

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Hourly Wage Employees - Clocking In and Out

How to Access the TimeClockPlus System

Hourly wage employees will record their work hours by clocking in and out of the TimeClockPlus system.

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 the TimeClock mobile app (see instructions “Configuring and Using the TimeClock on Mobile Devices”)

Clocking In and Out

Click the “**Clock In**” button when you start work

- You will now be on the confirmation screen. You will see your name and current time as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.
- If you have more than one Time Code, select the appropriate Time Code from the list
- If you have any unread messages, they will be displayed here

When you are ready to end your work shift, Click the “**Clock Out**” button

- You will now be on the confirmation screen. You will see your name and current time as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.
- Click **OK** on the “Clock operation successful” window

If your work is interrupted for a meal or other break, **Clock Out** when you stop work and **Clock In** when you return.

Clocking Out with a Missed Punch

If you attempt to clock in while still clocked in to the last shift, you will be taken to the Missed Punches screen. You will be asked to confirm that you missed an out-punch. Then, you will be asked to enter in a time for your missed punch out.

If you forget to clock in and try to clock out at the end of the shift, you will also receive a “Missed Punch” message.

Any missed punches will also be highlighted for your Supervisor so it will be clear when it occurred and when it was corrected. Supervisors also have the ability to correct missed punches.

Take Note:

- The system is web based, so you can clock in on one device and clock out on another

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- Your Supervisor can see when and where you clocked in and out
- Approvers of hourly employees are required to 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.
- All final edits and approvals must be entered by **noon on the Thursday following the end of the pay period.**
- The TimeClock system will record and report your actual punch in and out times.
- You can review your hours and check on the status of your approvals by selecting **View** (on the green ribbon) and **Hours**.
 - **Red dots** next to your shifts indicate that your Approver has not yet approved your time.
 - **Hourly staff are encouraged** to monitor the status of your approvals and any Supervisor edits or notes as the approval deadline approaches to ensure that your hours are approved on time.