TIMECLOCKPLUS AT LEHIGH UNIVERSITY

The Electronic Timesheet for Exempt Staff

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

Purpose

The electronic timesheet is for use by Exempt staff to report time off work.
All exempt staff who are eligible for paid or unpaid leave should also refer to the document "TimeClock Plus - How to Request Leave".

Deadlines

Staff Employees:

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

Staff are encourage to enter their time **regularly throughout** the pay period. All time entries and edits 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.

You can edit your hours up until the time they are approved by your Approver. If hours for a particular day have already been approved but need to be edited, contact your Approver immediately. If the time has not yet been applied to the Payroll your Approver will be able to unapprove those hours, make the changes, and reapprove it.

Confirmation Reports

Automated reports will be emailed to staff at the end of the pay period to confirm the hours reported and approved for them during the time period. Reminder reports will be sent again on the morning of the employee approval due date and morning of the Approval due date 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. Any questions regarding time entries, edits or missing approvals should be directed to the employee's Approver.

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.

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How to Access the Timesheet

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**.

You can also use your mobile device to log into the WebClock (“see Configuring and Using TimeClock on Mobile Devices”)

Once in the TimeClock Employee Login, click on the **Manage Timesheet** tab

Navigate between weeks by clicking the **Prev** and **Next** arrows under **Navigate Period**

How to Enter Time in Calendar Timesheet

Any leave requests previously submitted and approved will appear in your timesheet. If you want to amend or supplement those hours, click on the **Add** button on the appropriate day on the calendar and click **Edit** to change any of the details.

- Enter the hours as a decimal (the system will automatically change that format to Hours:Minutes format).
- You can click on the clock icon to select the start time, or type in the start time, but it is not a required field.
- You can enter additional information about the time entry in the Note field (also not a required field). Do not enter any personal or confidential information, such as medical information, in that field.

To copy hours from one day to another, click the **Copy** link and in the pop-up calendar click on the day or days to which the hours should be copied, click **Paste** and the click **Accept**.

To copy the previous week’s hours to the current week, click **Autofill** and choose **From Previous Week** and click **Accept**.

When your edits are complete, click the blue **Accept button.**

When you have completed entering all of your leave time for the week or month, click the Approved button.

Navigation Tips

If your time entry still has the “Edit” link visible on the calendar view, it has not yet been approved.

If you edit time in a particular week’s timesheet, you will not be able to navigate to a different week until you either click the blue **Accept** button or you clear your changes.

As an alternative means to review your time and related approvals, click on **View** in the green ribbon across the top of your screen and select **Hours**. Your hours for the selected time period will appear in a list format. You can click the **box next to the hours** to indicate your approval if no edits are required. **Notes** can also be entered by clicking the icon in the **Notes** column.

The icons shown under the red bell image indicate whether or not your time has been approved, red dots indicate unapproved hours

On the right side of the timesheet, above the calendar, the number of hours recorded for the week are displayed.

- Total Hours and Regular Hours are the total of all types of hours entered for the week
- "Leave" displays any approved leave hours requested in the week or leave hours that you have entered on your Timesheet