Time Clock Plus Instructions for Managers

1. Navigation

Once you log in to the SHU Portal, click on the **'Profile'** tab and under **'Human Resources'** click on **"Managers –Biweekly Employee Timesheet Approval**". (See screenshot 1.1)

Human Re	esources Website
Superviso	r Documents
Benefits	
e-Appraisa e-Appraisa	al (online performance appraisal system) al Tutorials
Employme	ent Opportunities
Forms	
SHU Orga	nization Chart (Internet Explorer Only)
Applicant	Tracking System (Hiring Managers) – Page Up
Leave Rep	ports
Request T	ime Off - (Monthly Employees)
Timesheel	Is
Timeshee	t and Leave Report Tutorials
Vanagers	- Student Employee Timesheet Approval
Vianagers	- Biweekly Employee Timesheet Approval

(Screenshot 1.1)

2. Accessing an Employee Time Sheet

Step 2.1 : Click on "HOURS" located on the top left.

Step 2.2 : Click on "Individual Hours" (see screenshot 2.a).

TimeClock I	Plus	Search 1.	Click here.		
	IOURS	SCIEDULES	EMFLOYEE	REPORTS	TCOLS
Cin	dividual He	Graup Hours	Time Sheets		
MY DA	SHBO	ARD 🕸	2. Clic	k horo.	

(Screenshot 2.a)

Step 2.3: Select the appropriate employee by clicking on the Employee's Name located at the left side. (See screenshot 2.b)

INDIVIDUAL H	IOURS 🟠	
Sort by: ID↑	Employee Filter	
Search	Q	
201709 Daisy Duc	k No employee	e is selected
201710 Donald Do	uck	1. Click on the employee name to access their time sheet.

(Screenshot 2.b)

3. Approving an Employee's Time Sheet

Step 3.1: Once you are on the '**Individual Hours'** tab, select the employee by clicking on their name or CWID.

Step 3.2: Select the appropriate payperiod listed, by clicking on the dropdown and click on the '**Update**' button, to see the details. (See screenshot 3.a)

Please note, the "Last Period" is the "Previous Pay Period".

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Q	Hours	Schedules Acoru		2. Click on 'Update' to see the hours.
	Donald Du	ck_	1	
k	15/20/2017	ω 11/2/2017	Last Period	Update
			Week To Date	^
	+ Add	Manage	Month Ic Liste	criod
			Year To <mark>D</mark> ale	
	Showing 11 rep	ordsofii Selected C	Last Period	X

(Screenshot 3.a)

Step 3.3: Review the Total hours listed on the top right side. (See screenshot 3.b)

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+ 400		- 9723		Enc	100	8	Peasive Period			sل	towasserces	Regular 70.00	0T1 7.00	017 0.00	l can 17,75	Tulal 77.30
11 .	3	4	\$	Notes	Ldited	0	lime In	Time Out	Nours	Shift Iotal	Week lotal	Hey Iy	pe/Paait	noi		
		I		in.	¥	ΪĊ.	11/3/2017 08:45 AM	11/3/2017 12:00 PM	3.25	3.25		12976	\$99722	: Secrets	iη	

(Screenshot 3.b)

Please note, most full time employees work 70 hours each pay period.

- Regular will include any hours paid at the regular rate, including time worked and leave taken.
- Exception time (Vacation, Sick, Floating Holiday, Jury duty, etc.) will be summarized under Leave.

Step 3.4: To approve an employee's time sheet, click on the "M symbol" located in the details. (See screenshot 3.c)

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+ -	add		Muning		Exp	eptions	Í.	Processing	Recolve Period		
	Man	ager ap	proval		5	Click	herc	to approve.			
		(7	\$	Notes	Edited	e	timeIn	Time Out	Hours	shift lotal
Ц	٠	1	•	х	B	Y	÷.	10/20/2017 08:45 AM	10/20/2017 03:45 FM	7:00	7:00
11		11	4	×	13	Y		10/20/2017 08:45 AM	10/20/2017 00:45 FM	7:00	2:00

(Screenshot 3.c)

Please note, Timesheets can also be approved by following the below steps (see screenshot 3.d);

- > 1: Click on the "**Resolve Period**" button.
- 2: Select the radio button below approve located next to "Manager Approval" to approve the timesheet.
- > 3: Click on the "**Apply**" button to save.

+ 4	vid -		Mainig	e	Ect	plicite	6	Resolve Period	C	1. Click o	n 'Re:	solve Period
								Employee Approval	Jnapprov	e Approve	C	2. Click here
Shown	A 10 Fee	30rai or 1	5	2	Notes	Edited	e	Manager Approval	٠	ě,	lours	Shift Total Week To
	•			×	18	Y.		Other Approval	0		:15	
	٠		*	×	-13	Y				Apply		3. Click on 'Apply'
	٠	•	*	×	B	Y	1		-		:15	312

(Screenshot 3.d)

Please note, select radio button located below "**Unapprove**" to remove Manager Approval to make edits to the time sheet.

4. Updating/Editing an Employee's Time Sheet

A. <u>To update existing hours:</u>

Step 4.A.1 : To update or make changes to a particular segment on the time sheet, select the appropriate row by checking the box for that row. (See screenshot 4.a)

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Showing 51	records	-	Sclected	1 records							
		5	2	Notes	Editod	e	Linne In	linse Out	Hours	Shirt Iotal	Week Iotai
			×	融	Y.		10/6/2017:09:00 AM	10/6/2017 12:00 PM	3:00	3:00	
•			×	唐	Y	C.	10/6/2017 01:00 FM	10/6/2017 05:00 PM	4:00	4:00	

(Screenshot 4.a)

Step 4.A.2: Click on 'Edit' located under the 'Manage' button. (See screenshot 4.b)



(Screenshot 4.b)

Step 4.A.3: On the edit segment, make sure to select the appropriate date and time that needs to be updated and click on the "**Save**" button. (See screenshot 4.c)

2. Verify segme	nt Length.	Segr	nent Length: 7.00
1. Edit the Time In and Time Out.	Time in 11	/17/2017	08:45 AM
Edit actual time	Time out 11	/17/2017	📄 03:45 РМ 🕓
] Missed in punch	Break type	See 200	
] Missed out punch	Rate	0.00	202-Secrete AL
	Note		
	3. Click Sa	ve	

(Screenshot 4.c)

Please note, the segment length equals the normal work hours for the day.

B. <u>Adding Hours to the Time Sheet:</u> Filling out employee's time sheet in their absence.

Step 4.B.1: To record a partial day worked by the employee, click on the "Add" button to add a segment. (see screenshot 4.d)

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			+ Add	ME	nage	Exceptions	Processing	
					1. Click	on "Add".		
			Showing 9	records of 9	Selected Oreco	rds		
				1 4 A	2 3	Notes Edited	P Time In	

(Screenshot 4.d)

Step 4.B.2: Select the date and Enter the Time In and Time Out. For hours worked, the Pay Type/Position field should list the position number and job title. (See screenshot 4.e)

Time in 11/8/2017 08:45 AM C Time out 11/8/2017 12:00 PM C
Break type and MUME as a
Pay Type/Position 12996 - S99732-Secretar
Rate 0.00 Note
Jays 1
ck here.

(Screenshot 4.e)

Step 4.B.3: Click on the "Add" button to add additional segments.

Step 4.B.4.: Enter the detail in the Time In and Time Out section and select the corresponding Exception type by clicking on Pay Type/ Position dropdown list. (See screenshot 4.f)

1. Enter the Time In and Ti	me Out.	Segme	ent Length: 3.75	
Individual is clocked in				
] Time sheet entry	Time in 10	/31/2017	01.00 PM	Θ
2007 5707 - 50	Time out 10	/31/2017	04:45 PM	9
Missed in punch	Breaktype	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		-
Missed out punch	ay Type/Position	FLH-Floatin	g Holiday x	
	Rate	8 - BRV-Ber	avenent	1
2. Select the exception type here.	Note	20 - EL 11 - Ela	ating) Ioliday	N
			22	145
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D	ays 1 💌	23-HOL-H: 25-HOT-Hk	liday Ilday Time Taken	
Di	ays 1 ⊻	23 - HOL-H: 25 - HOT-Hk 27 - JUR-Jur	iliday Iliday Time Taken y Duty	

(Screenshot 4.f)

Step 4.B.5: Verify the Segment Length and click on the "Save" button to complete.

	Segment Length: 3.75
_ Individual is clocked in	
Time sheet entry	Time in 10/31/2017 in 01:00 PM O
 Missed in purich Missed out purich 	Time out 10/31/2017 🔟 04:45 PM 🕓
	Break type
	Pay Type/Position 20 - FLH-Floating Holi ×
	Rate 0.00
	Note
	Days 1
	2. Click Save

(Screenshot 4.g)