Missouri State University

TimeClock Plus (TCP)

Supervisor User Guide

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Banner Time Entry is the web-based system used by non-exempt, part-time, and student employee's at Missouri State University. Timeclock Plus (TCP) is a time and attendance system used by departments who require employee's to clock in/out for time worked. Supervisors who want their employee to clock in/out using TCP will need to contact Payroll@MissouriState.edu.

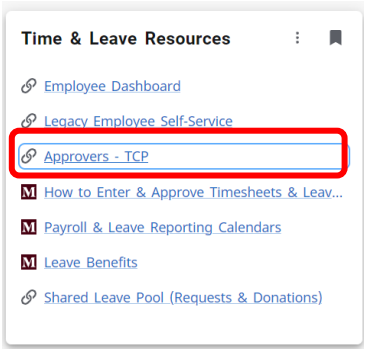
It is the responsibility of the supervisor to review the employee time sheets to ensure the employee is paid correctly and leave taken is in accordance to university policy. Supervisor requirements for TimeClock Plus (TCP):

- Reviewing employee time sheets to ensure the hours worked are correct.
- Correcting all errors and exceptions.
- Approving or denying all leave requests.
- **Approving all time sheets by the Approver Submit By Date on the Payroll Calendar located on the Time & Leave Resources card through My Missouri State.**

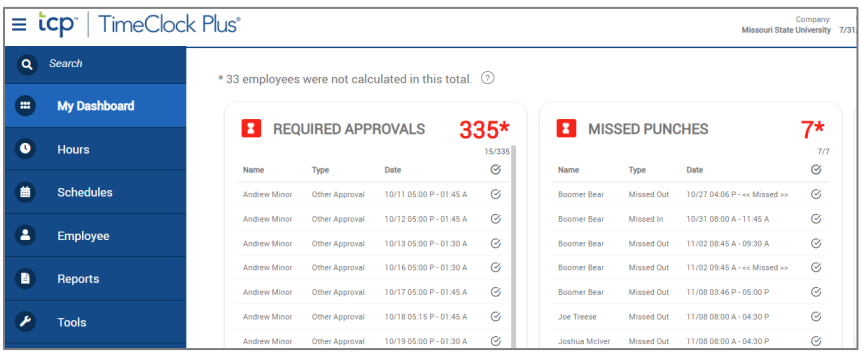
How To Log Into TimeClock Plus (TCP)

Access to TimeClock Plus (TCP) is through the **My Missouri State** portal, which is accessible from any device with access to the internet.

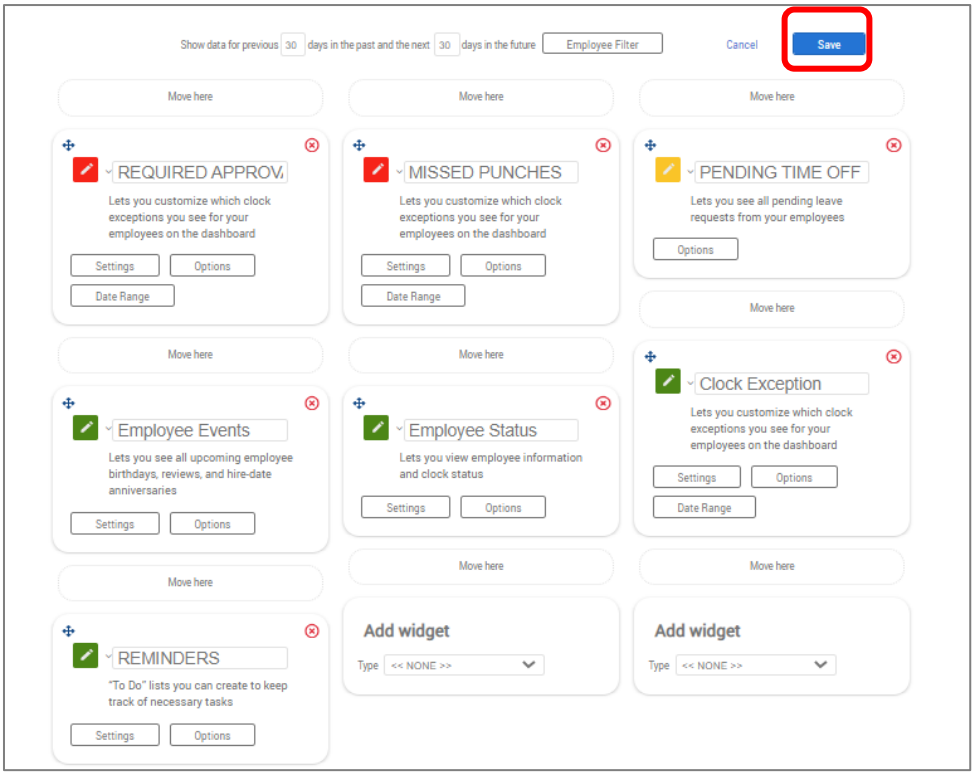
1. Using the internet, access the My Missouri State portal at https://my.missouristate.edu.
2. Enter your Missouri State account ID and password in the SECURE ACCESS LOGIN. This is the same user name and password that you use to access your email.
3. Because of the sensitive nature of payroll information, you should ***NEVER*** share your password with anyone. It is also important to log off the system when you have finished.
4. Navigate to the Time & Leave Resources card then select **Approvers – TCP**.



5. This will open the **TimeClock Manager Dashboard**. The dashboard contains widgets, which are informational and/or provide shortcuts to pages within the site that you may need to access such as Missed Punches, Required Approvals, Pending Time Off Request, Employee Status, etc.



6. By clicking on **Edit** 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 made any changes. You are allowed to have up to 12 widgets on your dashboard so select the ones most important to you.



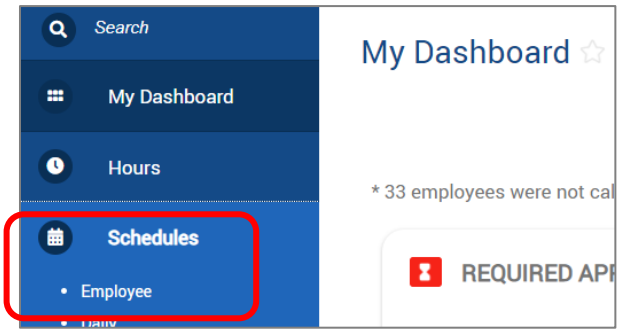
Schedules and Meal Breaks

Supervisors can assign a recurring schedule for their employees in TCP, which will allow you to compare schedules with clock times. Assigning automatic meal breaks allows employees to take their meal breaks without clocking out and in.

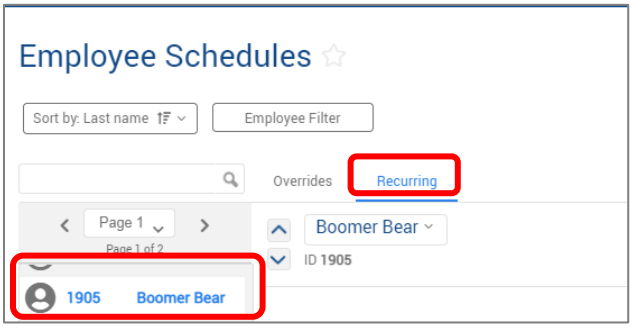
Assigning a Recurring Schedule

Note: Some employees may already have a default schedule assigned. If the employee already has a recurring schedule, it must be ended before a new one can be added.

1. From the left menu select **Schedules > Employee**.

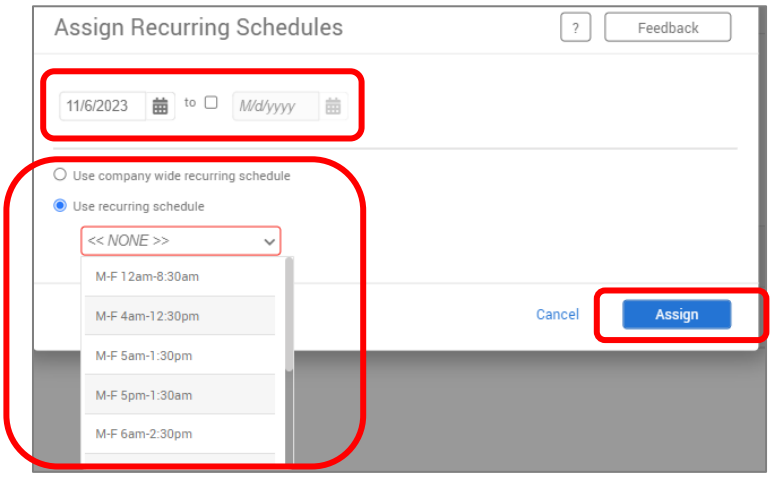


2. Select the name of the employee then click on **Recurring** tab.



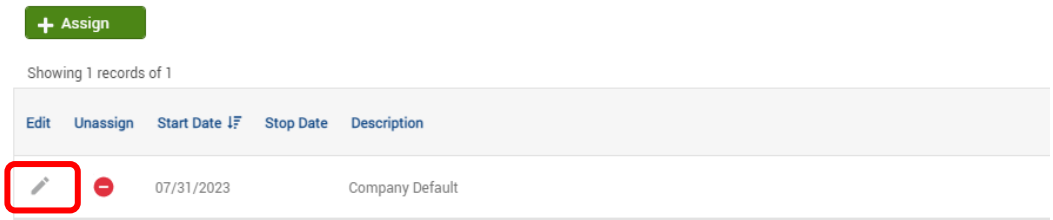
3. Click the check box for **Override role settings** (only for employees with no current schedule) then click on the **Assign** button.

4. In the **Assign Recurring Schedules** window:
   - **a.** Enter the date when the schedule should take effect. The date must be on a Monday, which is the first day of our workweek. 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 **Use company wide recurring schedule** radio button for an employee who normally works Monday – Friday, 8am to 5pm.
   - **c.** Click the **Use recurring schedule** radio button and choose the appropriate schedule from the list. (Contact Payroll@MissouriState.edu if the schedule you need does not appear in the list.)
   - **d.** Click **Assign** then click on **Save**.

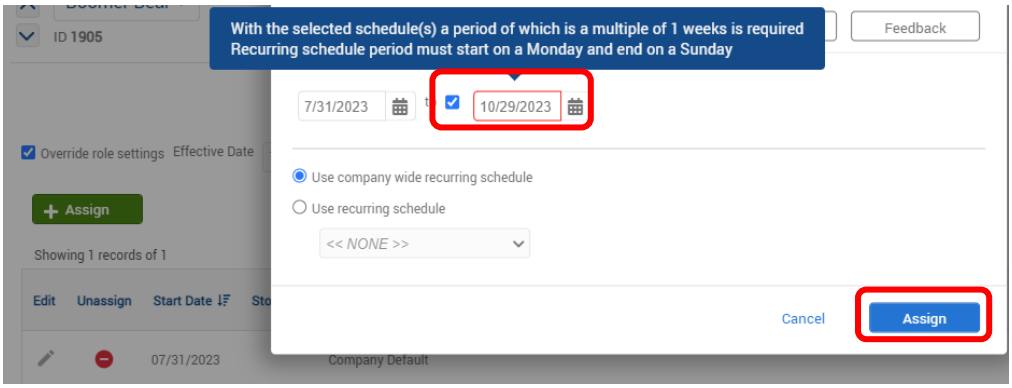


Ending a Recurring Schedule

1. From the left menu 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.



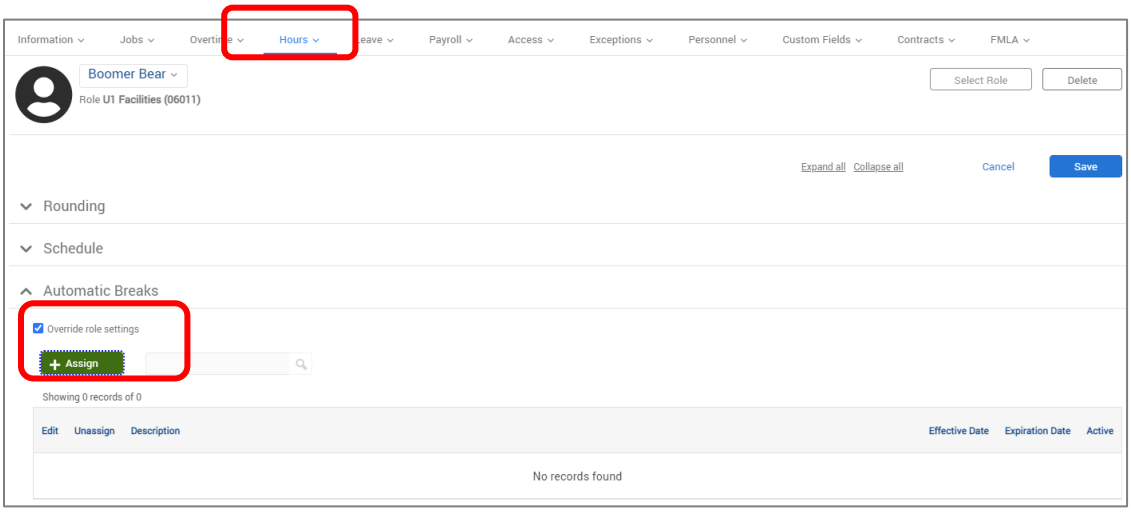
4. In the **Assign Recurring Schedules** window, check box then enter an ending or **to** date.



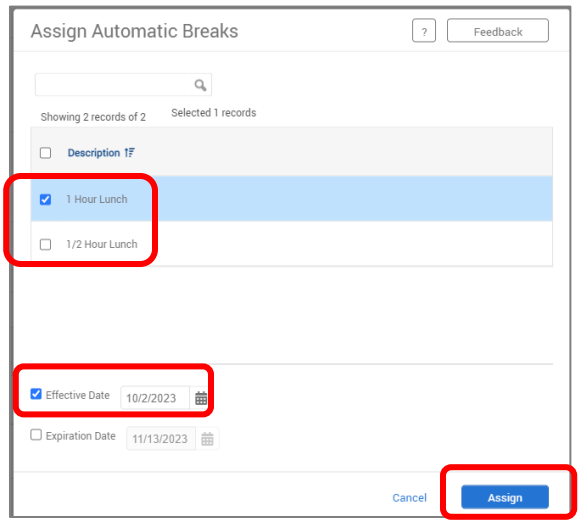
5. Click **Assign** then click on **Save**.

Configuring an Employee's Automatic Meal Deduction

1. From the left menu select **Employee > Employee Profiles**.
2. Select the employee's name and the **Hours** tab then expand Automatic Breaks.
3. Click **Override role settings** and the '**Assign**' button.



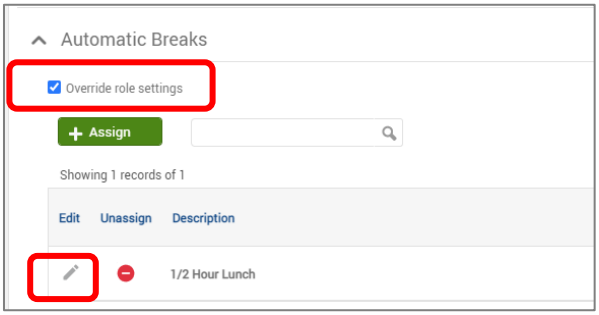
4. In the **Assign Automatic Breaks** window, choose either one of the radio buttons and enter the Effective Date. Effective date must be on a Monday, which is the first day of our workweek.



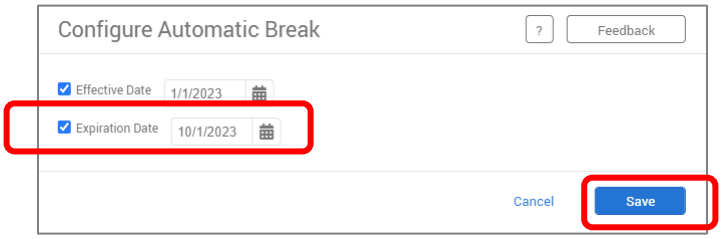
5. Click **Assign** and **Save**.

Ending an Employee's Automatic Meal Deduction

1. From the left menu select **Employee > Employee Profiles**.
2. Select the employee's name and the **Hours** tab then expand Automatic Breaks.
3. Click **Override role settings**.
4. Click on the pencil icon that is in the **Edit** column to the left of the schedule that you would like to end.



5. In the **Configure Automatic Break** window, enter the date on which you would like the automatic deduction to end, in the **Expiration Date** box. You can select any date to end the automatic deduction unless you are changing to a different automatic break. In this case you will end the current automatic break on a Sunday which is the last day of the work week then start the new automatic break the following Monday, the first day of the work week.
6. Click on **Save**.



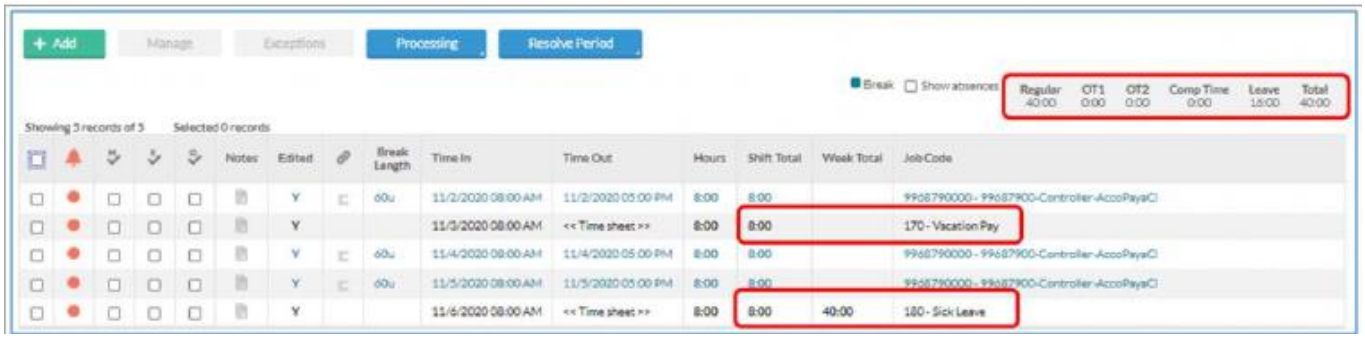
Time Sheets

Time sheets show the time for which an employee is to be paid, including clocked hours, leave time, holiday/extra given time. They show the daily detail, and a summary of time for each employee for the time period selected. In the time sheet 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 time sheet, it will need to be determined if any punches are missing, or if the daily hours and total hours are correct.

TCP will only capture the time worked and leave taken, any overtime will be calculated when time is imported into Banner and compensated according to Human Resources Policy G7.02-4.8.

Holiday and Extra Given Day will auto populate in full-time time sheets for those eligible according to Human Resources Policy G7.02-7.17.



Accessing Time sheets

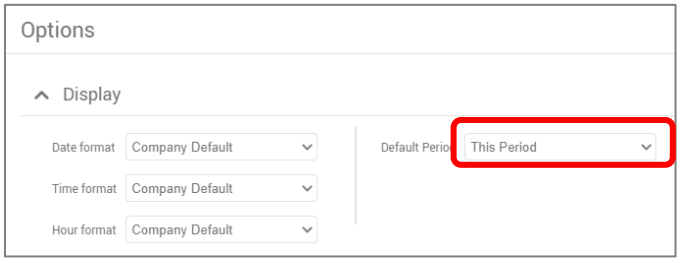
1. From the left menu select **Hours > Individual Hours**.
2. View each employee's time sheet by clicking on the names on the left side of the page.

Update Hours Settings (Recommended)

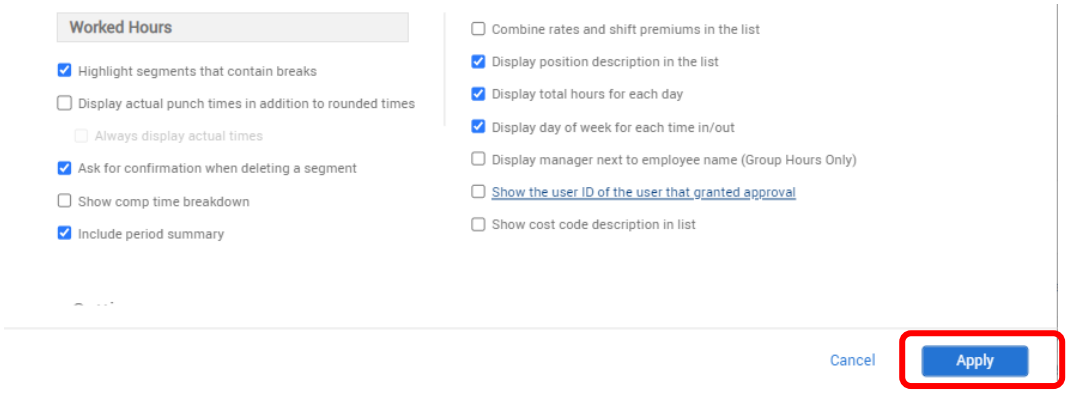
The first time visiting the Individual Hours page, it is recommended that the following changes are made in the settings.

1. Select **Options**.

2. In the Default Period box, choose **This Period**.



3. Check the boxes next to each of the below.

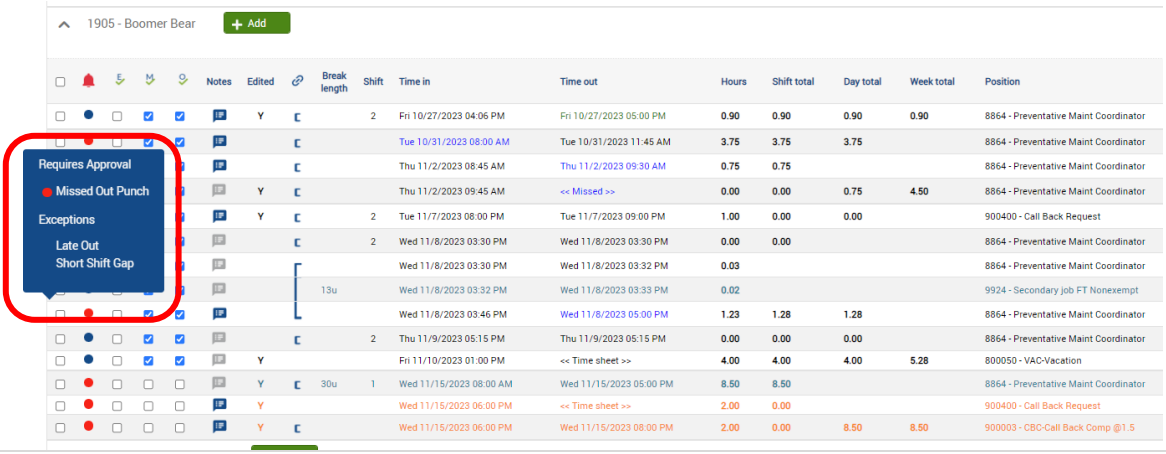


4. Select **Apply**. These settings will remain until you make changes to them.

Time Sheet Exceptions

Incomplete or incorrect segments on time sheets are considered to be exceptions. When an exception occurs, it will need to be resolved before the time sheet can be approved. The time sheet must be approved prior to the payroll export in order for the employee to be paid.

1. You can determine which segments still have exceptions that require approval by looking at the exceptions column.
   a. If a segment has a red dot, then there is an exception that still requires approval.
   b. If a segment has a blue dot, or is blank, then all exceptions that require approval have been approved.

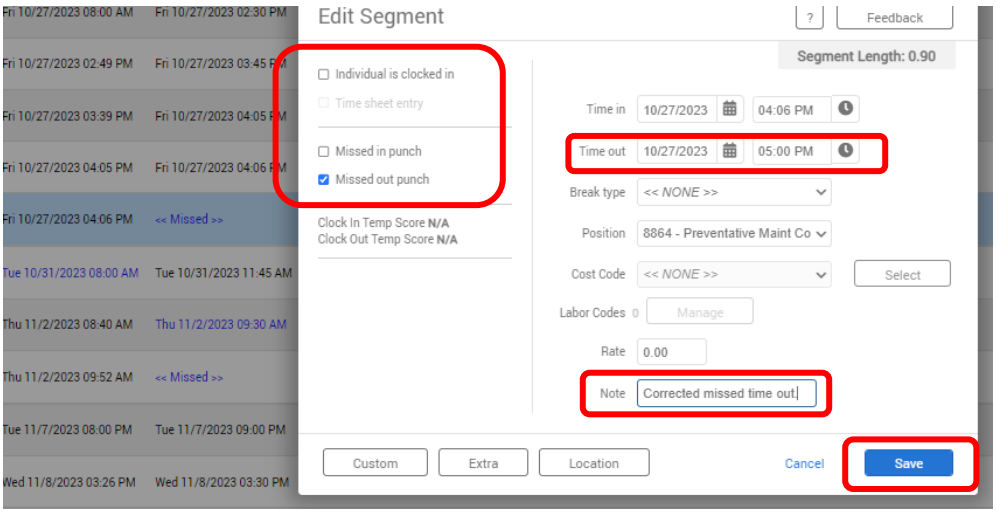


c. Exceptions can be displayed by hovering over a blue or red dot next to each segment. Those that require approval will be listed under the **Requires Approval** section.
    i. **Other** will be approved when Payroll pulls time to import into Banner.
d. Anything listed under **Exceptions** is informational only and does not require approval, but notifies you that a particular exception did occur during your employees' shift.

Time-off (vacation, sick, personal, etc) should always be recorded using the **Request Manager** screen. Follow steps below under **Review & Manage Time-Off Request**.

Adding a Missed In or Out Punch

1. From the left menu select **Hours > Individual Hours**.
2. Select an employee from the list on the left.
3. Navigate to the correct Period then click **Update**.
4. Double-click on the entry for the day with the missing punch. This will open a pop-up box. The below example is for a missed out punch.
5. In the Edit Segment window:
    a. Enter the date and time next to the missing **Time in/Time out**.
    b. If you are clocking an employee in, check **Individual is clocked in**. This will allow the employee to clock out at the end of their shift.
    c. ***DO NOT*** select **Time sheet entry** otherwise if eligible, the employee will not receive shift differential pay.
    d. Select box to indicate if this was due to a **Missed in punch** or a **Missed out punch**.
    e. Make certain the correct Position is displayed, if not use drop down to select correct position.
    f. Add a note in the **Note box** to identify the change you made.
    g. Click **Save**.

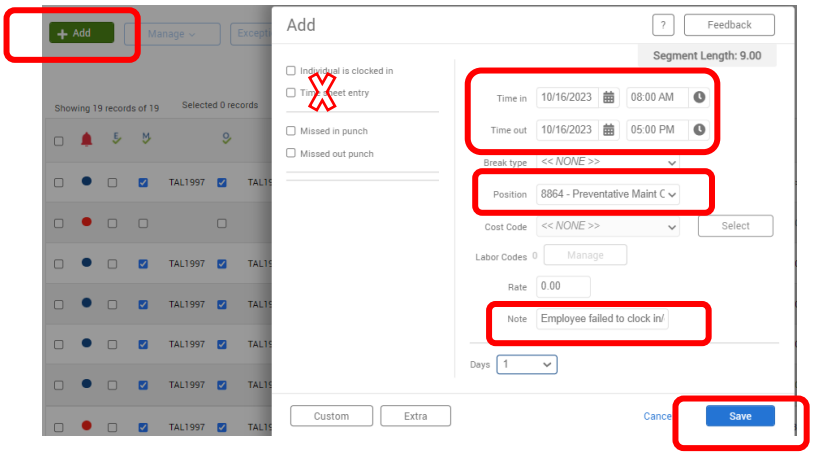


Adding University Closed or Time for an Employee who failed to Clock In and Out

Time-off (vacation, sick, personal, etc) should always be recorded using the **Request Manager** screen. Follow steps below under **Review & Manage Time-Off Request**.

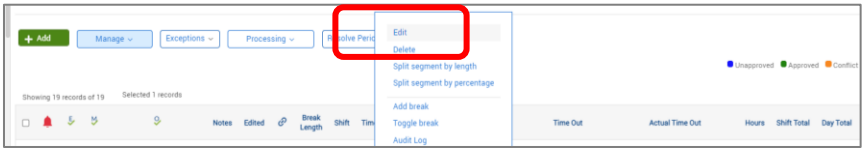
1. From the left menu select **Hours > Individual Hours**.
2. Select an employee from the list on the left.
3. Navigate to the correct Period then click **Update**.

4. Select the **Add** button. In the Add window:
    a. ***DO NOT*** select **Time sheet entry** otherwise if eligible, the employee will not receive shift differential pay.
    b. Enter the date and time next to **Time in** and **Time out**.
        1. Full-time employees will only receive paid UNC-University Closed during their normal regularly scheduled work hours. When the university is closed for the full day, it will be in effect from 6:00 a.m. to 6:00 a.m. the next morning. Full-time employees will be compensated during university closings according to G7.02-2.15.2.
    c. In the Position drop down, select the **Position**.
        1. For a full-time employee who worked on a designated university holiday select HWK-Holiday Worked 1.5.
        2. For a full-time employee who worked on a designated Extra Given day select the Job/Code Position they worked in.
        3. For a full-time employee during an official university closure select UNC-University Closed.
            1. If the employee worked during the university closure and forgot to clock in/out, you will need to make another entry for the time worked then select the position worked.
        4. 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.
    d. Add a note in the **Note** box to identify the change you made then click **Save**.



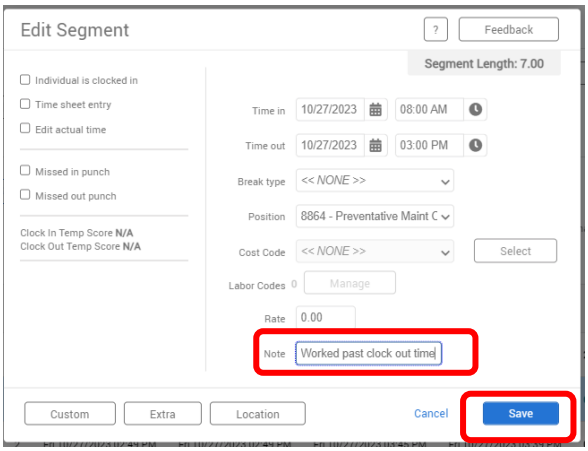
Editing Employee Hours

1. From the left menu select **Hours > Individual Hours**.
2. Select an employee from the list on the left.
3. Navigate to the correct Period and click **Update**.
4. Double click on the time segment to be edited and select **Edit.**



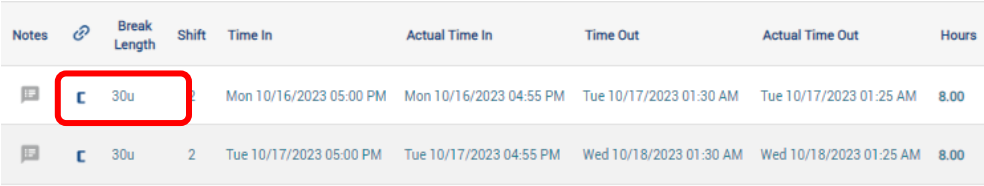
Note: Approved time segments must be unapproved to be edited. Uncheck Manager approval then click on **Apply Changes**.

5. Make appropriate changes, enter **Note** to identify change made, then click **Save**.

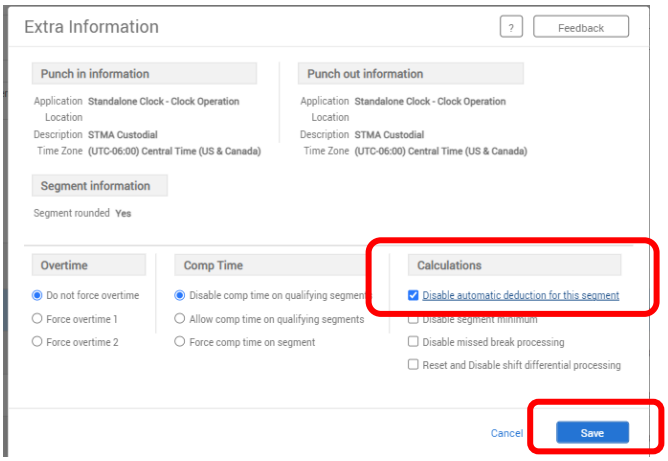


Removing an Automatic Meal Deduction

1. From the left menu select **Hours > Individual Hours**.
2. Select an employee from the list on the left.
3. Navigate to the correct Period and click **Update**.
4. In the **Break Length** column, double-click the entry that you would like to remove.



5. In the **Edit Segment** window, click the **Extra** button at bottom of screen.
6. In the **Extra Information** window, add a checkmark next to **Disable automatic deduction for this segment** then click **Save**, and **Save** again on Edit Segment.



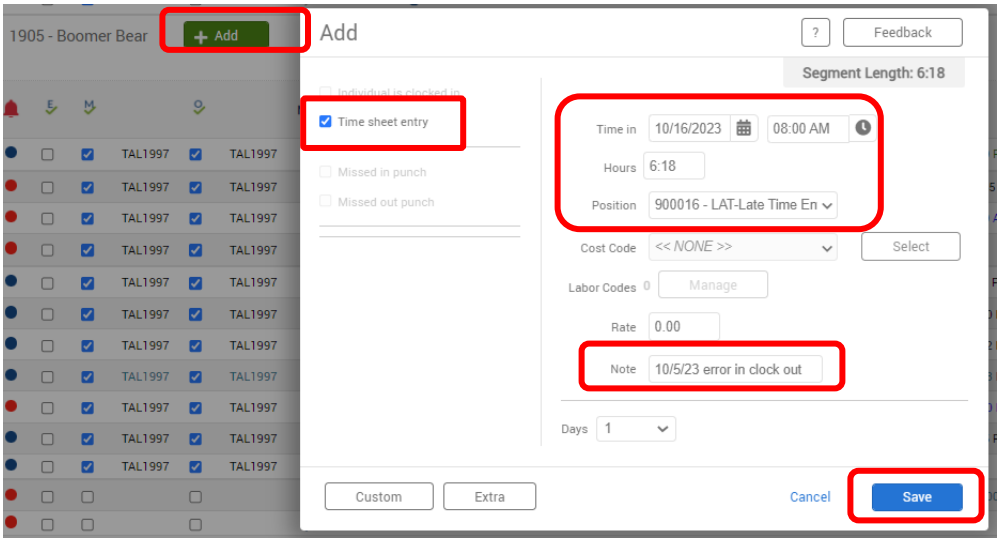
Manage Time Sheet to record Comp Time Payout, Late Time, or On Call/Phone Pay

Time-off (vacation, sick, personal, etc) should always be recorded using the **Request Manager** screen. Follow steps below under **Review & Manage Time-Off Request**.

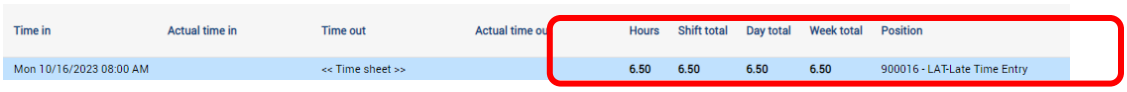
1. From the left menu select **Hours > Individual Hours**.
2. Select an employee from the list on the left.
3. Navigate to the correct Period and click **Update**.
4. Select the **Add** button. In the Add window:
    a. Click on the **Time sheet entry** check box.
    b. Enter the date and start time of their normal shift next to **Time in**.
        i. If adding Late Time to correct a previous pay period, or adding Comp Time Payout, select the first day of the current pay period.
    c. Enter the number of hours being added.

When manually adding time, hours **must** be entered in quarter hour increments. Enter in hours and minutes, not decimal hours. Ex: Enter 6:30 not 6.50.

    d. In the **Position** drop down, choose the appropriate code.
    e. Add a note in the **Note** box to identify the change you made.
    f. For Late Time you must list dates the work was performed and contact Payroll@MissouriState.edu for notification that Late Time has been entered. Payroll does not automatically receive notification that Late Time has been entered and must be notified in order to research the correct back wages that are due to the employee.



    g. Click **Save**.



Review & Manage Time-Off Request

TimeClock Plus allows supervisors to view, add, edit, approve, and deny employee time off requests. Time-off requests can be submitted by the individual or created by the supervisor in any leave code(s) that the employee may have access to. Holiday and Extra Given are system generated and added to the employee time sheet per university policy.

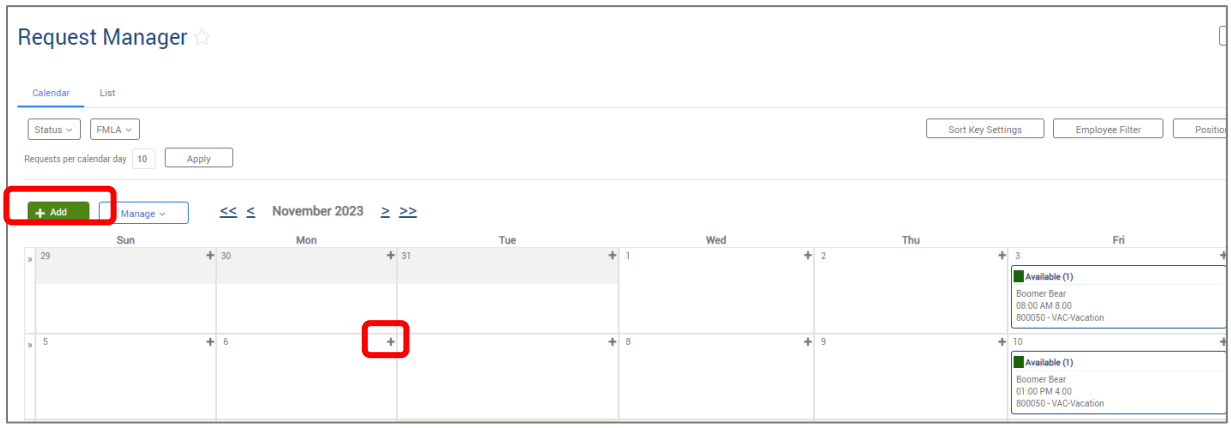
Viewing Time-Off Request Submitted by Employee

1. From the left menu select **Tools > Request > 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.

Adding Time-Off Request for Employees

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

1. From the left menu select **Tools > Request > Request Manager.**
2. Click on the **Add** button on the information bar or select the **Plus** sign in Calendar view on the appropriate day.



3. To select **Employee**, use drop down or start typing employee name for whom you would like to create a time-off request for.
4. Select the **date** for the request.
5. You can use a template to auto populate or manually enter details for the request.
    a. To use a template, scroll down to click on the type of leave.

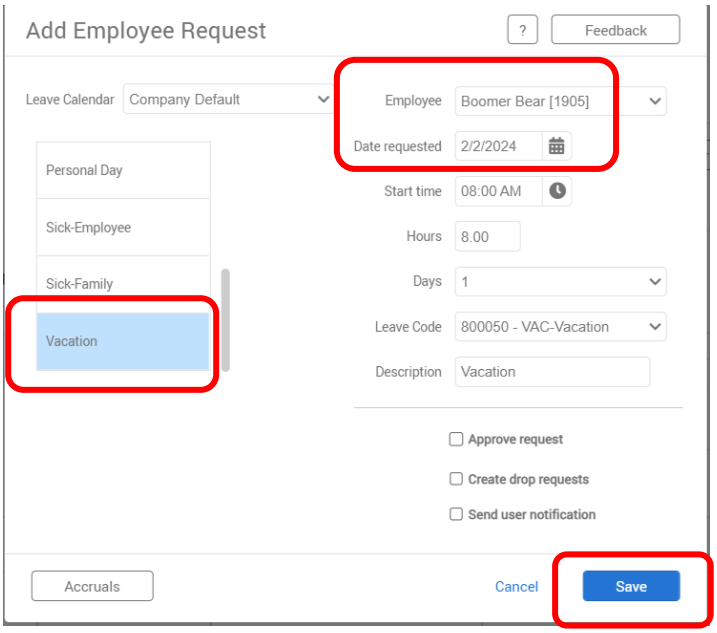
b. The Start time, hours, days, leave code, description will auto populate for a standard 8-5 workday.

c. Change the start time, hours, days, as needed.

i. For a full day of leave Start time should reflect the time the employee normally clocks in. Enter the number of hours that constitutes a full shift. Example: 8 hours if they typically work an 8 hour day.

ii. If adding multiple identical segments for ***consecutive*** days, the **Days** drop-down may be used. For example, a weeks' worth of vacation can be entered by creating one 8-hour vacation segment on Monday and selecting 5 days.

6. Click **Save** to add this request.



Editing Time-Off Request Submitted by Employees

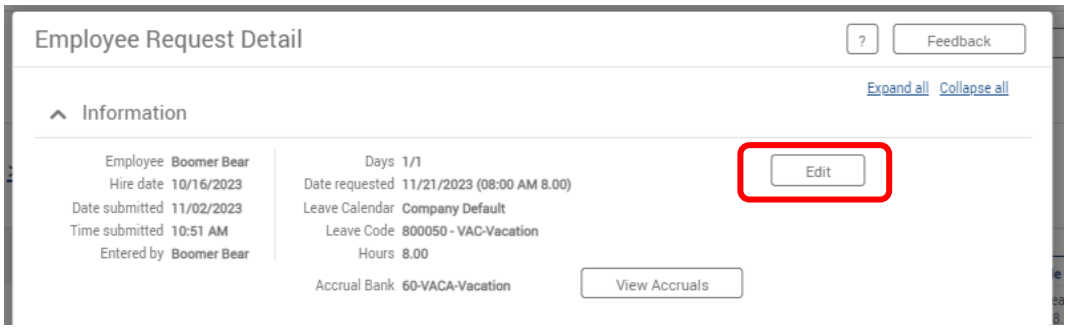
Supervisors are able to edit the details of pending requests. This allows users to change the date range, leave code, or other aspects of the request before it is approved.

1. From left menu select **Tools > Request > Request Manager**.

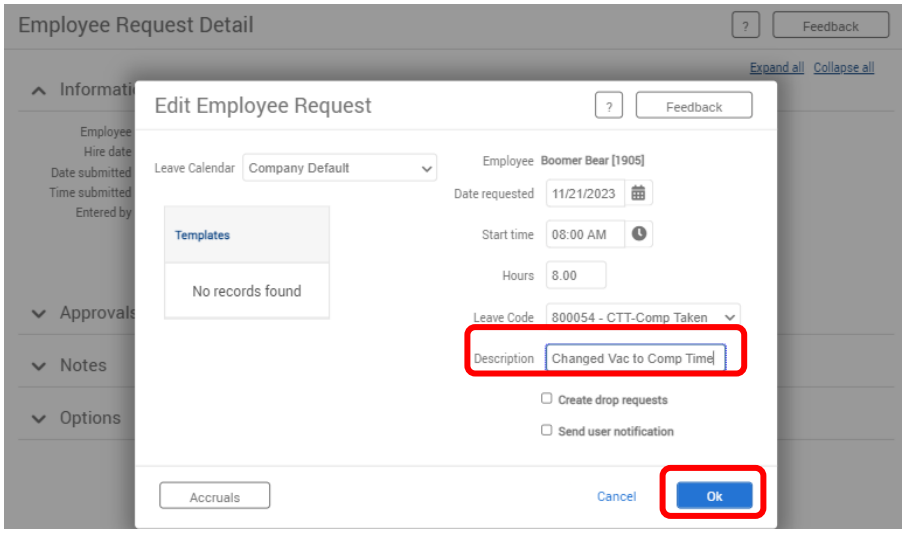
2. Select the request from either Calendar or List view.

3. Right click on the segment to edit or select it through the **Manage** dropdown button.

4. 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 position, click the **Edit** button.



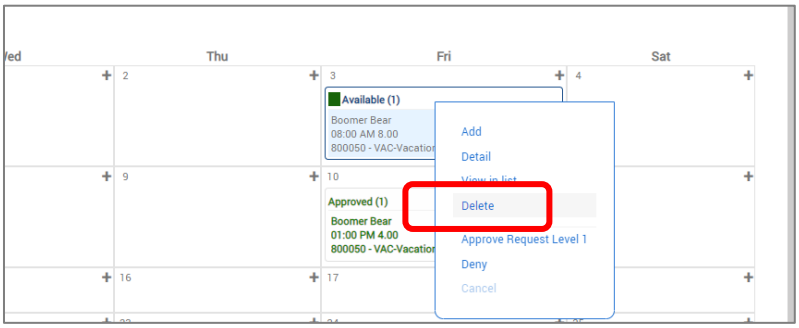
5. Make any changes in the **Edit Employee Request** window. Enter a note in the **Description** box to identify the change you made.
6. Click on **Ok**.
7. Click **Save** to commit these changes to the request segment.



Deleting Time-Off Request

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

1. From left menu select **Tools > Request > Request Manager**.
2. Select the request from either Calendar or List view.
3. Right click on the segment to delete or select it through the **Manage** dropdown button.
4. Click **Delete**.
5. On the confirmation screen, click **Ok**, then click on **Ok** again to permanently delete the request.

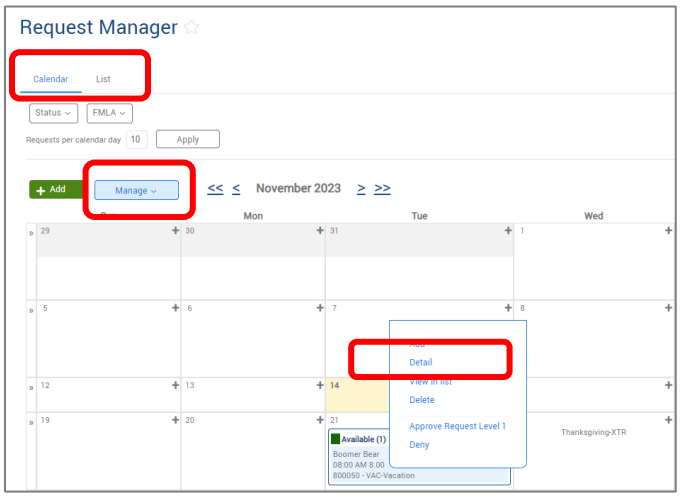


Approving or Denying Time-Off Request

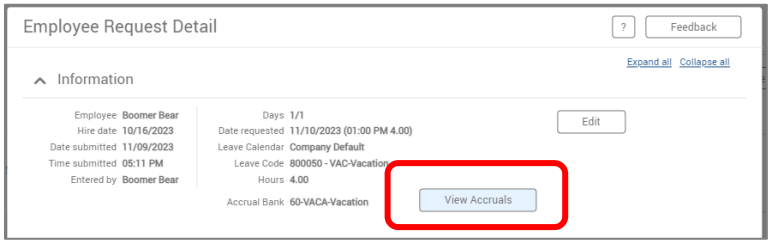
Once a requested time-off segment has been entered by either the employee or the supervisor, a user with proper permissions can approve or deny the request. Approving or denying a segment also removes the ability to edit that request. It is recommended to review the Employee Accrual Balance before approving a Time-Off Request. Keep in mind this information will only display leave balances as of the end of the previous pay period. Accruals in TCP are only updated after the month end payroll has been processed. Leave accruals will include leave not available until the 1st of the following month. Example:

Accruals updated on the November payroll will include sick and vacation accrual for December, which cannot be used until December 1st.

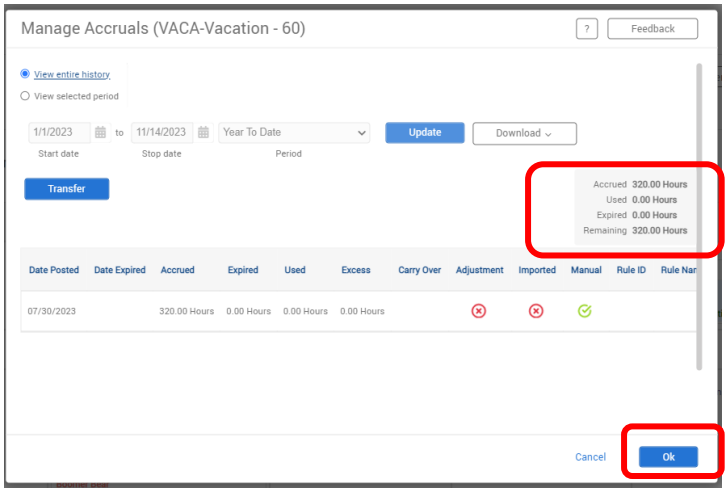
1. From the left menu select **Tools > Request > Request Manager**.
2. Select the request from either Calendar or List view.
3. Right-click on the segment or select it through the **Manage** dropdown button.
4. Click on **Detail**.



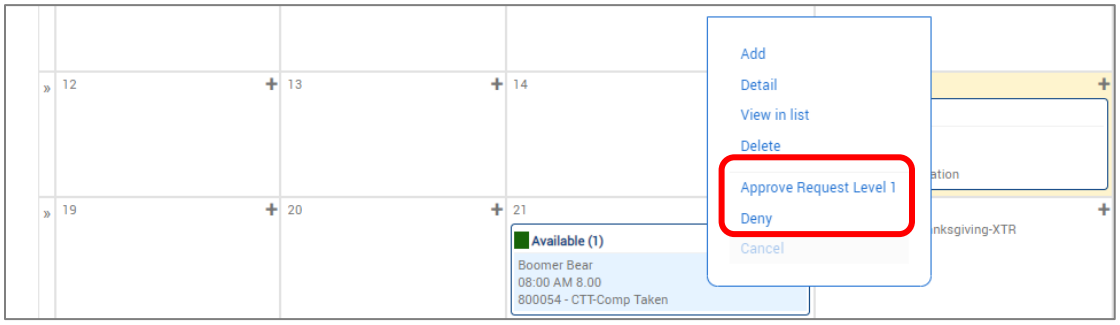
5. Click on **View Accruals**.



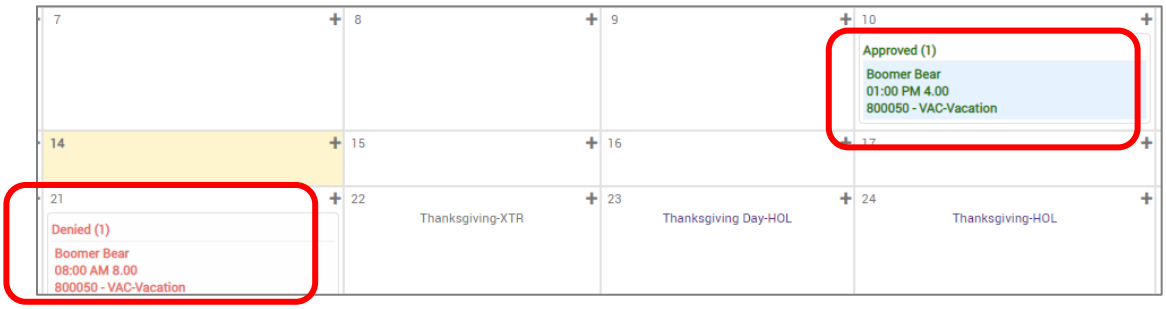
6. Review the accruals to confirm that the employee has enough time accrued. Select **OK** to continue.



7. If the Time-Off Request needs to be edited, follow the steps above in the section **Editing Requests Submitted by Employees**.
8. To approve or deny the request, right-click on the segment.
9. Select the level of approval you would like to grant or deny.



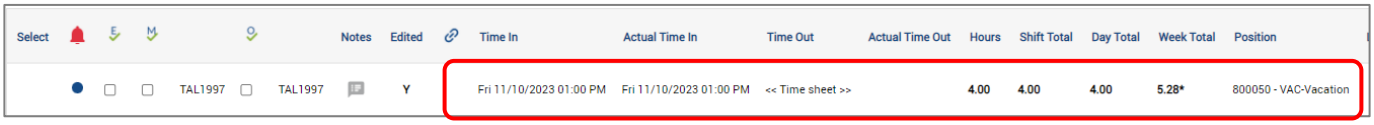
10. Process Complete click on **OK**.
11. Once approved, the segment will be marked as Approved and automatically added to the employee time sheet. The employee will receive notification the leave has been approved.
12. Once denied, the segment will be marked as Denied. The employee will receive notification the leave has been denied.



Viewing Approved Leave Time

Once a time-off request is approved for an employee by the supervisor, the leave time is automatically added to the employee's time sheet.
In order to confirm that the leave hours were added to the employee, follow the steps below.

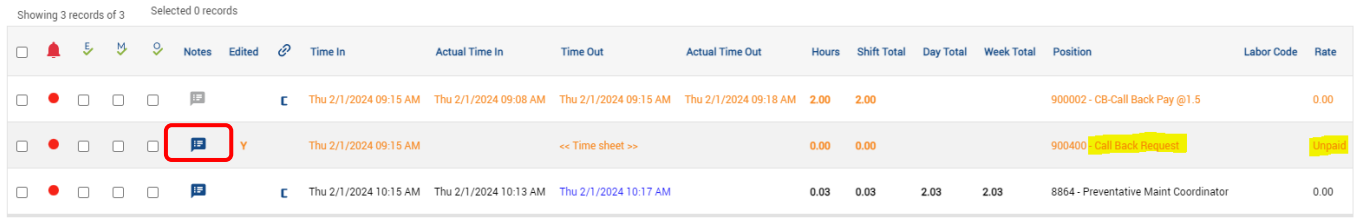
1. From left menu select **Hours > Individual Hours**
2. Select the employee to review the hours.
3. Set your date range to include the date the request was submitted and click **Update**.
4. The leave time entry will appear on the applicable day.



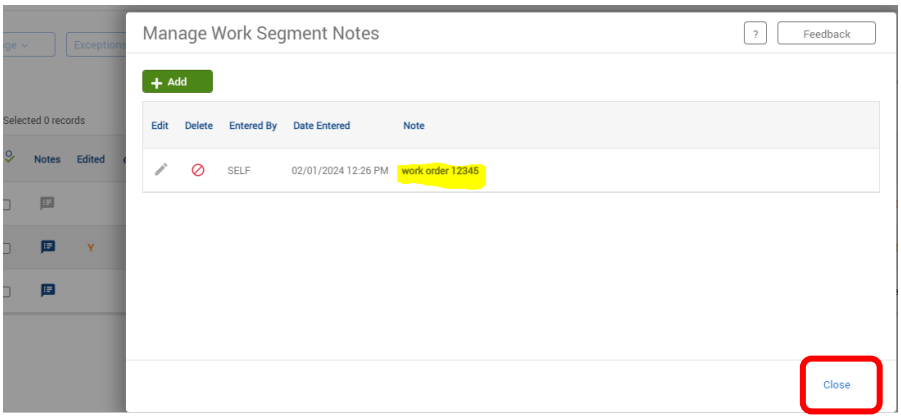
Reviewing Call Back Request

The employee will not receive compensation from the Call Back Request as it only replaces the paper request form. ***The employee must clock in/out for time worked using CB-Call Back Pay @ 1.5 or CBC-Call Back Comp, whichever is applicable.***

1. From the left menu select **Hours > Individual Hours**.
2. Select an employee from the list on the left.
3. Navigate to the correct Period and click **Update**.
4. Click on the Notes to review the reason for the call back.



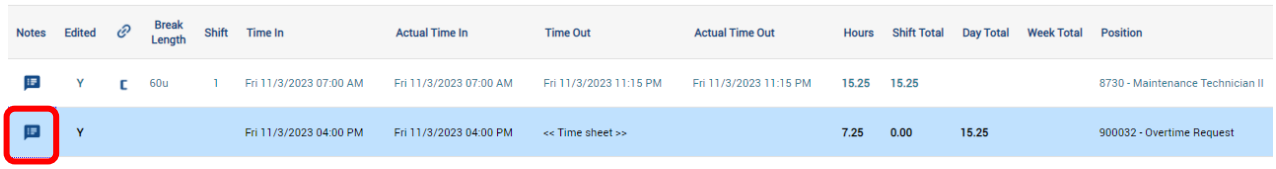
5. This will open a pop-up box segment to review what the call back was for.
6. Click on **Close** to return to time sheet.



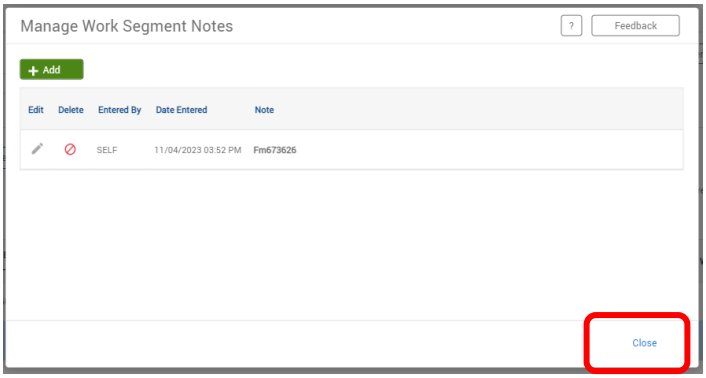
Reviewing Overtime Request

Overtime Request replaces the paper form if required by your department. ***The employee must clock in/out for time worked and will be compensated according to policy Human Resources Policy*** G7.02-4.8.

1. Select **Hours > Individual Hours** then select an employee from the list on the left.
2. Navigate to the correct Period and click **Update**.
3. Click on **Note** for the Overtime Request to review.



4. This will open a pop-up box to review what the overtime was for.
5. Click on **Close** to return to the time sheet.



Approving a Time sheet

The time sheet must be approved by to the **Approver Submit By Date** on the Payroll Calendar located on the Time & Leave Resources card through My Missouri State in order for the employee to be paid.

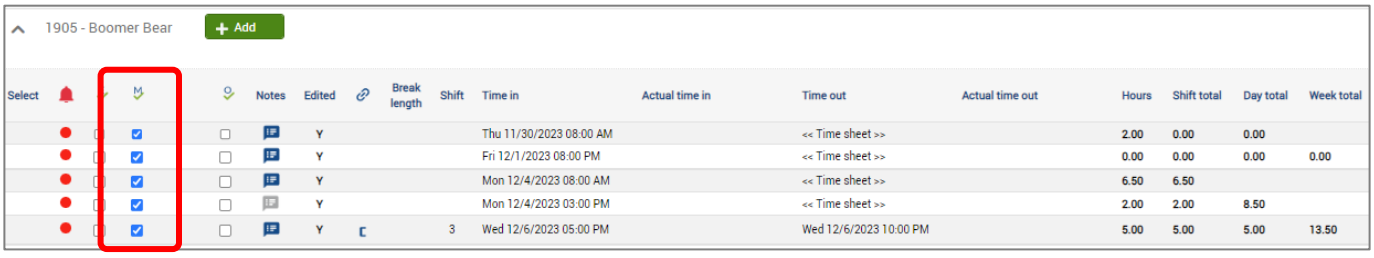
Things to check before approving time:

- Full-time employees:
  - Do they have at least 40 hours in each workweek (Monday – Sunday)?
  - Is there leave that needs to be entered?
  - Is the employee clocking in/out on time?
  - If they worked or took leave their last scheduled day prior to a holiday or extra given day, did they receive the holiday/extra given in their time sheet?
  - Is the correct shift listed for all clockable time?
- Part-time/student employees:
  - Is there missing clock in/outs?
  - Is the number of hours worked each day correct?

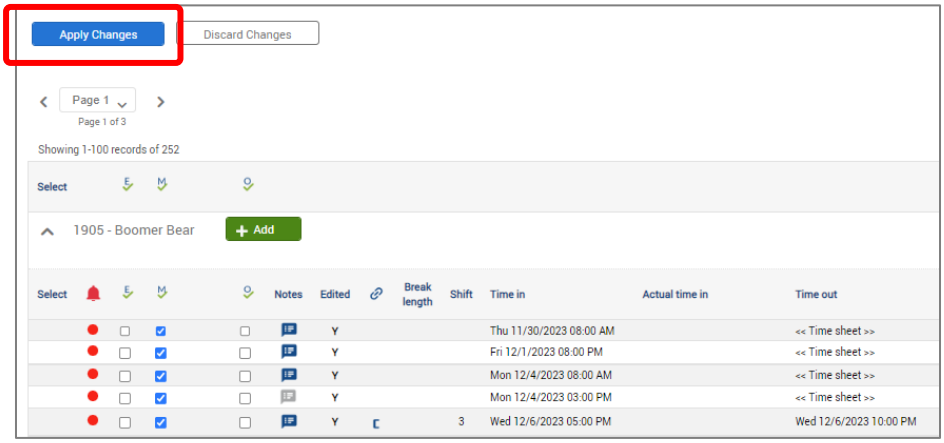
It is recommended to review time sheets each week to determine if any punches are missing, or if the daily and total hours are correct. Time entry's can be approved throughout the pay period but must be approved by the **Approver Submit By Date** on the Payroll Calendar.

After you have reviewed the time sheet, it may be approved by the following steps.

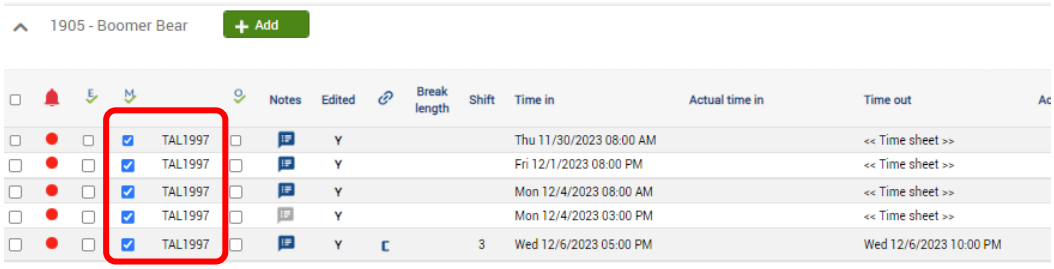
1. To approve each week during the pay period:
   a. Put a check in the box under Manager 'M' column for each day you are ready to approve.



   b. Then click on **Apply Changes**.

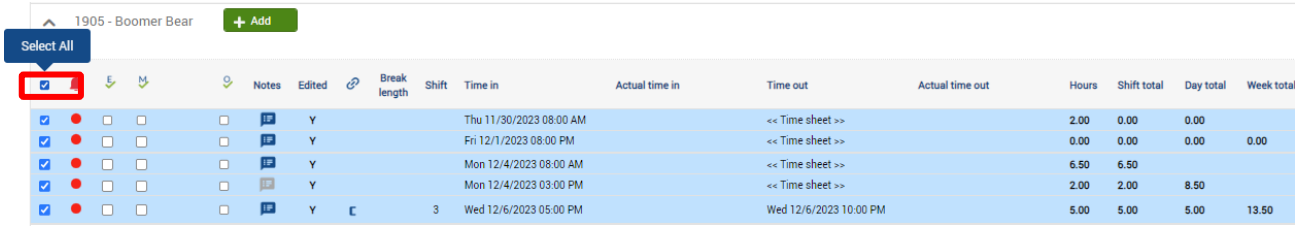


c. Once time has been approved, information of the supervisor who approved the time will display next to the Manager 'M' column.

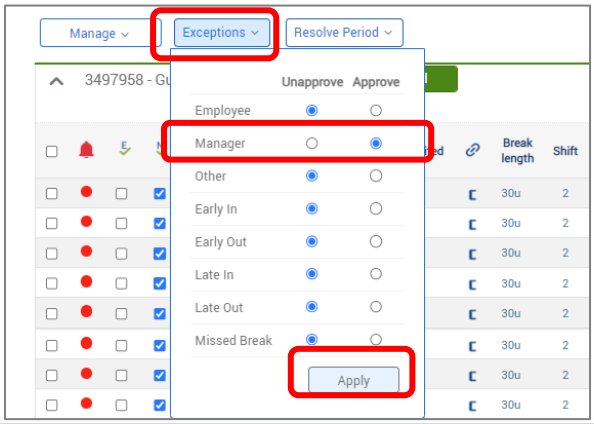


2. To approve at the end of the pay period:

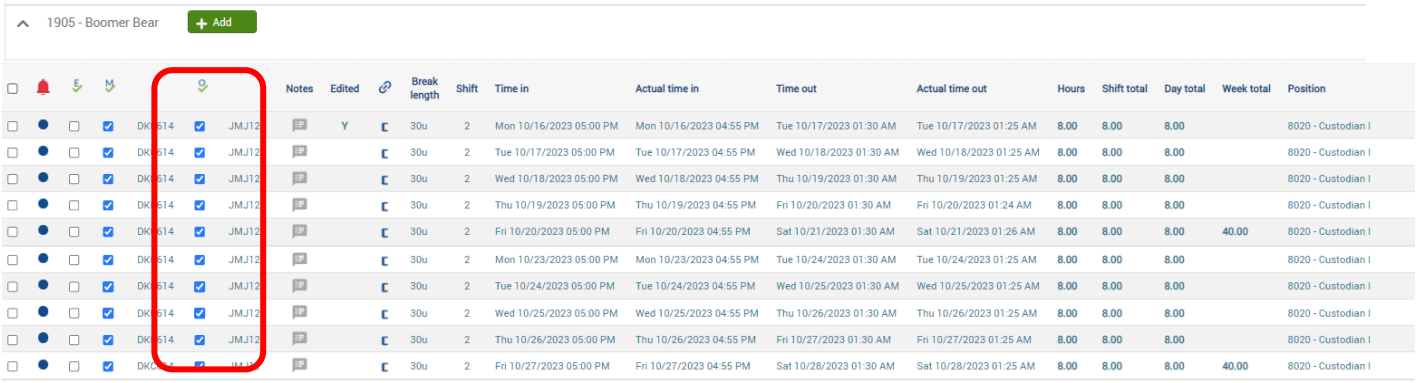
a. Put a check in the **Select All** box on the left. This will enter checkmarks in each day's box.



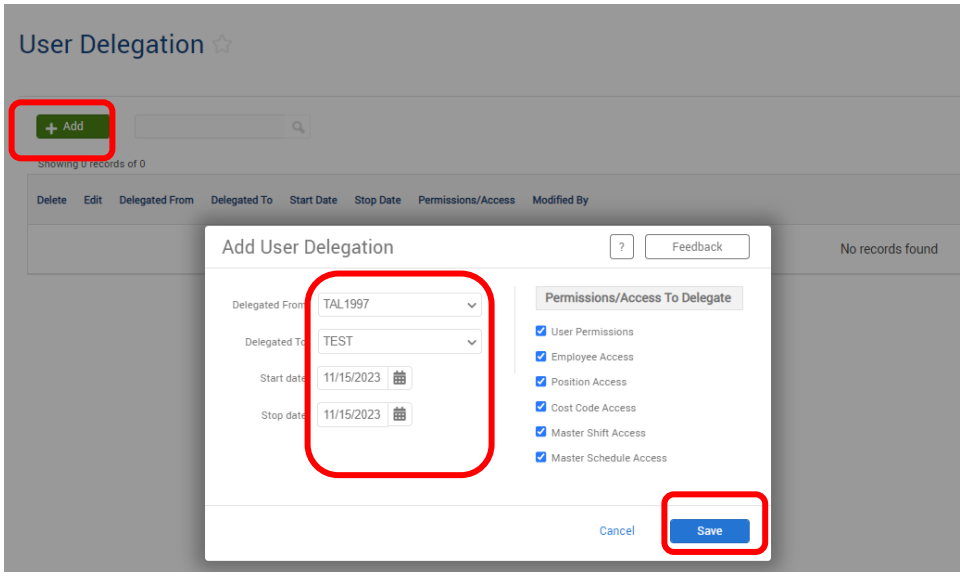
3. Click the **Exceptions** button and then the **Approve** radio button next to Manager. Then click **Apply** to approve the time sheet.



3. Once time sheets has been approved, a checkmark appears in the Manager Approval ‘M’ column.
4. Once time has been exported to Banner, a checkmark will be displayed under ‘O’. At this point you cannot make any changes to the employee time sheet. Follow process for adding Late Time to a time sheet on the following pay period or contact Payroll@MissouriState.edu for assistance.



User Delegation – Proxy

By adding a user delegate, a supervisor can give another supervisor the ability to manage their employees’ time sheet in their absence. To add a delegate:

1. From the left menu select **Configuration > Users > User Delegation**
2. Select the **Add** button.
3. In the **Add User Delegation** window:
    a. Enter your Missouri State ID in the **Delegated From** field.
    b. Enter the Missouri State 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**.