TimeClock Plus Reference Guide

Contents
Overview .................................................................................................................................................. 2
Employee Role ......................................................................................................................................... 3
   Using a Terminal.................................................................................................................................. 3
   Using WebClock.................................................................................................................................. 4
   Missed Punches.................................................................................................................................... 6
Supervisor Role ......................................................................................................................................... 9
   Managing Employee Hours ............................................................................................................... 9
   Managing Missed Punches .............................................................................................................. 11
   Approving Hours............................................................................................................................ 12
Payroll Lead and Admin Role ................................................................................................................ 13
   Managing Employee Information ..................................................................................................... 13
   Pay Period Reviews .......................................................................................................................... 15
   Adding Users ....................................................................................................................................... 16
Messaging ................................................................................................................................................ 16
Monitoring Tools ...................................................................................................................................... 16
Reporting .................................................................................................................................................. 18
TCP Export and Banner Reconciliation ................................................................................................. 21
   Wage Payroll Schedule and Time Entry Deadlines ...................................................................... 21
Timekeeping Procedures ...................................................................................................................... 22
Overview

TimeClock Plus (TCP) is the university’s electronic timekeeping system of record. Oversight of the system is accomplished by the central payroll office. The central payroll office is responsible for granting job code access to users, assisting with user issues, validating data in TCP, and exporting all approved hours each pay period from TCP to Banner for payment.

Department supervisors are responsible for reviewing and approving time records within established deadlines. The supervisor should resolve any discrepancies and ensure that all hours have been approved. Once all missed punches are corrected and approved and all shifts have been approved, the department lead should do a final review.

Department admins and leads are responsible for granting employee access to department supervisors, and reviewing audit logs, missed punches, and required approvals prior to the time record export. All edits and reviews must be performed prior to the TCP export.

Following the export, department admins and leads are notified via listserv that the Banner interface is complete. Department admins and leads should compare hours in TCP to hours in Banner ensuring that the hours reconcile for each employee. The TCP Payroll Summary report and Banner Time Card Entry Verification web report are the recommended tools for comparison. The Missed Punches and Required Approvals sections on the Dashboard and the Conflicting Segments section from the Dashboard can be used to identify hours that failed to export from TCP. The Timecard Error Summary report is distributed to department contacts via e-mail when exported hours failed to upload in Banner. Departments must address any errors that occurred and enter any necessary corrections in PHAHour in Banner before the payroll deadline.

Summary of Payroll Process:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
<th>Dept Payroll Admin/Lead</th>
<th>Central Payroll Office</th>
<th>Dept Payroll Admin/Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clocks in/Out</td>
<td>• Corrects/Approves Missed Punches</td>
<td>• Does final reviews</td>
<td>• Exports time records</td>
<td>• Compares to Time Card Verification Report</td>
</tr>
<tr>
<td>• Reviews/Approves Hours worked</td>
<td></td>
<td>• Ensures hours and missed punches are approved</td>
<td>• Interfaces records to Banner</td>
<td>• Resolves errors</td>
</tr>
</tbody>
</table>

Contact Information

<table>
<thead>
<tr>
<th>TimeClock Plus Assistance -</th>
<th>Email: <a href="mailto:timeclock@vt.edu">timeclock@vt.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>For TCP Connection Issues -</td>
<td>Call: (540) 231-4357 or Email: <a href="mailto:4help@vt.edu">4help@vt.edu</a></td>
</tr>
<tr>
<td>Evenings and Weekends</td>
<td></td>
</tr>
</tbody>
</table>

Related Links

<table>
<thead>
<tr>
<th>TimeClock Plus System</th>
<th><a href="https://timeclock.vt.edu/menu">https://timeclock.vt.edu/menu</a></th>
</tr>
</thead>
</table>
Employee Role

Employees log hours worked using one of three methods: clocking in and out of a physical terminal (time clock); clocking in and out via the WebClock; or by using the time sheet entry option via the WebClock. The method used is determined at the department level.

Available clocking actions include:
- **CLOCK IN** – this option is used when the employee begins a segment of work or returns from an unpaid break.
- **CLOCK OUT** – this option is used when the employee ends a work segment for the day.
- **TIME SHEET ENTRY** – this option is only available to employees using the WebClock for selected job codes identified by the department. It is used to enter total hours worked for the day.
- **LEAVE ON BREAK** – this option is used for any type of unpaid break between shifts (i.e. lunch).
- **RETURN FROM BREAK** – this option is used when returning from any unpaid break between shifts (i.e. lunch)
- **CHANGE JOB CODE** – this option is used when an employee is clocked in and needs to switch from one job code to another without a break (if working multiple jobs).
- **CHANGE COST CODE** – this option is used when an employee is clocked in and needs to switch from one cost code to another for the same job code without a break. The option is only available with job codes that require a cost code.
- **VIEW HOURS** – this option is used to view hours worked.

Using a Terminal

*(Employee must have a Hokie passport “badge” to login on some terminals)*

**Clock In**
1. Press the terminal’s CLOCK IN key
2. Enter your employee ID number and press ENTER or swipe your badge
3. *Note*: if notified of a missed punch, press YES to accept it or refer to the instructions “Correcting Missed Punches using a Terminal”
4. Enter the Job Code, if prompted
   - Press the F4 key to cycle through job code options
   - Select appropriate job code and press the YES/ENTER key
5. Press YES/ENTER to confirm clock in time

**Clock Out**
1. Press the terminal’s CLOCK OUT key
2. Enter your employee ID number and press ENTER or swipe your badge
3. *Note*: if notified of a missed punch, press YES to accept it or refer to the instructions “Correcting Missed Punches using a Terminal”
4. Press YES/ENTER to confirm clock out time

**Go on Break**
1. Press the terminal’s START BREAK key
2. Enter your employee ID number and press ENTER or swipe your badge
3. Press YES/ENTER to confirm break start time – this will result in Clocked Out status
4. When returning from break, follow steps to Clock In
Change Job Code
1. Press the terminal’s JOB CODE key
2. Press YES/ENTER to confirm date and time
3. Enter your employee ID number and press ENTER or swipe your badge
4. When prompted to enter the Job Code number, press the F4 key for job code options
   - Select the appropriate job code and press the YES/ENTER key
5. If prompted for a Cost Code, press the F4 key for cost code options
   - Select the appropriate job code and press the YES/ENTER key.

Change Cost Code
1. Press the terminal’s COST CODE key
2. Press YES/ENTER to confirm date and time
3. Enter your employee ID number and press ENTER or swipe your badge
4. When prompted to enter the Cost Code number, press the F4 key for job code options.
   - Select the appropriate cost code and press the YES/ENTER key.

View Hours
1. Press the terminal’s VIEW key
2. Press 1 to view hours or press 2 to view the last punch
3. Enter your employee number and press ENTER on the keypad or swipe your badge
4. Follow the prompts to view information
5. When finished, press the NO/Esc key

Using WebClock
(Employee must have a CAS login to use the WebClock)

Open the WebClock
1. Navigate to: timeclock.vt.edu
2. Enter CAS PID and password

Clock In
1. Click Clock in
2. Click the Continue button at the bottom of the page
3. If notified of a missed punch-out, click continue to enter in the “Date out” time.
4. Insert the date out and time
5. Insert a note when applicable
6. A pop up should appear showing Clock in operation successful. Click OK.

Clock Out
1. Click Clock Out - Note: if notified of a missed punch, press the continue button and follow the “Correcting Missed Punches using WebClock”
2. Click the Continue button.
Time Sheet Entry

Single Entry:
1. Click the Manage Time Sheet button
2. Select the day/date that you would like to add a time sheet entry
3. Click Add
   - The time in is set to the default of 8:00am and 8:00 hours clocked in
   - Job Code is set to whatever the default Job Code is for the employee
4. If you want to change the Time-in, you can manually set the Time-in, or click on the Clock icon and select the correct time.
5. If you want to make further changes, select the Edit button.
   - You can change the Time in (both date and time)
   - Hours (number of hours clocked in)
   - Job Code (if different than default Job Code)
   - Cost Code (if necessary)
   - Note if any changes are made
   - Click Save when finished
6. Select Approve (if employees are required to approve their hours)
7. Select Accept at the top left hand corner to enter in order to save your changes

Multiple Entries:
1. Select the week that you want to add time for
2. Click on the Auto Fill button and select from previous week (be sure to not exceed the current work week)
4. Select Approve Week (if employees are required to approve their hours)
5. Select Accept at the top left hand corner to enter in order to save your changes

Go on Break
1. From the Employee TimeClock Plus Homepage, log in with your CAS PID and password
2. Click the Leave On Break Button
3. Click Continue – this will result in Clocked Out status
4. Click OK

Return from Break
1. From the Employee TimeClock Plus Homepage, log in with your CAS PID and password
2. Click the Return From Break Button
3. Click Continue – this will result in Clocked In status
4. Click OK

Change Job Code
1. From the Employe TimeClock Plus Homepage, log in with your CAS PID and password
2. Click the Change Job Code button
3. Click continue
4. Select the correct Job code
5. Click continue
6. Click OK when it shows clock operation successful
**Change Cost Code**
1. Click the **CHANGE COST CODE** button
2. Click continue
3. Select the correct cost code
4. Click continue
5. Click **OK** when it shows clock operation successful

**View Hours**
1. Click the **VIEW** button
2. Select Hours… Last Punch… or Messages… to view information.
   - The Last Punch window will display the date, time, and job for the last punch
   - The Messages window will display any messages received
   - The Hours window will display a listing of hours worked in the current week

**VIEW HOURS**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Break Length</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>08/21/17 10:00 AM</td>
<td>08/21/17 12:00 PM</td>
<td>0.50</td>
<td>0.50</td>
<td>44000110-044000-AL Vangs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/21/17 12:00 PM</td>
<td>08/21/17 12:00 PM</td>
<td>0.50</td>
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<td></td>
</tr>
</tbody>
</table>

- Check the box in column “E” to indicate that hours are correct on each shift
- To enter a comment, click the note symbol under the Notes column for the appropriate entry.
- Use the left (<<) and right (>>) arrows in the lower right to cycle through weeks
- Click Download to export hours

**Log Off** Use this option to exit the WebClock.

**Missed Punches**

Employees using the WebClock are required to manually fix a missed punch to continue with the next clock action. Having employees fix their own missed punches is optional for departments using terminals, and the feature must be requested by email to timeclock@vt.edu. All corrected missed punches require supervisor approval (in addition to shift approval).

*Note*: If an employee forgets to clock out and allows 16 hours to lapse before attempting another clock action, TCP will automatically clock out the employee and log a missed punch out. The missed punch will need to be manually corrected by the supervisor (and approved).

**Correcting Missed Punches using a Terminal**

**Missed Punch In**
1. When employee attempts to **CLOCK OUT** but did not previously clock in, the following message will appear: Records indicate a missed ‘Punch In’. Fix now to continue with ‘Punch Out’. Proceed?
• Press YES/ENTER to correct the missed punch in. (If you press NO, the clocking action will be cancelled.)

2. Current date and time are displayed.
   • Enter the date employee should have punched in and press YES/ENTER.
   • Enter the time employee should have punched in and press YES/ENTER.

3. If prompted, enter the Job Code number or press the F3/F4 keys to cycle through valid job code options.
   • Select the appropriate job code and press the YES/ENTER key.

4. The following message will appear: **Missed punch collected. Transaction will now continue. <<Press a key>>.**
   • Press any key to continue or wait for it to continue automatically.

5. The current date and time will be displayed with the prompt: **Confirm Yes/No? (to clock out)**
   • Press YES/ENTER. (If you press NO, the clocking action including the missed punch correction will be cancelled.)

### Missed Punch Out

1. When employee attempts to **CLOCK IN** but did not previously clock out (or go on break), the following message will appear: **Records indicate a missed ‘Punch Out’. Fix now to continue with ‘Punch In’?**
   • Press YES/ENTER to correct the missed punch out. (If you press NO, the clocking action will be cancelled.)

2. The date and time you last punched in will be displayed.
   • Enter the date you should have punched out and press YES/ENTER.
   • Enter the time you should have punched out and press YES/ENTER.
   • If an invalid date/time is entered, the following message will appear: **Time Entry Error** with the valid date and time range.
     o Press YES/ENTER and repeat step 2.

3. The following message will appear: **Missed punch collected. Transaction will now continue. <<Press a key>>.**
   • Press any key to continue or wait for it to continue automatically.

4. The current date and time will be displayed with the prompt: **Confirm Yes/No? (to clock in)**
   • Press YES/ENTER. (If you press NO, the clocking action including the missed punch correction will be cancelled.)

5. If prompted, enter the Job Code number or press the F3/F4 key to cycle through valid job code options.
   • Select the appropriate job code and press the YES/ENTER key.

### Correcting Missed Punches using WebClock

**Missed Punch In**

1. When employee attempts to **CLOCK IN** but did not previously clock in, the following message will appear: **Hello [Your name], Confirmation (Missed Clock in)**
   • Click Continue to correct the missed clock in (clicking Cancel will cancel the clocking action).

2. The Missed Clock In page appears with message “Enter missed punch in manually?” Click CONTINUE.

3. The Missed Clock In dialog appears:
   • Enter (or select using the calendar icon) the date employee should have clocked in.
   • Enter (or select using the clock icon) the time employee should have clocked in.
   • Enter a note explaining the missed punch to facilitate supervisor approval.
   • Click Continue. Clicking CANCEL will prevent employee from clocking out.

4. If prompted, enter or select the applicable Job Code and click Continue.

5. If prompted, enter or select the applicable Cost Code and click Continue.

6. The following message will appear: **“Summary (Missed Clock In)” with the Date in, Job Code, and Note Click Continue to finish the process**

7. Employee should now be clocked out with the correct clock in time. The corrected missed punch needs to be approved by the supervisor.
**Missed Punch Out**

- When employee attempts to CLOCK IN but did not previously clock out (or go on break), the following message will appear: Hello [Your name], Confirmation (Missed Clock Out). Click Continue to correct the missed clock out (clicking Cancel will cancel the clocking action).

1. The date and time of your last Clock in will be displayed Click CONTINUE.
2. The Missed Clock Out dialog will appear:
   - Enter (or select using the calendar icon) the date employee should have clocked out.
   - Enter (or select using the clock icon) the time employee should have clocked out.
   - Enter a note explaining the missed punch to facilitate supervisor approval.
   - Click Continue. Clicking CANCEL will prevent employee from clocking in.
3. The following message will appear: Summary (Missed Clock Out) with the Date in, Date out, Job Code, and Note. Click Continue. Employee should now be clocked in. The corrected missed punch needs to be approved by the supervisor.
Supervisor Role

The main function of the supervisor is to ensure that employee hours in TimeClock Plus are accurate, make any necessary edits, and approve hours for payment.

Managing Employee Hours

As employees clock in and out, their hours may be reviewed from the Hours section. Shifts may be added, edited, or removed. Other available functions include approving hours, splitting shifts and creating shift notes. The Hours section allows you to manage hours on an individual basis.

Viewing Employee Hours

1. From the Hours menu, choose Individual HOURS.
2. On the left side of the window, click on the employee’s name in the list to view hours. Employees can be sorted by first name, last name classification, department and employee number. To sort the list of employees by First or Last Name, click on the Sort by: “First Name” or “Last Name.” You can also search for a certain employee by clicking in the Search Bar and searching by First Name, Last Name, or ID Number.
3. The shifts will appear on the right hand side of the window. Only hours in open weeks will appear. Weeks will be closed once the pay date for a pay period has passed.
4. To view hours for closed weeks, select either by the date range, or in the drop-down menu next to the date range. You can search by Last Month, Last 30 Days, etc.
5. To select certain filters, you can select the Employee Filter, Job Code Filter, Cost Code Filter, or Exception Filter. Filters can be saved for future use by selecting Save as Default.
6. To customize your viewing options, select the OPTIONS button.
   - On the DISPLAY tab, you can choose how to display the time and date and how much information to display for each shift. One popular setting is to show the user ID of the user that granted approval.
   - On the SETTINGS tab, you can adjust rounding and default times.
   - On the COLORS tab, you can alter the colors that display for certain conditions, such as an approved missed punch. Please note that changing these settings will make your view different than the default which is referenced in certain instructions (i.e., blue means an unapproved missed punch).

Adding a Shift

1. View the employee’s hours in the Individual Hours screen.
2. Click the +Add button
3. Next to Time IN, enter the date and time that this shift began.
4. Next to Time OUT, enter the date and time that this shift ended.
5. Select the appropriate JOB CODE (be sure to use an active job code).
6. If the employee went on a break after this shift segment, the BREAK TYPE should be changed to BREAK.
7. Enter a comment in the NOTE field. Comments are required.
8. Click Save.

Editing a Shift

1. View the employee’s hours in the Individual HOURS screen.
2. Click in the box on the left-hand side that corresponds to the designated shift. Click “Manage” and then “Edit.” the shift to edit. Alternatively, right-click on the shift under Time In or Time Out and select EDIT.
3. Make the desired changes to the shift. Changes could include the date or time, job code, or rate.
4. Enter a comment in the NOTE field. Comments are required.
5. Click Save when finished.
Deleting a Shift
1. View the employee’s hours in the Individual HOURS screen.
2. Check off the shift that should be removed (be sure the employee did not actually work this shift).
3. Click the MANAGE button at the middle of the screen and select DELETE or right-click on the shift under Time In or Time Out and select DELETE.
4. To delete multiple shifts click on each shift you want to delete and then click the Delete button under “Manage.”
5. You can also select multiple entries by selecting the first entry you wish to delete, and then hold the shift button and select the last desired entry.
6. Click OK to confirm. *This action cannot be undone.*

Splitting a Shift
1. View the employee’s hours in the Individual HOURS screen.
2. Check off the shift that should be split (i.e. the employee took an unpaid break during the shift).
3. Click the MANAGE button in the middle of the screen and select **SPLIT SEGMENT BY LENGTH** or right-click on the shift under Time In or Time Out and select **SPLIT SEGMENT BY LENGTH**.
4. Under the Split heading, select the number of segments by continually pressing on the Split button on the first segment line in the Split Segment window, change the **TIME OUT** to time the employee went on break.
5. On the next segment line in the Split Segment window, change the **TIME IN** to the time the employee returned from break (Note: that there will be an automatic time in filled in for you).
6. Enter a comment in the **NOTE** field. Only one comment is required and must be entered on the first segment line.
7. Click **SAVE**.
8. Note that you can also split shift by percentage under the Manage tab and “Split Segment by Percentage.”

Shift Notes
1. View the employee’s hours in the Individual HOURS screen.
2. Highlight the shift that needs a note added or modified.
3. Under the Notes row in the Shift Table, click on the Notes symbol for the desired shift.
   - To add a note, click the **ADD** button, enter the note and click **Save**.
   - To edit a note, select the note, click the pencil image under the **Edit** row, make the necessary revisions and click **SAVE**.
   - To remove a note, click the delete symbol under the **Delete** row.
   - *Note: All edited shifts are required to have a comment.*

Managing Missed Punches
Employees using the WebClock and some using terminals are required to manually correct a missed punch before proceeding with the next clock action (see Missed Punches in the Employee section). When the employee is unable to correct the missed punch, the supervisor will need to edit the shift and make a manual correction. All corrected missed punches need to be approved. Missed punches should be reviewed no less than once a week (daily is recommended) by the supervisor.

Identifying Missed Punches
1. From the HOURS menu, choose Group Hours
2. Enter the **START** and **END** date of the date range to view or select a date range from the Period drop down for both the **Start** and **End** dates .
3. Click on Exception Filter
4. Select Missed Punches (This will display the missed punches that still need approval)
5. Click the FILTER button.
6. Shifts will show <<Missed>> in blue if missed punch is recognized and needs to be fixed. Follow the directions on Correcting Missed Punches.
7. Shifts that show dates and times in blue have missed punches that have been fixed, but not yet approved. Follow the directions on Approving Missed Punches. Once approved, the missed time will appear in green and disappear from the filtered screen. This is required for hours to export to Banner.

Correcting Missed Punches
1. Update the Group Hours screen (see above).
2. Either select Manage and then Edit option or highlight the shift that indicates a missed punch and right-click on it. This will open the Edit Segment screen for the selected employee.
   - Optionally, open the Edit screen directly from the Individual Hours menu.
3. Enter the correct dates and times for this shift and enter a comment in the NOTE field.
4. Click SAVE when finished.

Approving Missed Punches
1. Update the GROUP HOURS screen (see above).
   - Select the shift(s) in blue by checking the box on the left hand side, or use the shift key to select the first and last desired row.
   - Click the Exceptions button at the middle of the screen. Then select the Approve option for Missed Punch in order to approve the missed punch and click Apply. Once approved, the missed time will appear in green and disappear from the screen.

Approving Hours
Supervisors should approve employee hours in a timely manner. Hours must be approved to successfully export to Banner for payment. To prevent delayed approvals, it is recommended that hours are approved on a weekly basis at a minimum. Employee hours can be approved in the Individual Hours or Group Hours screen. The Group Hours screen allows you to approve hours for multiple employees at a time.

Approving Hours in Group Hours
1. From the Hours menu, choose Group Hours.
2. Enter the START and END date of the date range to view. Alternatively, select a date range from the drop down list (for example, THIS PERIOD).
3. Click the Exception Filter button and select Manager Approval and click Filter.
4. Review the hours and verify that they are correct. If not, double click on a segment to open EDIT SEGMENT, and make the necessary corrections.
5. To complete Management approvals one shift at a time, check the box under the “Manager Approval” column or ‘M’ column., click apply changes when finished
6. To complete Management approvals on multiple selected shifts, click on multiple shifts under the “Manager Approval” column. Then select the Apply Changes button.

Approving Hours in Individual Hours
1. View the employee’s hours in the INDIVIDUAL HOURS screen by selecting Hours and then Individual Hours.
2. On the left side of the window, click on the employee’s name in the list to view hours.
3. Highlight the shift that needs approval, or check off the multiple shifts.
4. Click on exceptions and mark the circle under the Approve column for Manager and click Apply.
5. By selecting the ‘M’ symbol on-top of the row, this option can be used to approve all shifts displayed for the employee. An error message will occur if the employee has hours for other departments. This option is not recommended.
6. The “M” column will show a check mark when the shift has been approved. The “E” column (for Employee) will show a check mark if the employee has approved their hours. The “O” (for other) column is not used.

Payroll Lead and Admin Role

The Department Payroll Lead or Admin is responsible for ensuring that: employees are set up in TCP; supervisors have proper access to review and approve employee hours; all missed punches are corrected and approved and all hours are approved prior to the TCP export; and that all hours successfully uploaded to Banner.

Managing Employee Information

All employee changes, including wage appointments, rate increases, and terminations should be accomplished in Banner using the NOAEPAF form. PAF submissions are automatically imported into TCP every hour. Other job changes such as future effective dates are automatically imported into TCP each morning.

Adding an employee

1. Enter a new wage appointment in Banner using the NOAEPAF form.
2. The Time Clock job code number must be entered for the employee to upload to TCP. The job code is required for all wage employees and optional for salary employees.
   - **Tip:** Use the New Value drop-down button to view a list of the available job codes for the applicable department.
3. When the PAF is submitted, the employee and job code are uploaded to TCP on the next hour.
   - If the position start date is on or before the submission date the TCP job code will be set to “clockable” and the employee can begin clocking in.
   - If the position start date is in the future, the TCP job code will be set to “unclockable”. At midnight on the Begin Date, the TCP job code will be set to “clockable” and the employee can begin clocking in.
   - **Note:** Be sure that the PAF is approved and applied before the end of the pay period so the employee’s timecard is created in Banner.
4. Department Admins & Leads will automatically have access to the employee within an hour of the PAF submission, and should grant access to supervisors at this time (see below).
   - **Note:** If the new employee does not appear in TCP within an hour of submitting the PAF, send a request to timeclock@vt.edu indicating the Employee ID number, Employee last name, Banner position & suffix, and TCP job code.
Assigning Access to Supervisors

1. From the EMPLOYEE menu, select EMPLOYEE PROFILES
2. Click on the employee’s name from the left-hand side of the screen or search for their name in the search-bar.
3. Select the ACCESS tab.
4. Press the +Assign Button
5. Check the box next to each user who should have access.
   - To sort this list by department name, either use the search box to search for the supervisor’s name or click on the column header DEPARTMENT.
   - Scroll down until you see your department name and check the box next to each user that should have access to this employee.
6. Click the ASSIGN button at the bottom of the screen when finished and then click Save on the following page.
7. Note: If the supervisor is able to view the employee but cannot approve hours, it is likely the supervisor does not have access to the job code the employee is using. Request access from timeclock@vt.edu indicating the supervisor’s PID and name and the job code needed.

Updating a Pay Increase with a Retroactive Effective Date

Pay rate increases in Banner are uploaded to TCP each morning. The new pay rate in TCP will display on all hours going forward. If the pay rate should be reflected on hours retroactively in TCP, manual edits are required. Note: The employee’s pay check is based strictly on the pay rate in Banner, not in TCP. The pay rate in TCP is for informational purposes only.

1. From the EMPLOYEE menu, choose Employee Profiles.
2. On the left side of the window, click on the employee’s name in the list.
3. Click on the JOBS tab
4. Click the pencil icon under the edit column next to the desired job code
5. Click the EDIT button next to rate in the upper right hand corner
6. Click button “Use specific rate”
7. Enter the NEW RATE of pay, the Effective DATE, and any COMMENTS about the rate change.
8. Check the box next to THIS RATE CHANGE IS RETROACTIVE AND BEGINS ON THE DATE ENTERED.
9. Click Add when finished.
10. Click the SAVE button at the bottom of the screen and then SAVE at the Jobs Tab Screen

Enabling Time Sheet Entry

The Time Sheet Entry (TSE) feature allows employees to enter the total number of hours worked for a day. This eliminates the need to clock in at the beginning of a shift and clock out at the end. TSE can be a great alternative when:
   - The employee’s work location has no computer or other electronic device available.
   - The employee’s work expectation is a set number of hours per week based on the hours estimated to complete a project with a periodic review to ensure appropriate progress.

TSE can be allowed (or not) for any employee and job code combination at the department’s discretion. If all employee’s using certain job codes should have TSE enabled automatically when hired, email the request specifying the job code(s) to timeclock@vt.edu.

To enable TSE for a selected employee:

1. Select Employee and then Employee Profiles
2. Select the employee from the left hand side of the screen or use the search box to search for them
3. On the JOBS tab, open the EDIT JOB CODE dialog for the desired job code by selecting the pencil icon under the edit column. Under SETTINGS, check the box to ALLOW TIME SHEET ENTRY.

4. Click Save in the bottom right hand corner and Save in the Jobs Tab.

**Terminating Employee Jobs**

1. Enter a job end in Banner using the NOAEPAF form.
   - If the End Date is prior to the submission date, the TCP job code will be set to “unclockable” when the termination imports into TCP. This will prevent the employee from clocking hours.
   - If the End Date is on or after the submission date, the TCP job code will remain “clockable” until the effective date. At midnight the morning after the End Date, the TCP job code will be set to “unclockable” and the employee will be unable to clock hours.

2. After all of the employee’s hours in TCP have been approved and the employee has been fully paid, the Admin/Lead should remove the employee from the department’s view.
   - **Remove supervisor access.** Go under Employee and Employee Profiles and select the employee. Click on the Access tab. Click the 🔄 sign under the Unassign column beside of each user that needs access removed from the employee.
   - **Make the job code inactive.** On the JOBS tab:
     - Edit (-click on the pencil) for the job code
     - Uncheck the ACTIVE setting. This will automatically remove access for all Department Admins & Leads. Click Save.
       - **Note:** Do not mark the job code as inactive before removing supervisor access or before the employee has been fully paid. If job code is listed as default (in green), you must remove the default prior to making job code inactive.
         1. Click on plus (+) sign next to Default.
         2. Click on the arrow in the lower right hand side of the Default Job Code box.
         3. Select another active job code or select <<NONE>>.
   - Click Save in upper right hand corner of the screen.

**Pay Period Reviews**

Payroll Leads and Admins should review missed punches and approvals prior to each TCP export. For information on managing employee hours, refer to the SUPERVISOR section.

**Missed Punch Review**

1. From the Group HOURS menu, choose the timeframe for the Punches.
2. To display only the missed punches that still need to be approved, click on the Exception Filter and check “Missed Punches”
3. Click the FILTER button.
4. Shifts will show <<Missed>> in blue if missed punch is recognized and needs to be fixed.
5. Shifts that show dates and times in blue have missed punches that have been fixed, but not yet approved. Once approved, the missed time will appear in green. This is required for hours to export to Banner.
6. Notify supervisors of any missed punches that have not been corrected or approved. Employee jobs with any unapproved missed punches will not be exported to Banner.

**Approval Review**

1. From the GROUP HOURS menu,
2. Enter the START and END date of the date range for the pay period. Alternatively, select a date range from the drop down list (for example, THIS PERIOD).
3. Click the UPDATE button.
4. Notify supervisors of any hours that have not been approved. Employee jobs with any unapproved shifts will not be exported to Banner.

Adding Users
Department Leads/Admins can add new supervisors to TCP by sending a request to timeclock@vt.edu. The request should include the user’s PID, full name, department, TCP role (see below), and the job codes needed. TCP support will add the user and grant job code access; the Lead/Admin assigns employee access.

TCP Roles
- DeptView – Can view employee information and hours but cannot edit or approve anything.
- DeptEdit – Same as DeptSupv but cannot approve hours.
- DeptSupv – Can view employee and job information, add employee notes, view user access to employees, fix and approve missed punches, edit shifts, and approve hours.
- DeptLead – Same as DeptAdmin but cannot approve hours.
- DeptAdmin – Can edit employee job code information, grant users access to employees, fix and approve missed punches, edit shifts, and approve hours. There should not be more than 2-3 Admins & Leads.

Messaging
1. Click on the envelope icon ➪ in the upper right hand corner beside of your name.
2. Click on Compose Message.
3. Click the Select recipients button
4. Either scroll through the employee list or search for an employee either by number or name and click on the box to the left of each of the recipients’ ID#
5. Click the Select recipients button
6. Type the message that you want to send in the red box
7. Either check the box Send with TimeClock Plus messaging to send automatically or check the Message starts and Message expires boxes and set dates to send the message.
8. Click the Send button to send the message to the employee(s).
9. The employee(s) will see the message when using the WebClock or the terminal at the end of a clock operation.
10. Individual messages will include a MARK READ option. If checked, the status of the message will be changed to READ in TCP Manager and the message will no longer appear on the WebClock or the terminal.
11. To view if a message has been received, select the designated employee under Employee Profiles.
12. Go to the Personnel tab and under Messages the list of messages sent to the employee will appear with a status of NOT READ or [DATE READ].

Monitoring Tools
TimeClock Plus includes various tools to monitor employee status.

Viewing Employee Status and Hour Totals
The “Employee Status” window is used for monitoring employees in real time. It allows managers to know immediately the status of each employee and, from certain tabs, clock an employee out, put an employee on break, or move the employee to a different job code.

1. From the TOOLS menu, choose EMPLOYEE STATUS.
2. To view which employees are currently clocked in, select the CLOCKED IN tab. This screen displays employee name and id, job code, clock in method, date, location and time in.
   - *Note:* This will show if the employees clocked in using a terminal or the WebClock. It will also show the IP address for web clocks and specific terminal locations so it’s easy to view the location and method used for each clock in operation.
3. Other options available in the Employee Status screen include:
   - Which employees are currently on a break
   - Which employees are not clocked in
   - The last time employees had a clock operation
   - The hour totals for the week

### Hour Edit Log Review

TimeClock Plus maintains a log (a trail) of every manual edit performed on an employee’s hours. Each log record includes the employee name and Id number, when the change was made (date & time), who made the change and from what computer, and what type of change was made (add vs. delete, etc.). The Hour Edit Log presents each log record on two lines with the actual change that was made highlighted in red.

1. From the TOOLS menu, select Other Tools, and choose Audit Log and then select feature of HOURS AUDIT LOG.
2. Enter the START and END date of the date range for the pay period. Alternatively, you may select a date range from the drop down list (This Period).
3. Click the UPDATE button.
4. For a thorough review of edits, review edit log in combination with the SHIFT NOTE REPORT.
5. Edit details can be exported.

### Shift Note Report

1. From the REPORTS menu, choose Period REPORTS.
2. Enter the START and END date of the date range for the pay period. Alternatively, you may select a date range from the drop down list (This Period).
3. Select the SHIFT NOTE (located under Payroll)
4. Print report and review with the HOURS EDIT LOG for a thorough review of all shift edits.

### Approaching Overtime Report

The Approaching Overtime Report is used to monitor employee hours worked and determine who is close to entering overtime.

1. From the Reports and then Period Reports menu, select APPROACHING OVERTIME UNDER PAYROLL...
2. Click on the Settings button and enable the option to INCLUDE INDIVIDUALS EARNING WEEKLY OVERTIME and enter how many minutes from overtime the employee must be in order to be included in the report. Click the Save button.
3. To choose which employees should be included in the report, click CRITERIA, choose a filter, configure it, and click OK. If you want to include everyone (that you have access to) then do not worry about the Criteria.
4. To print this report, click PRINT and choose from the list of available outputs.

### Employee Job Code Report

The Employee Job Information Report provides a listing of the job codes currently assigned to each employee and can also be formatted to include the hourly rate for each job code, raise dates, etc.
1. From the Period Reports menu, select Employee Job Codes Report under the Job Code Category...
2. Enable one or all of the options for the report depending on the items you wish to include in the report.
3. Select the Job Code Filter and specify the job codes that should be included. You may choose from a list by checking off the job code or entering the codes manually and checking them off on the left hand side. The filter Job Code window will list all of the available job codes and can be sorted by job code number, description (org) or job code group. To sort the list of codes, click on the desired column header.
4. To choose which employees should be included in the report, click Employee Filter. Click on Employee ID and click on the Select button. You may choose from a list by checking off the employee or using the search box to find the employee and checking them off on the left hand side. If you want to include everyone (that you have access to) then do not worry about the Filter.
5. To print this report, click Print and choose from the list of available outputs.

Reporting

TimeClock Plus includes various reports that users can use to obtain payroll, job code and other types of employee information.

Generating a Report
1. From the Reports menu, choose Period Reports.
2. Choose from the categories and “Select a report” to choose the desired reports you wish to preview or print.
3. Enter the Start and End date of the date range for the pay period (if applicable). Alternatively, you may select a date range from the drop down list (i.e., Last Period).
4. After you have selected the desired report type, there are several Filters to utilize.
   - Choose a filter, configure it and click OK.
   - There is an option to save the report filters. If the report is frequently going to be generated using the same criteria, it’s recommended that the report is saved so it can be loaded for future needs. Since employees can potentially have jobs in multiple departments, it is not recommended to filter by employee department.
5. Select the Options button at the top of the screen if formatting is needed.
6. Select the Settings button to limit certain fields from printing or to flag types of hours.
   - Visual aspects of report can be formatted using the Settings option.
7. To print report, click the Print button.

Saving a Report
This feature allows you to save the report options (formatting and sorting), settings, and criteria for faster future retrieval. For example, you could create a saved report for each department. It would then be possible to preview or print these reports without having to change the parameters each time.
1. From the Reports menu, choose Period Reports...
2. Click Create Saved Report
3. Select a category.
4. Enter a Report Title (Description).
5. From the Filters, choose the accessibility and parameters of this report.
   - Do not check the Make Report Visible to All Users option. Leave option unchecked.
   - Enable option to Save Options.
6. Click Settings and choose the desired settings for this report and click Ok. For the Payroll Summary Report, suggested settings include:
• Print employee number
• Include summary of each week of data
• Split by job code and Print job code description
• Print control totals at bottom of report

7. If you want to highlight certain Job Codes, select the Job Code Filter.
   • To find the job codes for your org, click on the column header DESCRIPTION to sort the list of codes by org number.
   • Page numbers will be at the top left hand corner of the page.
   • You can click on the arrow to jump to the next set of page numbers. You can also search for the particular job code in the search bar on the top right hand corner. Check the box next to each code that you would like to include in this report.
   • To save this list of codes (to LOAD for other reports), take the following steps:
     i. Click the SAVE AS button
     ii. Enter a name for the list of codes
     iii. Click the SAVE button
   • Click the FILTER button to go back to the SAVED REPORT window

8. Click OPTIONS and select the following:
   • Under the FORMATTING OPTIONS tab:
     i. For HOUR FORMAT, select HH.HH with 2 Decimal Places
     ii. For NAME FORMAT, select Last, First (Smith, John)
   • Under the MISCELLANEOUS tab:
     i. FIRST SORT KEY: Last Name
   • Under the PRINT OPTIONS tab:
     i. Check the three options if desired.
   • Click SAVE

9. In the Saved Report window, Click SAVE.

10. The saved report will be located under the CATEGORIES tab that is located next to the PERIOD REPORTS tab.

Payroll Reports
Reports in the first section reflect hours on an employee basis in either a detailed breakdown or summary. Reports that reflect tracked information, estimated wages, supplemental pay, missed punches, and shift notes are also available in this section. Some payroll report options include:

• COMPLETE PAYROLL REPORT: Report will include detailed breakdown of hours by job code on an employee basis. Will print a page per employee, but individual employee numbers can be entered in Criteria. Not recommended for reconciliation purposes.

• PAYROLL SUMMARY: Report will include summary of hours on an employee basis. Settings can be enabled to split by job code, print job code description, include summary of each week of data, etc. Recommended for reconciliation purposes. To create a Saved Payroll Summary report, refer to the section on Saving a Report.

• PAYROLL DETAIL: Report will include hours in a detailed breakdown on an employee basis. Settings can be enabled to print job code description, print control totals at bottom of report, ask for job code items to include, etc. To create a Saved Payroll Detail report, refer to the section on Saving a Report.

Job Code Reports
Reports in the second section reflect hours on a job code basis in either a detailed breakdown or summary. This turns the focus to your job codes, allowing you to see how time is being spent in each code. Some job code report options include:

• JOB CODE ANALYSIS DETAIL REPORT: Asks you to select job codes and reflects hours on an employee basis, but only in the job codes you selected. This allows you to see how much time was spent under particular codes and you can enable settings to see estimated wages for each job code if desired.
• **SELECTED JOB CODE REPORT**: Asks you to select job codes and reflects hours on an employee basis, but only in the job codes you selected. This allows you to see how much time each employee spent under particular codes.

• **JOB CODE SPLIT REPORT**: Job codes may be grouped and reflected in separate columns.

**Period Reports**
Reports in the third section reflect hours for the period and can be configured to place hours for a selected job code in a separate column (up to two job codes/columns).

**Scheduler Reports**
Reports in the fourth section reflect any absent and tardy activity as well as early and late arrivals. For these reports to be available, schedules must be created in TimeClock Scheduler.
Miscellaneous Reports
Reports in the last section reflect employee information including long shifts, punch locations (the source of each clock operation), approvals, conflicting segments, and break totals that fall in the date range being reported. Some miscellaneous reports include the following:

- **PUNCH LOCATION REPORT**: The location on the report will indicate the location of the remote terminal or the IP Address of the computer used to perform clock operations on an employee basis.
- **BREAK TOTALS REPORT**: This report will identify the length of breaks taken on an employee basis and will show total and average break lengths. Employees must use the **GO ON BREAK** option when using the WebClock and remote terminals for breaks to be tracked in this manner.

TCP Export and Banner Reconciliation

Wage pay periods run the 1st through the 15th and the 16th through the end of the month. On the first business day following the end of the pay period, time entry in Banner begins and approved hours in TCP are uploaded to Banner. There can be one or two days allowed for time entry depending on the schedule set by the Payroll Office.

**Wage Payroll Schedule and Time Entry Deadlines**
Supervisors should approve employee hours and correct and approve missed punches throughout the pay period. All hours should be approved according to the following schedule:

**Wage Payroll Schedule**
The Wage Payroll Schedule can be found at [https://www.controller.vt.edu/content/dam/controller_vt_edu/resources/payroll/payschedules/2018/2018_Payroll_Schedule_Wage.pdf](https://www.controller.vt.edu/content/dam/controller_vt_edu/resources/payroll/payschedules/2018/2018_Payroll_Schedule_Wage.pdf)

**One-Day Time Entry Deadlines**
Refer to the Wage Payroll Schedule for Time Entry Deadline days.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 PM</td>
<td>Approved hours for the current time entry pay period only are exported from TCP and interfaced to Banner by Payroll Office</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Error reports are distributed and Time Card Entry Verification Banner web report is available for review</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>All entries in PHAHOUR are finalized</td>
</tr>
</tbody>
</table>

**Two-Day Time Entry Deadlines**
Refer to the Wage Payroll Schedule for Time Entry Deadline days. For the pay periods that have a two-day time entry schedule, there will be two TCP exports. It is recommended that departments strive to meet the Day 1 deadline so that ample time is available to address issues.

Hours that do not successfully export from TCP on the first day can be corrected and approved for the export on the second day. Hours that successfully export from TCP but fail to interface to Banner must be manually entered in PHAHOUR.

<table>
<thead>
<tr>
<th>Day 1 Deadline</th>
<th>Process</th>
</tr>
</thead>
</table>
2:00 PM  | Approved hours for the current time entry pay period are exported from TCP and interfaced to Banner by Payroll Office
3:00 PM  | Error reports are distributed and Time Card Entry Verification Banner web report is available for review

<table>
<thead>
<tr>
<th>Day 2 Deadline</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 AM</td>
<td>Remaining approved hours for the current time entry pay period are exported from TCP and interfaced to Banner by Payroll Office</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Error reports are distributed and Time Card Entry Verification Banner web report is available for review</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>All entries in PHAHOUR are finalized</td>
</tr>
</tbody>
</table>

**Timekeeping Procedures**
Departments are responsible for time card entry verification and payroll reconciliation each pay period. This should be accomplished after the interface from TCP to Banner has been completed and remaining hours have been manually entered in PHAHOUR if necessary. Quarterly reviews of employees are recommended to retain system integrity.

**Timekeeping System Procedures**
The Timekeeping Procedures can be found at [https://www.controller.vt.edu/resources/payroll/timeclock.html](https://www.controller.vt.edu/resources/payroll/timeclock.html)
The document includes information on the following procedures:
1. Documentation and Approval of Hours Worked
2. Entry of Hours into Banner
3. Retroactive Edits in TCP and Retroactive Entries into Banner
4. Verification of Hours from TCP to Banner
5. Reconciling Time Records with Payroll
6. Wage Payroll Segregation of Duties for Timekeeping System and Banner

**Running a Time Card Entry Verification Banner web report**
1. To access the report, go to [www.controller.vt.edu](http://www.controller.vt.edu), click on LEGACY WEB REPORTS and enter your PID and password.
2. Under HUMAN RESOURCES, click on the VERIFICATION folder.
3. Click on the TIME CARD ENTRY VERIFICATION report.
   - Enter your department organization code(s)
   - For OPTION FOR REPORT, select HOURS VERIFICATION to review hours that are in Banner.
   - Enter year and pay period and select sort ordering option.
4. Click the SUBMIT INTERACTIVE button to display the report onscreen. Click SUBMIT if you wish to receive the report via email.

**Running a TimeClock Plus Payroll Summary Report**
1. From the PERIOD REPORTS menu in TCP, choose Payroll under Categories
2. Click the PAYROLL SUMMARY report.
3. Enter the START and END date of the date range for the pay period (1st - 15th or 16th- end of month) or select a time frame from the drop-down box (e.g. LAST PERIOD).
4. Select the SETTINGS button and make sure the following fields are checked:
- Print employee number
- Split by job code, print job code description
- Print control totals at bottom of report
- Include Summary of each week of data

5. You can also utilize Job Code Filters (This is only recommended if any of your employees have jobs in other departments. If your employees do not have jobs in other departments, do not use this function).
   - Multiple job codes can be selected by clicking on the check mark by each desired job code.
   - For easy job code selection, click on the JOB CODE DESCRIPTION column header to sort the codes by org number. You can either change page numbers by the arrows at the top left hand side of by using the search bar on the top right hand side.
   - If you have already saved the codes you need, you can click the LOAD button to automatically select the codes that you want to include in your report.
   - Once you are finished, click Filter

6. Click the OPTIONS button at the top of the screen to format your report.
   - Under Formatting Options, the HOUR FORMAT should be changed to HH.HH with two decimal places and the NAME FORMAT can be changed to LAST, FIRST.
   - Under Miscellaneous, the FIRST SORT can be changed to LAST NAME.

7. To print the report, click the PRINT button at the bottom of the screen.

Modifying Job Code Selection in a Saved Payroll Summary Report
1. From the PERIOD REPORTS menu, choose the saved report under Categories.
2. Click on the report that needs to be modified.
3. Click the EDIT button under Manage Saved Report.
4. From the JOB CODE FILTER window, add (or remove) the necessary job codes.
5. Click the Filter button.
6. From the Saved Report dialog, click the SAVE button.