Approving Time

Editing Time

Editing Automatic Lunch

TimeClock Plus
Manager—Time (Approving and Editing)

Note: It is recommended to go into TCP daily to approve time so the time segments don't pile up.

<u>Approving Time:</u>

Approve your employees time on the **1)** dashboard under "Required Approvals", **2)** jump to Group Hours, or **3)** select "Individual Hours" under the "Hours" tab:

1) On the dashboard, check either the "√" at the very top to approve all time at once, or select the "√" next to each time segment.

2) Select "Jump to Group Hours" to view your entire group hours. There you can approve the entire column or one segment at a time.

3) The easiest way is to select "Individual Hours" under the "Hours" tab. There you can view each one of your employees time segments. You can select and approve each segment for the individual at the very top of the column, or you can approve each time segment individually. You can also use the "Resolve Period" button at the top:

Note: When an employee makes a leave request, after approval by you, it will become a segment of time that also needs to be approved. If you deny the request it will not become a segment of time. If the request is deleted after you have already approved it, you will need to make sure and delete it in the segment of time.

<u>Editing Time:</u>

As a manager of employees you may have to edit segments of time.

1) To adjust hours, for an individual employee, navigate to "Hours", "Individual Hours", se-lect the employee. When the employees time segments open, locate the time you need to adjust. Right mouse click on the segment of time and choose "Edit":

2) Adjust the segment of time as needed, and select "Save":

<u>Editing Automatic Lunch Time:</u>

1) Automatic time for FTNE employees includes an hour lunch between noon and 1:00 p.m. If you need to adjust your employee's hours to reflect a 30 minute lunch or no lunch, follow the same steps above but when you get to the "Edit Segment" window select "Extra":

2) Select "Disable automatic deduction for this segment" and then "Save". Then you can adjust that segment of time without having to worry about the automatic hour taken out between noon and 1:00:

NOTE: The employee can also adjust the time considering there is an automatic lunch between noon—1:00. If they take a 30 minute lunch, they would need to put in working from 12:00—12:30. It will create an additional segment of time for you to approve. If they worked through lunch they can put 12:00—1:00 as working. It will adjust those hours in TCP.