



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 <u>Payroll@MissouriState.edu</u>.

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.

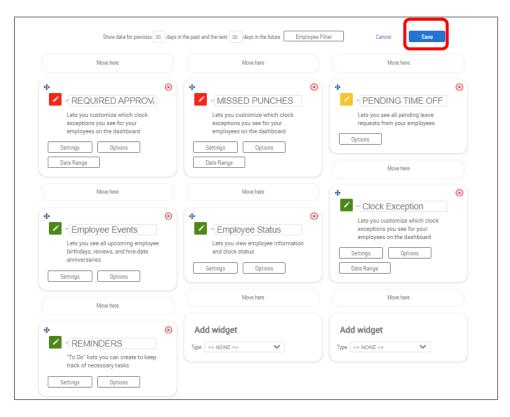
- 1. Using the internet, access the My Missouri State portal at <u>https://my.missouristate.edu</u>.
- 2. Enter your Missouri State account ID and password in the SECURE ACCESS LOGIN. This is the same user name and password that you use to access your email.
- **3.** Because of the sensitive nature of 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.

Time & Leave Resources 💠 🔳
8 Employee Dashboard
Approvers - TCP
M How to Enter & Approve Timesheets & Leav
M How to Enter & Approve Timesheets & Leav M Payroll & Leave Reporting Calendars
_
M Payroll & Leave Reporting Calendars

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.

	tcp " TimeCloc	k Plus°						Missouri State	Company: University
٩	Search	* 33 employees	were not calc	ulated in this total.	0				
•	My Dashboard								
•	Hours	_	UIRED APP		35* 15/335	_	SED PUN		7*
	Schedules	Andrew Minor	Type Other Approval	Date 10/11 05:00 P - 01:45 A	© ©	Name Boomer Bear	Type Missed Out	Date 10/27 04:06 P - << Missed >>	S
	Employee	Andrew Minor	Other Approval	10/12 05:00 P - 01:45 A	© ©	Boomer Bear Boomer Bear	Missed In Missed Out	10/31 08:00 A - 11:45 A 11/02 08:45 A - 09:30 A	© ©
	Reports	Andrew Minor	Other Approval	10/16 05:00 P - 01:30 A	S	Boomer Bear	Missed Out	11/02 09:45 A - << Missed >>	ø
Þ	Tools	Andrew Minor Andrew Minor	Other Approval Other Approval	10/17 05:00 P - 01:45 A	S	Boomer Bear Joe Treese	Missed Out	11/08 03:46 P - 05:00 P 11/08 08:00 A - 04:30 P	S
	10013	Andrew Minor	Other Approval	10/19 05:00 P - 01:30 A	ø	Joshua McIver	Missed Out	11/08 08:00 A - 04:30 P	ø

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.



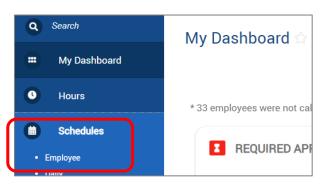
Schedules and Meal Breaks

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.

Employee Schedules 😭	
Sort by: Last name 17 v Employee Filter	
< Page 1 > > Boomer Bear > Page 1 of 2 > ID 1905 1905 Boomer Bear	

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

	+ ′	<u>ride role setti</u> Assign									
-	Showi	ng 0 records	of 0								
E	Edit	Unassign	Start Date	Stop Date	Description						
									No rec	ords four	nd

- 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 <u>Payroll@MissouriState.edu</u> if the schedule you need does not appear in the list.)
 - d. Click Assign then click on Save.

Assign Recurring Schedules	? Feedback
11/6/2023 🗰 to 🗆 M/d/yyyy 🛗	
Use company wide recurring schedule Use recurring schedule	
<< NONE >> v	
M-F 12am-8:30am	
M-F 4am-12:30pm	Cancel Assign
M-F 5am-1:30pm	
M-F 5pm-1:30am	
M-F 6am-2:30pm	

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.

+ /	Assign			
Showi	ing 1 records	of 1		
Edit	Unassign	Start Date ↓	Stop Date	Description
1	•	07/31/2023		Company Default

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

	e selected schedule(s) a period of which is a multiple of 1 weeks is require ng schedule period must start on a Monday and end on a Sunday	d Feedback
	7/31/2023 🗰 t 🗹 10/29/2023 🗰	_
✓ Override role settings Effective Date		
+ Assign	Use company wide recurring schedule Use recurring schedule	
Showing 1 records of 1	<< <i>NONE</i> >>	
Edit Unassign Start Date ↓₹ Sto	Ca	ancel Assign
	Company Default	

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.

Information ~ Jobs ~ Overtin	e v Hours v	.eave ~	Payroll 🗸	Access ~	Exceptions ~	Personnel ~	Custom Fields 🗸	Contracts ~	FMLA ~	
Boomer Bear ~ Role U1 Facilities (06011)								Sele	ect Role	Delete
✓ Rounding							Expand all Collap:	se all	Cancel	Save
✓ Schedule										
Automatic Breaks	٩									
Edit Unassign Description								Effective [Date Expiration D	ate Active
				No reco	rds found					

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.

Assign Automatic Breaks	? Feedback
٩	
Showing 2 records of 2 Selected 1 records	
Hour Lunch	
1/2 Hour Lunch	
Effective Date 10/2/2023	
Expiration Date 11/13/2023	
Ca	ncel Assign

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.

	✓ Override role settings		
	+ Assign	Q,	
	Showing 1 records of 1		
	Edit Unassign Description		
C	1/2 Hour Lunch		

- 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 <u>G7.02-4.8</u>.

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

	Add		Mar			Desptions			ressing Res	alve Period										
													Ersak	Show absences	Regular 40:00	071 0:00	012 0.00	Comp Time 0:00	Leave 18:00	Total 40.00
inow Ci	ing 3 re	scords of		Selecte	0 records Notes	Edited	Ø	fireak Langth	Time In	Time Out	Hours	Shift Total	Week Total	Job Code						
D.	٠	0	0		8	¥		60u	11/2/2020 08:00 AM	11/2/2020 05:00 PM	8:00	8:00		9908790000-9968	7900-Centre	oter Acco	PayaCl			
		0	0		18	Y.			11/3/2020 08:00 AM	<< Time sheet >>	8:00	8:00		170 - Vacation Pay						
	٠				8	٧	Ε.	60u	15/4/2020-08-00-AM	11/4/2020-05-00 PM	E-00	8.00		9968790000-9968	7900-Contro	oller-Acco	PayaCl			
0	•	0	0	0	10	¥.	5	60u	11/5/2020 08:00 AM	11/5/2020-05-00 PM	8:00	8.00		9958790000-9958	7900-Centre	olier Acco	PayaCl			
		0	0		13	¥			11/6/2020 08:00 AM	<< Time sheet >>	8:00	8:00	40:00	180 - Sick Leave						

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.

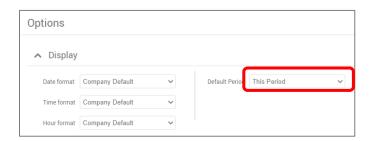
Update Hours Settings (Recommended)

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.

Worked Hours	Combine rates and shift premiums in the list
 Highlight segments that contain breaks 	Display position description in the list
Display actual punch times in addition to rounded times	Display total hours for each day
Always display actual times	Display day of week for each time in/out
Ask for confirmation when deleting a segment	Display manager next to employee name (Group Hours Only)
□ Show comp time breakdown	Show the user ID of the user that granted approval
Include period summary	Show cost code description in list
	Cancel

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.

^	19()5 - Bo	oome	r Bear	E	⊢ Add										
		ş	₿	9	Notes	Edited	Ø	Break length	Shift	Time in	Time out	Hours	Shift total	Day total	Week total	Position
	٠				IF	Y	C		2	Fri 10/27/2023 04:06 PM	Fri 10/27/2023 05:00 PM	0.90	0.90	0.90	0.90	8864 - Preventative Maint Coordin
U	•) IP		C			Tue 10/31/2023 08:00 AM	Tue 10/31/2023 11:45 AM	3.75	3.75	3.75		8864 - Preventative Maint Coordin
Requires	s App	oroval			18		C			Thu 11/2/2023 08:45 AM	Thu 11/2/2023 09:30 AM	0.75	0.75			8864 - Preventative Maint Coordin
Miss	sed O	ut Pun	nch			Y	C			Thu 11/2/2023 09:45 AM	<< Missed >>	0.00	0.00	0.75	4.50	8864 - Preventative Maint Coordin
Exceptio	ons				10	Y	C		2	Tue 11/7/2023 08:00 PM	Tue 11/7/2023 09:00 PM	1.00	0.00	0.00		900400 - Call Back Request
Late	Out						C		2	Wed 11/8/2023 03:30 PM	Wed 11/8/2023 03:30 PM	0.00	0.00			8864 - Preventative Maint Coordin
Shor	t Shi	ft Gap					Г			Wed 11/8/2023 03:30 PM	Wed 11/8/2023 03:32 PM	0.03				8864 - Preventative Maint Coordin
		0						13u		Wed 11/8/2023 03:32 PM	Wed 11/8/2023 03:33 PM	0.02				9924 - Secondary job FT Nonexem
	•				1F		L			Wed 11/8/2023 03:46 PM	Wed 11/8/2023 05:00 PM	1.23	1.28	1.28		8864 - Preventative Maint Coordin
	•				E		C		2	Thu 11/9/2023 05:15 PM	Thu 11/9/2023 05:15 PM	0.00	0.00	0.00		8864 - Preventative Maint Coordin
	•					Y				Fri 11/10/2023 01:00 PM	<< Time sheet >>	4.00	4.00	4.00	5.28	800050 - VAC-Vacation
	•					Y	C	30u	1	Wed 11/15/2023 08:00 AM	Wed 11/15/2023 05:00 PM	8.50	8.50			8864 - Preventative Maint Coordin
	•				12	Y				Wed 11/15/2023 06:00 PM	<< Time sheet >>	2.00	0.00			900400 - Call Back Request
	•				1P	Y	C			Wed 11/15/2023 06:00 PM	Wed 11/15/2023 08:00 PM	2.00	0.00	8.50	8.50	900003 - CBC-Call Back Comp @1.

- 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.
- 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. <u>DO NOT</u> 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.

Fri 10/27/2023 08:00 AM	Fri 10/27/2023 02:30 PM	Edit Segment		? Feedback
Fri 10/27/2023 02:49 PM	Fri 10/27/2023 03:45 F 1	Individual is clocked in		Segment Length: 0.90
Fri 10/27/2023 03:39 PM	Fri 10/27/2023 04:05 F M	Time sheet entry	Time in 10/27/2023 🗰 04	:06 PM
Fri 10/27/2023 04:05 PM	Fri 10/27/2023 04:06 M	Missed in punch Missed out punch	Time out 10/27/2023 🗰 05	:00 PM
Fri 10/27/2023 04:06 PM	<< Missed >>	Clock In Temp Score N/A Clock Out Temp Score N/A	Break type << NONE >> Position 8864 - Preventative Ma	✓ aint Co ✓
Tue 10/31/2023 08:00 AM	Tue 10/31/2023 11:45 AM		Cost Code << NONE >>	✓ Select
Thu 11/2/2023 08:40 AM	Thu 11/2/2023 09:30 AM		Labor Codes 0 Manage	
Thu 11/2/2023 09:52 AM	<< Missed >>		Rate 0.00 Note Corrected missed time	out
Tue 11/7/2023 08:00 PM	Tue 11/7/2023 09:00 PM			
Wed 11/8/2023 03:26 PM	Wed 11/8/2023 03:30 PM	Custom Extra	Location	Cancel Save

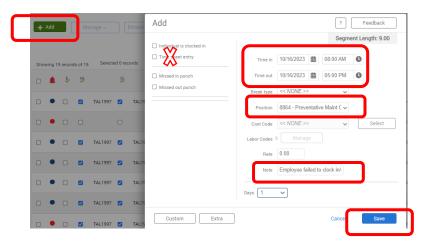
Adding University Closed or Time for an Employee who failed to Clock In and Out



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. <u>DO NOT</u> 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**.
 - 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 <u>G7.02-</u> <u>2.15.2</u>.
 - 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.
 - 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.

+ Add Manage v	Exceptions ~	Proces	sing ~	Risolw	e Peric	Edit Delete Split segment by length Split segment by percentage			 Unapproved Approved 	Conflic
Showing 19 records of 19 Select		es Edited	P Break Length	Shift	Tim	Add break Toggle break	Time Out	Actual Time Out	Hours Shift Total	Day Total

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**.

Edit Segment				?	F	eedback
Individual is clocked in				Segm	ent Le	ngth: 7.00
Time sheet entry Edit actual time	Time in	10/27/2023	▦	08:00 AM	0	
Edit actual time	Time out	10/27/2023	▦	03:00 PM	0	
Missed in punch Missed out punch	Break type	<< NONE >	>	~		
Clock In Temp Score N/A	Position	8864 - Preve		ve Maint C 🗸	_	
Clock Out Temp Score N/A	Cost Code	<< NONE >:		~		Select
	Rate	0.00				
	Note	Worked pas	t clock	c out time		
Custom	Location			Cancel		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.

extra Information	1		? Feedback
Punch in information		Punch out info	rmation
Application Standalone Cloc Location Description STMA Custodial Time Zone (UTC-06:00) Cen Segment information	I	Location Description STMA	ilone Clock - Clock Operation Custodial 6:00) Central Time (US & Canada)
Segment rounded Yes			
Segment rounded Yes Overtime	Comp Time	ſ	Calculations
	Comp Time Disable comp time or 	n qualifying segments	Calculations Calculations Calculations
Overtime			
Overtime Do not force overtime	 Disable comp time or 	qualifying segments	Disable automatic deduction for this segment
Overtime Do not force overtime Force overtime 1	Disable comp time of Allow comp time on	qualifying segments	Disable automatic deduction for this segment Disable segment minimum

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 <u>Payroll@MissouriState.edu</u> 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.

19	05 - Bo	oome	r Bear	+	Add	Add	? Feedback
	_					Individual is clocked in	Segment Length: 6:18
•	5	Ŋ		\$		Time sheet entry	Time in 10/16/2023 🗰 08:00 AM 🕓
•			TAL1997		TAL1997	Missed in punch	Hours 6:18
•			TAL1997		TAL1997	Missed out punch	
•			TAL1997		TAL1997		Position 900016 - LAT-Late Time En 🗸
•			TAL1997		TAL1997		Cost Code << NONE >> V Select
•			TAL1997		TAL1997		Labor Codes 0 Manage
•			TAL1997		TAL1997		Rate 0.00
•			TAL1997		TAL1997		
•			TAL1997		TAL1997		Note 10/5/23 error in clock out
•			TAL1997		TAL1997		
•			TAL1997		TAL1997		Days 1 🗸
•			TAL1997		TAL1997		\frown
•						Custom Extra	Cancel Save

g. Click Save.

Time in	Actual time in	Time out	Actual time ou	Hours	Shift total	Day total	Week total	Position
Mon 10/16/2023 08:00 AN		<< Time sheet >>		6.50	6.50	6.50	6.50	900016 - LAT-Late Time Entry

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.

Request Ma	nager 🟠						Options ? Feedback
Calendar List]						
Status v FMLA v Requests per calendar day					Sort Key Settings	Employee Filter Position F	ilter Leave Calendar Filter
Sur		ber 2023 ≥ >>	<i>ue</i>	Wed	Thu	Fri	Sat
» 29	+ 30	+ 31	+ 1	+ 2	+ 3 Available Boomer Be 08 000 Av	+ (1) ar	

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.

Request Ma	nager 🏠					[
Calendar List						
Status ~ FMLA ~ Requests per calendar day					Sort Key Setti	ngs Employee Filter Position
+ Add Ma		ber 2023 <u>> >></u>	Tue	Wed	Thu	Fri
» 29	+ 30	+ 31	+ 1	+ 2	+	
» 5	+ 6	+	+ 8	+ 9		10 4 Available (1) Boomer Bear 01:00 PM 4:00 800050 - VAC-Vacation

- 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.

Add Employee Request		? Feedback
Leave Calendar Company Default	Employee	Boomer Bear [1905]
Devenuel Davi	Date requested	2/2/2024
Personal Day	Start time	08:00 AM
Sick-Employee	Hours	8.00
Sick-Family	Days	1 ~
Vacation	Leave Code	800050 - VAC-Vacation
	Description	Vacation
		Approve request
		Create drop requests
		Send user notification
Accruals		Cancel

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.

Employee Request Det		? Feedback		
∧ Information			Expand all Collapse all	
Employee Boomer Bear Hire date 10/16/2023 Date submitted 11/02/2023 Time submitted 10:51 AM Entered by Boomer Bear	Days 1/1 Date requested 11/21/2023 (08:00 AM 8.00 Leave Calendar Company Default Leave Code 800050 - VAC-Vacation Hours 8.00)	Edit	
	Accrual Bank 60-VACA-Vacation	View Accruals		

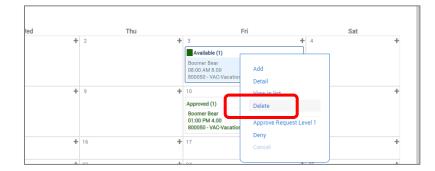
- 5. Make any changes in the Edit Employee Request window. Enter a note in the Description box to identify the change you made.
- 6. Click on Ok.
- 7. Click Save to commit these changes to the request segment.

Employee Re	quest Detail	? Feedback
∧ Informatio	Edit Employee Request	Expand all Collapse all ? Feedback
Employee Hire date Date submitted Time submitted	Leave Calendar Company Default	Employee Boomer Bear [1905] Date requested 11/21/2023
Entered by	Templates	Start time 08:00 AM
✓ Approvals	No records found	Hours 8.00 Leave Code 800054 - CTT-Comp Taken
✓ Notes		Description Changed Vac to Comp Time
✓ Options		Create drop requests Send user notification
	Accruais	Cancel

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.

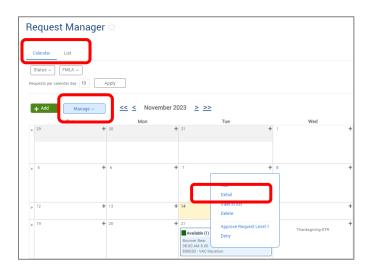


Approving or Denying Time-Off Request

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.



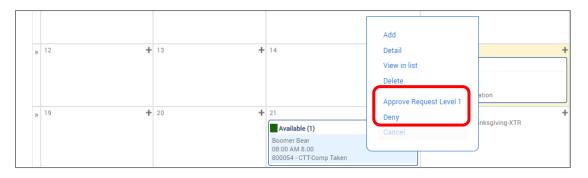
5. Click on View Accruals.

Employee Request Det	ail	? Feedback
∧ Information		Expand all Collapse all
Employee Boomer Bear Hire date 10/16/2023 Date submitted 11/09/2023 Time submitted 05:11 PM Entered by Boomer Bear	Days 1/1 Date requested 11/10/2023 (01:00 PM 4.00) Leave Calendar Company Default Leave Code 800050 - VAC-Vacation Hours 4.00 Accrual Bank 60-VACA-Vacation	Edit

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

Verw entire history Verw selected period 1/1/2023 to 1/1/14/2023 Year To Date Veriod Verw selected period
Transfer Transfer List Accrued 320.00 Hours Expired 0.00 Hours Expired 0.00 Hours Remaining 320.00 Hours Remaining 320.0

- 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.

s	Select	•	Ş,	₩		9		Notes	Edited	Θ	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position
		•			TAL1997		TAL1997		Y		Fri 11/10/2023 01:00 PM	Fri 11/10/2023 01:00 PM	<< Time sheet >>		4.00	4.00	4.00	5.28*	800050 - VAC-Vacation

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.

Sh	owing 3	B record	ds of 3	Sele	ected 0 rec	ords												
		Ę	Ņ	٥	Notes	Edited	Ð	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position	Labor Code	Rate
	•				Ħ		C	Thu 2/1/2024 09:15 AM	Thu 2/1/2024 09:08 AM	Thu 2/1/2024 09:15 AM	Thu 2/1/2024 09:18 AM	2.00	2.00			900002 - CB-Call Back Pay @1.5		0.00
	•				E) v		Thu 2/1/2024 09:15 AM		<< Time sheet >>		0.00	0.00			900400 <mark>- Call Back Request</mark>		Unpaid
	•						C	Thu 2/1/2024 10:15 AM	Thu 2/1/2024 10:13 AM	Thu 2/1/2024 10:17 AM		0.03	0.03	2.03	2.03	8864 - Preventative Maint Coordinator		0.00

- 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.

ge ·		Exceptions	Man	iage V	Vork Seg	iment Notes		? F	eedback
			(+ A	dd					
Sele	cted 0 reco	ords	Edit	Delete	Entered By	Date Entered	Note		
\$	Notes	Edited o	1	Ø	SELF	02/01/2024 12:26 PM	work order 12345		
	E	Y							
	E								
									Close

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.

Notes	Edited	Ø	Break Length	Shift	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position
E	Y	C	60u	1	Fri 11/3/2023 07:00 AM	Fri 11/3/2023 07:00 AM	Fri 11/3/2023 11:15 PM	Fri 11/3/2023 11:15 PM	15.25	15.25			8730 - Maintenance Technician II
	Y				Fri 11/3/2023 04:00 PM	Fri 11/3/2023 04:00 PM	<< Time sheet >>		7.25	0.00	15.25		900032 - Overtime Request

- 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.

	_	Vork Seg	jment Notes		? Feedback
+ Ac	_	Entered By	Date Entered	Note	
/	0	SELF	11/04/2023 03:52 PM	Fm673626	
					Close

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?
 - o 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.

^	1905 -	Boo	ome	r Bear	+	- Ad	d)												
Select	٠	F		₿.		9	Notes	Edited	Ð	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Day total	Week total
	٠		(2			I.	Y				Thu 11/30/2023 08:00 AM		<< Time sheet >>		2.00	0.00	0.00	
	٠			Z	C		12	Y				Fri 12/1/2023 08:00 PM		<< Time sheet >>		0.00	0.00	0.00	0.00
	•			Z	0		I.	Y				Mon 12/4/2023 08:00 AM		<< Time sheet >>		6.50	6.50		
	٠			Z			1.	Y				Mon 12/4/2023 03:00 PM		<< Time sheet >>		2.00	2.00	8.50	
	٠	0			C)III	Y	C		3	Wed 12/6/2023 05:00 PM		Wed 12/6/2023 10:00 PM		5.00	5.00	5.00	13.50

b. Then click on Apply Changes.

Ap	oply Cha	nges		Discard Cha	anges							
<	Page 1 Page 1		>									
Showin	ng 1-100	records	of 252									
Select		Ş	⊳	\$								
^	1905 -	Boon	ner Bear	+ ^	dd							
Select	٠	Ę,	₽	\$	Notes	Edited	Ø	Break length	Shift	Time in	Actual time in	Time out
	٠				IP	Y				Thu 11/30/2023 08:00 AM		<< Time sheet >>
	٠		 Image: A set of the set of the		12	Y				Fri 12/1/2023 08:00 PM		<< Time sheet >>
	•		~)IP	Y				Mon 12/4/2023 08:00 AM		<< Time sheet >>
	٠		~		12	Y				Mon 12/4/2023 03:00 PM		<< Time sheet >>
	•				1.	Y	c		3	Wed 12/6/2023 05:00 PM		Wed 12/6/2023 10:00 PM

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

^	19	05 - B	oome	r Bear	+ /	Add								
	٠	Ę,	₩		9	Notes	Edited	Θ	Break length	Shift	Time in	Actual time in	Time out	Ac
	٠			TAL1997		E	Y				Thu 11/30/2023 (08:00 AM	<< Time sheet >>	
	٠		~	TAL1997			Y				Fri 12/1/2023 08:	00 PM	<< Time sheet >>	
	•			TAL1997			Y				Mon 12/4/2023 0	8:00 AM	<< Time sheet >>	
	٠		~	TAL1997		12	Y				Mon 12/4/2023 0	3:00 PM	<< Time sheet >>	
	٠			TAL1997)III	Y	C		3	Wed 12/6/2023 0	5:00 PM	Wed 12/6/2023 10:00 PM	

- 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.

▶ 1905 - Boomer Bear + Add Select All																	
	Ę		¥	9	Notes	Edited	Ø	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Day total	Week tota
•		0				Y				Thu 11/30/2023 08:00 AM		<< Time sheet >>		2.00	0.00	0.00	
•					1	Y				Fri 12/1/2023 08:00 PM		<< Time sheet >>		0.00	0.00	0.00	0.00
•					E	Y				Mon 12/4/2023 08:00 AM		<< Time sheet >>		6.50	6.50		
•						Y				Mon 12/4/2023 03:00 PM		<< Time sheet >>		2.00	2.00	8.50	
•						Y	С		3	Wed 12/6/2023 05:00 PM		Wed 12/6/2023 10:00 PM		5.00	5.00	5.00	13.50

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

	Manage 🗸	ſ	Exceptions ~	Resolv	e Period ~	7			
^	3497958	3 - Gi	ι	Jnappro	ve Approve	I			
			Employee	۲	0				
	🛕 🌷		Manager	0	۲	red	Ð	Break length	Shift
	-		Other	۲	0	-		-	
	•		Early In		0		C	30u	2
	•				-		C	30u	2
	•		Early Out	۲	0		C	30u	2
0	•		Late In	۲	0		С	30u	2
	•		Late Out	۲	0		C	30u	2
	•		Missed Break	۲	0		С	30u	2
	•				Apply		С	30u	2
	•						C	30u	2

- **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.

▲ 1905 - Boomer Bear 🖌 Add																					
	۵	Ę,	⋫	(9		Notes	Edited	Θ	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Day total	Week total	Position
)	•			DK 614	4		JMJ12	III	Y	C	30u	2	Mon 10/16/2023 05:00 PM	Mon 10/16/2023 04:55 PM	Tue 10/17/2023 01:30 AM	Tue 10/17/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian I
	•			DK 614	4	<	JMJ12	E		C	30u	2	Tue 10/17/2023 05:00 PM	Tue 10/17/2023 04:55 PM	Wed 10/18/2023 01:30 AM	Wed 10/18/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian
	•			DK 614	4	~	JMJ12			C	30u	2	Wed 10/18/2023 05:00 PM	Wed 10/18/2023 04:55 PM	Thu 10/19/2023 01:30 AM	Thu 10/19/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian
	•			DK 614	4	•	JMJ12			C	30u	2	Thu 10/19/2023 05:00 PM	Thu 10/19/2023 04:55 PM	Fri 10/20/2023 01:30 AM	Fri 10/20/2023 01:24 AM	8.00	8.00	8.00		8020 - Custodian
	•			DK 614	4	•	JMJ12			C	30u	2	Fri 10/20/2023 05:00 PM	Fri 10/20/2023 04:55 PM	Sat 10/21/2023 01:30 AM	Sat 10/21/2023 01:26 AM	8.00	8.00	8.00	40.00	8020 - Custodian
כ	•			DK 614	4	<	JMJ12			C	30u	2	Mon 10/23/2023 05:00 PM	Mon 10/23/2023 04:55 PM	Tue 10/24/2023 01:30 AM	Tue 10/24/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian I
	•			DK 614	4	Z	JMJ12			C	30u	2	Tue 10/24/2023 05:00 PM	Tue 10/24/2023 04:55 PM	Wed 10/25/2023 01:30 AM	Wed 10/25/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian
	•		~	DK 614	4	~	JMJ12			C	30u	2	Wed 10/25/2023 05:00 PM	Wed 10/25/2023 04:55 PM	Thu 10/26/2023 01:30 AM	Thu 10/26/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian
	•			DK 614	4		JMJ12			C	30u	2	Thu 10/26/2023 05:00 PM	Thu 10/26/2023 04:55 PM	Fri 10/27/2023 01:30 AM	Fri 10/27/2023 01:25 AM	8.00	8.00	8.00		8020 - Custodian
	•		<	DKC	4		IM IP			C	30u	2	Fri 10/27/2023 05:00 PM	Fri 10/27/2023 04:55 PM	Sat 10/28/2023 01:30 AM	Sat 10/28/2023 01:25 AM	8.00	8.00	8.00	40.00	8020 - Custodian

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.

User Delegation	1 [°] a	
+ Add Showing U records of 0		
Delete Edit Delegated From	Delegated To Start Date Stop Date Permissions/Access Add User Delegation	Modified By ? Feedback No records found
	Delegated From TAL 1997 → Delegated Tc TEST → Start date 11/15/2023 館 Stop date 11/15/2023 館	Permissions/Access To Delegate User Permissions Employee Access Position Access Cost Code Access Master Shift Access Master Shift Access Master Schedule Access
		Cancel