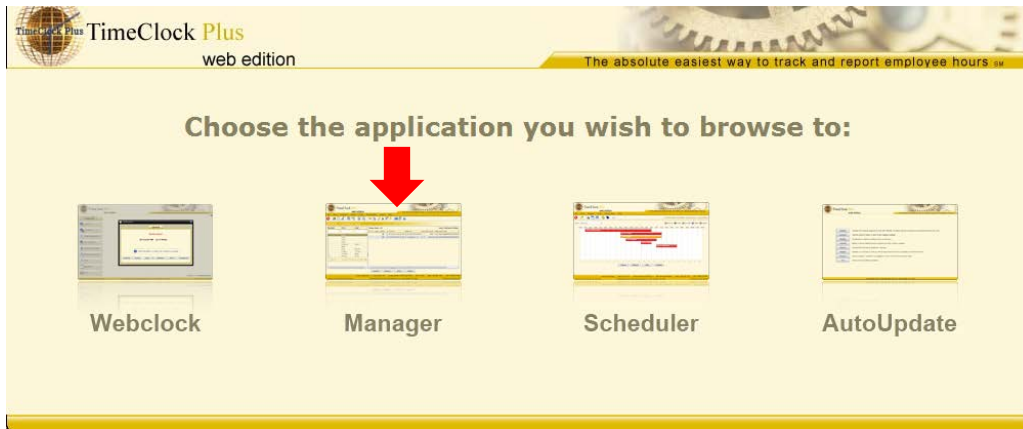


# TIME MANAGEMENT SYSTEM-ONLINE

## Supervisor Time Approval

### *Instructions for approving hours worked in a pay period:*

- Open the web address <https://tms.vet.k-state.edu>
- Click the Manager icon (2<sup>nd</sup> icon from the left side)



- Log in using your UserID and password
  - This will be the same UserID and password used for your CVM network account



- Double-click the name of the employee you would like to approve on the left side of the screen or search using the boxes as the top of the screen

**TimeClock Plus**  
web edition  
The absolute easiest way to track and report employee hours

File View Employee Period Tools Configuration Launch Help

**Edit Hours - 11/10/2013 to Current**

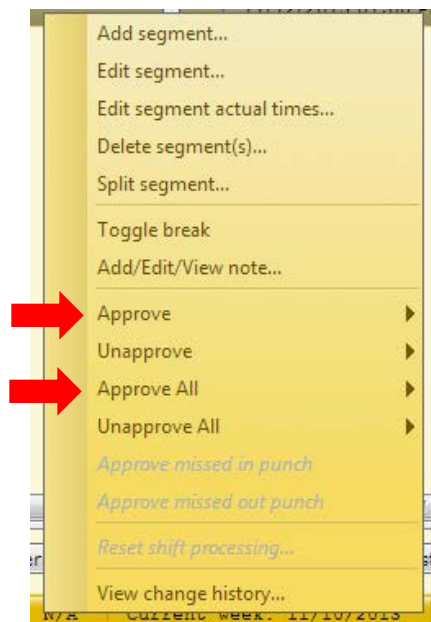
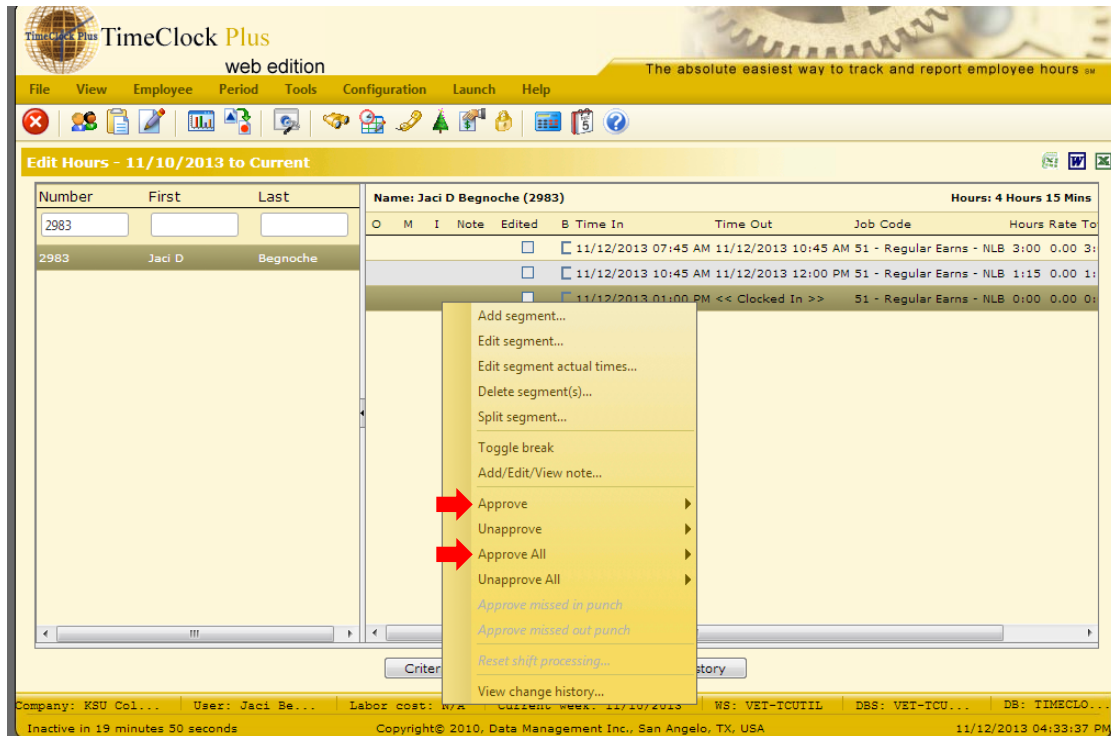
Number	First	Last	Name: Jaci D Begnoche (2983)	Hours: 4 Hours 15 Mins
2983	Jaci D	Begnoche		

O	M	I	Note	Edited	B	Time In	Time Out	Job Code	Hours Rate To
<input type="checkbox"/>						11/12/2013 07:45 AM	11/12/2013 10:45 AM	51 - Regular Earns - NLB	3:00 0.00 3:
<input type="checkbox"/>						11/12/2013 10:45 AM	11/12/2013 12:00 PM	51 - Regular Earns - NLB	1:15 0.00 1:
<input type="checkbox"/>						11/12/2013 01:00 PM	<< Clocked In >>	51 - Regular Earns - NLB	0:00 0.00 0:

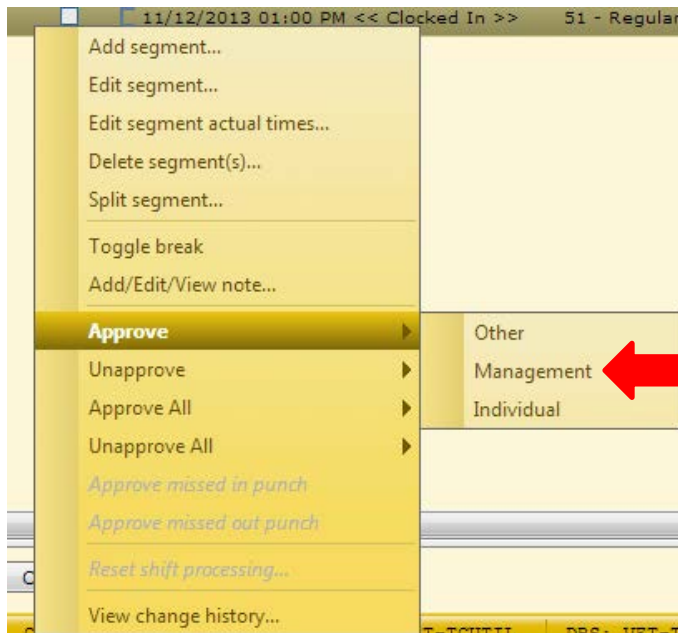
Criteria Options Shift History

Company: KSU Col... User: Jaci Be... Labor cost: N/A Current week: 11/10/2013 MS: VET-ICUTIL DBS: VET-ICU... DB: TIMECLO...  
Inactive in 19 minutes 51 seconds Copyright© 2010, Data Management Inc., San Angelo, TX, USA 11/12/2013 04:28:15 PM

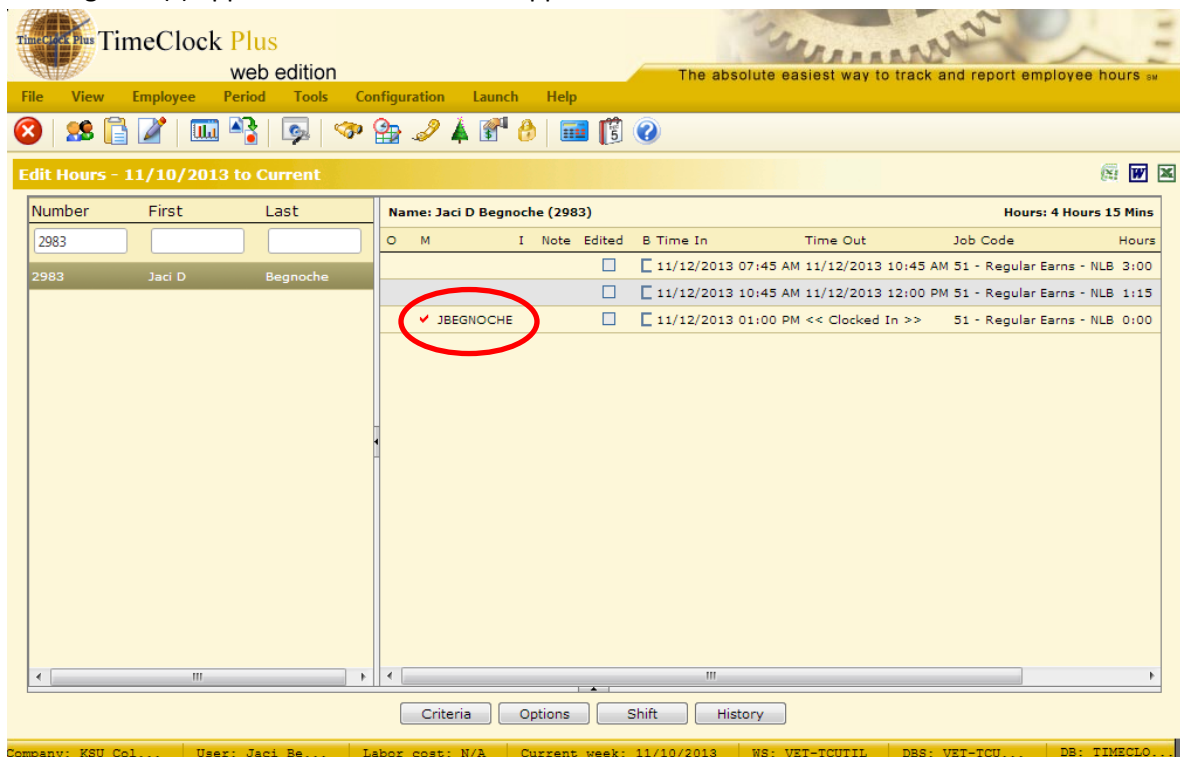
- Once the employee's hours appear on the right side of the screen, right click on the segment you would like to approve. From there, you may choose "Approve" or "Approve All."
  - Only the final segment of the pay period is required, however, if you prefer to approve all segments that is acceptable as well



- Once the mouse hovers over “Approve” or “Approve All” another box will open. Choose “Management”

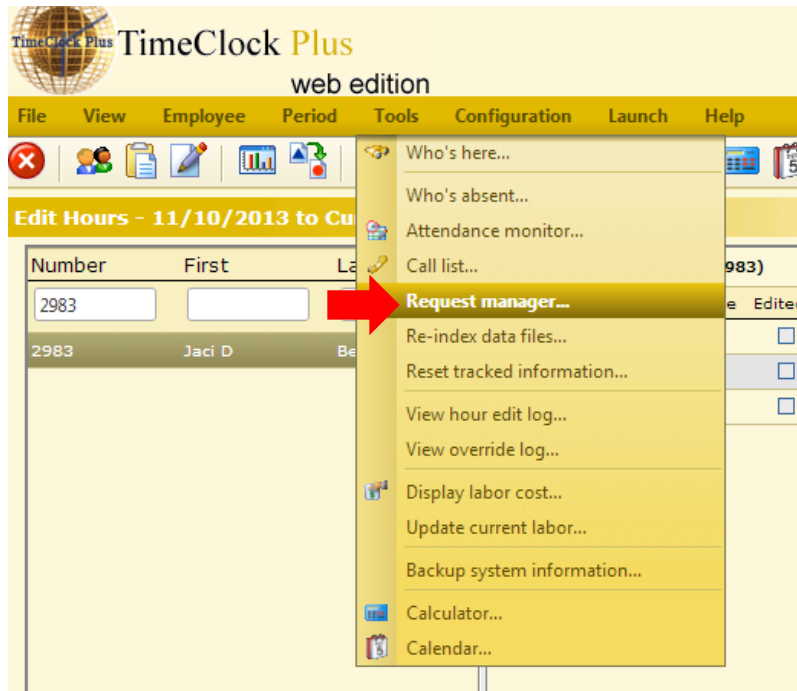


- The segment(s) approved will then list the approver's name to the left

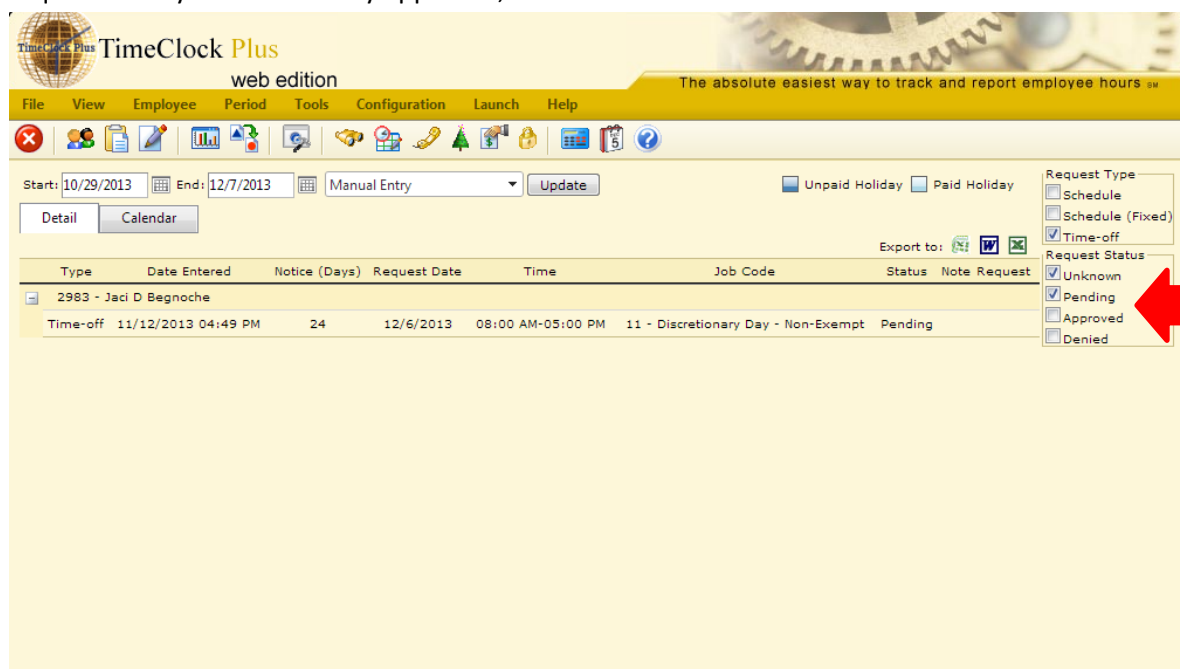


**Instructions for approving/denying/viewing Time-off Requests for employees:**

- Click the Tools tab on the top menu, then click the Request Manager from the drop down list.



- From the Schedule Requests screen below, you can sort which requests you would like to view by using the checkboxes on the right side of the requests. If you check the pending box, you will only see the requests that are pending approval, if you check the approved box, you will only see the requests that you have already approved, and so on.



- Double click on the request for the specific employee you want to view

The screenshot shows the TimeClock Plus web edition interface. At the top, there's a navigation bar with menus: File, View, Employee, Period, Tools, Configuration, Launch, and Help. Below this is a toolbar with various icons. The main area displays a table of requests. A red arrow points to the first row of the table.

Type	Date Entered	Notice (Days)	Request Date	Time	Job Code	Status	Note	Request
Time-off	11/12/2013 04:49 PM	24	12/6/2013	08:00 AM-05:00 PM	11 - Discretionary Day - Non-Exempt	Pending		

On the right side, there are checkboxes for 'Request Type' (Schedule, Schedule (Fixed), Time-off) and 'Request Status' (Unknown, Pending, Approved, Denied). The 'Time-off' and 'Pending' options are selected.

- The Request Detail Screen will then pop up -- change the status of the request to Approved or Denied

The screenshot shows the 'Request Detail' window. It contains a 'Request Information' section with the following details:

- Employee: Jaci D Begnoche
- Hire Date: N/A
- Type: Time-off
- Date Requested: 12/6/2013
- Time: 08:00 AM-05:00 PM
- Job Code: 11 - Discretionary Day - Non-Exempt
- Hours: 9:00
- Status: Pending
- User: N/A
- Date Approved: N/A

Below this information, there are three tabs: 'Approve/Deny', 'Schedule', and 'Accrual Balances'. The 'Approve/Deny' tab is active. It features a 'Status' dropdown menu currently set to 'Pending'. A red arrow points to this dropdown, and another red arrow points to the 'Approved' option in the list. Below the status dropdown is a 'Manager notes' text area. To the left of the 'Message to employee' text area is a 'Generate' button, with a red arrow pointing to it. At the bottom, there is a 'Send message using' dropdown set to 'Both', and two buttons: 'Apply' and 'Close'. Red arrows point to both the 'Apply' and 'Close' buttons.

- Add optional message/notes or click the Generate button and a message will be generated for you
  - Click “Both” on the drop down list that says “Send Message Using”.
  - Click Apply
- 
- A screen will pop up asking you if you want to add a segment
    - Verify the starting and ending times, paying close attention to AM and PM, and click OK

- Another screen will pop up stating that changes have been made to the request, click OK
- Close out of the request detail screen

