**System Overview**

Who Enters Hours in TimeClock?

\*Hourly wage positions

 Report hours worked

 Hourly wage employees paid on Biweekly pay schedule

 Students on Semimonthly pay schedule with supplementary hourly wage job

\* Non-exempt staff on a Semi-Monthly pay schedule

 Report hours worked (“regular” pay schedule will default into the timesheet)

 Report extra hours worked

 Request leave time in advance

 Report leave time taken that was not previously approved

\* Exempt staff on a Monthly pay schedule

 Request leave time in advance

Report leave time taken that was not previously approved

Who Approves Hours and Leave Requests in TimeClock Manager?

\*Supervisors

 Banner HR system identifies supervisors for every Exempt and Nonexempt position

 Hiring supervisors for hourly wage employees are designated at time of hire

\*Departmental Time Approvers

May be designated by department head for time approval

\* Departmental Liaisons may not be in an approval role but are responsible for ensuring that all approval deadlines are met

How is Time Entered in TimeClock?

Employees and Approvers can 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 (Managers select TimeClock Plus Manager).**

You can also access TimeClock Plus by typing **“go.lehigh.edu/timeclock”** directly into your web browser (type “**go.lehigh.edu/timeclockmanager**” to access the manager oversight and approval tools).

Hourly employees should use the **TimeClock Plus mobile app** (see instructions for setting up the app in the documentation on the Payroll Office website: “Configuring and Using TimeClock on Mobile Devices”) or enter “go.lehigh.edu/timeclock” in your web browser.

\*Hourly employees will clock in and out of the web-based system

\*Non-exempt and Exempt staff will enter their hours into a timesheet via computer or mobile device.

\*Planned leaves should be submitted and approved in advance.

Other Features

\*Scheduling tool for managers who must ensure coverage for events or customer service staff

\*Custom reporting tools and alerts for managers

General Navigation Tips and Terminology

**Time Code** is the term used in TimeClock to enter time records

For salaried Exempt and Nonexempt staff, this term refers to the type of time that you are entering (for example, additional hours worked or vacation time).

For hourly wage employees, this term refers to the position/job you are selecting when you log in to work.

**Filter** buttons appear on many of the TimeClock Manager screens allow you to include or exclude employees in the display. To create a custom filter:

* + Click on the **Filter** button
	+ A number of options will appear on the left hand side of the pop-up box.
	+ Navigate between them by clicking on the option category
	+ Click the selections to include or exclude employees based on the available criteria
	+ The window will show how many employees met your criteria and can be **Refreshed**
	+ Preview the employees meet your criteria by clicking the **Preview** button.

Filter criteria can be saved for later use by clicking **Save As**. Previously saved filters can be selected by clicking **Load**.

Note: The default filter excludes suspended and/or terminated employees. Uncheck these options to view employees that are suspended or terminated.

Some screens will also allow you to set a filter on Time Codes.

In all cases you can specify the time period displayed.

**Quick Links** navigation is a feature in TimeClock Manager that allows you to save a list of menu selections that you frequently use for quick access at any point in the future. To add a quick link to your personal menu:

 a) Navigate to the menu item you commonly access

b) Click on the star next to the feature name. Once the star appears in gold, the My QuickLinks menu will appear in your menu bar.

c) Select My QuickLinks menu at any time to see the features you have selected for quick access

d) To remove a menu item from QuickLinks, click on the golden star icon to remove the gold color.

When navigating in TimeClock, click the Home icon at any point to return to your dashboard.

Manager dashboards can be customized to show preferred types of data and groups of employees.

Questions?

Feel free to call the Payroll Office at extension 82900 or email INTCP@Lehigh.edu

User Guides on the Payroll Office website include:

In General:

* TimeClock Plus System Overview
* Configuring and Using TimeClock on Mobile Devices
* Department Liaison – Group Hours and Approvals
* How to Enter Flex Time

TimeClock for Employees:

* How to Request Leave in Advance
* Hourly Wage Employees – Clocking In and Out
* The Electronic Timesheet for Exempt Staff
* The Electronic Timesheet for Nonexempt Staff

TimeClock for Managers:

* Approving Advance Requests for Leave
* Approving Time for Hourly Wage Employees
* Approving Time for Hourly Event Staff
* Approving Time and Leave for Salaried Staff
* Time Management Information
* Training Tool for Hourly Employee Supervisors
* Managing Employee Schedules