

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.

Approving Time:

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:

REQUIRED APPROVALS 85

Name	Type	Date	
Jill Test	Other Approval	08/29 08:00 A - 05:00 P	✓
Jill Test	Manager Approval	08/30 08:00 A - 05:00 P	✓
Jill Test	Other Approval	08/30 08:00 A - 05:00 P	✓
Jill Test	Manager Approval	08/31 08:00 A - 05:00 P	✓
Jill Test	Other Approval	08/31 08:00 A - 05:00 P	✓
Jill Test	Manager Approval	09/01 08:00 A - 05:00 P	✓
Jill Test	Other Approval	09/01 08:00 A - 05:00 P	✓
Jill Test	Manager Approval	09/02 08:00 A - 12:30 P	✓
Jill Test	Other Approval	09/02 08:00 A - 12:30 P	✓
Jill Test	Manager Approval	09/26 08:00 A - 12:00 P	✓
Jill Test	Other Approval	09/26 08:00 A - 12:00 P	✓
Jill Test	Manager Approval	09/26 12:30 P - 05:00 P	✓
Jill Test	Other Approval	09/26 12:30 P - 05:00 P	✓
Jill Test	Other Approval	09/27 08:00 A - 04:00 P (TS)	✓
Jill Test	Manager Approval	09/28 08:00 A - 05:00 P	✓

1 15/85

2 [Jump to Group Hours](#)

meClock Plus

3

HOURS EMPLO

Individual Hours Gro

1) On the dashboard, check either the “v” at the very top to approve all time at once, or select the “v” 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:

Showing 25 records of 25 Selected 0 records

		M	E	O	Notes	Edited	Br Ler
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y	60t
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			60t
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y	

Resolve period

Unapprove Approve

Long Week

Manager Approval

Other Approval

Apply

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.

Editing Time:

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”, select 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”:

The screenshot shows the 'Individual Hours' interface. At the top, there are tabs for 'HOURS', 'EMPLOYEE', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. Below these are sub-tabs: 'Individual Hours', 'Group Hours', 'Period Reports', 'Period Export', and 'Time Sheets'. The 'Individual Hours' sub-tab is selected. Below the sub-tabs, there are filters for 'Sort by: ID' and 'Employee Filter'. The main area shows a search bar with 'Jill Test' and a date range from 7/31/2016 to 10/8/2016. There are buttons for '+ Add Segment', 'Manage Segments', 'Manage Exceptions', and 'Resolve period'. Below this is a table with 25 records. The table has columns for 'Notes', 'Edited', 'Break Length', 'Time In', and 'Time Out'. A red box highlights a row with a checkmark in the 'Notes' column, a 'Y' in the 'Edited' column, a '60u' in the 'Break Length' column, and '8/15/2016 08:00 AM' in the 'Time In' column. A red arrow points to the 'Jill Test' name in the left sidebar.

The screenshot shows a context menu for a time segment. The menu items are: 'Edit', 'Delete', 'Split segment by length', 'Split segment by percentage', 'Add break', 'Toggle break', 'Audit Log', 'View segment photos', 'Process shift differential', and 'Reset shift processing'. A red arrow points to the 'Edit' option.

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

The screenshot shows the 'Edit Segment' dialog box. It has a 'Feedback' button at the top right. Below it, there is a 'Segment Length: 9.00' label. The dialog has several fields: 'Time in' (10/7/2016, 07:30 AM), 'Time out' (10/7/2016, 04:30 PM), 'Break type' (<< NONE >>), 'Job Code' (2423 - ASSISTANT FOOD), 'Rate' (0.00), and 'Note'. A red box highlights the 'Time in' and 'Time out' fields. At the bottom, there are 'Extra', 'Cancel', and 'Save' buttons. A red arrow points to the 'Save' button.

Editing Automatic Lunch Time:

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":

Edit Segment

Segment Length: 9.00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 10/7/2016 07:30 AM

Time out: 10/7/2016 04:30 PM

Break type: << NONE >>

Job Code: 2423 - ASSISTANT FOO

Rate: 0.00

Note:

Extra

Cancel Save

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:

Extra Information

Punch in information

Application N/A

Location N/A

Description N/A

Punch out information

Application N/A

Location N/A

Description N/A

Overtime

Do not force overtime

Force overtime 1

Force overtime 2

Calculations

Disable automatic deduction for this segment

Disable segment minimum

Cancel Save

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.