



SUPERVISOR RESPONSIBILITY FOR TELEWORKING TIMECLOCK EMPLOYEES

It is the supervisor's responsibility to approve hours and leave requests generated by the employee who is teleworking/working remotely. Hours and leave time approval will need to be done by the 10:00 a.m. each Monday for the prior week. As a reminder, the Timeclock Manager log in is:

<https://185479.tcplusondemand.com/app/manager/#/ManagerLogOn/185479>

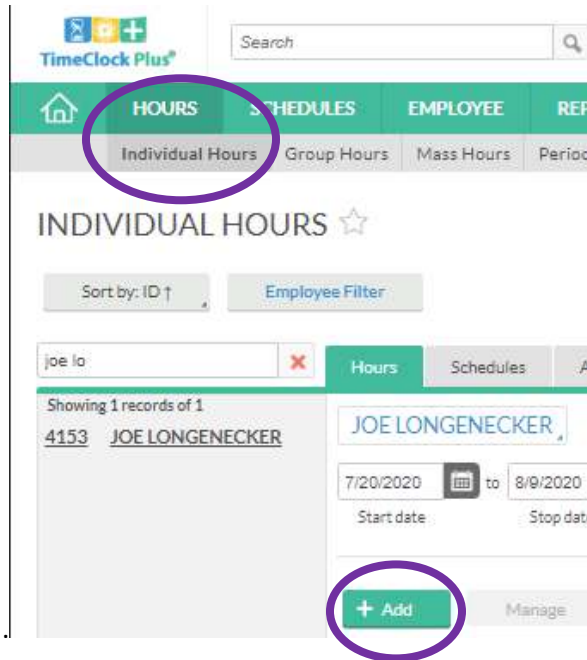
A screenshot of the Timeclock Manager login interface. At the top left is a blue person icon and the word 'Manager'. Below this is a form with three input fields: 'Select Company' (with 'MSD Washington Township' selected), 'User ID', and 'Password'. A blue 'Log On' button is positioned below the fields. At the bottom left of the form is a blue link that says 'Forgot password?'.

Supervisor username is their first initial/last name and the password is the initials of the first and last name in CAPS followed by the last six digits of the supervisor's SSN. Then click the "Log On" blue button.

REMINDER INSTRUCTIONS ON HOW TO ADD A TIME SEGMENT FOR A MISSED DAY:

Step 1: Go to “Hours”—“Individual Hours”—then type in the employee name.

Step 2: Click on the green “+ Add” button to add a time segment.



Step 3: Select correct date, and type in the start time. Do NOT use the clock icon to the right to choose start or end time. Do the same with “Time out”.

Step 4: Select “Position” code which is the employee pay code (Clerical, Child Nutrition, Technology, Instructional, etc.). Add a note then hit the “Save” button.

A screenshot of the 'Add' form in the TimeClock Plus application. The form has a title 'Add' and a 'Feedback' button. It includes several input fields: 'Individual is clocked in' (checkbox), 'Time sheet entry' (checkbox), 'Missed in punch' (checkbox), and 'Missed out punch' (checkbox). The 'Segment Length' is set to '8:00'. The 'Time in' field is set to '8/3/2020 9:00 AM' with a clock icon. The 'Time out' field is set to '8/3/2020 5:00 PM' with a clock icon. The 'Breaktype' is set to '<< NONE >>'. The 'Position' is set to '228 - Technology'. The 'Rate' is set to '24.99'. The 'Substitute for' field is set to '<< NONE >>' with a 'Select' button. There is a 'Note' text area. The 'Days' dropdown is set to '1'. At the bottom, there are three buttons: 'Extra', 'Cancel', and 'Save'.

NOTE: an automatic break is deducted when choosing a job code. If a break was not taken, click the “Extra” button at the bottom left of the “Add” box and click on the box that has “Disable automatic deduction for this segment”. Then save.

The screenshot shows a software interface with a sidebar on the left containing several checkboxes: "Individual is clocked in", "Time sheet entry", "Missed in punch", and "Missed out punch". At the bottom of the sidebar is a button labeled "Extra", which is circled in purple. A modal dialog box titled "Extra Information" is open in the center. It has a "Feedback" button in the top right. The dialog is divided into four sections: "Punch in information", "Punch out information", "Overtime", and "Calculations". Each section contains fields for "Application", "Location", and "Description", all with "N/A" values. In the "Overtime" section, there are three radio buttons: "Do not force overtime" (selected), "Force overtime 1", and "Force overtime 2". In the "Calculations" section, there are two checkboxes: "Disable automatic deduction for this segment" (checked and circled in purple) and "Disable segment minimum". At the bottom right of the dialog are "Cancel" and "Save" buttons.

REMINDER INSTRUCTIONS ON HOW TO APPROVE LEAVE REQUESTS

Step 1: To approve leave requests (employee should already have leave requests in Timeclock), go to “Tools”—“Requests”—“Request Manager”.

	HOURS	SCHEDULES	EMPLOYEE	REPORTS	TOOLS	CONFIGURATION	COMPANY		
					Import	Export	Employee Status	Requests	Other
								Request Manager	

Step 2: If the leave request is correct (doesn't have the wrong date, wrong leave code or wrong hours), then right click on the “Pending” request and choose “Approve Request Level 1” and select “OK”. The request will go from blue “Pending” to green “Approved”.

If the leave request needs to be edited: Double-click on the blue “Pending” request which will look like the following:

The screenshot shows the 'Employee Request Detail' form. At the top right, there are buttons for '?', 'Feedback', 'Expand all', and 'Collapse all'. The main section is titled 'Information' and contains the following details:

Employee: CHRISTEL DIDAT	Days: 1/1
Hire date: 08/04/2000	Date requested: 07/31/2020 (8:00 AM - 4:00 PM)
Date submitted: 07/24/2020	Leave Code: 8 - VACATION
Time submitted: 10:13 AM	Hours: 8:00
Entered by: CHRISTEL DIDAT	Accrual Bank: 8-Vacation

Below the information section, there are expandable sections for '+ Approvals', '+ Notes', and '+ Options'. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Edit' button is circled in purple.

****The supervisor can edit the leave request by selecting the “Edit” button. Sometimes it’s easier to have the employee delete the request and submit a new leave request. LEAVE CODES DO NOT HAVE AN AUTOMATIC BREAK TAKEN SO THE LEAVE REQUEST MAY NEED TO BE EDITED TO THE CORRECT AMOUNT OF HOURS THE EMPLOYEE IS NORMALLY SCHEDULED (this happens if the employee uses their start/end time and assume the break will automatically be taken out). Once done, select “OK” then “Save”. Follow the instructions above to approve the pending leave.**

****When the leave time drops into the employee’s hours, Timeclock automatically puts a check under “Manager” approval. If a change needs to be done to the approved leave segment, the segment needs to be unapproved then re-approved once the change has been made.**

****Employee must use the Leave Request process and the Supervisor approves the leave request (Do NOT manually enter leave segments for the employee). Time and leave segments in Timeclock for employees who are teleworking should be approved by 10:00 a.m. Monday for the prior week.**

****If the employee and/or supervisor miss entering and approving the employee’s time for the pay period by the required due dates, they will not be issued a special exception check and will have to wait until the next pay period to be paid any back pay.**