TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Approving Time and Leave for Salaried 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?

Advance requests for Leave time (vacation, personal, etc.) can be approved by the designated Approver. The Approver will either be the Supervisor specified on the employee's assignment in the Banner HR system or a designated Departmental Time Approver.

Deadlines

Staff Employees:

Whenever possible, staff employees should **request their leave (time off) in advance**.

All time entries and edits (including time off and additional nonexempt staff hours worked) should be entered and approved by the staff employee **no later than the second business day following the end of the pay period**. Timetables may be modified from time to time due to University holiday or other exceptional circumstances.

Approvers:

Whenever possible, leave (time off) for staff employees should be **approved in advance**.

The deadline for approving staff timesheets is the **fourth business day following the end of the pay period.** Timetables may be modified from time to time due to University holiday or other exceptional circumstances.

Confirmation Reports

Automated reports will be emailed to staff at the end of each pay period to confirm the hours reported and edited for them during the time period. Reminder reports will be emailed on the day that employee approvals are due and the day that Approvals are due if there are any missing approvals. These reports will include the User ID of the person who approved or edited the records and related explanatory notes. Employees will be instructed to contact their Approver with any questions or concerns.

Employees and Approvers should not rely solely on the emailed reports and can view time entries, edits and approvals at any time in the TimeClockPlus 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 use the TimeClock mobile app (see instructions for setting up the app: "Configuring and Using the TimeClock on Mobile Devices")

How to Approve Timesheets

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 the 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 or type in dates 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). 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 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 groups of 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 is not a required approval for Payroll purposes.

  To approve all of the 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 that you have reviewed all time records listed for accuracy.*

Approver Responsibilities:

Per Human Resources Policy 418, Supervisors (or their designees) are responsible for the following:

1. Managing staff schedules and monitoring actual work time
2. Approving or denying time off, overtime and leave time
3. Assuring that time worked, overtime, and leave time are accurately reported by their employees prior to the published deadline
4. Assuring that all employees receive payment for all time worked whether in pay or compensatory time off.

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Before approving hours, Approvers should:

1. Make sure that all worked and leave hours reported are accurately reported by the employee. If there is a discrepancy, approvers can adjust the hours in TimeClock (see editing instructions below).

2. Approvers of nonexempt staff timesheets must ensure that the Flex Worked Hours and Flex Time Off Hours are entered properly by nonexempt staff.

   "Flex Worked Hr 1.0" should equal "Flex Time Off Hr 1.0". If there is a shortfall in Flex Time Off, the difference must be entered as "Additional Hours" in order to properly compensate overtime hours.

   "Flex Time Off Hr 1.5" hours must equal 1.5 times the "Flex Worked Hr 1.5" hours. If there is a shortfall, the Flex Worked Hr 1.5 must be reduced as required and the change in hours worked should be reported as "Additional Hours" (which will be paid as overtime).

3. Make sure that nonexempt staff have not over-reported hours by adding leave time without properly reducing their regular hours.

Editing Time for Individual Employees within the Individual Hours Tab

Editing Existing Time Records

The tool to edit existing time records can be accessed any one of three ways:

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

- Click **Apply Changes** when edits are complete
- When finished all reviews and edits, click on the **Approval** box to indicate your approval

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 Segment Length
- Choose the correct Job Code
- 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 record will still be unapproved, so be sure to check the box in the **Manager Approver** column and click **Apply Changes**

Entering Index Override for Overtime

- If certain overtime hours should be charged to a Banner Index other than the index normally associated with an employee's position, an override Index can be entered in TimeClock.

- Follow the above steps to edit the time segment of "Additional Hours" that will cause the overtime and click on the grey **Custom** box. Enter the index to be charged the overtime in the **OT Index Override** box and click **Save**. Approvers must be the Financial Manager or Authorized Signer of the Index or have the explicit authorization of the Financial Manager.

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.