## **TimeClock Plus Approver Instructions**

1. Login using your UAH Single-Sign on credentials through my.uah.edu and choose TimeClock Plus Approver under the TimeClock Plus menu

menu.	
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	TimeClock Plus TimeClock Plus Employee TimeClock Plus Approver

2. Once logged in a My Dashboard Screen appears. At the top of the screen are multiple tabs to choose from on the blue menu bar.



3. To approve time Choose **Hours** from the menu bar. To view each employee's timesheet individually choose **Individual Hours**. All of your employees are listed on the left side.

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4. Choose the employee's name you need to approve. You can also search by the employee's name or employee number (A# excluding the A). The employee's timesheet will then appear.

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5. Make sure the correct period you wish to approve is selected. You may also enter a specific date range.

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- 6. Make sure all hours the employee clocked in on are correct. Once all hours are correct you have two options to approve.
  - Option 1:
    - Click the box under the column labeled M for each day worked and click the Apply Changes button.

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 Once the Apply Changes button is clicked, the dots under the Red Bell turn from Red to Blue. This indicates all approvals have been complete. If the dots do not turn blue, an issue needs to be resolved before approval is complete.

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- Option 2:
  - Click the M with a green check mark column header and all hours for the employee will be approved at once.

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7. If a correction needs to be made to an employee's timesheet the approver must make the correction. The employee does not have access to change their timesheet. To edit the timesheet double click on the day you wish to edit. An Edit Segment Dialogue box will appear. You can then edit the Time In, Time Out, or Position Number and then click **Save**.

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Sort by: Last name 17 ~	Employee Filter Hours Schedules Accruals Whitney Keelon ~ Position Filter Exception Filter Down 7/13/2022 # This Period ~ Update	load ~
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8. If an employee fails to clock in at all you may also add the hours they worked by clicking the + Add button and enter the hours that they worked.

Individual Hours 😭 Sort by: Last name 🎼 🗸 Employee Filter keelon X Hours Schedules Accruals Showing 1 records of 1 Whitney Keelon ~ 25050676 Whitney Keel... 7/13/2022 🗰 to 7/26/2022 🛗 Open Weeks ✓ Update Start date Stop date Period + Add Processing  $\sim$ Resolve Period ~

9. If an employee fails to clock in/out for the day TCP will recognize this as a missed in/out punch. The employee will have the option to enter the time they arrived/left when they clock in/out the next time. The approver must approve the time the employee entered for their time in/out on the missed punch. The missed punch will be identified in purple on the timesheet.

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10. To approve the missed punch right click on the red dot on the day that has the missed punch. Click the Radio button under Approve for the Missed Punch and click Apply. This will approve the missed punch and the red dot will turn blue.



11. You may also view all of your employee's timesheets at the same time by choosing Group Hours from the Hours menu bar. Once **Group Hours** is chosen, make sure you have the correct period you wish to view entered and then click the **Update** button. All of your employee's hours will then be shown and you can approve all hours following instructions in Step 6.

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In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.	
Adjust the settings above and click "Update"	



## Helpful Tips

- When an employee clocks in their time is rounded to the nearest quarter hour increment. (example: Employee clocks out at 3:07 p.m. the time out will be rounded to 3:15 p.m. If the employee clocks out at 3:06 p.m., the time out will be rounded to 3:00 p.m.
- To view the hours in quarter hour increments click the Options button in the Hours tab and choose Hour Format HH.HH and click Apply

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				190							Cancel	Apply		23 - Annual Leave 23 - Annual Leave	'ay Pay	0.00	

• To send a message to an employee when they clock in click the Envelope button and then Compose Message. You can then select your recipients and type message.

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• Reports are available to you through the Reports tab on the menu bar. Choose Period Reports.

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Period Reports Scheduler Reports		
Period Reports 🗇		
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Position	Approaching Overtime	Preview
Scheduler	Complete Payroll	Print
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