

Time Management System 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.