KSU College of Veterinary Medicine Administration & Finance

TIME MANAGEMENT SYSTEM Supervisor Time Approval

The Time Management System contains both a sign in device and an On-Screen device, which will enable the employee to sign in/out using their CVM ID badge or badge number.

Instructions for approving hours worked in a pay period:

(The time window for approving hours is from 12:01am on the Sunday following the end of the pay period, to the following Monday morning at 11:00am.)

Open the TimeClock Manager from your desktop
 If someone has not already visited you to install the Time Management System prior to
 the implementation date, please let HR know (CVMHR@vet.k-state.edu) and someone
 will come by to install it.



If you do not have this icon, follow the path below:

Start>All Programs>TimeClockPlus 6.0>TimeClock Manager

- 2. Log in using your UserID and Password
- 3. Click on the Employee tab on the top menu, then click Edit Hours on the drop down menu



4. Double click the name you're approving

5. Verify that all the days are correct and check the box in column "M", for Manager Approval, in the last segment to approve the entire pay period (see red arrow below).

- a. The Edited box (see purple arrow below) will be checked if the employee has emailed <u>CVMhr@vet.k-state.edu</u> with a missed punch or other change (i.e. the employee forgot to clock out when they left). The employee is advised to copy their supervisor to the email when this happens, therefore email documentation of the changes made should be available to you.
- b. If the employee has added a segment note there will be a small paper icon in the Note column (see green arrows below). Double click the note icon to view the note.

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0	М	1	Note	Edited	В	S	Time In	Time Out	Job Code	Hours	Rate	Break Total	Week Total
				Y	[7/23/2012 12:15 PM	7/23/2012 04:30 PM	114 - Regular Eams	4:15	18.26	4:15	
					[7/24/2012 07:30 AM	7/24/2012 11:15 AM	114 - Regular Eams	3:45	18.26	3:45	
				Y	[7/24/2012 12:30 PM	7/24/2012 04:30 PM	65 - Sick Leave-Non-Exempt	4:00	18.26	4:00	
					[7/25/2012 07:30 AM	7/25/2012 11:30 AM	114 - Regular Eams	4:00	18.26	4:00	
					[7/25/2012 12:30 PM	7/25/2012 04:30 PM	114 - Regular Eams	4:00	18.26	4:00	
					[7/26/2012 07:30 AM	7/26/2012 11:30 AM	114 - Regular Eams	4:00	18.26	4:00	
					[7/26/2012 12:30 PM	7/26/2012 04:30 PM	114 - Regular Eams	4:00	18.26	4:00	
		Ma	nager	approva	al (7/26/2012 04:30 PM	7/26/2012 08:00 PM	76 - Standby Hours-Regular-\$2.00	3:30	2.00	3:30	
			-		ť,		7/27/2012 07:30 AM	7/27/2012 11:30 AM	114 - Regular Eams	4:00	18.26	4:00	
					[7/27/2012 12:30 PM	7/27/2012 03:30 PM	114 - Regular Eams	3:00	18.26	3:00	
				Y	[7/27/2012 03:30 PM	7/27/2012 04:30 PM	77 - Vacation Leave-Non-Exempt	1:00	18.26	1:00	43:30
					[2	7/30/2012 07:30 AM	7/30/2012 08:00 AM	66 - Shift Diff - Desk \$.30	0:30	18.26+0.30	0:30	
					[1	7/30/2012 08:00 AM	7/30/2012 11:30 AM	114 - Regular Earns	3:30	18.26	3:30	
				Y	[1	7/30/2012 12:30 PM	7/30/2012 04:30 PM	114 - Regular Earns	4:00	18.26	4:00	
					[2	7/31/2012 07:30 AM	7/31/2012 08:00 AM	66 - Shift Diff - Desk \$.30	0:30	18.26+0.30	0:30	
					[1	7/31/2012 08:00 AM	7/31/2012 11:15 AM	114 - Regular Earns	3:15	18.26	3:15	
					[1	7/31/2012 12:30 PM	7/31/2012 04:30 PM	114 - Regular Earns	4:00	18.26	4:00	
		. /			[2	8/1/2012 07:30 AM	8/1/2012 08:00 AM	66 - Shift Diff - Desk \$.30	0:30	18.26+0.30	0:30	
					[1	8/1/2012 08:00 AM	8/1/2012 11:30 AM	66 - Shift Diff - Desk \$.30	3:30	18.26	3:30	
			ß		[1	8/1/2012 12:15 PM	8/1/2012 04:30 PM	66 - Shift Diff - Desk \$.30	4:15	18.26	4:15	
					[2	8/2/2012 07:30 AM	8/2/2012 08:00 AM	66 - Shift Diff - Desk \$.30	0:30	18.26+0.30	0:30	
]	1	8/2/2012 08:00 AM	8/2/2012 11:30 AM	114 - Regular Earns	3:30	18.26	3:30	
					[1	8/2/2012 12:30 PM	8/2/2012 04:30 PM	114 - Regular Earns	4:00	18.26	4:00	
]	2	8/3/2012 07:30 AM	8/3/2012 08:00 AM	66 - Shift Diff - Desk \$.30	0:30	18.26+0.30	0:30	
]	1	8/3/2012 08:00 AM	8/3/2012 11:30 AM	114 - Regular Earns	3:30	18.26	3:30	
	 ✓ 				[1	8/3/2012 12:15 PM	8/3/2012 04:30 PM	114 - Regular Earns	4:15	18.26	4:15	40:15

*The time window for approving hours is from midnight on the Sunday following the end of the pay period, to the following Monday morning at 11:00am.

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

Employee will request time off via the TimeClock terminal or the On-Screen TimeClock. This will notify the supervisor via email to approve or deny the request. Time will ideally be requested beforehand if possible but in the case of sick leave, it can be requested after the fact as long as the pay period has not closed.



1. Click the TimeClock Manager icon on your desktop.

If someone has not already visited you to install the Time Management System prior to the implementation date, please let HR know (CVMHR@vet.k-state.edu) and someone will come by to install it.



If you do not have this icon, follow the path below:

Start>All Programs>TimeClockPlus 6.0>TimeClock Manager

- 2. Log in with your UserID and password
- 3. Click the Tools tab on the top menu, then click the Request Manager from the drop down list.

TimeClock Manager 6.0.2.122			
File View Employee Period	T	ols Configuration Laund	h Window Help
🚫 놀 🥵 🖹 🏹 📖 🍕	3 <	Who's here Ctr	I-Shift-W 📴 🛐 🕜
		Who's absent	
💿 Edit Employee - Rachel Appelhar	15 😭	Attendance monitor Ctr	rl-Shift-A
Id	_0	Call list Ct	rl-Shift-L :rual Restrictio
Number First & Last		Request manager	lividual:
	-	Re-index data files	ast Dep

4. 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.

Disp Disp	Range Daymatc	Update	Request Type Schedule Schedule (Fixed)				
	Type	Date Entered	Notice (Days)	Request Date ∠	Time	Job Code	Request Status
Ξ	2933 -	Rachel Appelhans					Vinknown
H	Time-off	07/25/2012 12:52 PM	2	07/27/2012	03:30 PM-04:30 PM	77 - Vaca	Pending
F	Time-off	07/31/2012 08:45 AM	?	07/27/2012	01:00 PM-04:00 PM	65 - Sick 👘	Approved
L	Time-off	08/03/2012 01:11 PM	3	08/06/2012	08:00 AM-05:00 PM	77 - Vaca E	Depied
Ξ	2983 -	Jaci Begnoche					Verlied
\vdash	Time-off	08/02/2012 02:33 PM	1	08/03/2012	08:00 AM-05:00 PM	65 - Sick	
┢	Time-off	08/06/2012 11:02 AM	1	08/07/2012	08:00 AM-12:00 PM	65 - Sick 🥃	
ł.						+	

- a. Double click on the request for the specific employee you want to view
- b. The Request Detail Screen will then pop up -- change the status of the request to Approved or Denied

🗟 Request Detail		x
Request Information		
Employee: Jaci Begnoo Hire date: 06/10/2012 Type: Time-off Date: 08/07/2012 Time: 08:00 AM-1 Job Code: 65 - Sick Le Hours: 4:00 Request:	she Status: Pending (60 days) User: N/A Date: N/A 2. 200 PM ave-Non-Exempt	
Approve/Deny Schedu	le Accrual Balances	
Status: Manager notes:	Pending Pending Approved Denied	*
		-
Message to employee: Generate		*
		-
Send message using:	Both 👻	
	Apply Close	

- c. Add optional message/notes or click the Generate button and a message will be generated for you
- d. Click "Both" on the drop down list that says "Send Message Using".
- e. Click Apply

Request Information Status: Pending Employee: Jaci Begnoche Status: Pending Hire date: 06/10/2012 (60 days) User: N/A Type: Time-off Date: N/A Date: 08/07/2012 Time: 08:00 AM-12:00 PM Job Code: 65 - Sick Leave-Non-Exempt Hours: 4:00 Request: *100 *100 *100								
Approve/Deny Schedule Accrual Balances								
Status: Approved Automatically schedule this request								
Manager notes:								
Message to employee: Generate Your time-off request "" on 08/07/2012 from 08:00 AM to 12:00 PM for Sick Leave-Non-Exempt has been approved by Jaci Begnoche.								
	-							
Send message using: Both								
Apply Close								

- f. A screen will pop up asking you if you want to add a segment –
- g. Verify the starting and ending times, paying close attention to AM and PM, and click OK

lequest information	Add Segment	×
Employee: Pame Hire date: N/A Type: Type:	Segnert	
Date: 10/02	Segnent Times	
lab Code: 74 - V	Date start 10/02/2012	
Hours: 3:00 Request	Time start 02:00 PM	
and Deck of	Time and 05:00 PM	
CONVELLENY 3	Job Code: 🔣 🕞	
Versee	Description	
	Break: << None >> •	
	Segnent Rags	
fessage to employ	Disable segment minimums	Vacation
Generate		
Send message u	Ok Cancel	
	Just Day	_

Instructions for changing your TimeClock Manager password:

1. Open the TimeClock Manager from your desktop



If you do not have this icon, follow the path below: Start>All Programs>TimeClockPlus 6.0>TimeClock Manager

- 2. Log in using your UserID and Password
 - a. If you forgot your password, email <u>CVMhr@vet.k-state.edu</u> and a default password will be set for you. You should change this password the first time you log in.
- 3. Go to the Configuration tab on the top menu. Select Preferences from the drop down menu and then select User Options. Once you are in the User Options screen, click the Passwords tab at the top. You will then need to double click on all 4 access tabs under your username (System Access, On-Screen Override, Remote Data Terminal-Override, Remote Data Terminal-Hour Edit) and change them to the same password, then click Ok.





Instructions for viewing who's signed in

1. From the TimeClock Manager, click Tools, Who's here



2. Can be sorted by All, employees who are Clocked In, or Not In

Who's He	are 38 No. 2	-	Ļ				Find:	Minors	Over 8 hours Over 12 hours
All Clo	cked In On E	Ireak Auto Out No	t In Last Punch	Hours Leave					
Number 4	First Name	Last Name	Note Status	Job Code	Date In	Time In	Location		*
44	Linda S	Larson	Out						E
57	Jessica	Penner	Out						
68	James	Owensby	Out						
94	Neil	Wallace	Out						
123	Sandra K	Hickman	Out						
129	Susan A	Ekstrum	Out						
140	Cheri C	Ubel	Out						
645	Rhonda K	Stadel	Out						
648	Paul	Wagoner	Out						
813	Susan	Moore	Out						
823	Jill	Newland	Out						
824	Sharon	Bush	Out						
826	Patricia	Chavey	Out						
830	Janice	Muller	Out						
882	Amy	Juracek	Out						
905	Joanna	Berg	Out						
911	Brandon F	McCann	Out						
919	Elizabeth	Galligan	Out						
938	Sherry	Sharp	Out						
1114	Sheila	Howard	Out						
1136	Michael	Parrett	Out						
1137	Debra	Ritchie	Out						
1146	Regina S	Scott	Out						-

Frequently Asked Questions for Supervisors

- 1. How do I approve hours?
 - a. From the Edit Hours screen in the TimeClock Manager program, go through each employee you supervise and check the M column on last segment to approve the ENTIRE pay period (see page 2 of Supervisor Instructions).
 - b. Hours may be approved from 12:01am on the Sunday following the end of the pay period, to the following Monday morning at 11:00am.
 - i. Reminders will be sent on the Friday prior
- 2. I will be out of the office and unavailable to approve leave. How does someone approve leave in my absence?
 - a. Instruct another manager (as authorized on the Signature Authorization form) to approve hours in your absence.
 - b. Email <u>CVMhr@vet.k-state.edu</u> to obtain a new form if changes are needed.
- 3. How do I see who has requested time off?
 - a. From the Request Manager under Tools, you can view all the employees and the days they've requested off (see pages 3-5 of Supervisor Instructions).
- 4. What if I forget my username and password?
 - a. Your username will be available from the drop down list when you open the TimeClock manager.
 - b. If you forget your password, email <u>CVMhr@vet.k-state.edu</u> and we will reset the password for you.
- 5. How do I change my password?
 - a. Go to TimeClock Manager and click the Configuration tab on the top menu. Select Preferences from the drop down menu and then select User Options. Once you are in the User Options screen click the passwords tab at the top. You will then need to change all 4 access tabs under your username (System Access, On-Screen Override, Remote Data Terminal-Override, Remote Data Terminal-Hour Edit) to the same password and click Ok. For detailed instructions and screen shots (see page 6 of Supervisor Instructions).
- 6. I received an email from employee about a missed punch. What do I need to do?
 - a. Verify the email was sent to <u>CVMhr@vet.k-state.edu</u>. If not, please forward.
 - b. If explanation of time by employee is inaccurate, please contact <u>CVMhr@vet.k-</u> <u>state.edu</u>. Otherwise, no response is needed.