

**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.)

1. Open the TimeClock Manager from your desktop

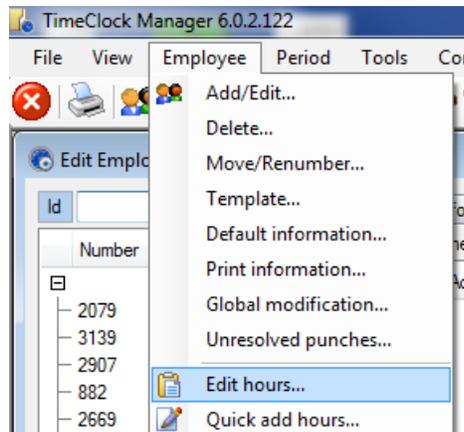
If someone has not already visited you to install the Time Management System prior to the implementation date, please let HR know (CVMHR@vet.k-state.edu) and someone will come by to install it.



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

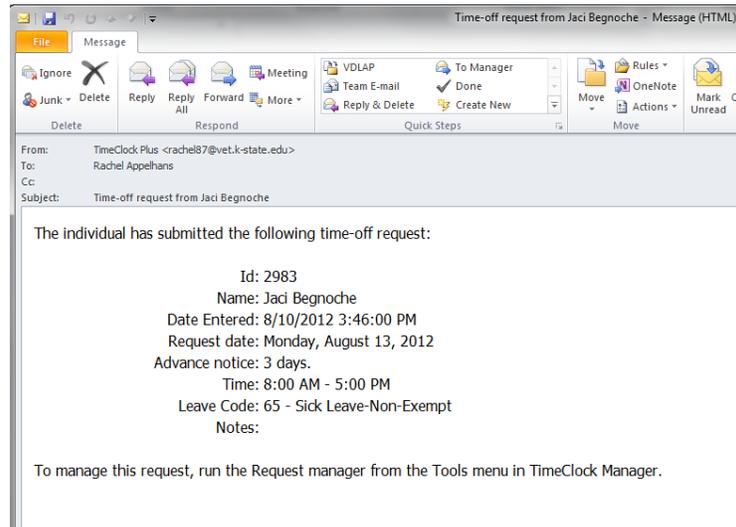
5. Verify that all the days are correct and check the box in column “M”, for Manager Approval, in the last segment to approve the entire pay period (see red arrow below).
 - a. The Edited box (see purple arrow below) will be checked if the employee has emailed CVMhr@vet.k-state.edu with a missed punch 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.

O	M	I	Note	Edited	B	S	Time In	Time Out	Job Code	Hours	Rate	Break	Total	Week Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>			7/23/2012 12:15 PM	7/23/2012 04:30 PM	114 - Regular Eams	4:15	18.26		4:15	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/24/2012 07:30 AM	7/24/2012 11:15 AM	114 - Regular Eams	3:45	18.26		3:45	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>			7/24/2012 12:30 PM	7/24/2012 04:30 PM	65 - Sick Leave-Non-Exempt	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/25/2012 07:30 AM	7/25/2012 11:30 AM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/25/2012 12:30 PM	7/25/2012 04:30 PM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/26/2012 07:30 AM	7/26/2012 11:30 AM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/26/2012 12:30 PM	7/26/2012 04:30 PM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager approval	<input type="checkbox"/>			7/26/2012 04:30 PM	7/26/2012 08:00 PM	76 - Standby Hours-Regular-\$2.00	3:30	2.00		3:30	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/27/2012 07:30 AM	7/27/2012 11:30 AM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			7/27/2012 12:30 PM	7/27/2012 03:30 PM	114 - Regular Eams	3:00	18.26		3:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>			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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	7/30/2012 08:00 AM	7/30/2012 11:30 AM	114 - Regular Eams	3:30	18.26		3:30	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		1	7/30/2012 12:30 PM	7/30/2012 04:30 PM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	7/31/2012 08:00 AM	7/31/2012 11:15 AM	114 - Regular Eams	3:15	18.26		3:15	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	7/31/2012 12:30 PM	7/31/2012 04:30 PM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	8/1/2012 08:00 AM	8/1/2012 11:30 AM	66 - Shift Diff - Desk \$.30	3:30	18.26		3:30	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	8/1/2012 12:15 PM	8/1/2012 04:30 PM	66 - Shift Diff - Desk \$.30	4:15	18.26		4:15	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	8/2/2012 08:00 AM	8/2/2012 11:30 AM	114 - Regular Eams	3:30	18.26		3:30	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	8/2/2012 12:30 PM	8/2/2012 04:30 PM	114 - Regular Eams	4:00	18.26		4:00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	8/3/2012 08:00 AM	8/3/2012 11:30 AM	114 - Regular Eams	3:30	18.26		3:30	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		1	8/3/2012 12:15 PM	8/3/2012 04:30 PM	114 - Regular Eams	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.

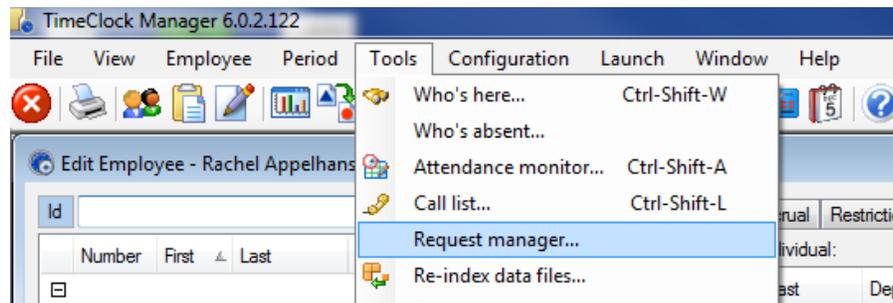


1. Click the TimeClock Manager icon on your desktop.
If someone has not already visited you to install the Time Management System prior to the implementation date, please let HR know (CVMHR@vet.k-state.edu) and someone will come by to install it.

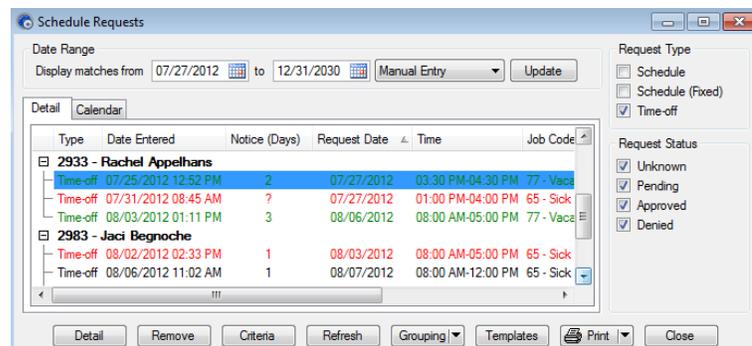


If you do not have this icon, follow the path below:
Start>All Programs>TimeClockPlus 6.0>TimeClock Manager

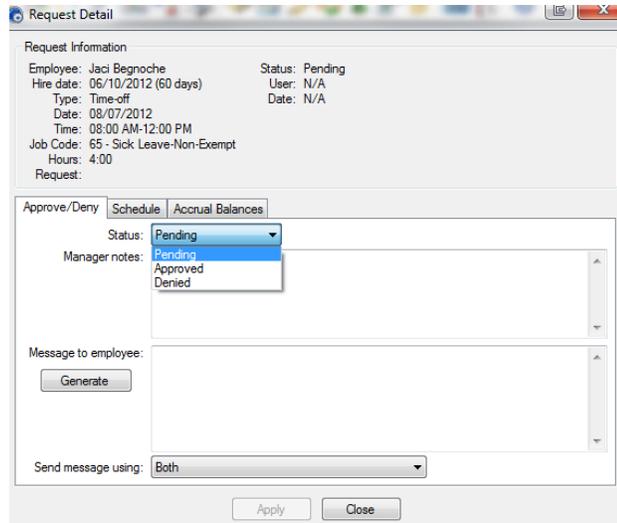
2. Log in with your UserID and password
3. Click the Tools tab on the top menu, then click the Request Manager from the drop down list.



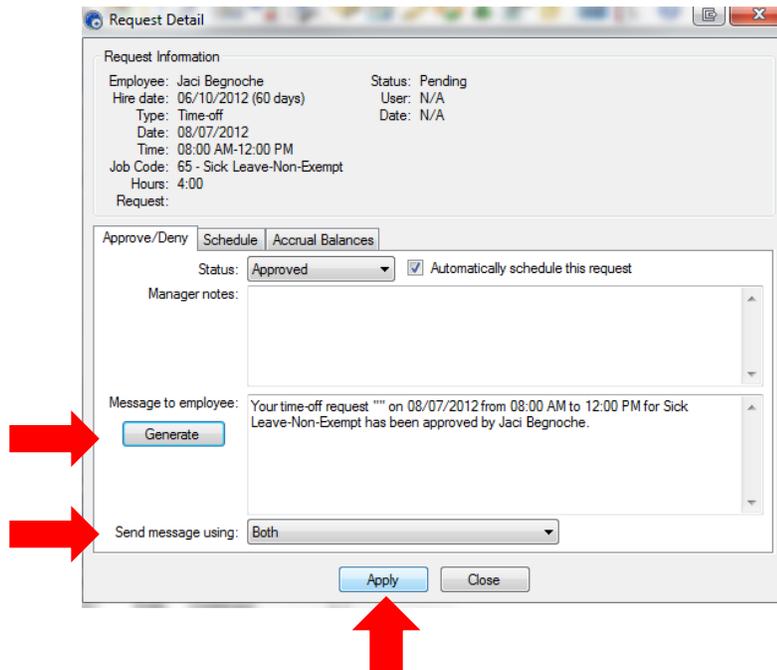
4. From the Schedule Requests screen below, you can sort which requests you would like to view by using the checkboxes on the right side of the requests. If you check the pending box, you will only see the requests that are pending approval, if you check the approved box, you will only see the requests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



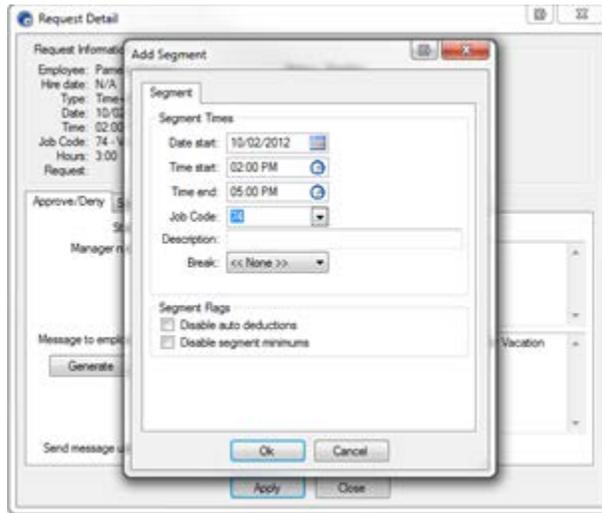
- a. Double click on the request for the specific employee you want to view
- b. The Request Detail Screen will then pop up -- change the status of the request to Approved or Denied



- 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



- 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



Instructions for changing your TimeClock Manager password:

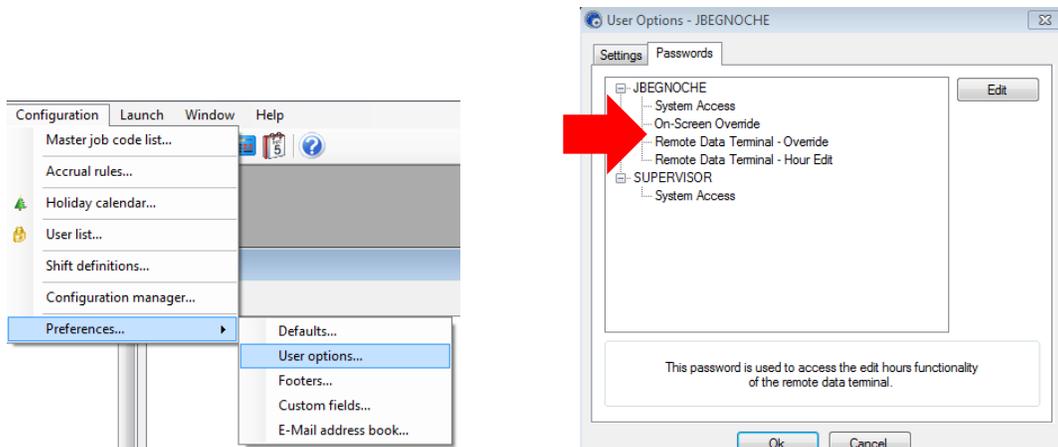
1. Open the TimeClock Manager from your desktop



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

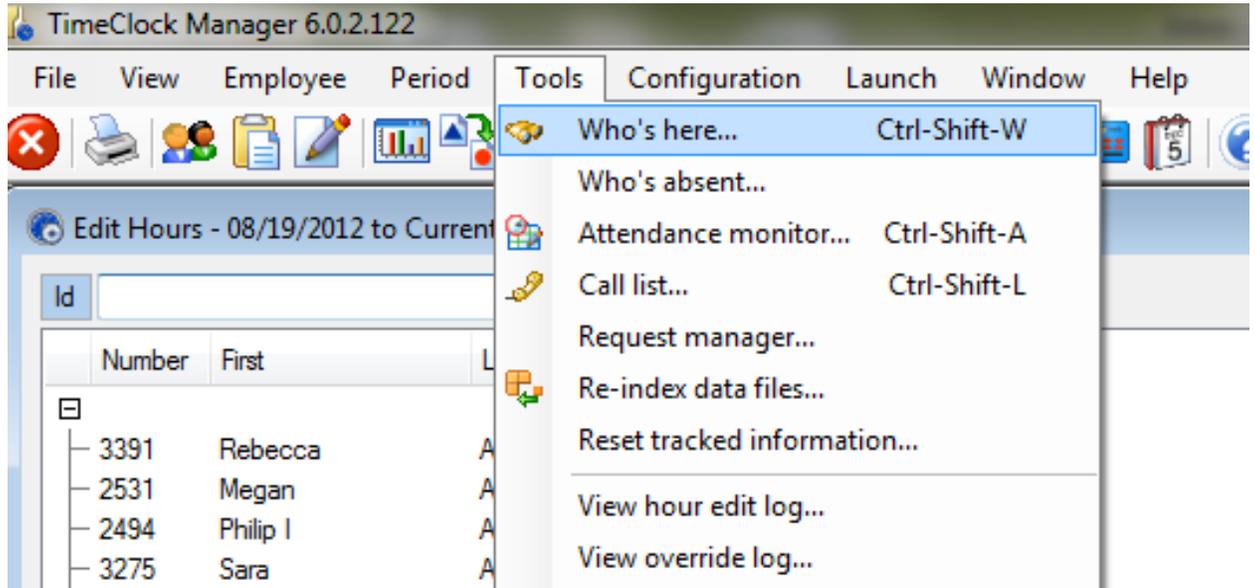
Start>All Programs>TimeClockPlus 6.0>TimeClock Manager

2. Log in using your UserID and Password
 - a. If you forgot your password, email CVMhr@vet.k-state.edu 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.

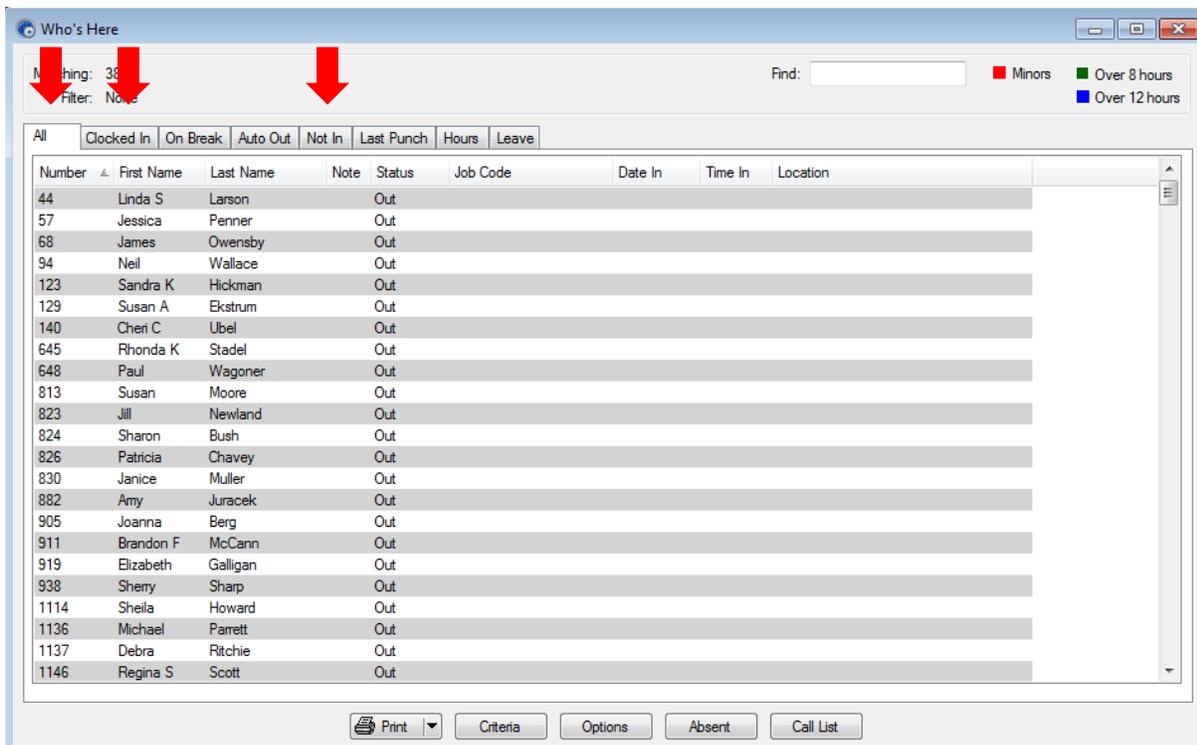


Instructions for viewing who's signed in

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



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



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 CVMhr@vet.k-state.edu 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 CVMhr@vet.k-state.edu 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 CVMhr@vet.k-state.edu. If not, please forward.
 - b. If explanation of time by employee is inaccurate, please contact CVMhr@vet.k-state.edu. Otherwise, no response is needed.