

<https://tcp.swsc.org/app/manager/#/ManagerLogOn/RTR>

## Logging into Manager

**User ID.** Enter your payroll ID

**Password.** Will be blank the first time you log in. You'll be prompted to enter a password. Write it down for future reference.

**Log On.** By default this will bring you to the dashboard screen in TimeClock Manager. If you forget your User ID or password, or you cannot log into Timeclock Manager, please call the district office.

## My Dashboard

The dashboard is an easy to read, single page display of tasks managers do routinely. Use the dashboard Widgets (shortcut windows that display on the dashboard) to maneuver through each of the manager tasks such as required approvals, missed punches, leave requests that require approval and employee approaching overtime. Click the within wigets to see how information is pulled for that particular widget.

**REQUIRED APPROVALS** 4

Name	Type	Date	4/4
Para Sub August Screens	Manager Approval	02/06 04:36 P - 04:41 P	✓
Para Sub August Screens	Missed Out	02/06 04:43 P - << Missed >>	✓
Para Sub August Screens	Manager Approval	02/06 04:43 P - << Missed >>	✓
Para Sub August Screens	Manager Approval	02/13 08:00 A - 04:00 P	✓

**MISSED PUNCHES** 1

Name	Type	Date	1/1
Para Sub August Screens	Missed Out	02/06 04:43 P - << Missed >>	✓

**PENDING TIME OFF REQUESTS** 2

Name	Date	Request	2/2
Para Sub August Screens	02/14/2018	Sick Leave - 08:00 AM to 04:00 PM	X ✓
Para Sub August Screens	02/15/2018	Sick Leave - 08:00 AM to 04:00 PM	X ✓

**APPROACHING OVERTIME (CLOCKED IN)** 0

**OVERTIME** 0

**ANNIVERSARIES** 0

**CONFLICTING SEGMENTS** 0

**SUBSTITUTE ASSIGNMENTS** 0

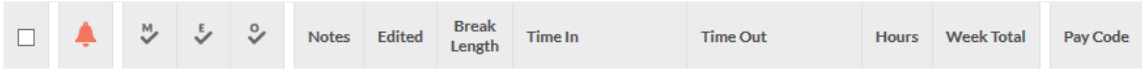
**BIRTHDAYS** 0


**SUBSTITUTE VACANT** 1


## Group Hours Window

This window is a link in many of the manager Widgets. The following provides an overview of available filters in this window.

**HOURS | Group Hours** (you will be able to click a link within certain widgets to take you here)



- **Options.** Provides display, settings, warning, and color options for the window
- **Download.** Download the window to HTML, PFD, or open with XML
- **Question mark.** The  on this window opens up the documentation for the Group Hours window and instructions on Adding & Editing Segments, Approving Shifts & Exceptions, Mass Approving, Deleting & Sorting Segments along with Toggling Breaks.
- **Feedback.** Clicking the feedback button will bring up a window that will allow you to submit feedback to TimeClock Plus directly
- **Sort by ID.** Allows you sort by name or employee id ascending or descending.
- **Employee Filter.** This button allows you to filter by Employee Information or for specific employees, commonly used to view one employee at a time.
  - You'll notice on this filter, it gives you an idea of how many employees your filter selections would be matching on the lower left corner of the filter window.
 

416 of 817 employees match 
- **Job Code Filter.** This button allows you to filter by job code.
- **Exception Filter.** This button allows you to filter employee segments to only include those that have certain unapproved exceptions. This filter can also be used to quickly see what segments require approval before the week can be closed or those hours can be exported.

*Note: Turn filters off by clicking the **Filter** option button you wish to shut off, then click **Restore Defaults** on the bottom of the filter window.*

## MISSED PUNCHES Widget from Dashboard

- Click on 'Jump to Group Hours' to view all employee missed punches
- Select the **date range** and click on **Update**
- Click on <<Missed>> to edit the segment

## CONFLICTING SEGMENTS from Dashboard Tools | Group Hours

Conflicting segments most often occur when an employee requests, for example, 2 hours of leave for an appointment from 8:00 AM – 10:00 AM and they either punch out late or back in earlier than the requested time. Approvers will need to edit the extra segment line to correct it.

- Click on 'Jump to Group Hours' to view all employee missed punches
- Select the **date range** and click on **Update**
- Note: The Exception Filter has “Conflicting Segments” check marked by default.

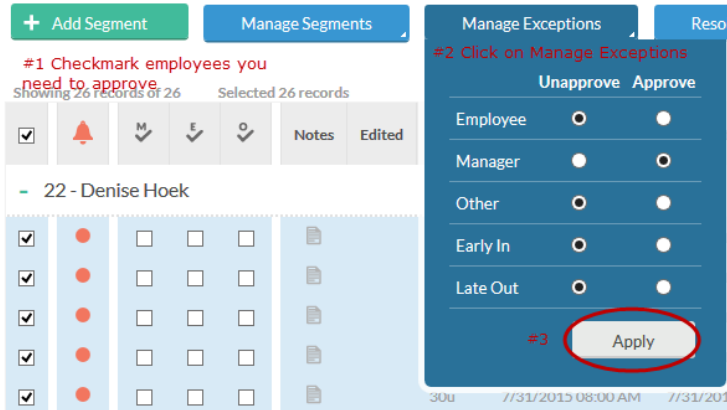
- 2042 -

In this example the 8:00 timesheet entry falls into the 7:30 - 10:00 request for an appt. Change the 8:00 to 10:00 on the second line to fix this.

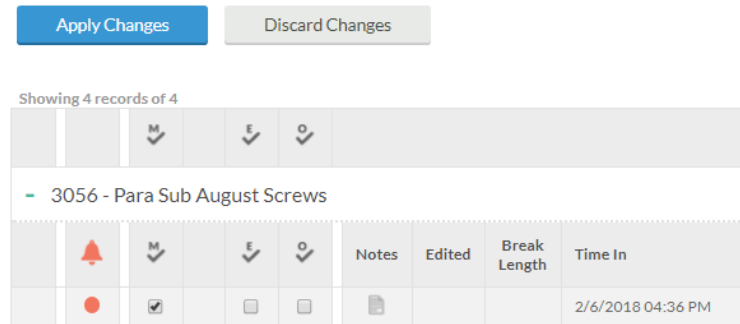
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7/9/2015 07:30 AM	7/9/2015 10:00 AM	2:30		5020 - Child Sick/Dr./DDS Appt. Leave
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	7/9/2015 08:00 AM	<< Time sheet >>	3:30	6:00*	1100 - CEA Annualized Pay

## REQUIRED APPROVALS from Dashboard Tools | Group Hours

- Click on **'Jump to Group Hours'** to view all employee missed punches
- Select the **date range** and click on **Update**
- Click to check mark one, multiple or all employees for approval or click the check box under your column and click **Apply Changes**




Or



## PENDING TIME OFF REQUESTS from Dashboard Tools | Request Manager

Employee and Supervisor must have an active email and **SMS address** in the TimeClock Plus Database for leave request **and sub notifications** to route to/from the supervisor, **employee and substitute**.

- Click on **'Jump to Request Manager'** to view all employee missed punches
  - By default, employee requests will be visible in a Calendar view for the weeks that haven't been closed. To see a list view click on the List tab.
- **Status.** Include pending, include approved, include denied. You can check or uncheck these boxes to see the status of employee requests.
- **Sub Assignment.** Include vacant, include assigned, include requests where a substitute is not required. You can check or uncheck these boxes to view sub assignment info of employee requests.
- **Requests per calendar day.** Defaults to view up to 10 per calendar day. You can change the value by updating the field and clicking the Apply button
  - **Options button (to the right).** Allows you to control what you see for detail on the request. Check or uncheck, 'Display pay code in the calendar view', 'Display request time in the calendar view'
  - **Question mark.** The  on this window opens up the documentation for Request Manager with instructions on Navigating Request Manager, Adding, Editing, Approving or Denying & Deleting Requests.

- **Feedback.** Clicking the feedback button will bring up a window that will allow you to submit feedback to TimeClock Plus directly.
- **Employee Filter.** Allows you to filter requests by employee information.
- **Pay Code Filter.** Allows you to filter by the leave job code.

### +Add a Request

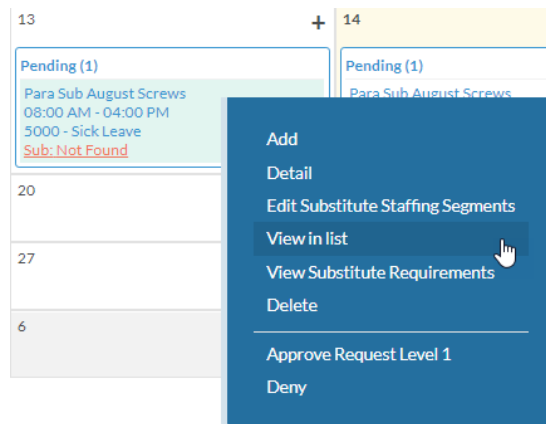
Employees normally create their own leave request but managers can also add a request to the employees they have access to.

- Click the **Add** button or click the plus sign on the day you will to add the request to
  - **Employee.** Select employee from dropdown list
  - **Date Requested.** Select the date for the leave request
  - **Start Time.** Click on the leave template to auto fill or manually enter the anchor time for the leave request
  - **Hours.** Click on the leave template to auto fill or manually enter
  - **Days.** Enter the number of days for this leave request
  - **Leave code.** Select the leave code for this leave request
  - **Description.** Enter a description for this leave request
  - **Requires Substitute.** Check this box if a substitute is required to fill the position for this leave code. Uncheck this box if a substitute is NOT required.
  - **Approve request.** Click to automatically approve this request and SAVE
- Click **Save.**
  - **Add Substitute Requirement.** Edit the amount of time a sub would be needed if necessary, by clicking the **EDIT** button.
  - **Edit Notes.**
  - **Administrator Note.** Add administrator notes for the approver(s) of this request for in regards to the substitute.
  - **Substitute Note.** Add notes for the substitute that accepted this position. NOTE: Enter any information that will be useful to the sub who accepts the position such as, lesson plans or reminders.
  - Click **SAVE**
  - Click **SAVE** again

## +Manage (SECRETARIES)

To have finer control over what request element are visible, switch to the **List view**. List view provides a summary by date of how many employee requests there are. You can select a specific date range if needed, filter by employee or leave job code allowing the manager more control over their approval selection.

- Click the plus sign to expand a date.
- **Right Click on a request provide these options:**
  - **Add** (see above)
  - **Detail.** Opens up the Employee Request Detail window allowing you to view the date is was requested and other request approvers.
  - **View Substitute Requirements.** View Substitute Coverage, date time in and time out. Admin notes, sub notes, and assign to specific/preferred sub, or send notification instantly. (note, the notification will go out automatically daily at 3:00pm after approving the request) OR if the request was put in within two hours of the start of the shift the notification would be send to qualified subs right away
    - **Un-assign sub here if accepted and sub can no longer sub**
  - **View in calendar.** Takes you back to calendar mode to view.
  - **Delete.** Delete if the request is no longer necessary.
- **Right Click on a PENDING request provide these options:**



- **Approve Request Level 1, 2 or 3.** Click to approve a request.
- **Deny.** Click to deny a request.
- **Edit Substitute Staffing Segments.** Change if necessary.
- **View Substitute Requirements.** View Substitute Coverage, date time in and time out. Admin notes, sub notes, and assign to specific/preferred sub, or send notification instantly. (note, the notification will go out automatically daily at 3:00pm after approving the request) OR if the request was put in within two hours of the start of the

shift the notification would be send to qualified subs right away

- Un-assign sub here if accepted and sub can no longer sub
  - **SAVE**
  - **View in List.** Takes you to the list mode to view.
  - **Delete.** Prompts you with the following message, “You have selected 1 request(s) that can be deleted. Are you sure you want to delete the selected request?”  
Cancel or click on OK
  - **Edit a Request.** Double click on a pending request, then click on the Edit button to change information, **add substitute requirement or view employee Accruals**
    - **Approvals.** View pending request levels, if more than one level is used.
    - **Notes.** See a description or enter a manager note if needed.
    - **Options.** Leave as default.
-

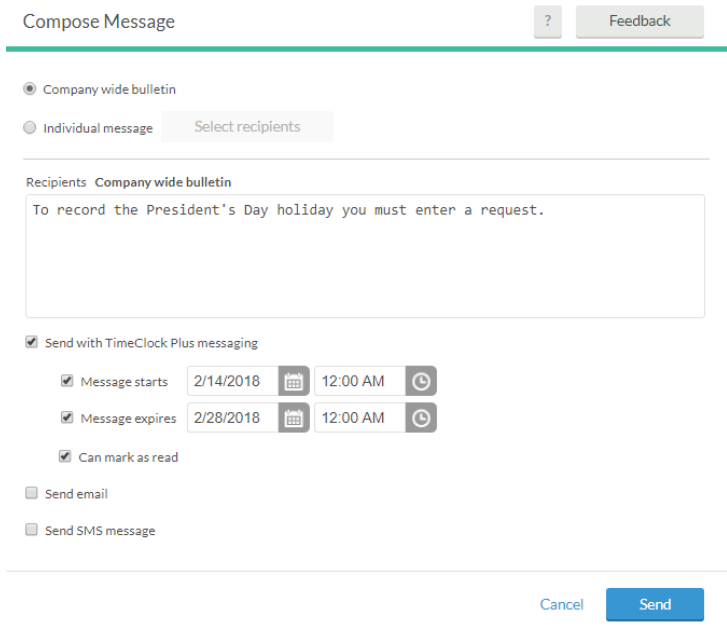
## Employee Messaging

Employee messaging is a popular feature of TC+. It provides the ability to send messages to employees as they record timesheets and maintains a history of all messages sent and read. Messages are sent to the employee from WebManager and received in Web Clock.

There are two types of messages: individual and company-wide bulletins. There are also three platforms that could be used for delivering that two types of messaged. Individual messages may be sent to one or more than one employee at a time and company-wide bulletins are sent to all employees. Individual messages will continue to appear until the employee marks the message read, or the manager deletes the message only unread messages may be deleted), or the message expires. Company-wide messages will continue to appear until they are removed or expire.

- Click on the **Envelope Icon** next to login in upper right-hand corner – then click **Compose**

### *Company-wide bulletin or Individual message*



- Click the radio button next to which type of message you would like to send-Select the employee(s) you want to send a message to if sending an individual message
- Enter the message you want to send in the Message field
- Enter the date you want the message to display on
- Enter the date you want the message to expire on so is no longer displayed
- Allow the message to be marked as read
- Choose if you want the message to also go out as an email or SMS
- Click on **Send** and the message will appear when the employee(s) log into the Web Clock and through email and SMS address on file in TimeClock Plus if those were selected



**There are a lot of features that you have access to in Timeclock Manager. As with any new software, it will take time to learn everything that is available to you. Sometimes the best way to learn is by trial and error. As you embark on this new adventure, if you have any questions pertaining to Timeclock Manager, or your employee's time, please do not hesitate to contact the district office.**