Time Clock Plus Instructions for Employees

1. **Accessing your Timesheet:**

   - **Step 1.1:** Once you log in to the SHU Portal, under the “Profile” tab click on “Timesheets”.

   - **Step 1.2:** To access your timecard, click on “MANAGE TIME SHEET” located at the top. (see screenshot 1.a)

   ![Screenshot 1.a]

   - **Step 1.3:** You will see the below screen. By default, the current pay period timesheet will be available. To see the previous or next pay period click on “Prev/Next” located below Navigate Period (see screenshot 1.b).

   ![Screenshot 1.b]

   - **Step 1.4:** Click on the “Add” button to add a segment to record time.

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2. **Entering Worked Time:**

Once the pay period is set to the appropriate pay period, you may begin entering time.

- **Step 2.1.** Click on the “Add” button under the specific date to add a segment. (See screenshot 2.a)

(Screenshot 2.a)

- **Step 2.2:** Click on the (Clock symbol) to input the time desired, followed with an “AM” or “PM”, and click on the OK button. (See screenshot 2.b)

(Screenshot 2.b)
3. **Copying Time:**

   Timeclock Plus has a COPY feature which allows users to copy time.

   - **Steps 3.1:** Click on “Copy” located above the segment to copy that segment. (See screenshot 3.a).

   ![Screenshot 3.a](image)

   - **Step 3.2.** Next, select the appropriate dates and click on “Paste.” (See screenshot 3.b)

   ![Screenshot 3.b](image)
4. **Entering Exception Time: (Time Not Worked)**

4.1. **Add full day exception:** To record a full day exception time please see below steps:

- **Step 4.1.i:** Click on “Add” to add a segment for the date.
- **Step 4.1.ii:** Click on “Edit” located above the time that segment. (see screenshot 4.a)

(Screenshot 4.a)

- **Step 4.1.iii:** Enter the hours for the day.
- To get to 7 hours, list your normal start & stop time without a lunch period (Ex. 8:45 am to 3:45 pm)
- **Step 4.1.iv:** Select the leave type from the dropdown across “Pay Type/Position”.
- **Step 4.1.v:** Verify the “Segment length” field & click “Save”. (see screenshot 4.b)

(Screenshot 4.b)

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4.2. Entering Partial Day worked:

- **Step 4.2.i:** To record an exception (sick, vacation, etc.) add a new segment and then click on “Edit” (see screenshot 4.c)

  ![Screenshot 4.c](image)

- **Step 4.2.ii:** Next on “Edit” located above the time that segment. (See screenshot 4.d)
- **Step 4.2.iii:** Enter “Time In” and “Time Out”.
- **Step 4.2.iv:** Select the leave type by clicking on the dropdown across Pay type/Position.
- **Step 4.2.v:** Click on “Save”.

  ![Screenshot 4.d](image)
5. **Saving your Timecard:**
   - Click “Accept” on the top left of the page to save the changes done.

   *(Screenshot 5.a)*

6. **Verify Total Hours Entered:**
   - The total hours worked for a payperiod can be viewed at the top right side of the time sheet.

   *(Screenshot 6.a)*
7. **Approving your Timecard:**

Timesheets must be approved for each week.

- **Step 7.1:** Click the “Approve Week” button located at the top of each week.
- **Step 7.2:** Once approved, click “Accept” to save the changes.

(Screenshot 7.a)
8. Verifying Manager Approval

- **Step 8.1**: To verify if your time sheet has been approved by your supervisor, go to ‘Hours’ under the ‘View’ Menu Option.

  (Screenshot 8.a)

- **Step 8.2**: Ensure that you are in the correct pay period using the pay period navigation buttons.

  (Screenshot 8.b)

- **Step 8.3**: Verify the exception indicator is **not red**. If the indicator is **blue or clear/blank**, your timesheet has been approved by your manager. (see screenshot 8.c)

  (Screenshot 8.c)

9. **Step 8.4**: If the indicator is red, please contact your manager to approve your time sheet. (see screenshot 8.d)

  (Screenshot 8.d)