

# Time Clock Plus Instructions for Managers

## 1. Navigation

Once you log in to the SHU Portal, click on the **'Profile'** tab and under **'Human Resources'** click on **"Managers –Biweekly Employee Timesheet Approval"**. (See screenshot 1.1)



(Screenshot 1.1)

## 2. Accessing an Employee Time Sheet

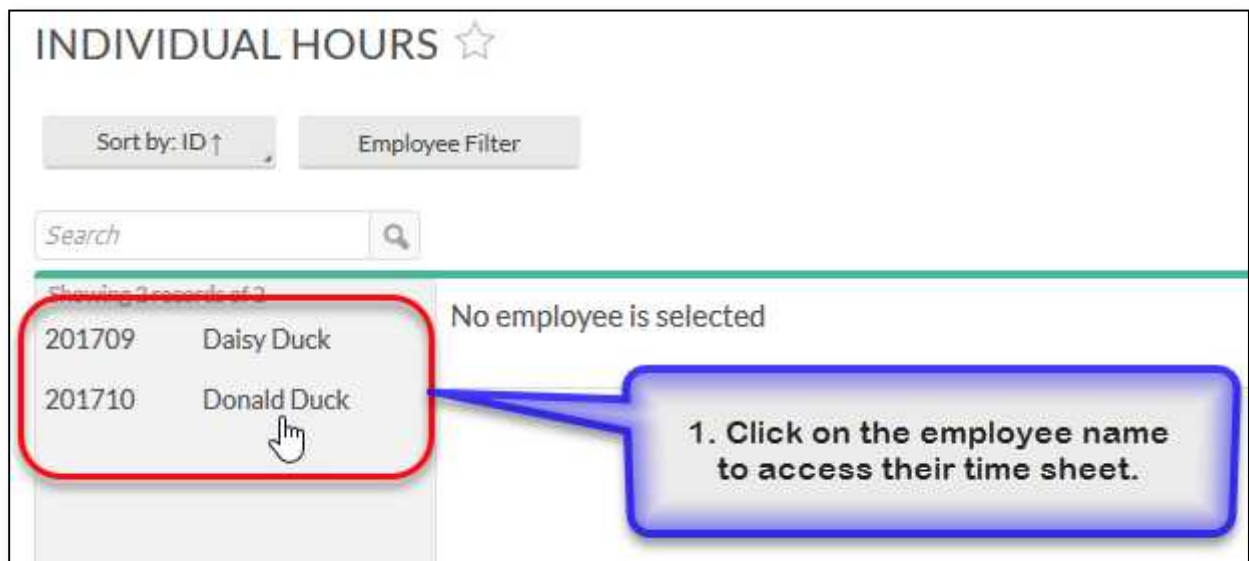
**Step 2.1 :** Click on “HOURS” located on the top left.

**Step 2.2 :** Click on “Individual Hours” (see screenshot 2.a).



(Screenshot 2.a)

**Step 2.3:** Select the appropriate employee by clicking on the Employee’s Name located at the left side. (See screenshot 2.b)



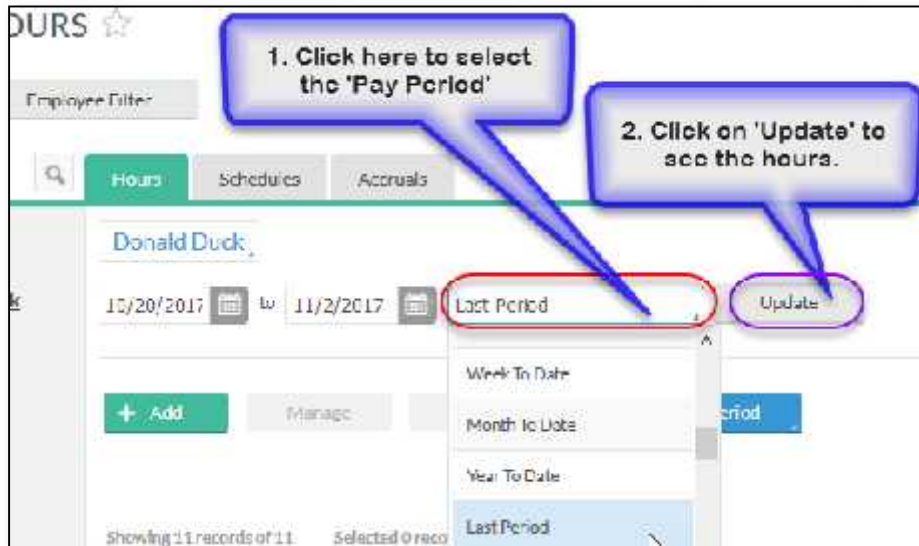
(Screenshot 2.b)

### 3. Approving an Employee's Time Sheet

**Step 3.1:** Once you are on the 'Individual Hours' tab, select the employee by clicking on their name or CWID.

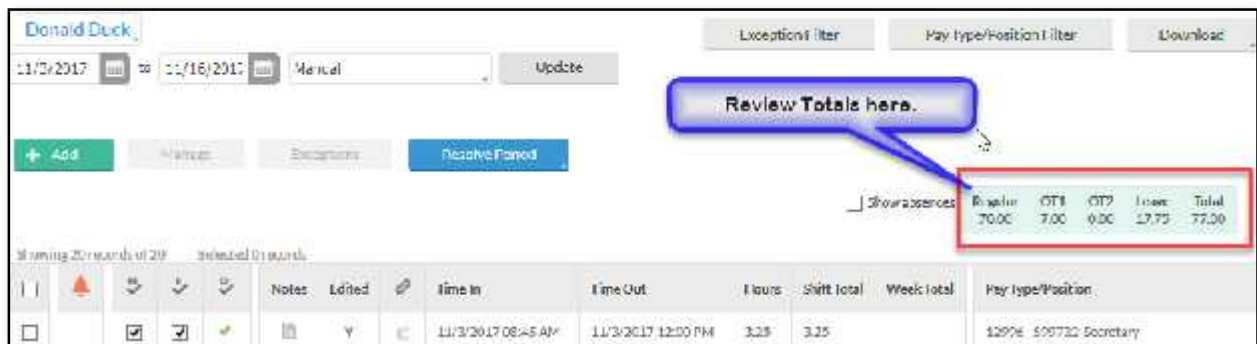
**Step 3.2:** Select the appropriate payperiod listed, by clicking on the dropdown and click on the 'Update' button, to see the details. (See screenshot 3.a)

Please note, the "Last Period" is the "Previous Pay Period".



(Screenshot 3.a)


**Step 3.3:** Review the Total hours listed on the top right side. (See screenshot 3.b)

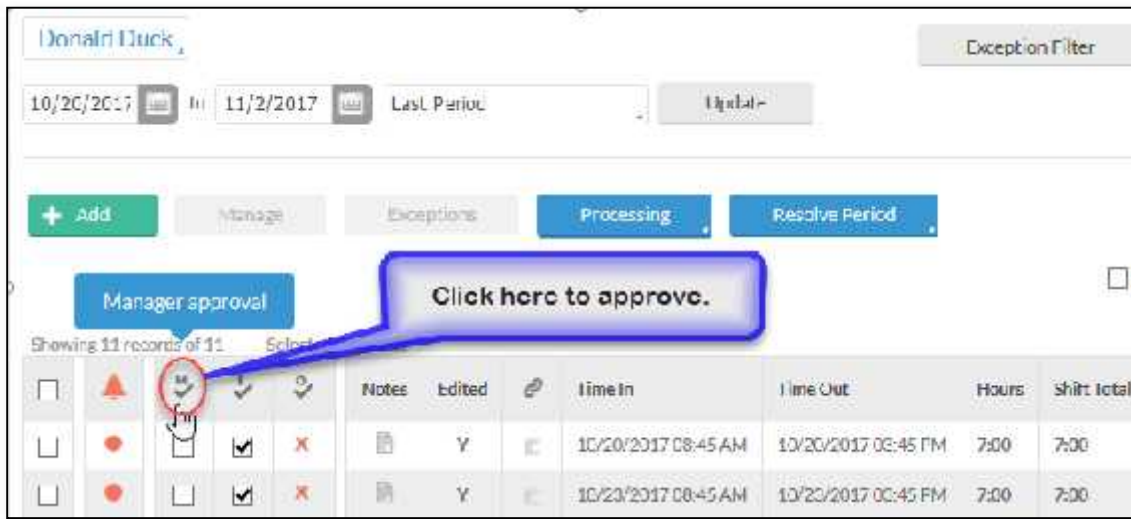


(Screenshot 3.b)

Please note, most full time employees work 70 hours each pay period.

- Regular will include any hours paid at the regular rate, including time worked and leave taken.
- Exception time (Vacation, Sick, Floating Holiday, Jury duty, etc.) will be summarized under Leave.

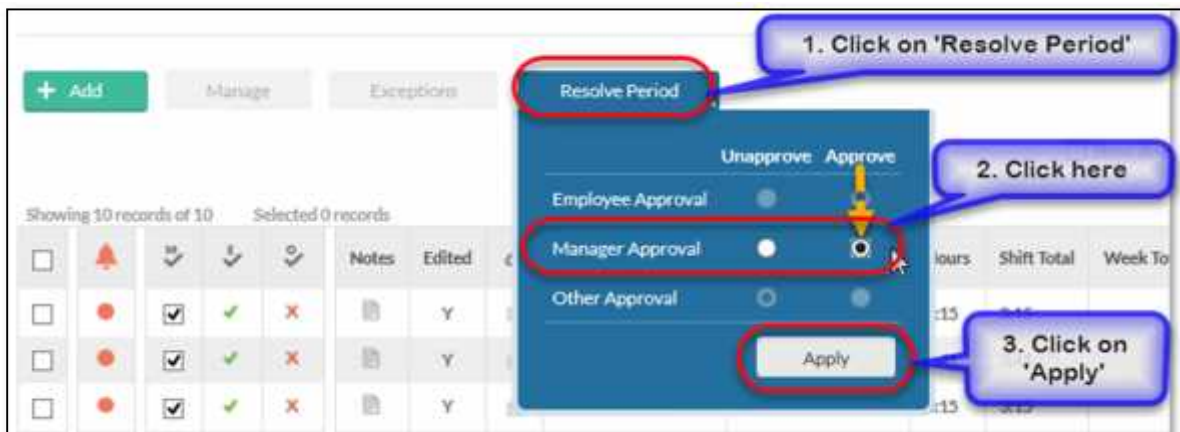
**Step 3.4:** To approve an employee’s time sheet, click on the “M symbol”  located in the details. (See screenshot 3.c)



(Screenshot 3.c)

Please note, Timesheets can also be approved by following the below steps (see screenshot 3.d);

- 1: Click on the “**Resolve Period**” button.
- 2: Select the radio button below approve located next to “**Manager Approval**” to approve the timesheet.
- 3: Click on the “**Apply**” button to save.



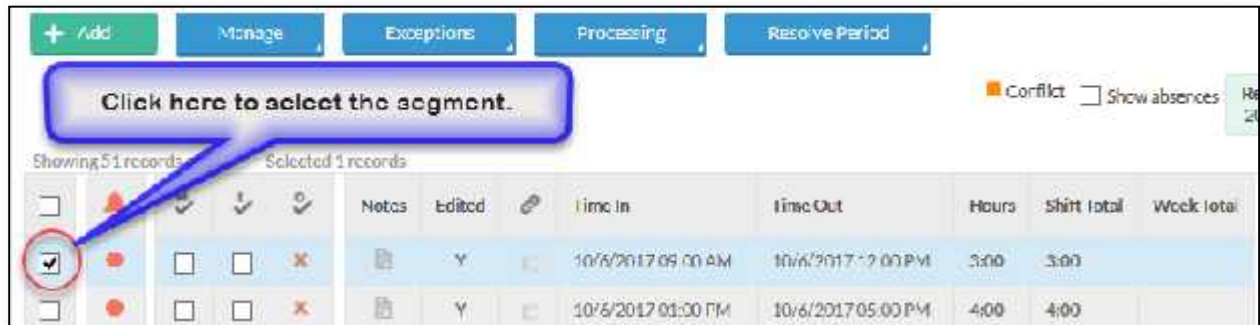
(Screenshot 3.d)

Please note, select radio button located below “**Unapprove**” to remove Manager Approval to make edits to the time sheet.

## 4. Updating/Editing an Employee's Time Sheet

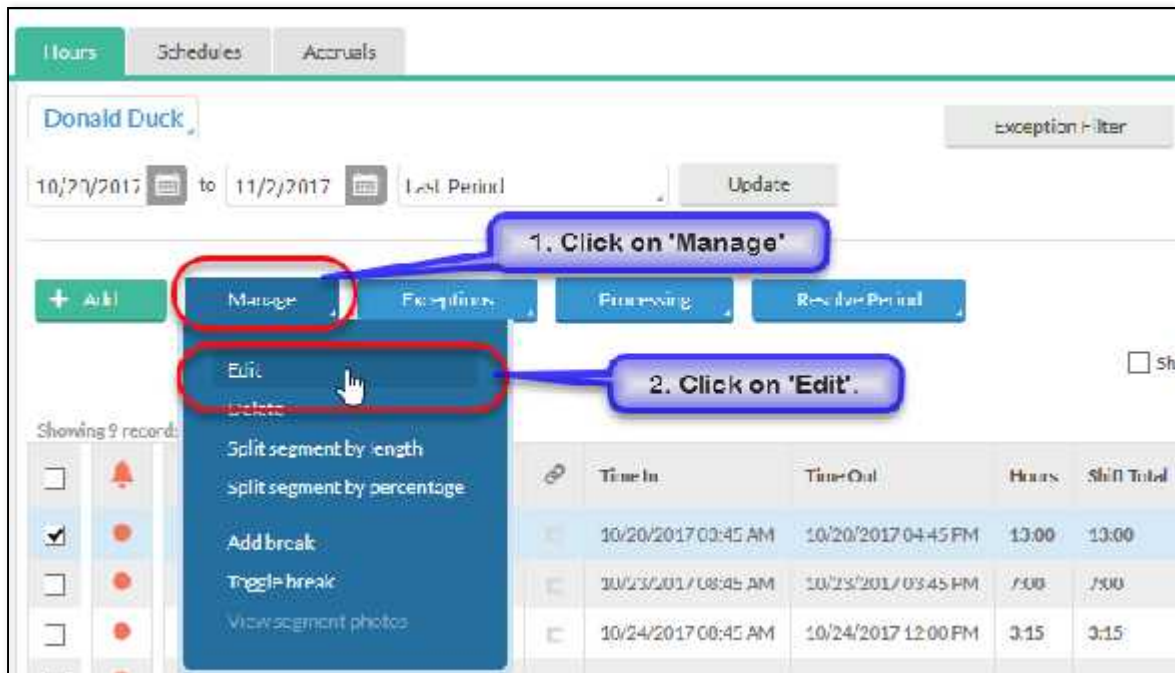
### A. To update existing hours:

**Step 4.A.1:** To update or make changes to a particular segment on the time sheet, select the appropriate row by checking the box for that row. (See screenshot 4.a)



(Screenshot 4.a)

**Step 4.A.2:** Click on 'Edit' located under the 'Manage' button. (See screenshot 4.b)



(Screenshot 4.b)

**Step 4.A.3:** On the edit segment, make sure to select the appropriate date and time that needs to be updated and click on the “**Save**” button. (See screenshot 4.c)

The screenshot shows the 'Edit Segment' form with the following elements:

- 1. Edit the Time In and Time Out.** Callout pointing to the 'Time in' and 'Time out' fields.
- 2. Verify segment Length.** Callout pointing to the 'Segment Length: 7.00' field.
- 3. Click Save** Callout pointing to the 'Save' button.

Form fields and values:

- Time in: 11/17/2017 08:45 AM
- Time out: 11/17/2017 03:45 PM
- Segment Length: 7.00
- Break type: << NONE >>
- Pay Type/Position: J526 - S99262-Secret x
- Rate: 0.00
- Note: (empty)

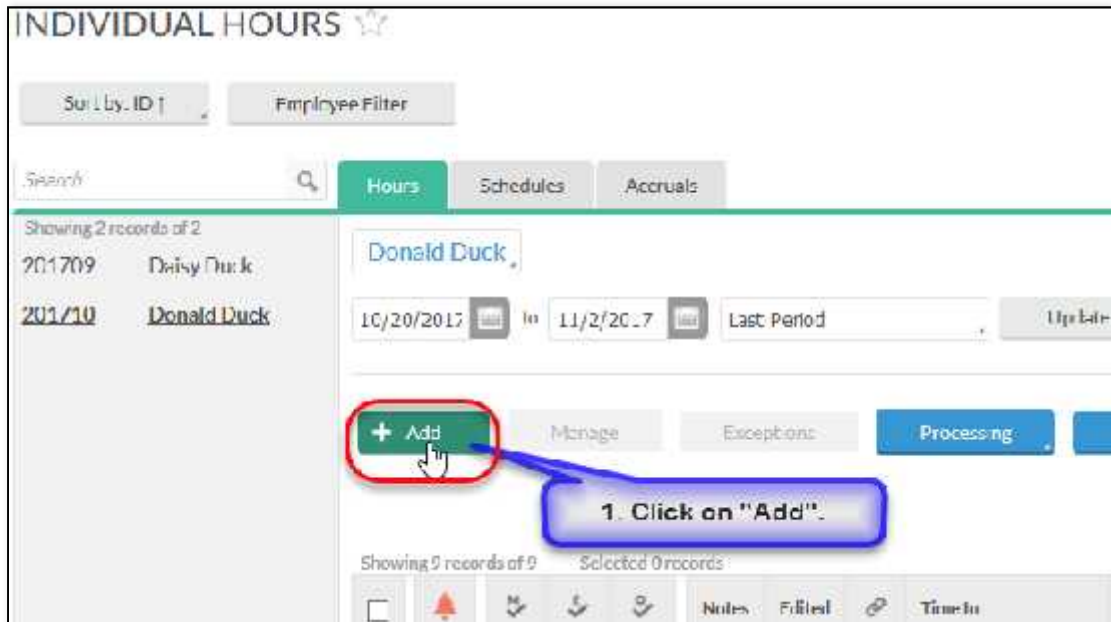
Buttons: Extra, Cancel, Save

(Screenshot 4.c)

**Please note, the segment length equals the normal work hours for the day.**

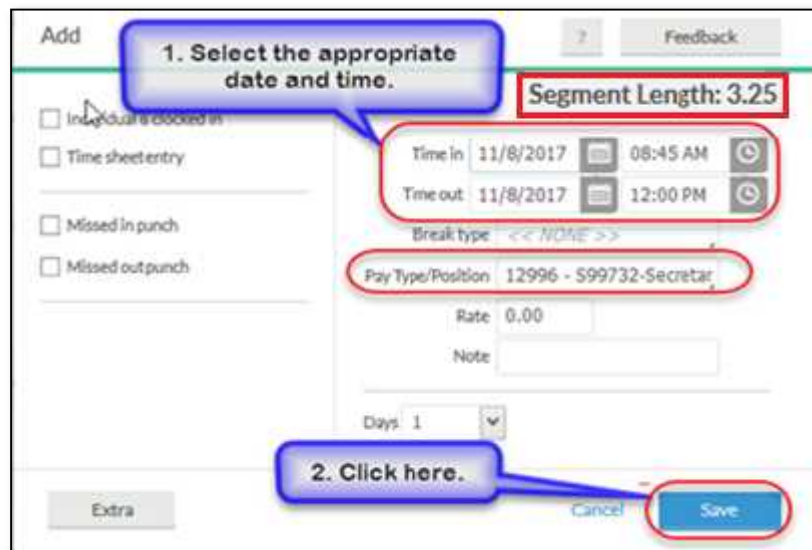
**B. Adding Hours to the Time Sheet:** Filling out employee's time sheet in their absence.

**Step 4.B.1:** To record a partial day worked by the employee, click on the “Add” button to add a segment. (see screenshot 4.d)



(Screenshot 4.d)

**Step 4.B.2 :** Select the date and Enter the Time In and Time Out. For hours worked, the Pay Type/Position field should list the position number and job title. (See screenshot 4.e)



(Screenshot 4.e)

**Step 4.B.3:** Click on the “Add” button to add additional segments.

**Step 4.B.4.:** Enter the detail in the Time In and Time Out section and select the corresponding Exception type by clicking on Pay Type/ Position dropdown list. (See screenshot 4.f)

The screenshot shows the 'Add' form in the Time Clock Plus Managers application. On the left, there are checkboxes for 'Individual is clocked in', 'Time sheet entry', 'Missed in punch', and 'Missed out punch'. The main form area contains the following fields:

- Segment Length:** 3.75
- Time In:** 10/31/2017 01:00 PM
- Time out:** 10/31/2017 04:45 PM
- Break type:** NONE
- Pay Type/Position:** FLH-Floating Holiday (dropdown menu is open)
- Rate:** 8 - BRV-Bereavement
- Note:** 20 - FLH-Floating Holiday
- Days:** 1

Callout 1: '1. Enter the Time In and Time Out.' points to the Time In and Time out fields.

Callout 2: '2. Select the exception type here.' points to the Pay Type/Position dropdown menu.

(Screenshot 4.f)

**Step 4.B.5:** Verify the Segment Length and click on the "Save" button to complete.

The screenshot shows the 'Add' form in the Time Clock Plus Managers application, identical to the previous one. The 'Segment Length' field is highlighted with a red circle and callout 1. The 'Save' button is highlighted with a red circle and callout 2.

Callout 1: '1. Verify Segment length' points to the Segment Length field.

Callout 2: '2. Click Save' points to the Save button.

(Screenshot 4.g)