

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Department Liaison – Tracking Hours and Approvals

Tip: Contextual help screens can be accessed within TimeClock by clicking on the “?” button found at the upper right of any screen

Department Liaison Role

Salaried staff employees must approve their TimeClock hours by the second business day following the end of the pay period in which the time occurred.

Approvers for salaried staff members must approve those hours by the fourth business day. Department Liaison staff are designated to provide oversight and support for their department to ensure that all hours are approved by the stated deadlines and to serve as a liaison with the Payroll Office when questions arise.

Accessing TimeClock Plus

Access TimeClock Plus by logging on via the Connect Lehigh gateway to the Lehigh portal using your Lehigh User ID (your email ID) and password. Select **Employee** and then select **TimeClock Plus Manager**.

How to Review Status of Required Approvals

In TimeClock Manager, missing approvals can be reviewed by either:

- Reviewing hours on the **Group Hours** screen, or
- Reviewing an **Exception Report**.

To Review on the Group Hours screen:

1) Select the **Hours Tab** and then select **Group Hours**.

2) Enter your choice of date range depending on the time period to be reported (select choice from calendar icon or type in dates and click **Update**).

3) Click the **Employee Filter** button to limit your view to certain groups of employees:

After clicking on the Employee Filter, in the pop-up box, uncheck the **Exclude Suspended** and **Exclude Terminated** boxes.

Select **Classification** and then **Select from List**, uncheck the button next to **Classification** and check the button next to “**2**” for staff who are paid twice a month or “**1**” for staff who are paid once a month.

Click the blue **Filter** button to save your selection and close the pop-up box.

4) Click the **Exception Filter** to limit your view to employees who have missing approvals:

After clicking the Exception Filter button, in the pop-up box select the **Required for Close Week** checkbox. Click the blue **Filter** button to save your selection and close the pop-up box.

Review the Exception Records on Group Hours

After selecting the time period, employees and exception filters above, the Group Hours screen will list the dates and the employees (and supervisors) that are missing required approvals. If there is more than one page of information, the bottom of the screen will say “Page x of y” and provide an arrow to move to the next page of data.

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A **red dot** in the Exceptions column indicates a condition that will prevent the time from feeding to Banner (such as time that has not yet been approved). The Exceptions with red dots will prevent the hours from feeding to Banner and must be resolved before the period is closed.

A **blue dot** in the Exceptions column indicates a time record with an unusual situation (long week, long day) that may merit a closer look. The Exceptions flagged with blue dots will not prevent the time from feeding to Banner.

Contact the supervisor or Department Approver for any time that is missing a required approval.

To Review Exceptions Using a Report

On the green ribbon, select **Reports** and then select **Period Reports**.

- In the **Categories** of reports, select the **Payroll** category.
- Click on the appropriate report, either:
 - Exception Summary MN Pay Missing Employee or Manager Approvals
 - Exception Summary SM Pay Missing Employee or Manager Approvals.
- Use the **calendar icons or drop down choice of periods** to select the period of time to be reported.
- Click the blue **Download** button and select the format for your report (typically PDF).
- If the result is “No data found” and you are certain that you selected the proper dates, then there are no missing approvals.

Contact the supervisor or Department Approver for any time that is missing a required approval.

Other Information

Please refer to the Office of Human Resources “Time Recordkeeping Policy” for information regarding

- Nonexempt Staff responsibilities for recording time and requesting time off and overtime in advance, and
- Manager and Supervisor responsibility for the oversight and approval of Nonexempt Staff time records.