TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Approving Time for Hourly Event Staff

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

Who approves Time and Leave?

When hourly staff are hired, the Hourly Employee Setup Form (see the Payroll Office website) will include a field to specify the name of the individual(s) designated to approve the employee's hours.

The Setup Form will also provide a field to designate the hourly employee as Event Staff (hourly rate of pay and Banner Index may vary depending on the nature of the event and employee's responsibilities during that event).

Deadlines

Hourly employees will punch in and out with every work shift.

Approvers of hourly employees should enter all edits and approvals each week by **no later than noon on the Tuesday** following the end of each calendar week.

- **Every Tuesday evening**, hourly employees who worked hours will receive weekly emailed reports that confirm their earnings and any Approver edits for the prior week. Emailed reports will not be generated if the employee did not work hours during the week reported. Hourly employees will be instructed to contact their supervisors with any questions regarding their supervisor's edits or approvals.

- Any final edits and approvals that are a result of employee feedback from the weekly confirmation reports (see below) must be entered by Approvers by **noon on the Thursday following the end of the pay period**

Confirmation Reports

Automated reports will be emailed to hourly employees every **Tuesday evening** to confirm the previous week's hours that were reported, edited, and approved. These reports will include the updated time records, the User ID of the person who approved or edited the records, and related explanatory notes. Emailed reports will not be generated if the employee did not work hours during the week reported. Employees will be directed to contact their supervisors **by the end of the day on Wednesday** if they have any questions about the supervisor's edits or approvals.

Employees and Approvers should not rely solely on the emailed reports and **can view time entries and edits at any time** in the TimeClock system.

Accessing TimeClock Plus to Approve Time

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**.

You can also approve time on your mobile device if you have bookmarked the TimeClock Manager website access (see "Configuring and Using TimeClock on Mobile Devices")

How to Approve Time

Hours reported can be approved in several ways

Approving Time using the Dashboard

The Dashboard provides a quick, basic view of the time records that require approval. Clicking on the check mark next to each time entry will approve that time entry.

Note that any overtime hours are separated into the Overtime Widget on your Dashboard.

Approving Time using the Hours Tab

In TimeClock Manager, click the **Hours Tab** to see **Individual Hours** for a single employee or **Group Hours** for all employees within your area.

Enter your choice of date range (select choice from calendar icon and click **Update**)

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, or a missed punch in or out). The Exceptions with red dots will prevent the hours from feeding to Banner and **must be resolved before the pay period is closed**.

A blue dot in the Exceptions column indicates a time record with an unusual situation (such as a long shift, College Work Study hours that exceed 20 hours that week, etc.) that you may want to review. The Exceptions flagged with blue dots will not prevent the time from feeding to Banner.

In **Group Hours** you can use the **Employee Filter** button to limit your view to certain dates and employees.

To approve a time record click the **Checkbox** in the **Manager Approval** column (the **M** with a check mark) and click **Apply Changes.** The **Other Approval** column allows your department to add another level of approvals, but the Other Approval will not be a required approval for Payroll purposes.

To approve all time records listed, click the **Resolve Period Button** and the radio button under Approve for **Manager Approval** and click **Apply**. Be cautious when using this option to be sure that you have reviewed all time records listed for accuracy.

Adding or Editing Time for Individual Employees within the Individual Hours Tab

The TimeClock system will record and report to you the actual punch in and punch out times for your hourly employees.

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Editing Existing Time Records

The tool to edit existing time records to correct missed punches, enter Banner Index or Hourly Rate overrides or other types of corrections can be accessed any one of three ways:

- Right-click on the time entry
- Double-click on the time entry
- Click the box in the leftmost column next to the time entry, click the blue **Manage** button, and click **Edit.**

- Time records may be edited to fix missed punches, to change the Banner Index (select from drop down box) or to change the hourly rate of pay for a selected time segment. **Pay rates may not be changed for College Work Study positions.**

- Click **Apply Changes** when edits are done. If the Index box is "greyed out", this position is not eligible for Index overrides.

- Click on **Split Segment by Length** or **Split Segment by Percentage** if you want to split a single time segment into multiple indexes and/or hourly rates. Please note that the option to split time segments is only available for time records that resulted from hourly employees who punched in and out to record their time.

- When finished all reviews and edits, click on the **Approval** box to indicate your approval

- The TimeClock system will maintain a record of the User ID for all edits

Adding Hours

- Select the Employee (start typing his or her first or last name and the employee will appear as a selection)
- Click the **Add Segment** button
- Enter the **Date** and **Time In** and **Time Out**, confirm the time Segment Length
- Choose the correct Job Code
- Enter the proper Banner Index from the drop down list. If "Default" is chosen, the payroll expense will be charged to the default index specified on the Hourly Employee Setup Form.
- The hourly rate of pay will default from the rate specified on the Hourly Employee Setup Form. If the hourly rate should be different than the default, enter the hourly rate in the **Rate** field.
- Add a **Note** of explanation if desired, but do not include any sensitive or protected information such as medical details
- Click **Save**
- The new time records will still be unapproved, so be sure to check the box in the **Manager Approver** column and click **Apply Changes**

Identifying Clocked Hours Source

Approvers of hourly employees clocking in and out, TimeClock Plus provides supplementary information regarding the location and means by which the time was entered.

- In the Hours tab, choose either Individual Hours or Group Hours
- Click on the time record, right-click, and select **Edit**, or check the box in the leftmost column and select **Manage Segments** and then **Edit**.
- Click the **Extra Button** to show the **Punch in Information** and **Punch out Information**
- If the Application section shows **Webclock – Clock Operation**, the clock in or out occurred through a computer's web interface (not a mobile device).
- The Location is the outward-facing IP address of the computer where the clock operation took place.
- If the Application section shows **MobileClock – Clock Operations**, the clock in or out occurred through a mobile device and app. If the clock operation occurred in the mobile app, you can return to the **Edit Segment** window and click the **Location** button to show the approximate geolocation of the smartphone when the operation occurred; click **Show Featured Map** to show the location in a full Google Maps view