TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Approving Hourly Wage Time

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.

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 Wednesday 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, edits and approvals at any time** in the TimeClock system.

Accessing TimeClock Plus to Approve Time

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

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**.

To understand the reason for the red dot Exception, hover the cursor over the dot and the reason will be displayed.

To fix missed punch (note that the missed punch time segment will appear in bright blue font):

- double click on the time segment
- correct the in or out time as necessary
- uncheck the “Missed in punch” or “Missed out punch” checkbox.

It is advisable to add an explanation in the “Note” box whenever editing your employee’s time record.

Click “Save” and then approve the time segment.

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 set a filter to just show unapproved time segments, set the Exception Filter to “Required for Close Week”.

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 is not a required approval for Payroll purposes. Clicking the “M” at the top of the column will check the box for all Manager approvals shown for that particular employee.

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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.

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. After editing the hours, uncheck the “Missed in Punch” or “Missed Out Punch” checkbox. Save your edits. Certain positions may be eligible for index overrides. If the Index box is “greyed out”, this position is not eligible for Index overrides. The rate of pay will appear as $0.00 as pay rates are based upon the Banner job setup.

  - Enter some text in the **Note** field to explain the reason for the edit but do not include any sensitive or protected information such as medical details

- Click **Apply Changes** when edits are complete

- 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 green “+ **Add “** button
- Click the “Time Sheet Entry” button in the pop-up box
- Enter the **Date, Start Time, and Hours**
- Choose the correct Time Code
- If the Index box is “greyed out”, this position is not eligible for Index overrides.
- The hourly rate should remain as $0.00 (rate of pay will be based upon the Banner job setup)
- 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.