

# Time Clock Plus Instructions for Employees

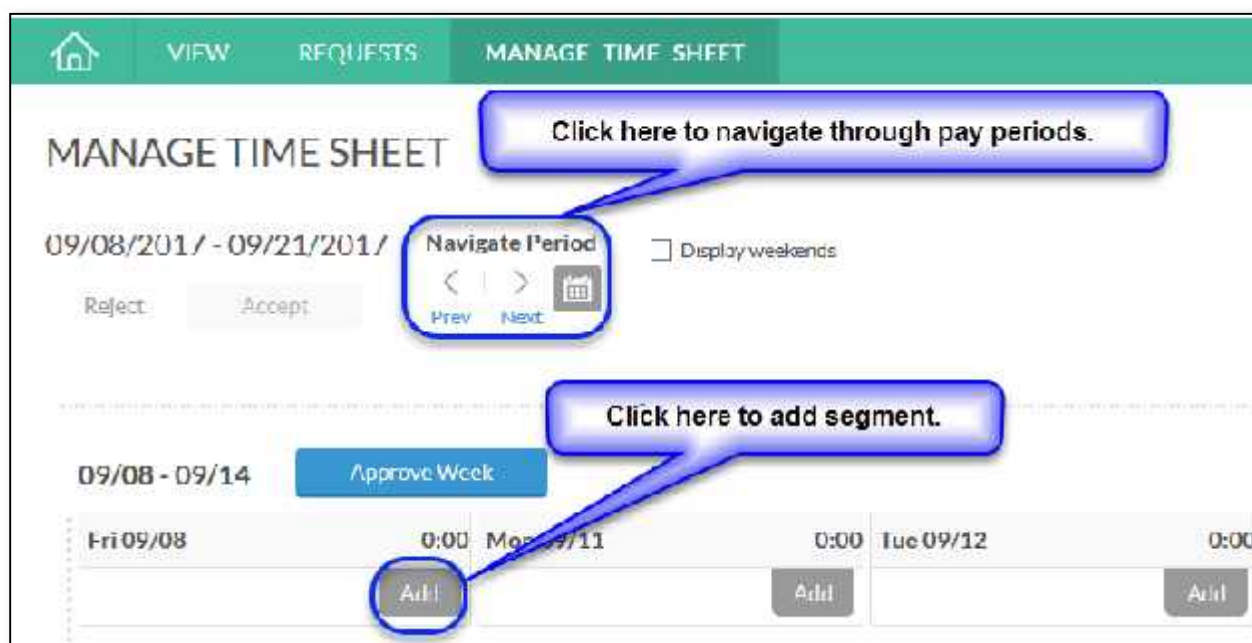
## 1. Accessing your Timesheet:

- **Step 1.1:** Once you log in to the SHU Portal, under the profile tab click on “Timesheets – TimeClock Plus”.
- **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).



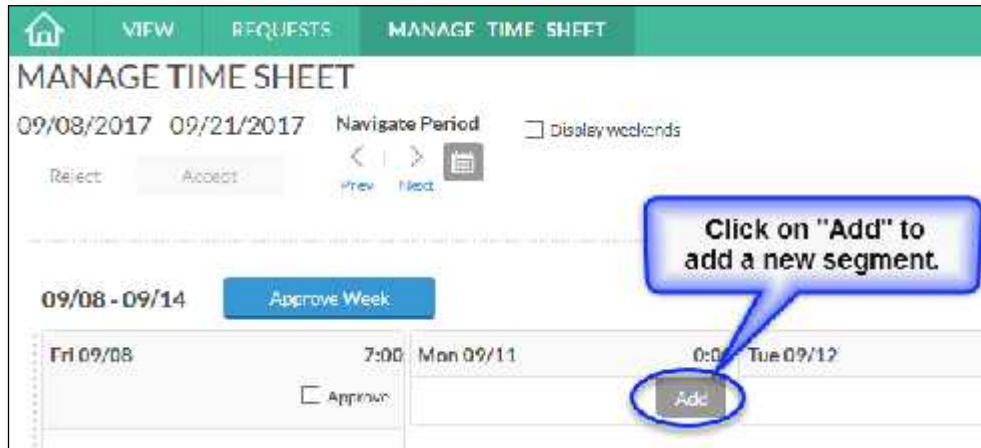
(Screenshot 1.b)

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


## 2. Entering Worked Time:

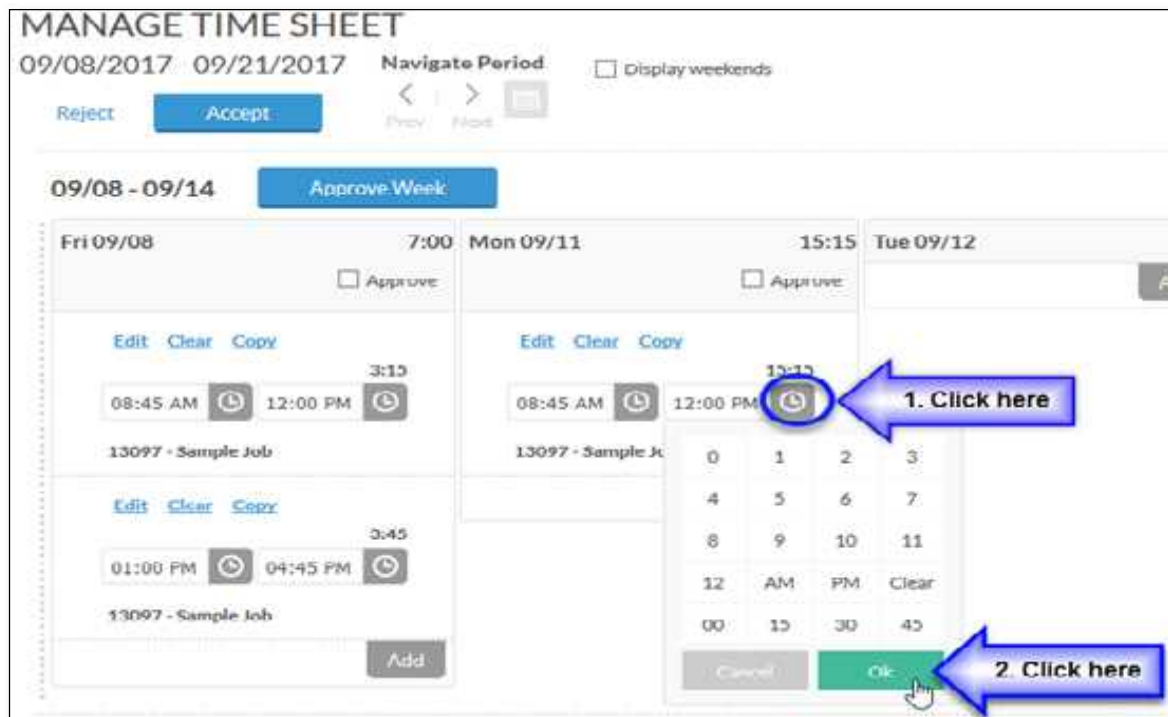
Once the pay period is set to the appropriate pay period, you may begin entering time.

- **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:

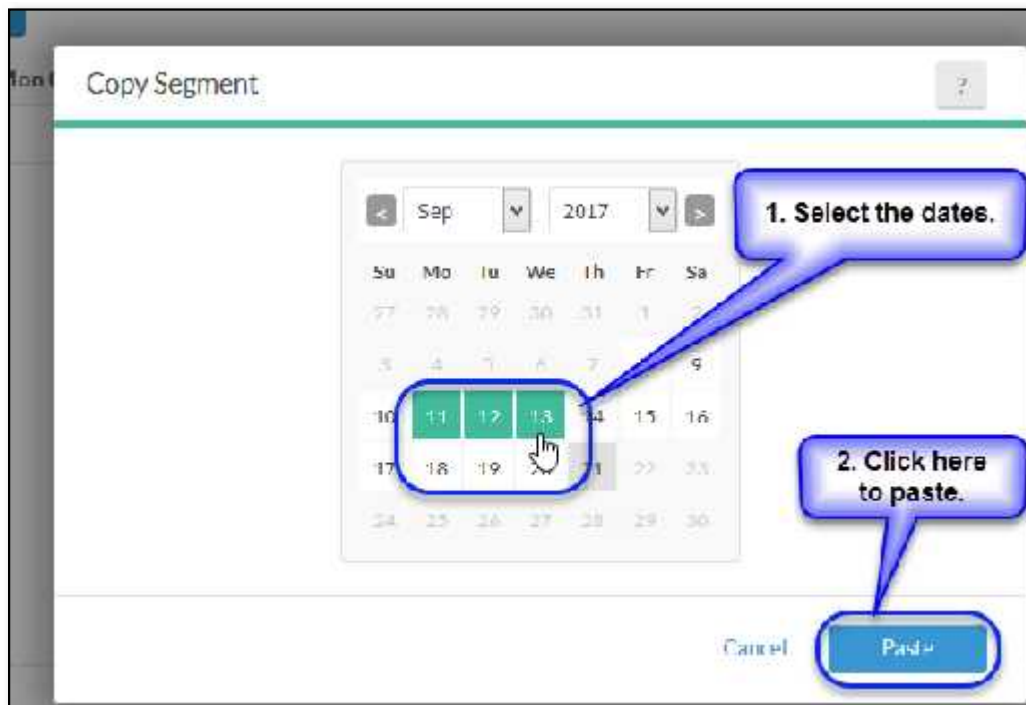
Timeclock Plus has a COPY feature which allows users to copy time.

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



(Screenshot 3.a)

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

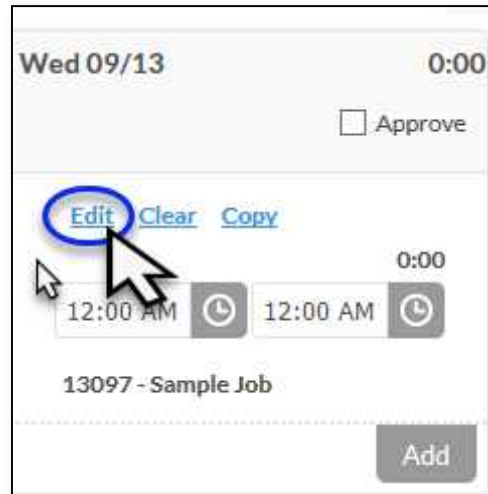


(Screenshot 3.b)

#### 4. Entering Exception Time: (Time Not Worked)

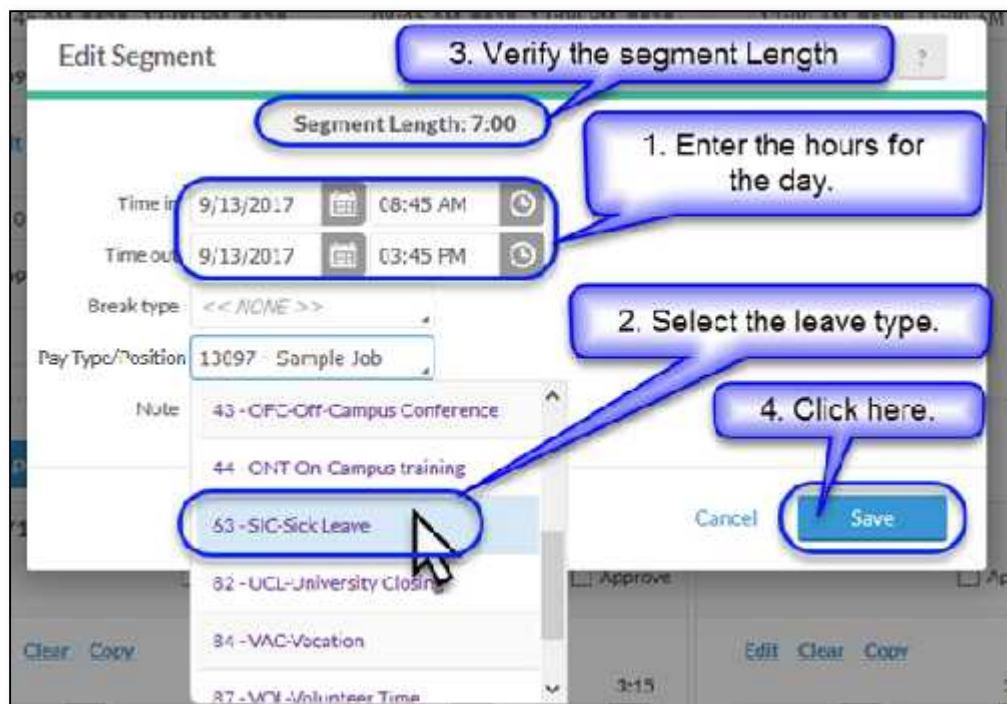
**4.1. Add full day exception:** To record a full day exception time please see below steps:

- **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)

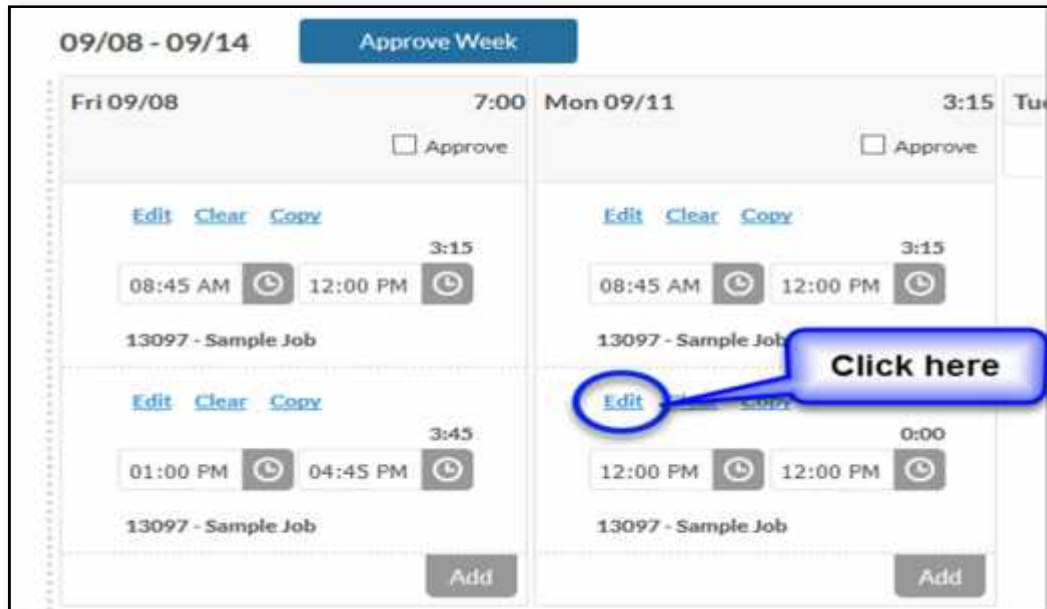
- **Step 4.1.iii:** Enter the hours for the day.  
To get to 7 hours, list your normal start & stop time without a lunch period (Ex. 8:45 am to 3:45 pm)
- **Step 4.1.iv:** Select the leave type from the dropdown across **"Pay Type/Position"**.
- **Step 4.1.v:** Verify the **"Segment length"** field &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



(Screenshot 4.b)

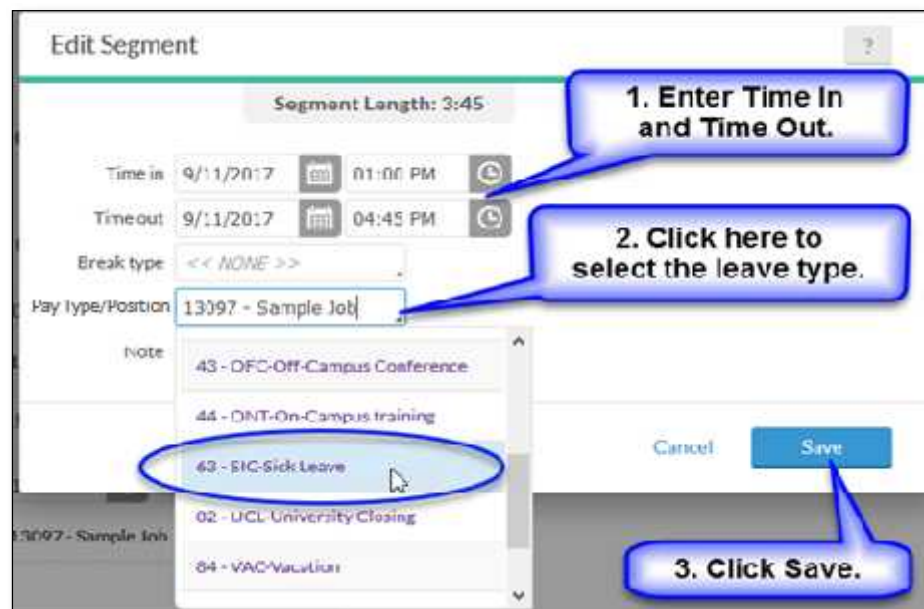
#### 4.2.Entering Partial Day worked;

- **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)

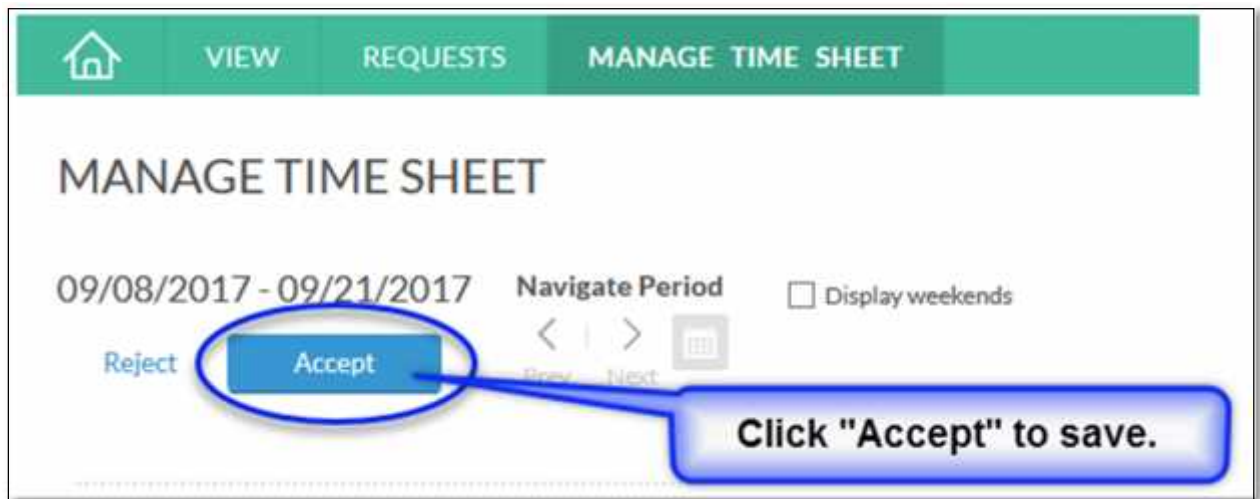
- **Step 4.2. ii:** Next on “Edit” located above the time that segment. (See screenshot 4.d)
- **Step 4.2.iii :** Enter the “Time In” and “Time Out”.
- **Step 4.2.iv :** Select the leave type by clicking on the dropdown across Pay type/Position.
- **Step 4.2.v :** Click on “Save”.



(Screenshot 4.d)

## 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.

**MANAGE TIME SHEET**

09/08/2017 09/21/2017 Navigation Period: < > [Icon]

Regular: 35.00 OI1: 0.00 OI2: 0.00 Leave: 0.00 Total: 35.00

09/08 - 09/14 **Approve Week**

2. Click here to Approve the week.

1. Verify totals hours for the week.

Regular: 35.00 OI1: 0.00 OI2: 0.00 Leave: 0.00 Total: 35.00

09/15 - 09/21 **Approve Week**

Regular: 35.00 OI1: 0.00 OI2: 0.00 Leave: 0.00 Total: 35.00

(Screenshot 7.a)