to access.
    a. Missed Punches
    b. Required Approvals
    c. Approaching Overtime (Clocked In)
    d. Conflicting Segments
    e. Overtime
    f. Pending Time Off Requests
    g. Reminders

4. By clicking on the **Edit** button in the upper right corner of your dashboard, you can add, remove, and move widgets, as well as change their settings. Be sure to click **Save** if you make any changes.

Schedules and Meal Deductions

The Importance of Assigning Schedules and Automatic Meal Deductions

Supervisors must assign schedules and automatic meal deductions to all non-student employees. Assigning schedules ensures that hours for university-observed holidays will be added to employee timesheets. Likewise, assigning automatic meal deductions allows employees to take their meal breaks without clocking out and in. Assigning schedules and meal breaks to student employees is optional.

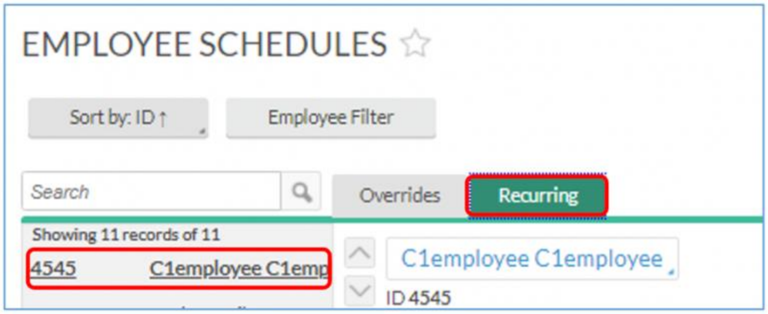
Note: Hours for university-observed holidays are added to non-student timecards at the rate of 8.0 hours for full-time employees, and 4.0 hours for part-time employees. The number of holiday hours on employee timecard should be adjusted by a Supervisor when the number of normal work schedule hours for the employee is greater than the number of hours automatically populated for that day.

The instructions below describe how to add a recurring schedule. For more information about other methods of adding schedules, refer to the **TimeClock Plus Scheduler Guide**.

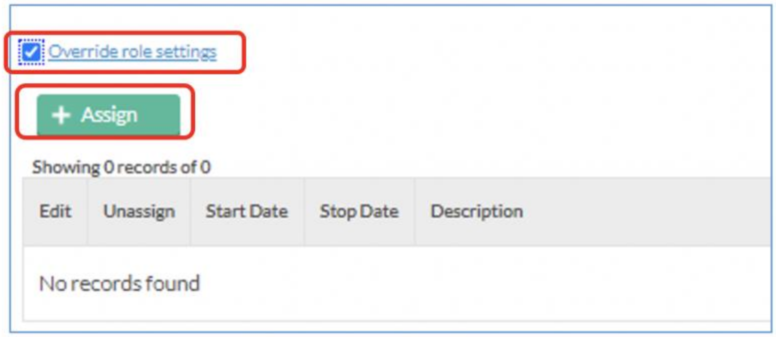
Assigning a Recurring Schedule

Note: If the employee already has a recurring schedule, it must be ended before a new one can be added.

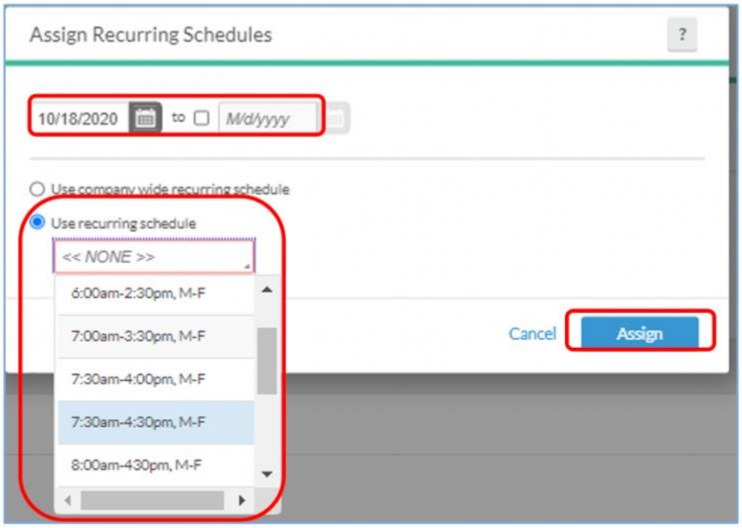
1. Select **Schedules** > **Employee**
2. Select the name of the employee and the **Recurring** tab



3. Click the check box for **Override role settings** (only for employees with no current schedule) and the **Assign** button.

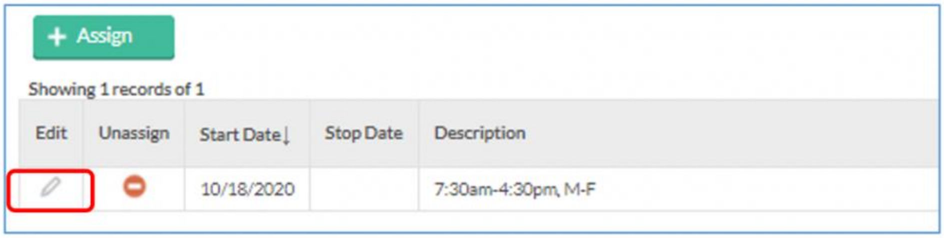


4. In the **Assign Recurring Schedules** window
    a. Enter the date when the schedule should take effect. Optionally, you may enter an end, or “to” date. If no end date is entered, the schedule will continue indefinitely (this is preferred for non-student employees.)
    b. Click the **Use recurring schedule** radio button and choose the appropriate schedule from the list. (Contact Payroll if the schedule that you need does not appear in the list.)
    c. Click **Assign** and **Save**.

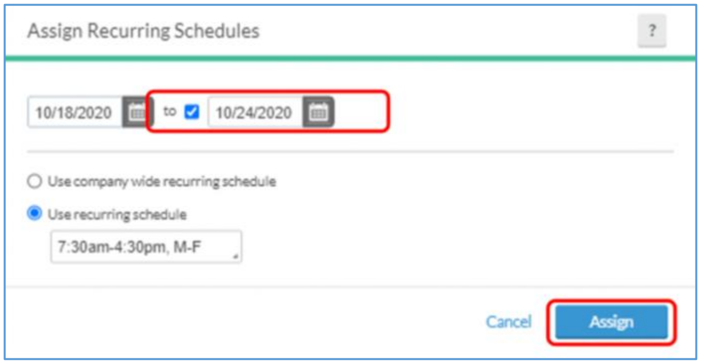


Ending a Recurring Schedule

1. Select **Schedules** > **Employee**
2. Select the employee’s name and the **Recurring** tab
3. Click on the pencil icon that is in the **Edit** column to the left of the schedule that you would like to end.



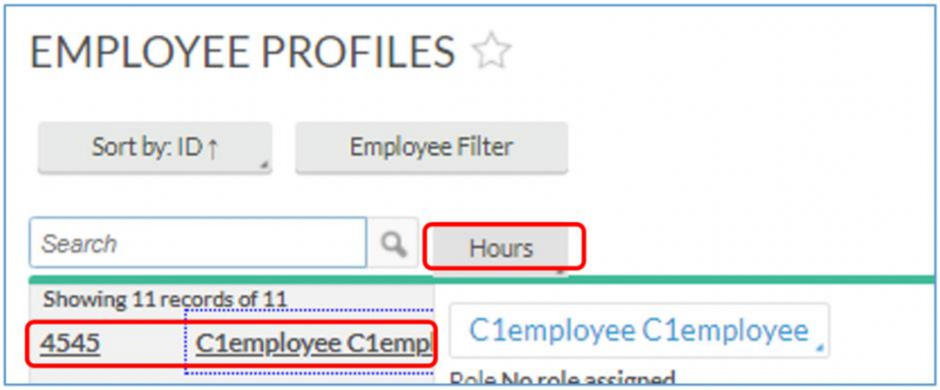
4. In the **Assign Recurring Schedules** window, enter an ending or "to" date.



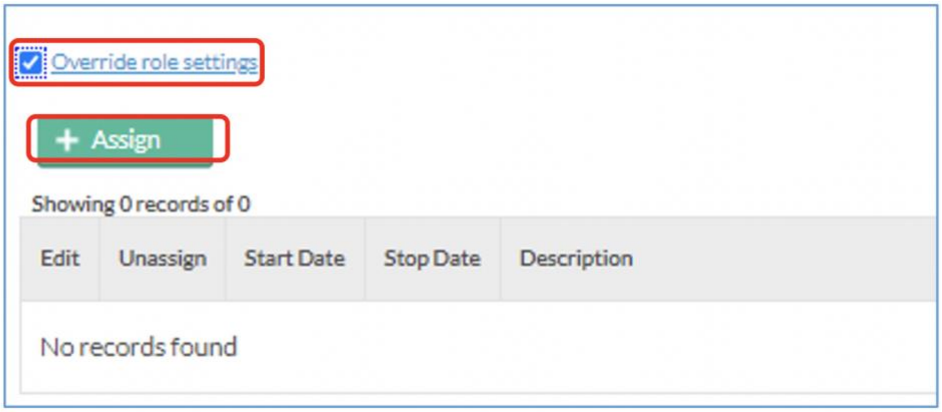
5. Click **Assign** and **Save**.

Configuring an Employee's Automatic Meal Deduction

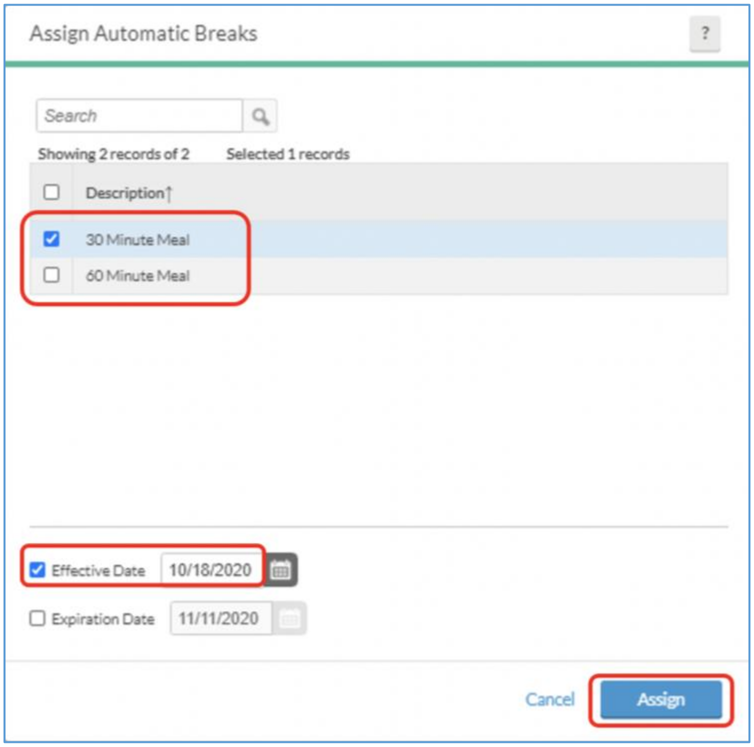
1. Select **Employee.**
2. Select the employee's name and the **Hours** tab



3. Click **Override role settings** and the **Assign** button



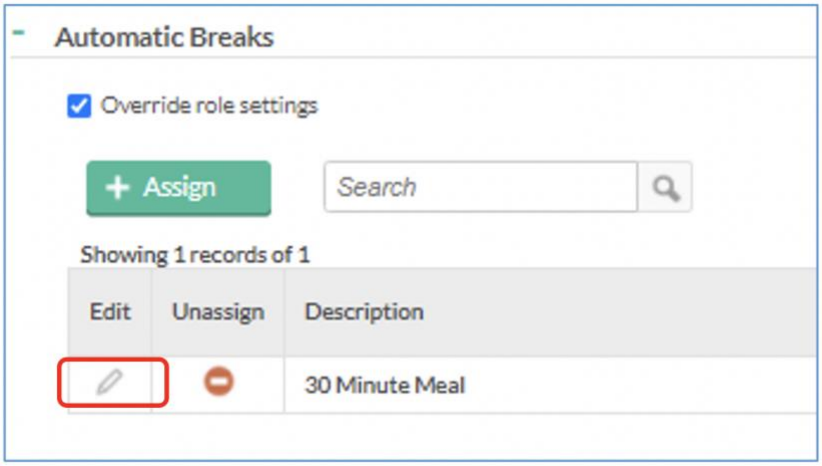
4. In the **Assign Automatic Breaks** window, choose either one of the radio buttons and enter the **Effective Date**.



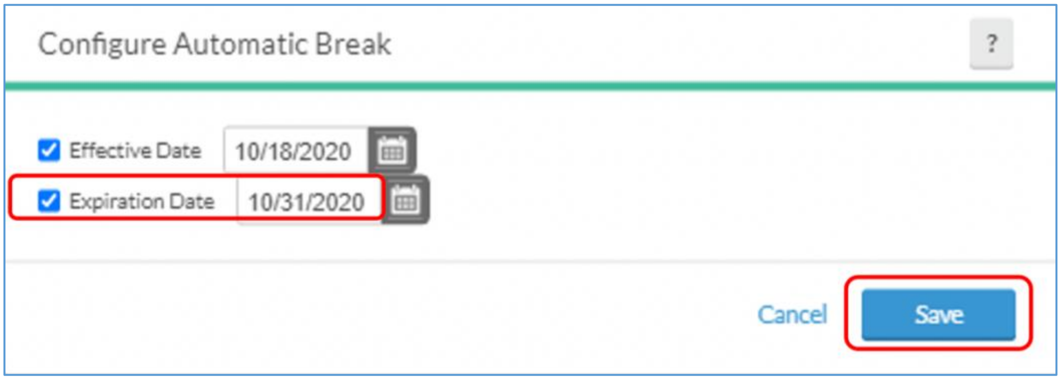
5. Click **Assign** and **Save**.

Ending an Employee's Automatic Meal Deduction

1. Select **Employee.**
2. Select the employee's name and the **Hours** tab
3. Click on the pencil icon that is in the **Edit** column to the left of the schedule that you would like to end.



4. In the **Configure Automatic Break** window, enter the date on which you would like the automatic deduction to end, in the **Expiration Date** box.

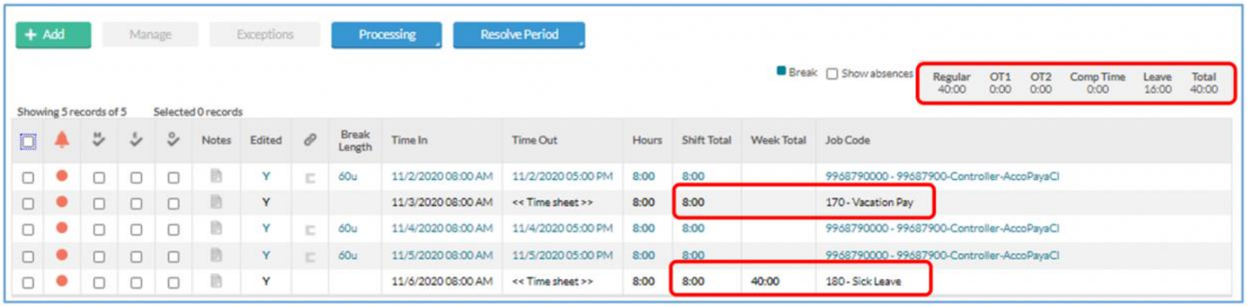


5. Click **Save** and **Save** again.

Timecards

Timecards show the time for which an employee is to be paid, including both clocked hours and leave time. They show the daily detail, and a summary of time for each employee for the time period selected.

In the timecard example below, the period summary (upper right corner) shows that the individual has 40 hours at the regular rate of pay, 16 of which are leave time. When reviewing each timecard, it will need to be determined if any punches are missing, or if the daily and total hours are correct.



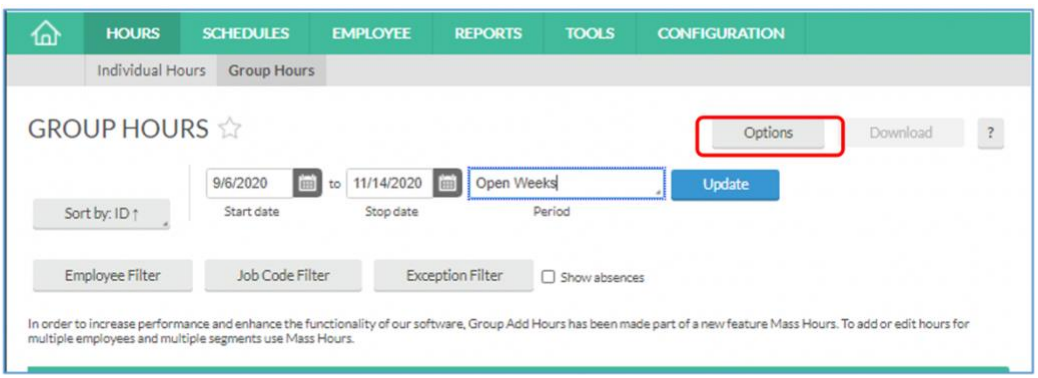
Accessing Timecards

1. To view timecards select **Hours** > **Individual Hours**.
2. View each employee's timecard by clicking on the names on the left side of the page.

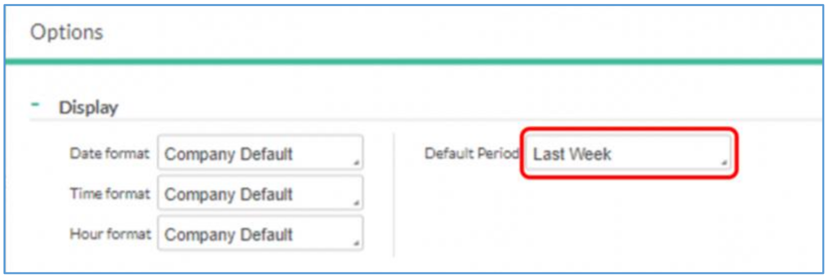
Update Hours Settings (Recommended)

The first time visiting the **Individual Hours** page, it is recommended that the following changes are made in the settings.

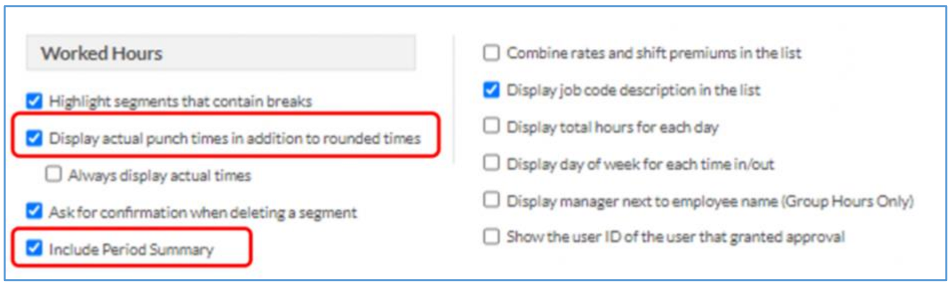
1. Select **Options**.



2. In the **Default Period** box, choose **Last Week**.



3. Check the boxes next to **Display actual punch times in addition to rounded times** and **Include Period Summary.**

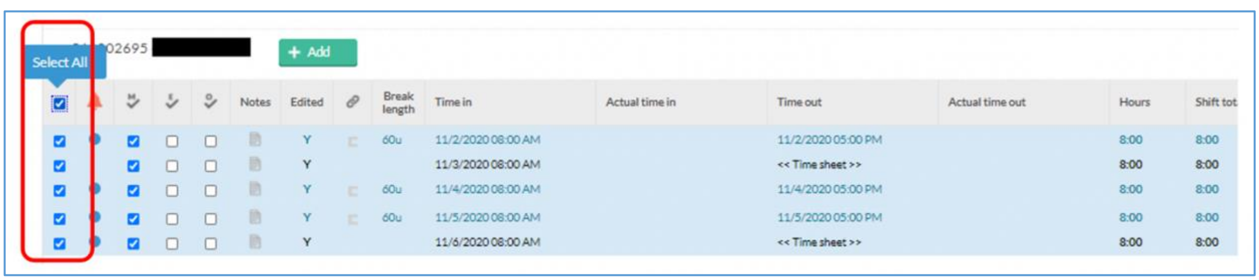


4. Select **Apply**. These settings will remain until you make any changes to them.

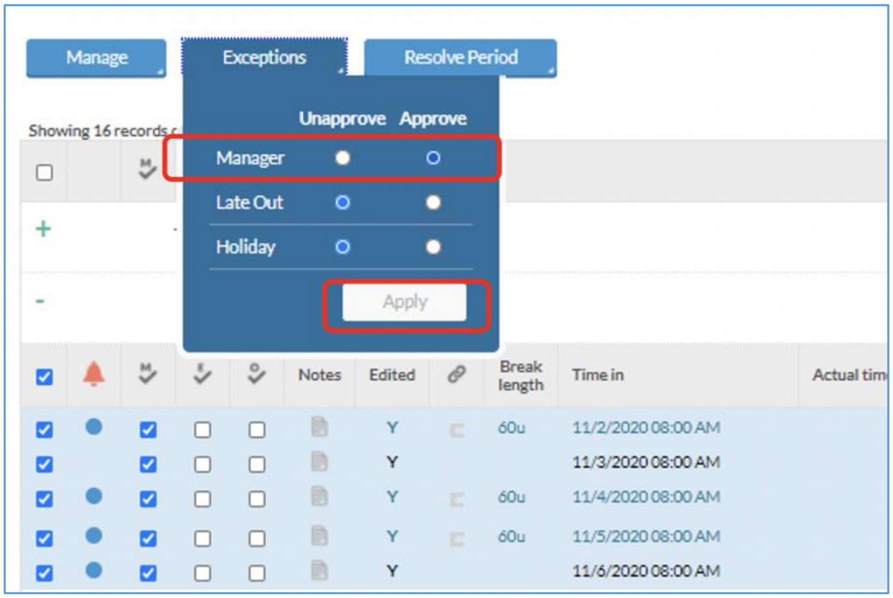
Approving a Timecard

If the total and daily hours on a timecard are correct, it may be approved by the following steps:

1. Put a check in the Select All box on the left. This will enter checkmarks in each day's box.



2. Click the **Exceptions** button and then the **Approve** radio button next to Manager. Then click **Apply** in order to approve the timecard.

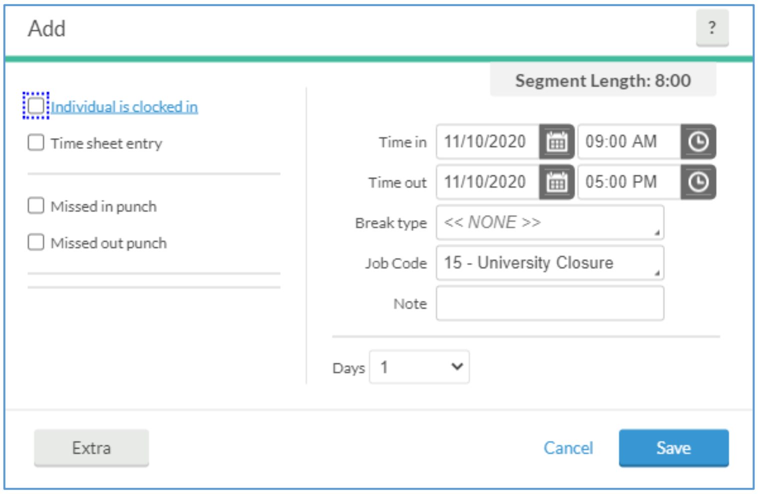


Missing Punches and Non-Clockable Hours

Incomplete or incorrect timecard hours are considered to be exceptions. When an exception occurs, it will need to be resolved it before the timecard can be approved.

To Add a Missed In Punch (for an employee who has not yet clocked out)

1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** ("This Week") and click **Update.**
3. Select the **Add** button. In the **Add** window:
    a. Select the **Individual is clocked in** check box.
    b. Enter the date and time next to **Time in.** (Note: times should be rounded to the nearest quarter hour.)
    c. In the **Job Code** drop down, scroll down to the bottom of the list and select the position/job description that starts with a "9" (usually the last entry in the list.)
    d. Add a note in the **Note** box (optional.)
    e. Click **Save.**



To Add a Missed In or Out Punch (for an employee who has clocked out)

1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** (usually "Last Week" or "This Week") and click **Update.**
3. Double-click on the entry in either the **Time in** or **Time out** for the day with the missing punch. This will open a pop-up box.
4. In the **Edit Segment** window:
    a. **Uncheck** the **Individual is clocked in** box.
    b. Enter the date and time next to the missing **Time in/Time out.**
    c. Make certain that the **Job Code** has the position/job description that starts with the number "9" (usually the last entry in the list.)
    d. Add a note in the **Note** box (optional.)
    e. Click **Save.**

To Add a Full Day's Time:

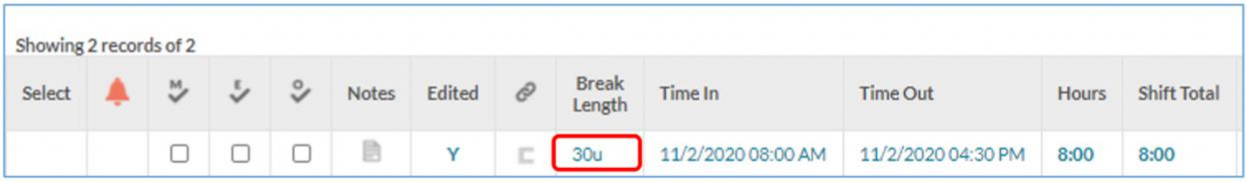
1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** (usually "Last Week" or "This Week") and click **Update.**
3. Select the **Add** button. In the **Add** window:
   a. Enter the date and time next to **Time in** and **Time out**.
   b. In the **Job Code** drop down, scroll down to the bottom of the list and select the position/job description that starts with a "9" (usually the last entry in the list.)
   c. Add a note in the **Note** box (optional.)
   d. Click **Save**.

To Add Non-Clockable Hours (e.g., University Business, Sick, Vacation, etc.):

1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** (usually "Last Week" or "This Week") and click **Update.**
3. Select the **Add** button. In the **Add** window:
   a. Click on the **Time sheet entry** check box.
   b. Enter the date and time next to **Time in**.
   c. Enter the number of hours being added.
   d. In the **Job Code** drop down, choose the appropriate code.
   e. Add a note in the **Note** box. (Notes are required whenever the University Business job code is used. They are optional for all other job codes.)
   f. If adding leave for more than one day, select the number of days.
   g. Click **Save**.

Removing an Automatic Meal Deduction

1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** (usually "Last Week" or "This Week") and click **Update.**
3. In the **Break Length** column, double-click the entry that you would like to remove.

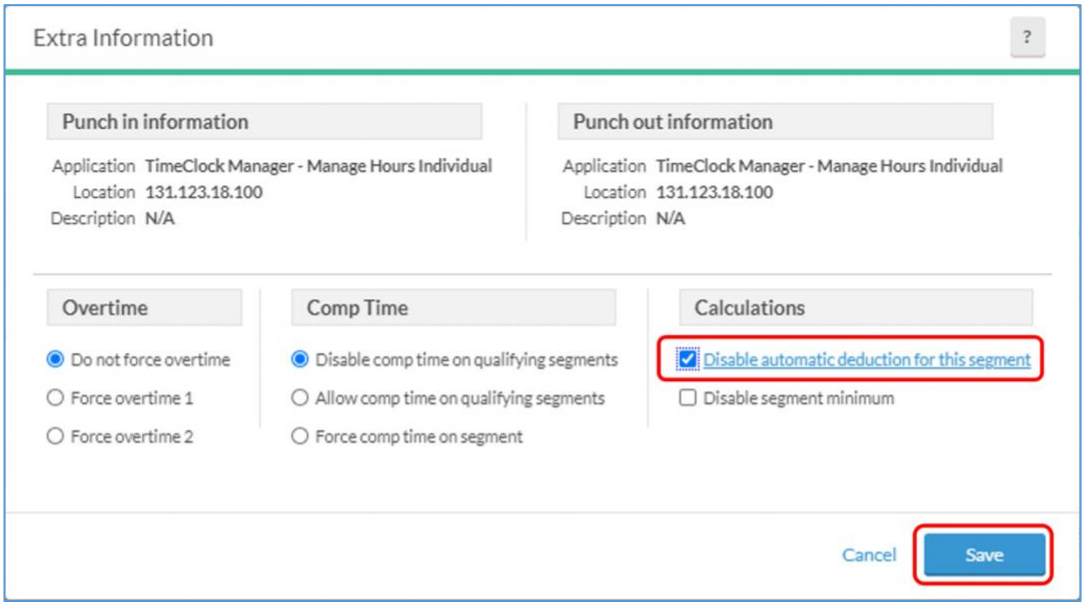


Showing 2 records of 2

Select		M	E		Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total
		☐	☐	☐		Y		30u	11/2/2020 08:00 AM	11/2/2020 04:30 PM	8:00	8:00

4. In the **Edit Segment** window, click the **Extra** button.

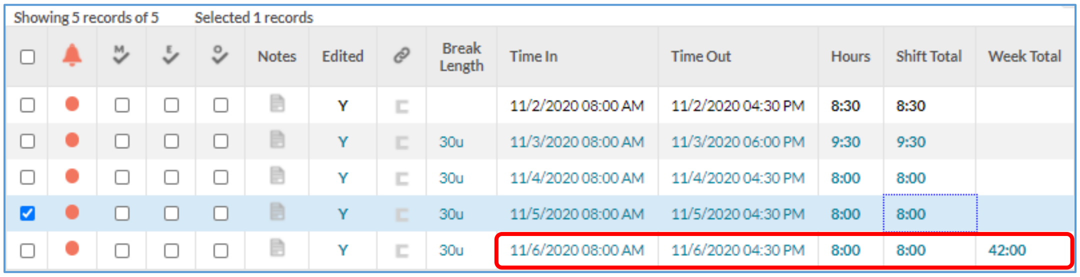
5. In the **Extra Information** window, add a checkmark next to **Disable automatic deduction for this segment** and click **Save**, and **Save** again.



Moving Overtime to Comp Time Earned

Moving an Individual Segment

1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** (usually "Last Week" or "This Week") and click **Update.**
3. Double-click on the segment to be changed between overtime and comp time earned.

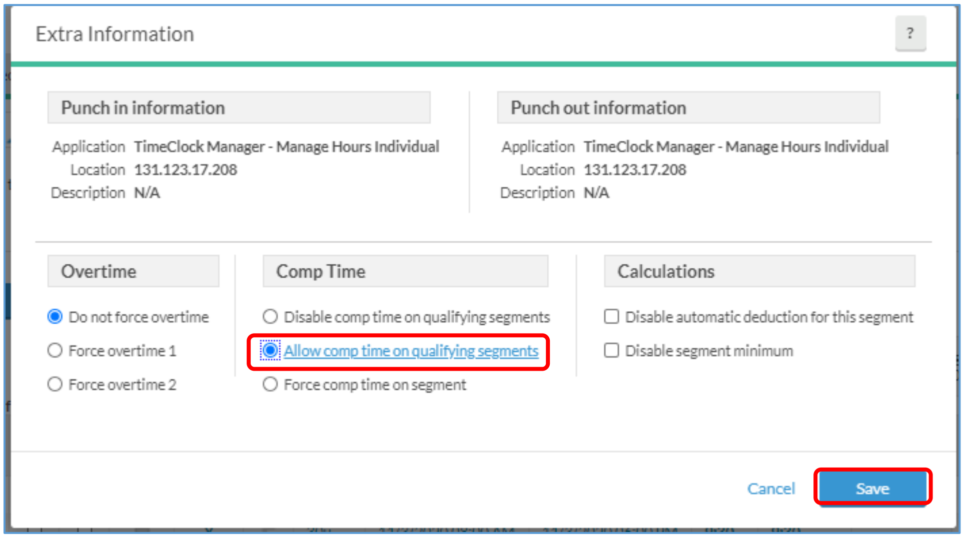


Showing 5 records of 5 Selected 1 records

					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total
						Y			11/2/2020 08:00 AM	11/2/2020 04:30 PM	8:30	8:30	
						Y		30u	11/3/2020 08:00 AM	11/3/2020 06:00 PM	9:30	9:30	
						Y		30u	11/4/2020 08:00 AM	11/4/2020 04:30 PM	8:00	8:00	
						Y		30u	11/5/2020 08:00 AM	11/5/2020 04:30 PM	8:00	8:00	
						Y		30u	11/6/2020 08:00 AM	11/6/2020 04:30 PM	8:00	8:00	42:00

4. In the **Edit Segment** window, click the **Extra** button.

5. In the **Extra Information** window, select **Allow Comp Time on Qualifying Segments**.

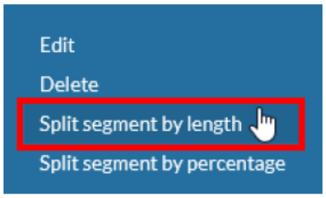


6. Click Save on the **Extra Information** and **Edit Segment** windows.

Splitting an Individual Segment

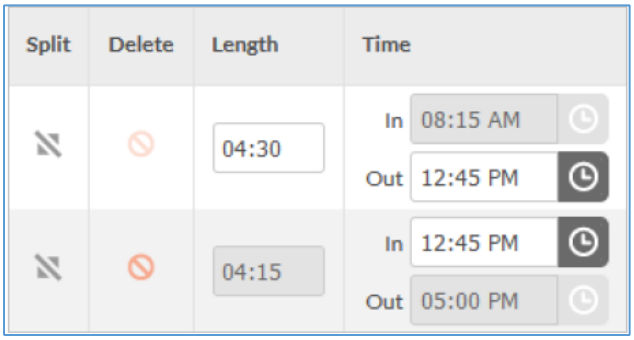
When an employee wants to split a segment's time between overtime and comp time, the segment must be split.

1. Select **Hours** > **Individual Hours** and select an employee from the list on the left.
2. Navigate to the correct **Period** (usually "Last Week" or "This Week") and click **Update.**
3. Right click the segment and choose **Split segment by length**.



4. Split the segment by clicking the icon in the **Split** column. Additional segments will appear as the icon is clicked. The shift can be split as many times as needed.

5. After splitting the segment, specify a segment length in the **Length** column, or a time for the segment change in each respective field in the **Time** column.



6. Click **Save** to commit to the changes.
7. Each segment can be left as overtime or moved to comp time earned as needed.

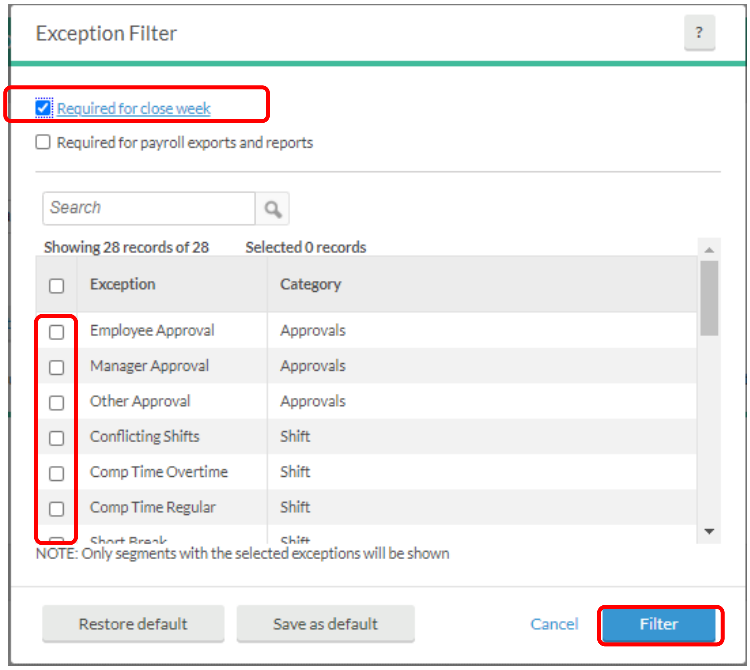
Viewing and Managing Exceptions:

Exceptions are used to track any inconsistencies in worked segments, such as tardiness, missed punches, or segments awaiting approval.

The **Exception Filter** allows supervisors to filter segments based on the exceptions flagged on employee shifts. For example, if you are required to approve all missed punches before payroll is to be processed, you can filter all of the segments worked that week to see just those segments that have unapproved missed punches so you can focus on editing/approving only missed punches.

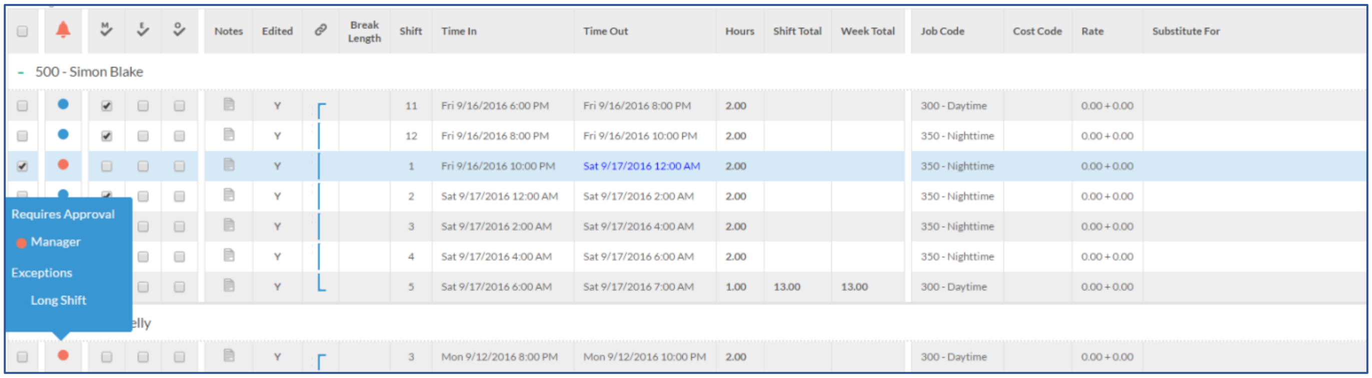
To Access Exceptions:

1. Select **Hours** > **Group Hours**.
2. Click the **Exception Filter** button. In the **Exception Filter** window:
    a. By clicking the **Required for close week** checkbox, the exceptions that are required to be resolved for timecard completion will be chosen.
    b. You may also choose any individual exceptions that are listed
    c. Click **Filter**.



3. Next, set the **Period** to the week that you would like to view and click **Update**. The applicable exceptions will load.

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.



- Exceptions can be displayed by hovering over a blue or red dot next to each segment. Those that require approval will be listed under the ‘Requires Approval’ section.
- Anything listed under ‘Exceptions’ is informational only and does not require approval, but notifies you that a particular exception did occur during your employees’ shift.

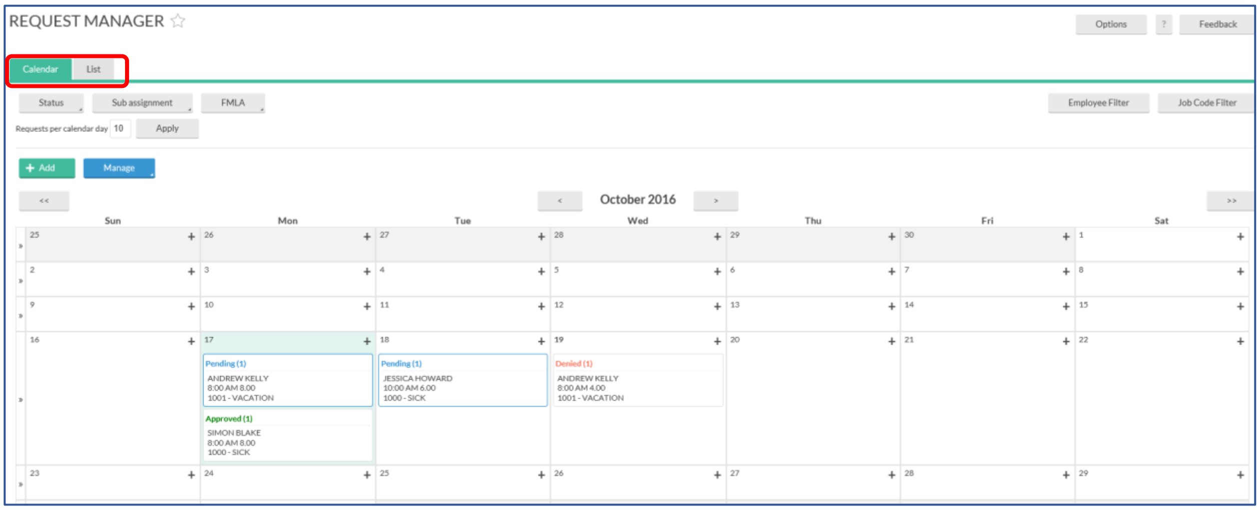
Reviewing Time-Off Requests:

Request Manager allows users to view, add, edit, approve, and deny employee time off requests. Time-off requests can be submitted by the individual or created by the user in any leave code(s) that the employee may have access to.

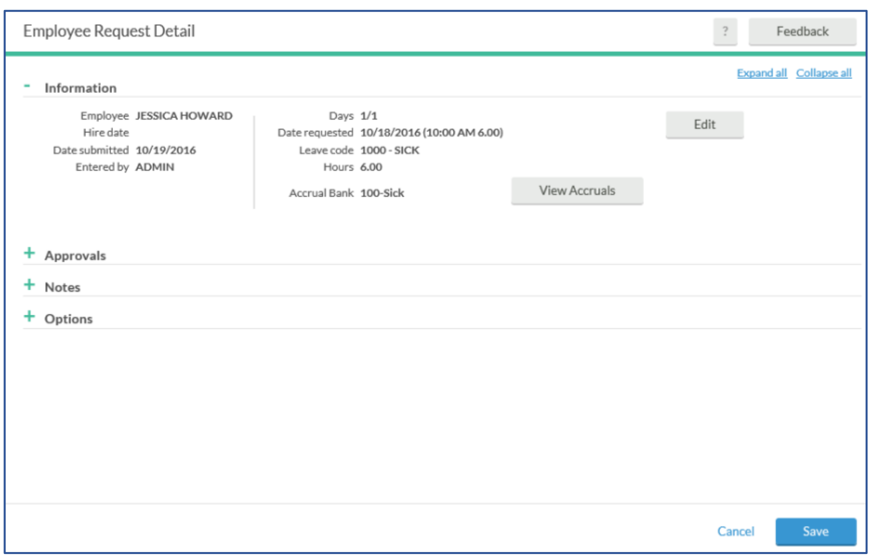
Viewing Requests Submitted:

Log into TimeClock Manager

1. Click on **Tools** > **Request Manager**
2. By default, employee requests will be visible in a **Calendar** view. In order to view employee requests in a sortable list, select the **List** tab.



3. To view detailed information on a request submitted and how its approval will be handled, right-click and select **Detail**.



Managing Time-Off Requests:

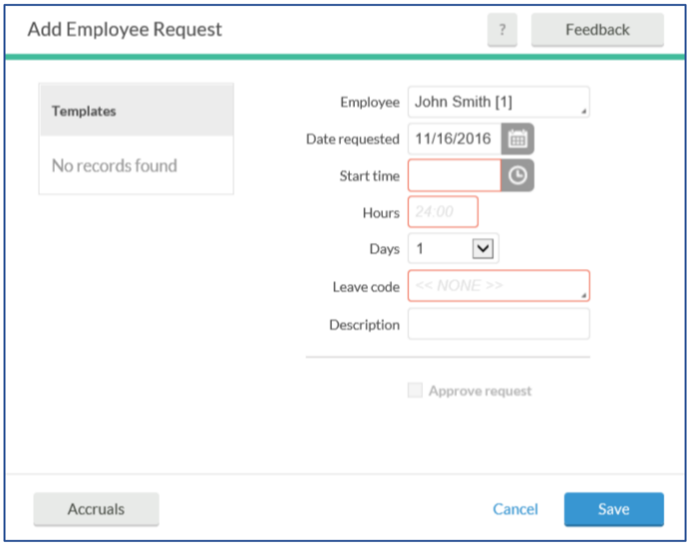
Request Manager allows the user to view and approve any time-off requests that have been submitted by employees. Additionally, employee time-off requests can be manually added through this feature.

Adding Requests for Employees:

While employees can create their own request segments, users are also able to create request segments for employees assigned to them.

Log into TimeClock Manager to create a request segment:

1. Browse to **Tools** > **Request Manager**
2. Click on the **Add** button on the information bar or select the plus sign in Calendar view on an appropriate day.



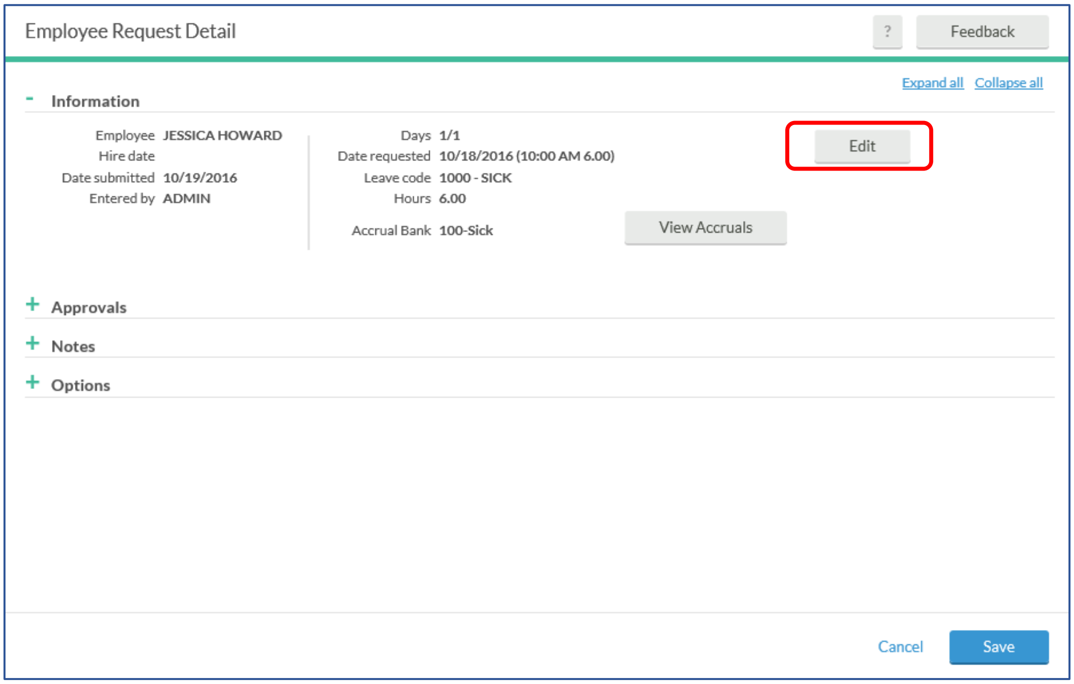
3. Select the employee for whom you would like to create a time-off request for from the **Employee** dropdown.
4. Select the **date** for the request.
5. Select the **Start time**, which will be the anchor point for the leave time sheet.
6. Enter in the length of the leave request in the **Hours** field.
7. Use the **Days** dropdown to enter the request for multiple consecutive days.
8. Select a **Leave Code for** this time-off request from the drop-down menu.
9. Enter in a **description** for this leave request.
10. Click **Save** to add this request.

Editing Requests Submitted by Employees

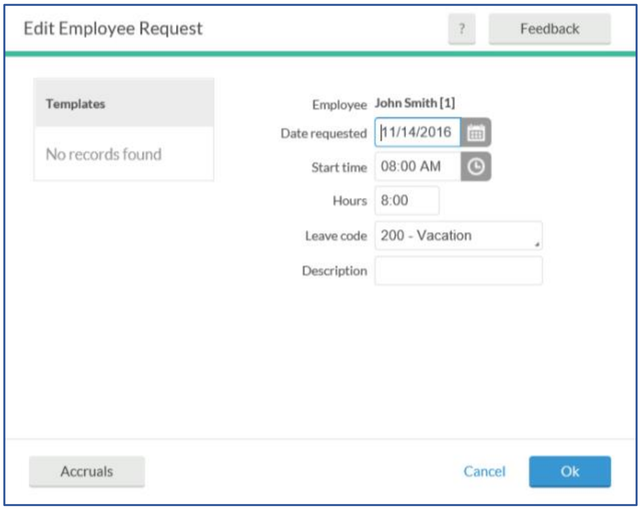
Managers are able to edit the details of pending requests. This allows users to change the date range, leave code, or other aspects of the request before it is approved.

Log into TimeClock Manager to edit a request:

1. Browse to **Tools** > **Request Manager**.
2. Select the request from either **Calendar** or **List** view, then select **Detail** by right-clicking on the segment or selecting it through the **Manage** dropdown button.



3. On the **Employee Request Detail** window, you will be able to see information regarding the request as well as its approval status and description. To change the date, time, or job code, click the **Edit** button.



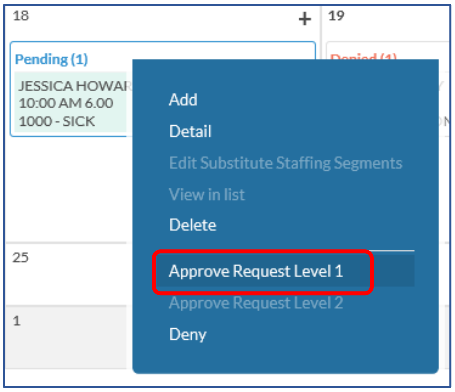
4. Make any changes in the **Edit Employee Request** screen and Select **Ok**.
5. A note can be entered about the request in the **Manager Note** section. This allows users to keep track of reasons for individual requests.
6. Click **Save** to commit these changes to the request segment.

Approving/ Denying Time-Off Requests

Once a requested time-off segment has been entered by either the employee or the manager, a user with proper permissions can approve or deny the request. Approving or denying a segment also removes the ability to edit that request.

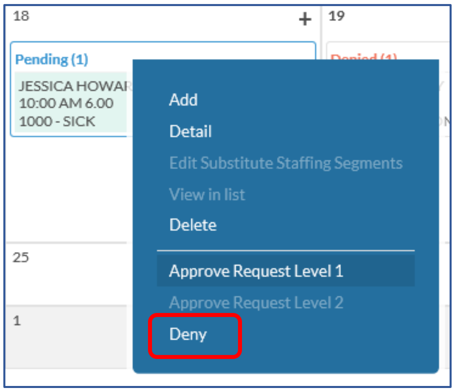
Approving a Time-Off Request:

1. Select the request entered from either **Calendar** or **List** view.
2. Right-click on the segment or select the **Manage** dropdown.
3. Select the level of approval you would like to grant.
4. Once approved, the segment will be marked as **Approved** and automatically to the employee timecard.



Denying Time-Off Requests

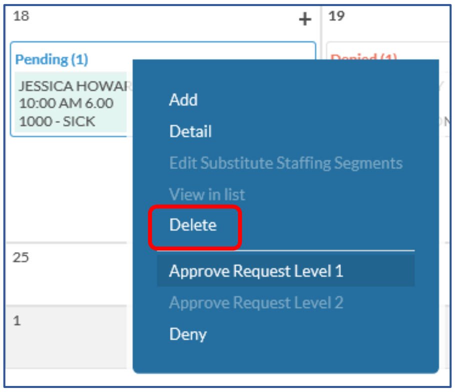
1. Select the request entered from either **Calendar** or **List** view.
2. Right click on the segment or select the **Manage** dropdown.
3. Select **Deny** from the list to mark the segment as denied and prevent further editing.



Deleting Time-Off Requests

Requests can also be deleted if they have been entered in error. Deleting a request will completely remove it from the system.

1. Right-click on the segment or select the **Manage** dropdown
2. Click **Delete**
3. On the confirmation screen, click **Ok** to permanently delete the request.



Employee Accrual Balances:

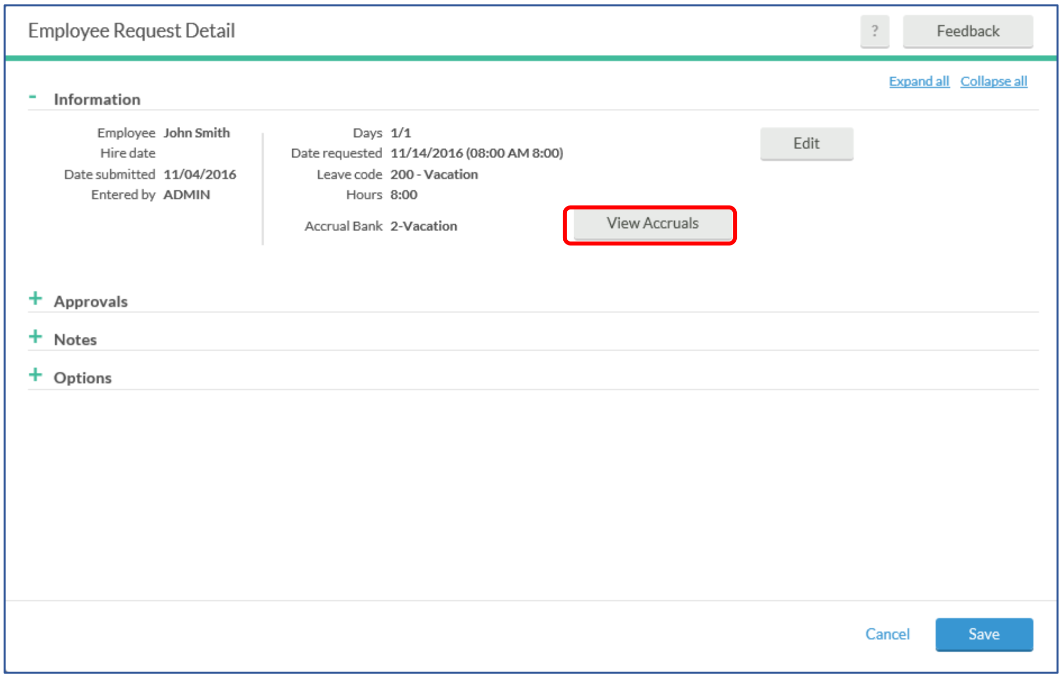
Accruals are used within TimeClock Plus to maintain a balance of time that an employee earns, typically for any type of leave (Example: vacation, sick, or comp time.)

If accruals are being tracked in TimeClock Plus, it is recommended to review the Employee Accrual Balance before approving a Time-Off Request.

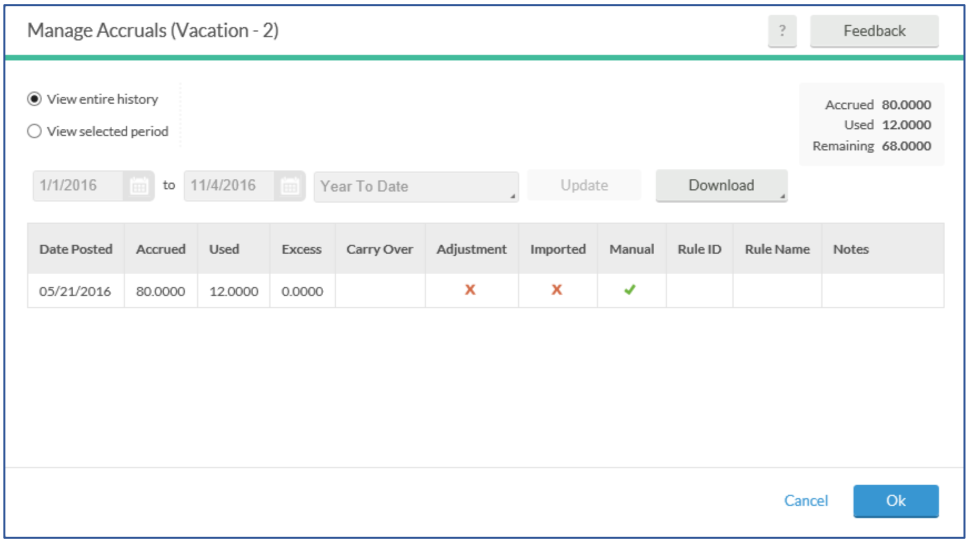
Viewing Employees' Accrual Balance

Log into TimeClock Manager to edit a request:

1. Browse to **Tools** > **Request Manager**
2. Select the request from either **Calendar** or **List** view, then select **Detail** by right-clicking on the segment or selecting it through the **Manage** dropdown button.



3. In the **Employee Request Detail** window, you will be able to see information regarding the accrual bank that is assigned to the request.
4. To view more information regarding the hours the employee has available select **View Accruals**.



5. Review the accruals to confirm that the employee has enough time accrued.
6. Select **OK** to continue. If the Time-Off Request needs to be edited, follow the steps in the section “Editing Requests Submitted by Employees”.
7. To approve or deny the request, follow the steps in the “Managing Time-Off Requests” section.

Viewing Approved Leave Time:

Once a time-off request is approved for an employee by the supervisor, the leave time timesheet gets automatically added to the employee's hours.

In order to confirm that the leave hours were added to the employee, follow the steps below.

1. Click on **Hours > Individual Hours**
2. Select the employee to review the hours
3. Set your date range to include the date the request was submitted and click **Update**.
4. The leave time entry will appear on the applicable day.

Showing 5 records of 5 Selected 0 records

					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	Substitute For
						Y		11/14/2016 08:00 AM	<< Time sheet >>	8:00	8:00		200 - Vacation	0.00	
						Y		11/15/2016 09:00 AM	11/15/2016 05:00 PM	8:00	8:00		1 - Tech	0.00	
						Y		11/16/2016 09:00 AM	11/16/2016 05:00 PM	8:00	8:00		1 - Tech	0.00	
						Y		11/17/2016 09:00 AM	11/17/2016 05:00 PM	8:00	8:00		1 - Tech	0.00	
						Y		11/18/2016 09:00 AM	11/18/2016 05:00 PM	8:00	8:00	40:00	1 - Tech	0.00	

User Delegation

By adding a user delegate, a supervisor can give another supervisor the ability to manage their employees' timecards. To add a delegate:

1. Select **Configuration** > **User Delegation**
2. Select the **Add** button
3. In the **Add User Delegation** window:
    a. Enter your Kent ID in the **Delegated From** field.
    b. Enter the Kent ID of the person to whom you want to delegate in the **Delegate To** field.
    c. Enter the **Start date**.
    d. Enter the **Stop date.**
    e. Click **Save.**