

Timesheet Approver Guidelines

This guide is intended for anyone who is responsible for reviewing and approving the hours of other employees.

Guidelines/Expectations:

- After employees approve their time, approvers should review and approve exceptions (missed punches, OT)
- Approvers should also approve time (by completing the 'manager' and/or 'other' approval) depending on how many layers of approval are in place (schools have the manager and other approval while some departments only have the 'manager' approval)
- Manager/other approval must be complete by 10:30 am on the Monday of each week.

Accessing TimeClock Plus for Managers:

1. Go to the HPS website home page, click 'Staff Essentials', and then under HPS Time Clock System click 'TimeclockPlus Manager'



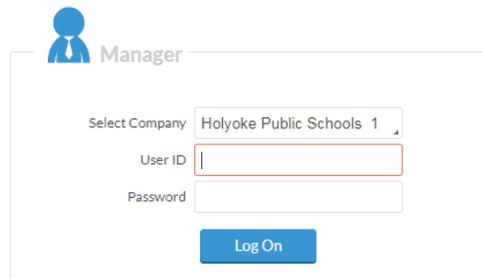
Staff Essentials

HPS Time Clock System

TimeclockPlus Employee

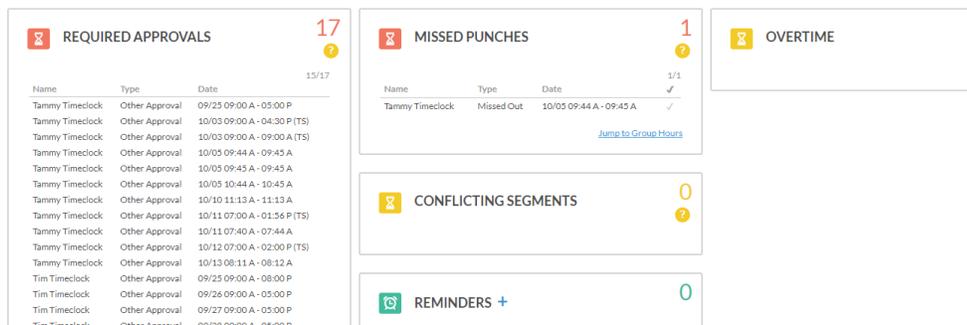
TimeclockPlus Manager

2. Enter your HPS network username and password, the same one you use for e-mail and logging onto your computer, and then click **Log On**.



The screenshot shows the login interface for a manager. At the top, there is a blue icon of a person and the word "Manager". Below this, there is a "Select Company" dropdown menu set to "Holyoke Public Schools 1". There are two input fields: "User ID" and "Password". A blue "Log On" button is positioned below the password field.

After logging in, the main dashboard will display. This shows at a glance any approvals that need to be made as well as any missed punches or OT that will need to be approved



The dashboard displays several key metrics:

- REQUIRED APPROVALS:** 17 items. A table lists approvals with columns for Name, Type, and Date.

Name	Type	Date
Tammy Timeclock	Other Approval	09/25 09:00 A - 05:00 P
Tammy Timeclock	Other Approval	10/03 09:00 A - 04:30 P (TS)
Tammy Timeclock	Other Approval	10/03 09:00 A - 09:00 A (TS)
Tammy Timeclock	Other Approval	10/03 09:44 A - 09:45 A
Tammy Timeclock	Other Approval	10/05 09:45 A - 09:45 A
Tammy Timeclock	Other Approval	10/05 10:44 A - 10:45 A
Tammy Timeclock	Other Approval	10/10 11:13 A - 11:13 A
Tammy Timeclock	Other Approval	10/11 07:00 A - 01:56 P (TS)
Tammy Timeclock	Other Approval	10/11 07:40 A - 07:44 A
Tammy Timeclock	Other Approval	10/12 07:00 A - 02:00 P (TS)
Tammy Timeclock	Other Approval	10/13 08:11 A - 08:12 A
Tim Timeclock	Other Approval	09/25 09:00 A - 08:00 P
Tim Timeclock	Other Approval	09/26 09:00 A - 05:00 P
Tim Timeclock	Other Approval	09/27 09:00 A - 05:00 P
Tim Timeclock	Other Approval	09/28 09:00 A - 05:00 P
- MISSED PUNCHES:** 1 item. A table shows missed punches with columns for Name, Type, and Date.

Name	Type	Date
Tammy Timeclock	Missed Out	10/03 09:44 A - 09:45 A
- CONFLICTING SEGMENTS:** 0 items.
- REMINDERS:** 0 items.
- OVERTIME:** 1 item.

Reviewing Hours

Hours can be viewed by individual employee by clicking **Hours** then **Individual Hours**, from the top navigation or they can be viewed for all staff that an approver has access to by clicking **Hours** then **Group Hours**



Group Hours Overview

GROUP HOURS ★ Options

Sort by: ID ↑ | 9/10/2017 to 10/14/2017 | Open Weeks | Update

Employee Filter | Job Code Filter | Exception Filter | Show absences

+ Add Manage Exceptions Processing Resolve Period

Sort: click the **Sort by** button to choose how to sort your group hours page (e.g. by bargaining unit, name, etc.)

Filters: Click any of the employee filter, job code filter, or exception filter to narrow the hours that you see. The employee filter will allow you to filter down to only employees in certain positions, while the exception filter will allow you to filter down only those with exceptions (e.g. OT to approve, missed punches to approve)

Date range filters: by default the open weeks will always show in group hours. You can change this default by clicking the **options** button in the top right corner of group hours and then selecting a different option from the 'default period' dropdown'. *This week* is the recommended default period to set. This will allow you to always see only the current week's hours when viewing 'group hours'

Options

- Display

Date format: Company Default

Time format: Company Default

Hour format: Company Default

Default Period: Open Weeks

- Under each employees name, there will be a row for each day and job code combination (e.g. 9/22 regular hours and 9/22 sick hours would be two separate rows).

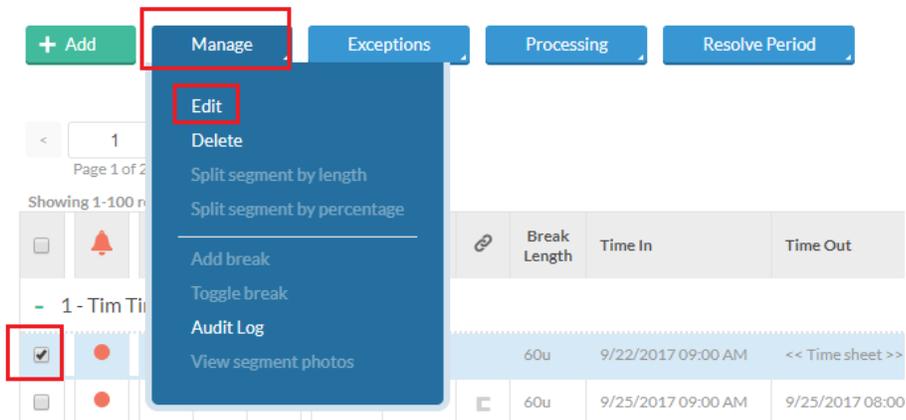
- The M, E, and O columns represent the manager, employee, and 'other' approvals and the checkboxes below indicate whether these approvals have been made.
- The notes column will show in blue if any note is associated with a time entry
- The hours column shows total time for a given day and job code segment
- The job code column is a quick way to see regular hours vs. leave hours (sick, personal, etc.)

Showing 1-100 records of 2847 Selected 0 records

		M	E	O	Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Rate
- 1 - Tim Timeclock															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	60u	9/22/2017 09:00 AM	<< Time sheet >>	7.00	7.00	7.00	80 - REGULAR HOURS - BU80		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	60u	9/25/2017 09:00 AM	9/25/2017 08:00 PM	10.00	10.00		80 - REGULAR HOURS - BU80		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	60u	9/26/2017 09:00 AM	9/26/2017 05:00 PM	7.00	7.00		80 - REGULAR HOURS - BU80		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	60u	9/27/2017 09:00 AM	9/27/2017 05:00 PM	7.00	7.00		80 - REGULAR HOURS - BU80		0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	60u	9/28/2017 09:00 AM	9/28/2017 05:00 PM	7.00	7.00		80 - REGULAR HOURS - BU80		0.00

Editing Hours

From group hours, click the box next to a row of time for a given employee, then **Manage** and **Edit** to begin editing hours.



Edit the total amount of time and/or job code dropdown as needed. You can change the job code from regular hours to sick, personal, etc. Click **Save** when finished

? Feedback

Segment Length: 8:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 9/22/2017 09:00 AM

Hours: 8:00

Job Code: 80 - REGULAR HOURS - BL

Rate: 0.00

Note:

Custom Extra

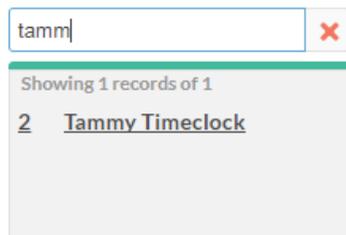
Cancel Save

Adding Hours

If it is necessary to add hours for an employee e.g. if they are out sick at the end of a pay period and unable to add their own sick time) you must go to **individual hours**. Click hours from the top navigation and then **individual hours**.



Begin typing an employee's name in the search box on the left of the window and hit enter. When results display click the employee name you need to add hours for.



Click the green **add** button



Indicate the type of addition you are making (see options below) and select the appropriate job code from the dropdown. Make sure the time in and out are correct and then click **save**.

Time sheet entry: for sick, vacation, other leave time, or for regular hours for salary employees

Missed in or out punch: select this option if you are entering hours because an employee forgot to punch in or out.

Add ?

Segment Length: 8.00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 10/14/2017

Time out: 10/14/2017

Break type: << NONE >>

Job Code: 10004 - SICK

Note:

Days: 1

Resolve Period: Approving Exceptions and Manager/Other Approval

As the supervisor or clerk/office manager, each week you must approve all exceptions in order to resolve the period. This includes approving overtime, missed punches, as well as ensuring that the employee, manager, and other approvals are complete.

Note employee approval should be complete by the employee however there is a way for approvers to approve on behalf of an employee in case of emergency.

The quickest way to approve these is by clicking **resolve period**, from the top of the group hours screen, selecting the radio buttons under the approve column, and then clicking **Apply**.

E.g. there will be manager and other approval listed, missed in punch, missed out punch, and Overtime (where applicable)

+ Add
Manage
Exceptions
Processing

Resolve Period

Showing 5 records of 5		Selected 0 records							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Unapprove
Approve

Employee Approval	<input type="radio"/>	<input checked="" type="radio"/>
Manager Approval	<input type="radio"/>	<input checked="" type="radio"/>
Other Approval	<input type="radio"/>	<input type="radio"/>

Once the current week period has been resolved, there is no additional work required by the approvers in a building for that week's payroll.

Viewing and Approving Employee Time-Off Requests

From your main dashboard, you will see a section called 'Pending Time Off Requests'. Any requests that have been submitted will appear here. (note: only supervisors have access to approve requests. Clerks or first level approvers do not have access).

 **PENDING TIME OFF REQUESTS**2*

Name	Date	Request	x	✓
TEST EMPLOYEE	09/14/2018	PERSONAL - 08:00 AM to 01:00 PM	x	✓
TEST EMPLOYEE	09/11/2018	SICK - 08:00 AM to 08:00 AM	x	✓

[Jump to Request Manager](#)

Click 'Jump to Request Manager' and you will be brought to a calendar where all requests are shown. You can also click 'list' below the word request manager if you would prefer to see all requests in a list view instead.

REQUEST MANAGER ☆ Options

Calendar ListEmployee Filter

StatusFMLAApply

Requests per calendar day: 10

+ AddManage<< ≤ September 2018 ≥>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29 Pending (1) TEST EMPLOYEE 08:00 AM 0:00 10003 - VACATION	30 Approved (1) TEST EMPLOYEE 08:00 AM 8:00 10004 - SICK	31 Pending (1) TEST EMPLOYEE 08:00 AM 5:00 10005 - PERSONAL	1
2	3	4	5	6	7 Pending (1) TEST EMPLOYEE 08:00 AM 8:00 10005 - PERSONAL	8

Click the status box in the top left corner to filter down to see a certain status (e.g. pending requests only). You can then click on any request on the calendar, followed by the 'manage' button. This will allow you to either approve the request, deny the request. You can also view more details by clicking 'details'.

+ AddManage<< ≤ September 2018 ≥>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29 Pending (1) TEST EMPLOYEE 08:00 AM 0:00 10003 - VACATION	30	31 Pending (1) TEST EMPLOYEE 08:00 AM 5:00 10005 - PERSONAL	1
2	3	4	5	6	7 Pending (1) TEST EMPLOYEE 08:00 AM 8:00 10005 - PERSONAL	8

After clicking 'Details' the following screen will display. You can click 'view accruals' to view the employees accrual banks, you can expand the notes section to view any description entered by the employee, and you can also enter a comment in the 'Manager Note' field. When you are done, click 'Save'.

Employee	TEST EMPLOYEE	Days	1/1	Edit
Hire date	11/16/2016	Date requested	08/31/2018 (08:00 AM 5.00)	
Date submitted	08/30/2018	Leave Code	10005 - PERSONAL	
Entered by	TEST EMPLOYEE	Hours	5.00	
		Accrual Bank	57-PERSONAL_BU50_7	View Accruals

+ Approvals

- Notes

Description

Manager Note

After approving or denying a request, the employee will be notified via email. If you approve the request, the associated hours will automatically be added as approved to the employee's time sheet.

Note: employees cannot submit a time off request that will result in a negative accrual balance.