TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Time Management Information

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

TimeClock Dashboards

When you first log in to TimeClock Manager, the Dashboard area will appear with **widgets** that will provide you with quick access to information, sending as pending time off requests, employees that are approaching overtime, or employees who have had a recent clock exception.

If your needs or preferences are different than the provided widgets, you can build your own widget configuration by clicking the grey **Edit** button, selecting the type of Widget to add and selecting preferred Settings and Options.

Widget Types Include:

Clock Exception: The Clock Exception widget allows you to view clock exceptions for your employees. The type of exception(s) displayed as well as their requirements can be changed by using the Exception Filter. For example, it will track when a student is approaching a "long week" (greater than 20 hour week).

Clock Exception Summary: This widget is slightly different from the Clock Exception widget, in that the Clock Exception Summary shows totals per exception rather than per employee.

Approaching Overtime: The Approaching Overtime widget allows you to view what employees are close to or already in overtime. This widget can be configured similarly to the Approaching Overtime Report (see below) by going into the widget's settings and adjusting the reporting thresholds.

Pending Time Off Request: The Pending Time Off Request widget allows you to view pending time off requests (requests that are waiting for approval or denial). The widget will show all pending requests for employees you have access to, as well as current accrual balances.

Time Code Breakdown: This graphical widget will show you the distribution of hours in each Time Code in a pie chart.

Approval Completion: This graphical widget will show you the percentage of approved time segments versus unapproved.

Time Code Usage: This graphical widget will show usage of Time Codes over time via a line graph.

Overtime by Department: This widget will break down overtime usage per each department, and display the percentages in a pie chart.

Setting Up Widgets On "My Dashboard"

1. To create a widget, select the Edit button beneath the menu bar when on the Dashboard (with no feature selected).

2. Select the column you would like the widget to appear in, then select the Type of widget you would like to display

3. Select the color you would like the widget to appear by clicking on the pen icon

4. If you would like to change the name of the widget, type in the new name next to the pen icon.

5. Widgets can be dragged and dropped to be placed elsewhere by clicking on the drag symbol in the upper left corner.

6. To remove a widget, click on the red X icon in the upper right

7. Click Save to commit the changes made to your dashboard. You will be returned to the Dashboard and can view your new widgets in action.

Hours Menu

The Hours menu is where many users will spend the majority of their time as it contains tools for managing employee's time records. The Hours menu also allows users to:

- Create, edit, approve and add notes to time entries
- Add amounts of time for employees

Use the **Individual Hours Tab** to look at one employee at a time, use the **Group Hours Tab** to review and filter the groups of employees.

Selecting Employees:

- On the left side of the screen you will see a list of employees that you can access.
- Specific employees can be selected using a choice of filter criteria via the Filter Button
- Employees can also be selected by typing in their first or last name or LIN in the Search bar.
- Clicking the red X button to the right of the search bar will revert the list to the previous settings

Selecting Date Range:

Select a specific date range using the Date Range Boxes shown as calendar icons. Alternatively, the Date Range dropdown allows you to select from a number of commonly used date ranges (i.e. last month, week to date, etc). Once the date range has been selected, click the Update button to see the time segments within that range

Note: Information appearing on the Hours screen can be downloaded into a pdf or Excel file.

Viewers can customize some aspects of the way information if presented on this screen, for example, including the User IDs of the individual who approved the time. Click the Display box in the upper right side of the screen for a listing of format and data choices.

To review a particular employee's vacation or personal day accrual balance, in the **Individual Hours Tab**, select the employee, and click on the **Accruals** tab.

Reports Menu

There is menu of Report Types in this menu, each of which can be customized for:

- Date range (see the calendar icons)
- Selection criteria (see Employee, Time Code, and Index Filter buttons)
- Data elements (see the Settings button), and
- Format (See the Options button).

Any Approver or Manager may name and save their custom reports for future use.

Reports can be previewed on line and/or exported in PDF or Excel format. Note that a warning will appear if the selected date range includes hours that have not yet been approved.

For your convenience, selected Lehigh report templates have been provided, just select the applicable reporting period to appear in the report:
In the category of Payroll Reports:

- Wage Staff Management Report
- Nonexempt Staff Management Report
- Exempt Staff Management Report
- Exception Summary Report for BW Pay Cycle Missing Manager Approvals
- Exception Summary Report for SM Pay Cycle Missing Employee or Manager Approvals
- Exception Summary Report for MN Pay Cycle Missing Employee or Manager Approvals

Tools Menu

Employee Status
In the Tools Menu, the Employee Status screen allows user to monitor employees' work status in real time. From the Employee Status screen, you can see which employees are clocked in, what Time Code they are working in, and how long they have been clocked in.

After entering Employee Status, you will see a list of your first 100 employees. The top bar will show the number of employees clocked in, clocked out and on leave. There are also several buttons you can use to filter and edit the Employee Status information.

The Refresh Button will update the employee information

The Employee Filter Button and Time Code Filter will allow you to filter which employees appear on your screen

There are also a number of Employee Status Tabs that allow you to view the employee list in several different ways:

- Clocked In (indicated hourly employees who are currently clocked in)
- Not In (indicates hourly employees who are currently not clocked in)
- Scheduled (if schedule module is being used for hourly employees)
- Not Scheduled (if schedule module is being used for hourly employees)
- On Leave (if leave was requested in advance)

- Last Punch (shows hourly employee’s last clock in and last clock out)
- Hours (for hourly employees, it shows the number of hours worked today, this week, and the last time they clocked out)

The Options Menu in Employee Status allows you to change how much of the information displays within Employee Status

Request Manager

The Request Manager feature allows users to view, add, edit, approve and deny employee time off requests (see documentation “Approving Advance Requests for Leave”)