



# TimeClock Plus Time Clock Employee User Guide

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TimeClock Plus (TCP) operations can be performed on the TCP MobileClock or on a physical time clock. Check with your supervisor which one you are to use.

## How To Clock In and Clock Out

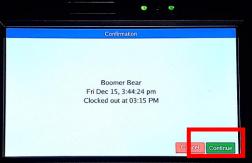
- 1. If date and time is displayed, touch screen to access the log in screen.
- 2. Enter your MSU Login ID in the ID/Badge Number field by using the number or Alpha pad, then select Continue.

					Enter	ID Nu	mber					3:44:09 pm	
tcp					ID,			any: M ber: T			_	ersity - Sı Continue	
_		3	4	5	6	7	8	9	0	-	-	BKSP	
• 1	2												
1 Tab	9	w	e	r	t	У	u	1	0	P	l	1 \	
1 Tab CAPS	-		e d	r f	t g	y h	u J	l k	0 	p ;	1	] \ Enter	

- 3. Confirm your name is displayed correctly on the screen.
  - a. If the wrong name is displayed, select Log Off and notify your manager to ensure the correct ID number is assigned to your profile.
- 4. To Clock In:
  - a. Select the Green Clock In.
- 5. To Cock Out:
  - a. Select the Blue Clock Out.



6. The system will then present a **Confirmation** screen, select **Continue** to complete this clock operation.



7. The Messages screen will appear if you have any unread messages. Select **Mark Read** to dismiss the message then select **Continue**.



- 8. If prompted, select the Job Code/Position you will be working then select Continue.
  - **a.** If you are a full-time employee working on a designated university holiday, you will need to select HWK-Holiday Worked 1.5 position to be compensated according to policy.
  - **b.** If you are a full-time employee working on a designated Extra Given day, you will select the Job Code/Position you will be working in.
  - c. If eligible for call back and time qualifies for the Call-Out Provision select CB-Call Back Pay @1.5 to receive compensation or CBC-Call Back Comp to receive Comp Time. You must also submit a Call Back Request form. See procedure below under 'How To Submit Call Back/Overtime Request'.

	Select Position (Clock In	)
Filter:		
	Description	
8864	Preventative Maint Coordinator	
9924	Secondary job FT Nonexempt HWK-Holiday Worked 1.5	

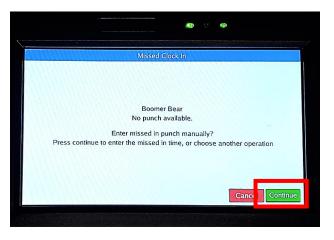
9. You have successfully clocked in or out.



## How to Resolve a Missed Clock In/Out

If you realize you failed to clock in or out you will need to manually enter the time on your next clock operation.

- 1. Continue to clock in or out as normal.
- 2. The system will let you know that there is a missed clock in/out. Select Continue.



3. Select Edit to correct the missing clock in/out.



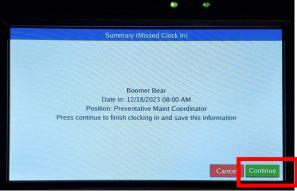
4. Select date and time of your missed punch then select **Ok** to confirm your time entry.

					Date	e/Time	Entry			
				12/1	18/2	023	8:00 a	m		
•	(	Decer	nber	202	3	0	1	2	3	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	-			AM
26	27	28	29	30	1	2	4	5	6	7404
3	4	5	6	7	8	9			Ű	
10	11	12	13	14	15	16	7	8	9	
17		19	20	21	22	23				PM
24	25	26	27	28	29	30	С		0	1-100
31	1	2	3	4	5	6	C I		•	

5. Enter an explanation of the missed punch in the **Notes** section.



- 6. Select Hide to close keyboard then select Continue.
- 7. If prompted, select the Job Code/Position for the clock in/out operation then select **Continue**.
- 8. Review the Summary (Missed Clock In/Out) prompt to ensure the time entry is correct.
- 9. Once verified select **Continue** to submit the missed clock in/out and proceed with your clock operation.



10. Your missed punch has been recorded and you are now Clocked In/Out.

## How To Change Job/Position

Change Job/Position is to only be used if you are currently working in a position and need to immediately change to another position.

- 1. Enter your MSU Login ID in the ID/Badge Number field then select Continue.
- 2. Select Change Job.



- 3. Confirm your name is displayed correctly on the screen then select **Continue**.
- 4. You will be given a list of your available positions. Select the **Job Code/Position** you are changing to, then select **Continue**.



5. Clock operation window will display showing position operation was successful.

## How To Clock Out and In From Break

Some employees will have automatic meal breaks, which allows employees to take their meal breaks without clocking out and in. Check with your supervisor to see if you are required to clock out and in for breaks.

- 1. Enter your MSU Login ID in the Badge Number field.
- 2. To clock out for break
  - a. Select the Leave On Break.
- **3.** To clock in from break
  - a. Select the Return From Break.



- 4. Confirm your name is displayed correctly on the screen then select **Continue**.
- 5. You are now Clocked In/Out from Break.

## Self Service Menu

Self Service is where you can view your time sheet, see what your last punch was, or request leave time. Please do not use any function outside of clocking in/out/resolving missed punch on the time clock during peak time clock use to avoid delaying others using the clock. Self-Service options can also be performed on the TCP MobileClock.

- 1. Enter your MSU Login ID in the Badge Number field.
- 2. Select Self-Service.



3. This will bring you to your TCP Dashboard.

#### **How To View Hours**

1. Select Hours.



- 2. You can select <Period or Period> to navigate to a different pay period.
- 3. Upper section will display time worked under **Regular** and leave taken under **Leave** for the period.



**Note**: TCP will only capture the time worked and leave taken such as sick, vacation, etc. Any overtime will be calculated when time is imported into Banner and compensated according to Human Resources Policy <u>G7.02-4.8, 9</u>.

#### How To View Last Punch

1. Select Last Punch.

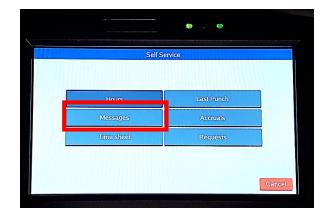


a. This will display your last clocked in/out and position, select Ok to close screen.

Self Service	
Last Punch (Clocked In)	
Clocked in at 12/15/2023 3:45 pm	
Position 8864 - Preventative Maint Coordinator	
Ok	
	Car

#### How To View Messages

1. Select Messages.



**2.** If you have any active notifications that have not been read yet, they can be viewed. Unread messages will also display when you are clocking in/out.

	View Me	ssages		
Sender:				
inis is where the	content of the messag	e wooro appear.		
Mark Read			Cancel Con	

#### **How To View Accruals**

1. Select Accruals.

S	elf Service
Hours	Last Punch
Messages	Accruais
Time sheet	Requests

2. Keep in mind this information will only display your leave balance as of the end of the previous pay period. Accruals are only updated after the month end payroll has been processed. Leave accruals will include leave not available until the 1<sup>st</sup> of the following month. Example: Accruals updated on the November payroll will include your sick and vacation accrual for December, which cannot be used until December 1<sup>st</sup>. Select Close to return to previous screen.

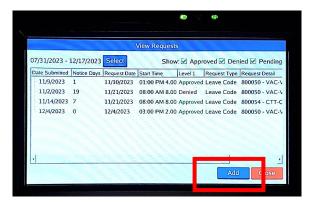
		Last Punch			
Forecast date: 12/15/202	23 Select				
Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
CATA-Catastrophic Leave	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hour
COMP-Comp Time	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hour
MIL1-Military Leave	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hour
SHAR-Shared Leave Pool	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hour
SICK-Sick	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hou
VACA-Vacation	320.00 Hours	0.00 Hours	0.00 Hours	6.00 Hours	314.00 Hour

#### How To Enter Time Off Request (For employees who accrue leave)

1. Select Request.



2. Select Add.

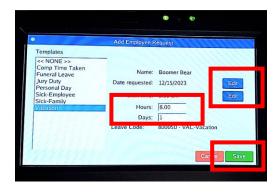


- **3.** Use a template from the left to begin the type of time off request or manually enter the start time, hours, days & leave code for the request.
  - a. To use template, select name of leave requesting.

	Add Employee Requ	est	
Templates < NONE >> Comp Time Taken Funeral Leave Jury Duty Personal Day Sick-Employee Sick-Family Vacation	Name: Date requested: Start time: Hours: Days: Leave Code:	Boomer Bear 12/18/2023 Not set 1	Edit Edit Edit
		Car	icel Save

**b.** Select **Edit** button to select **Date and Start time** for leave requested. For a full day, enter start time of your normal shift.

- c. Enter number of Hours, or Days.
  - i. Number of days: select 1 day for a single full day or less. If using the same leave code for more than one day, enter the number of *consecutive* days you are requesting leave. If the leave you are requesting is not consecutive days such as days off or weekends, you will need to submit two separate leave request. One for prior to your scheduled days off and a second one for leave after your days off.



- 4. Select Save to submit your leave request to your supervisor.
- 5. Select Ok.

	Add Employee Request	
Templates <pre>&lt;&lt; NONE &gt;&gt; Comp Time Taken</pre>		
Funeral Leave Jury Duty Personal Day Sick-Employee Sick-Family Vacation	Add Employee Request The request has been submitted for review.	ar Edit Edit
	Ok	C-Vacation

6. Requested time off will appear as **Pending** until approved or denied by your supervisor.

	)		1	View Reque	ats		
0	7/31/2023 -	12/24/2023	Select	Sh	w 🖌 Annro	ved 🗹 Den	ied 🗹 Pending
1	Date Submitted	Notice Days	Request Date	Start Time	Level 1	Request Type	Request Detail
Γ	11/9/2023	1	11/10/2023	01:00 PM 4	0 Approved	eave Code	800050 - VAC-V
	- 11/2/2023	19	11/21/2023	08:00 AM 8	0 Denied	eave Code	800050 - VAC-V
	11/14/2023	7	11/21/2023	08:00 AM 8	0 Approved	eave Code	800054 - CTT-C
	12/4/2023	0	12/4/2023	03:00 PM 2	0 Approved	eave Code	800050 - VAC-
	12/15/2023	5	12/20/2023	08:00 AM 8	0 Pending	Leave Code	800050 - VAC-

- 7. If the request is still pending you can delete the request if you no longer wish to take leave.
  - a. Right click on the **Pending** request. Select on **Delete**, and then select **OK**.
- 8. To make changes to the request select **Edit**.
- 9. Select Close to return to previous screen.

#### How To Submit Call Back/Overtime Request

If you are eligible for call back or overtime and your department requires you to submit a request for approval, you will need to submit a **Call Back** or **Overtime Request**. You must still clock in/out for the time actually worked, this step only replaces the paper request form.

1. Select Time Sheet.



2. Select Add.

			11/16/	2023 - 1	2/15/2023	
D	ate	AL PERMIT	Approve	Time in	Time out	Position
	11/13 - 11/19	Regular:8.50	OT1:0.00	OT2:0.00	Leave:0.00	0 Total:8.50
	B Wed 11/15					
				8:00 am	5:00 pm	8864 - Preventative Maint C
				6:00 pm	Time sheet	900400 - Call Back Reques
				6:00 pm	8:00 pm	900003 - CBC-Call Back Co
0		Regular:0.00 eet data for we		OT2:0.00	Leave:0.0	0 Total:0.00
8	11/27 - 12/03	Regular:0.00	OT1:0.00	OT2:0.00	Leave:0.0	0 Total:0.00
	Thu 11/30	204				
•				_		Add Cancel Accep

3. Select the date of the Call Back or Overtime then select Ok.

\	•					٥	ę (	Ð
Date				Time 2/8/2				^
Wed 11/15	Sun		Decen	nber Wed	202	_		eventative Maint C
	26	27	28	29	Thu 30	Fri 1	Sat 2	Call Back Reques
= 11/20 - 11/26 Regula	3	4	5	6	7	8	9	CBC-Call Back Cr
No time sheet data	10	11	12	13	14	15	16	
■ 11/27 - 12/03 Regula	17 24	18 25	19 26	20 27	21 28	22 29	23 30	0
⊕ Thu 11/30	31	1	2	3	4	5	6	
-			Ok		Canc	el		Cancel Accept

4. A message will pop up stating a time sheet has been added, Do you want to edit it? select Yes.

	11/16/2023 - 12/15/2023	
Date - 11/13 - 11/19 Regular:8.50	Approve Time in Time out F OT1:0.00 OT2:0.00 Leave:0.00	Position
🖻 Wed 11/15	Add Time sheet	10000000000000000000000000000000000000
<ul> <li>11/20 - 11/26 Regular:0.0</li> <li>No time sheet data for v</li> <li>11/27 - 12/03 Regular:0.0</li> <li>Thu 11/30</li> </ul>	A time sheet has been added at 08:00:00 on Fri 12/08 for 0.00 Do you want to edit it? No	- Preventative Maint C 00 - Call Back Reques 03 - CBC-Call Back C( al:0.00 1 0.00
	8.00 cm Time cheet (	200500 - Overtime Requer

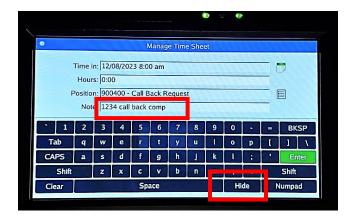
5. Enter the time the Call Back or Overtime started.

Manage Time Sheet	
Time in: 12/08/2023 8:00 am	
Hours: 0:00	
Position: 900400 - Call Back Request	
Note: Tap to enter a note	
Note: Tap to enter a note	Anteriore

6. Under position select Call Back Request or Overtime Request then click on Select.

	۰ و	
	Manage Time Sheet	
Time in: Hours: Position: Note:	Select Position Position 900400 - Call Back Request 900500 - Overtime Request	
	Can al Select	ncel Continue

- 7. Enter Note for reason of Call Back/Overtime.
  - a. For Call Back, enter a note requesting to receive Call Back Pay or Call Back Comp for time worked.



b. Select Hide to return to previous screen then select on Continue.8. Select Accept at the bottom of the screen to submit the request.

