

TIMECLOCK INSTRUCTIONS FOR: EDITORS

On April 20th, we are updating the Timeclock version which has a slight change in the web address. To log in, go to: <https://timeclock.msdtw.k12.in.us/app/manager/#/ManagerLogOn>. **NOTE:** If you have the old Timeclock link as a shortcut on your desktop or marked as “favorite” in your browser, you will need to replace it with the new link.

Log in with your manager user ID and password (**not** employee badge/PIN used for webclock).

DASHBOARD: The first screen you see is called the dashboard, which acts as your homepage or main menu. Below are brief explanations to help you navigate the interface. The “widgets” are a quick view of items that may need your attention.

The screenshot shows the TimeClock Plus dashboard interface. At the top, there is a navigation bar with a home icon (1), menu items (HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS), and a user account box (2) for 'MSD Washington Township' with a 'Week' dropdown (3). Below the navigation bar is a sub-menu bar (4) with options like 'Employee Status', 'Request Manager', and 'Other Tools'. A secondary menu (5) is visible under 'Other Tools' with options like 'Attendance Monitor', 'Audit Log', and 'Calculator'. The main dashboard area (6) displays several widgets: 'MISSED PUNCHES' (2), 'CONFLICTING SEGMENTS' (6), 'REQUIRED APPROVALS' (32), and 'EMPLOYEE STATUS' (7). Each widget has a 'Jump to Group Hours' link. A 'REMINDERS' widget (0) is also present at the bottom right.

1. **Home button** – Returns you to the dashboard screen.
2. **User Account box** – Click here to log out
3. **Messages** – Click to send messages to employees
4. **Menu Bar** – Top layer menu. Click links like REPORTS or TOOLS to view drop down sub menu(s)
5. **Sub Menu Bar** – Click to go to selected page or occasionally a 3rd menu will appear
6. **Third Level Menu** – If this appears, select the option desired.
7. **'Jump To' Links** – Click the blue text in each widget (box) to go directly to pre-filtered reports to make corrections/approvals

THE BASICS

Before each week can be closed, ALL entries in the “Missed Punches”, “Conflicting Segments”, and “Required Approvals” widgets must be addressed. Editors are not permitted to make approvals, but may edit/add/delete segments in the first two widgets. ALL approvals must be made by the Principal/Supervisor. The easiest way to work through your tasks is to click the ‘Jump To’ links in the lower right section of each widget on the dashboard. This will bring up a pre-filtered list to simplify editing, specific to whichever widget you selected. **DON’T FORGET TO APPROVE PENDING LEAVE REQUESTS FOR THE CURRENT WEEK(S).**

HOW DO I...

Edit/Add Employee hours?

Simply click the ‘Jump to’ link in the dashboard widget that you wish to edit (ex. conflicting segments or missed punches). You will need to click the “UPDATE” button on the page that comes up. Alternately, you can click Hours in the green menu bar and select Individual Hours/Group hours in the sub menu. Click “UPDATE” to view hours. This method shows all segments, not the filtered lists provided by the widget.

In the image below, notice the color key at the upper right corner (1). Select the segment to edit (2). Click on Manage Segment (3) Alternatively, you may right-click the segment to edit. To add a time segment: Click on “Add Segment” button at the upper left corner, then fill in information just like in the old timeclock version.

The screenshot shows the 'GROUP HOURS' interface. At the top right, a legend indicates status: Unapproved (blue square), Approved (green square), Conflict (orange square), and Break (red square). This legend is circled in red and labeled '1'. Below the legend is a table of employee segments. A red circle labeled '2' highlights a segment in the table. A red arrow labeled '3' points to the 'Manage Segments' button above the table. The table has the following columns: Break Length, Time In, Time Out, Hours, Shift Total, Week Total, Position, Cost Code, and Substitute For. The table contains several rows of data, including segments for Technology and Custodian positions.

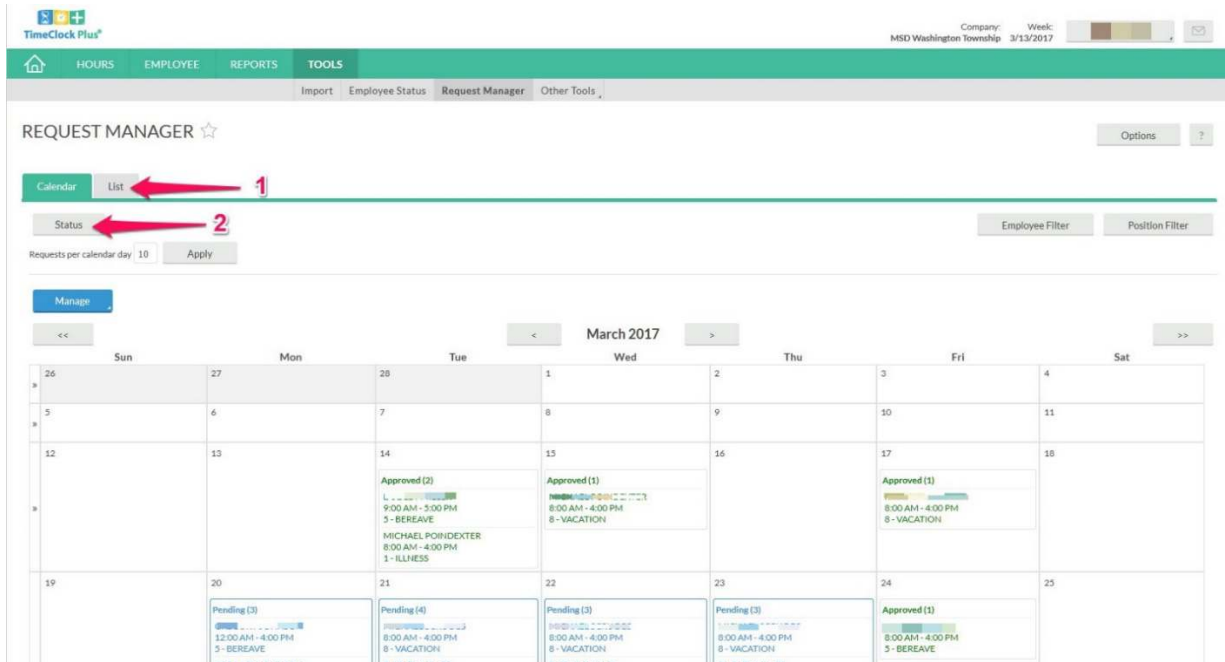
Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position	Cost Code	Substitute For
30u	3/20/2017 7:00 AM	3/20/2017 3:30 PM	8:00	8:00		228 - Technology		
30u	3/21/2017 7:00 AM	3/21/2017 3:30 PM	8:00	8:00		228 - Technology		
		<< Missed >>	8:00	8:00	16:00	228 - Technology		
30u	3/13/2017 9:00 AM	3/13/2017 5:00 PM	7:30	7:30		206 - Custodian		
30u	3/14/2017 9:00 AM	3/14/2017 5:00 PM	7:30	7:30		206 - Custodian		
	3/17/2017 8:00 AM	3/17/2017 4:00 PM	8:00	8:00	23:00	8 - VACATION		
	3/21/2017 9:45 AM	<< Missed >>	0:00	0:00		206 - Custodian		
	3/22/2017 9:00 AM	3/22/2017 12:00 PM	3:00	3:00	3:00	206 - Custodian		
	3/27/2017 9:15 AM	3/27/2017 9:15 AM	0:00	0:00	0:00	206 - Custodian		

Look at Leave Requests?

Got to TOOLS, then REQUEST MANAGER. Request Manager now appears as a Calendar. If you prefer the traditional view, you can simply click LIST (1). The STATUS button (2) allows you to filter based on

approved/pending etc. Supervisors have the rights to approve leave requests but once approved, LEAVE REQUESTS IMMEDIATELY DROP INTO EMPLOYEE’S HOURS.

You can delete pending/denied/approved leave requests in Request Manager. Once approved, leave requests may only be edited in HOURS only. To delete an approved leave, it must be deleted from BOTH Request Manager & employee’s hours.



Run Reports?

Click REPORTS from the menu, then select PERIOD REPORTS from the sub menu. Choose a category (1) and a specific report (2). Click print. You can optionally adjust what is in the report and what the layout looks like by clicking the settings and options buttons (3)

