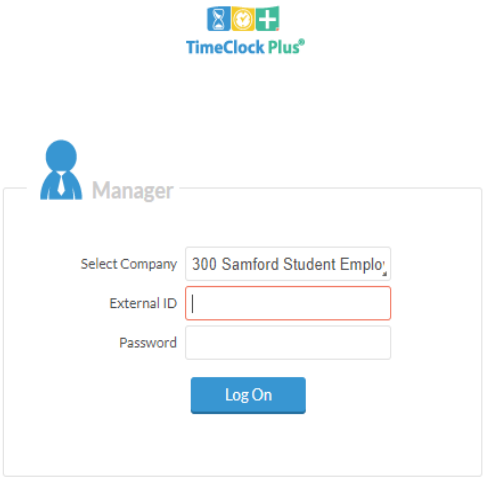
TIMECLOCK PLUS version 7

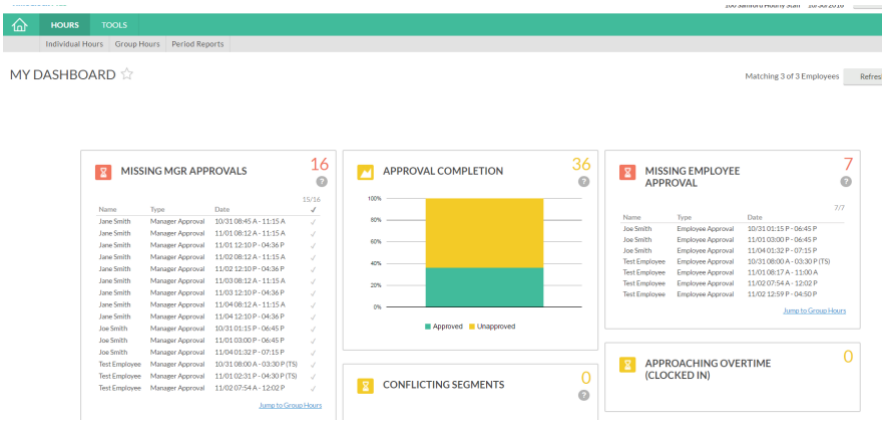
Manager: Entering Student Employee Timesheet Entries

The TCPv7 Manager can be accessed by going to timeclock2012.samford.edu/manager in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work well with Safari.**

1. Select **company 300** from the drop down box.
2. Type in your USERID and Password (the same id you use to access your email) and click LogOn.



3. Your landing page will contain a menu at the top and a dashboard displaying items that need your attention in the body.



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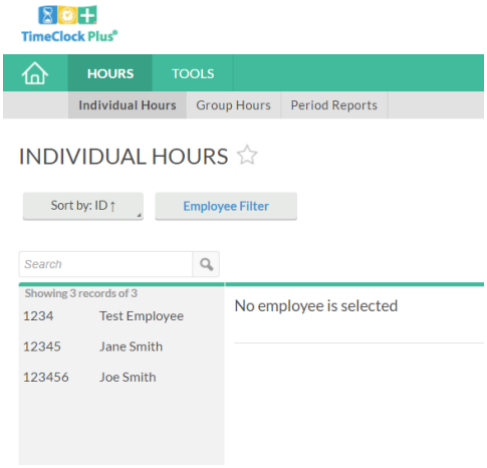
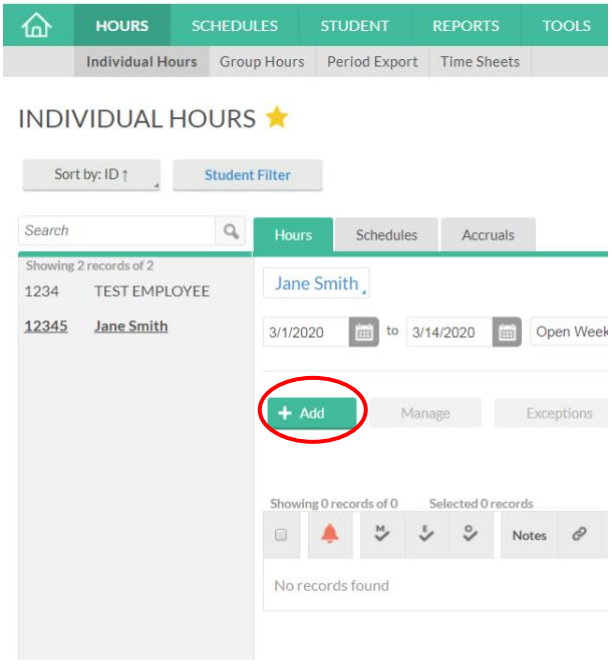
4. To Edit or Add Hours, start by clicking on HOURS in the Menu bar then INDIVIDUAL HOURS to view a list of the student employees to whom you have access.



5. From here you can select the Employee Filter option to limit the number of employees shown or you can enter information into the Search bar (first or last name, or SUID).
6. Click on an employee's name to work with timesheets for that employee.
7. Add a Time Sheet Entry for each time segment a student would have been scheduled to work for days between March 16th and April 5th.
8. Additions can be made by clicking on the **+Add** box at the top of the list



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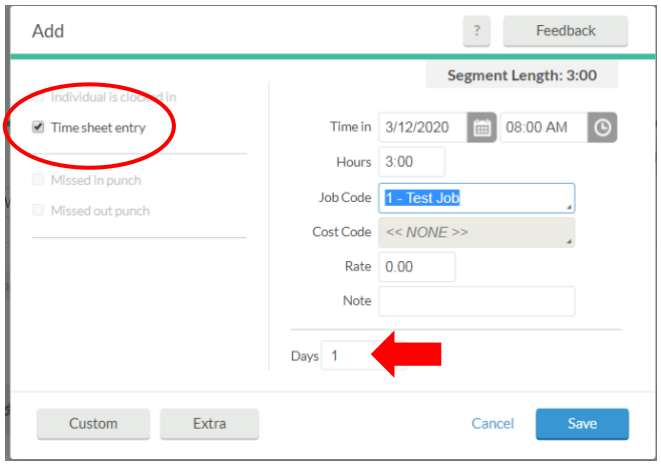
9. The Add Segment box will appear which allows you to enter the information for the student's timesheets by first clicking on **Timesheet entry**.



10. Enter the appropriate date and start time.
11. Enter the amount of time as hours and minutes that the student employee would have worked in the Hours box.
12. IMPORTANT: **In order to allow for proper reporting, use the Job Code as specified below:**
    - From the Job Code drop down menu, choose the Job Code which corresponds to their job assignment but starts with a '9' and has UCL in front of the description.
    - Student employees who are working should clock time on the appropriate job code beginning with a '6' or '7' as normal.
13. You can also enter Notes to be added to this time segment.
14. If this same shift would be worked for multiple days in a row, you can choose the appropriate number of Days from the drop down box at the bottom. (see illustration above)
    - **NOTE:** If days are not consecutive, you will need to adjust the date of each day scheduled after adding them. You are entering a legal and auditable record, accuracy is important.
15. Click SAVE when you have completed the addition for this/these segment(s).
16. If you made entries for multiple days but now need to adjust the dates, follow the instructions below. If not, skip to step 19.
17. You will see that the dates are sequential when adding multiple timesheets using the Days feature.

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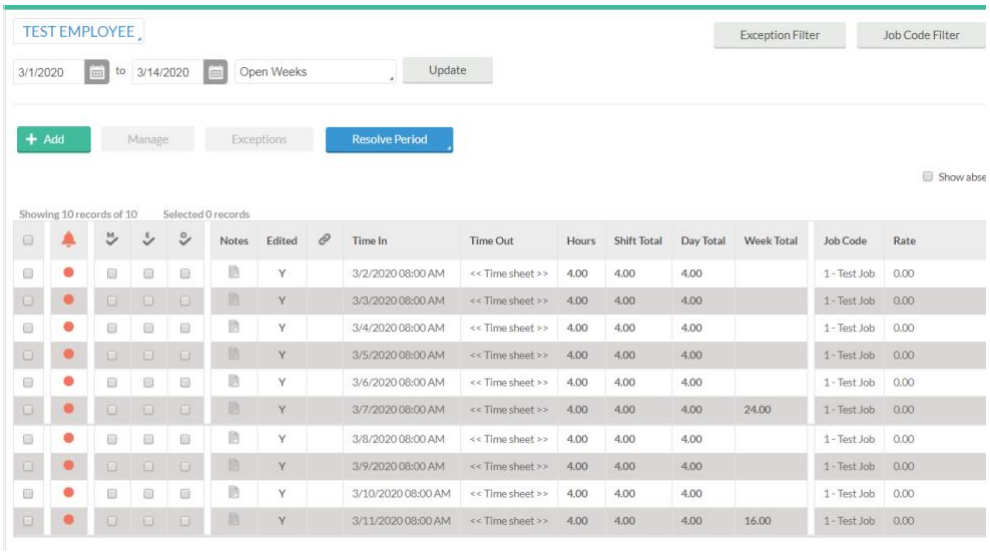
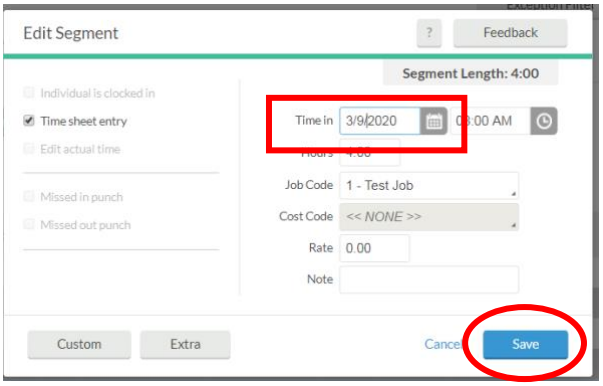
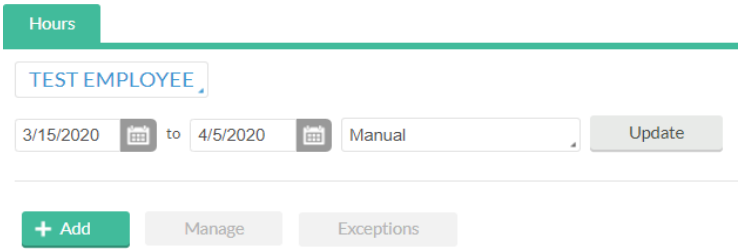


18. To edit the dates on the subsequent entries, right click on the segment and choose Edit from the menu that appears. When the Edit Segment box appears, edit the date to the correct date and click SAVE.



19. Remember to approve time as the manager after any edit as prior approvals will be lost.
20. Since you are entering time for three weeks, you may need to change your dates at the top to see all the time you entered. After changing the dates, you will need to click Update.



21. You should notify your employee of the additions so they will have the opportunity to review them.

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For Manager Overview, Manager Approvals, Request Manager and Reports, please see the training document specific to that function.