

TIMECLOCK PLUS

PACKET

NOTES FROM IT

IT IS A PROCESS

1. Employees enter time and/or leave.
2. Supervisors approve time and/or leave.
3. All exceptions are resolved in TCP by supervisors.
4. Time is exported for the respective pay cycle by Payroll.
5. Weeks are locked by Payroll.
6. Employees are paid via the payroll process.
7. Weeks are closed in TCP by Payroll.
8. Accruals are updated in Colleague by HR.
9. Accruals are imported into TCP by HR.
10. Leave is exported from TCP back into Colleague by HR. Colleague will be the permanent record of accruals, leave and time worked for employees.

NOTES FROM PAYROLL

CHECKLIST FOR SUPERVISORS OF FULL-TIME NON-EXEMPT STAFF

- Every workday must have at least eight hours entered. This can be work hours, vacation, sick leave, holiday, campus closure, or no pay. Failure to enter hours will result in the employee not paid for the day.
- Every week must total at least 40 hours.
- It is extremely important to use the holiday code for holidays and the campus closure code when the campus is closed during a regularly scheduled workday. Using the regular position code on these days will result in the employee being paid double time and a half. The only time the regular position code would be used on one of these days is if the employee actually worked.
- Review accuracy of hours entered and approve weekly. Failure to do so will result in the employee not paid for unapproved hours.
- Make sure hours and leave requests are approved every Monday.

Below is the schedule of important dates based on pay period:

FULL-TIME NON-EXEMPT PAY PERIODS SCHEDULE - 2019

BEGIN PAY PERIOD	END PAY PERIOD	TCP LOCK DATE	PAY DATE	WEEKS IN PAY PERIOD	ACCRUALS UPDATED IN COLLEAGUE	ACCRUALS IMPORTED TO TCP
12/9/2018	1/12/2019	1/16/2019	1/31/2019	5	2/4/2019	2/5/2019
1/13/2019	2/9/2019	2/13/2019	2/28/2019	4	3/4/2019	3/5/2019
2/10/2019	3/16/2019	3/20/2019	3/29/2019	5	4/4/2019	4/5/2019
3/17/2019	4/13/2019	4/17/2019	4/30/2019	4	5/6/2019	5/7/2019
4/14/2019	5/11/2019	5/15/2019	5/31/2019	4	6/5/2019	6/6/2019
5/12/2019	6/15/2019	6/19/2019	6/28/2019	5	7/3/2019	7/5/2019
6/16/2019	7/13/2019	7/17/2019	7/31/2019	4	8/5/2019	8/6/2019
7/14/2019	8/17/2019	8/21/2019	8/30/2019	5	9/5/2019	9/6/2019
8/18/2019	9/14/2019	9/18/2019	9/30/2019	4	10/3/2019	10/4/2019
9/15/2019	10/12/2019	10/16/2019	10/31/2019	4	11/5/2019	11/6/2019
10/13/2019	11/9/2019	11/13/2019	11/26/2019	4	12/5/2019	12/6/2019
11/10/2019	12/7/2019	12/11/2019	TBD	4	1/6/2020	1/7/2020
12/8/2019	1/11/2020	1/15/2020	1/31/2020	5	2/5/2020	2/6/2020

FULL-TIME EXEMPT ADMINISTRATION, FACULTY & STAFF PAY PERIODS SCHEDULE - 2019

BEGIN PAY PERIOD	END PAY PERIOD	PAY DATE	ACCRUALS UPDATED IN COLLEAGUE	ACCRUALS IMPORTED TO TCP
1/1/2019	1/31/2019	1/31/2019	2/4/2019	2/5/2019
2/1/2019	2/28/2019	2/28/2019	3/4/2019	3/5/2019
3/1/2019	3/31/2019	3/29/2019	4/4/2019	4/5/2019
4/1/2019	4/30/2019	4/30/2019	5/6/2019	5/7/2019
5/1/2019	5/31/2019	5/31/2019	6/5/2019	6/6/2019
6/1/2019	6/27/2019	6/28/2019	7/3/2019	7/5/2019
6/28/2019	6/30/2019	6/28/2019	7/3/2019	7/5/2019
7/1/2019	7/31/2019	7/31/2019	8/5/2019	8/6/2019
8/1/2019	8/31/2019	8/30/2019	9/5/2019	9/6/2019
9/1/2019	9/30/2019	9/30/2019	10/3/2019	10/4/2019
10/1/2019	10/31/2019	10/31/2019	11/5/2019	11/6/2019
11/1/2019	11/30/2019	11/26/2019	12/5/2019	12/6/2019
12/1/2019	12/31/2019	TBD	1/6/2020	1/7/2020

PART-TIME & WORKSTUDY PAY PERIODS SCHEDULE - 2019

BEGIN PAY PERIOD	END PAY PERIOD	TCP LOCK DATE	PAY DATE	WEEKS IN PAY PERIOD
11/25/2018	12/29/2018	1/2/2019	1/15/2019	5
12/30/2018	1/26/2019	1/30/2019	2/15/2019	4
1/27/2019	2/23/2019	2/27/2019	3/14/2019	4
2/24/2019	3/30/2019	4/3/2019	4/15/2019	5
3/31/2019	4/27/2019	5/1/2019	5/15/2019	4
4/28/2019	5/25/2019	5/29/2019	6/14/2019	4
5/26/2019	6/29/2019	7/3/2019	7/15/2019	5
6/30/2019	7/27/2019	7/31/2019	8/15/2019	4
7/28/2019	8/31/2019	9/4/2019	9/16/2019	5
9/1/2019	9/28/2019	10/2/2019	10/16/2019	4
9/29/2019	10/26/2019	10/31/2019	11/15/2019	4
10/27/2019	11/30/2019	12/4/2019	12/16/2019	5
12/1/2019	12/28/2019	1/2/2019	1/15/2020	4

ADJUNCT PAY PERIODS SCHEDULE - 2019

BEGIN PAY PERIOD	END PAY PERIOD	PAY DATE
1/9/2019	2/9/2019	2/20/2019
2/10/2019	3/9/2019	3/20/2019
3/10/2019	4/13/2019	4/19/2019
4/14/2019	5/20/2019	5/20/2019
5/28/2019	6/29/2019	7/8/2019
6/30/2019	8/5/2019	8/6/2019
8/14/2019	9/14/2019	9/20/2019
9/15/2019	10/12/2019	10/21/2019
10/13/2019	11/9/2019	11/20/2019
11/10/2019	12/16/2019	TBD

NOTES FROM HR

THE FMLA PROCESS HAS BEEN REVISED

Employee comes to HR with request:

- HR provides appropriate documentation
- HR receives proper certification paperwork.
- HR sends the Designation Notice to the employee. The email will also include:
 - How many accrued hours are available from the *Remaining* column in TCP (TimeClockPlus)
 - The amount of designated FMLA time and estimated return to work date
 - Share that sick time, then vacation time will be used during the FMLA event. If those are exhausted, no-pay would occur
- I will notify the supervisor that the FMLA has been approved. The email will include:
 - The approximate return date
 - Instructions on how the supervisor should deduct sick time and then vacation time through TCP
 - Log in TCP
 - Under the *Hours* tab click on *Individual Hours*
 - Type the employee name in the search box, select the name
 - Click the *Accruals* tab to make note of the employee's SI and VA hours
 - Go back to the *Hours* tab
 - Click the *Add Segment* box
 - Enter the time away according to date
 - Select the appropriate Job Code (SI, VA)
 - Leave rate figure at 0.00
 - In the Note box, type FMLA
 - You can add multiple days at one time if each day has the same amount of hours
 - Click Save
 - Check the M, E or O box on the Hours tab to approve the time
 - Instructions on what to do if the employee runs out of sick/vacation time (no-pay)
 - Notify HR and Payroll/Amber Shanks at the beginning of the pay period in which the employee will run out of leave time
 - Supervisor is to select the "no-pay" option in TCP going forward
 - HR will then contact the employee and payroll
 - Payroll/Amber will run monthly no-pay reports to cross reference

Notes:

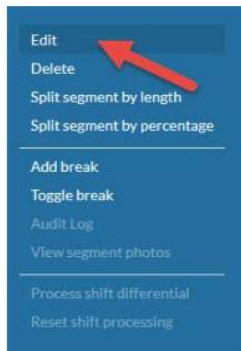
- Kelli Fleck will manage any FMLA cases through TCP. New FMLA cases will move to the above process.
- HR will not deduct time in TCP.
- As was in the past, HR will continue to keep paper documents and calendars to calculate FMLA.
 - No-pay reports can be created through TCP and ran by Payroll.

TIMECLOCK PLUS

FAQ

How can I edit a segment of time for an employee?

Locate the employee you are working with by going to TCP manager, hours, individual hours, then select the employee on the left side of the page. Locate the segment of time that you need to edit. Right click on that segment. You will be given a edit option, select edit.



Edit the segment of time using the area on the left, on the right or under "Extra" and choose "Save":



What does each column mean when I am checking my accruals?

ACCRUALS

A screenshot of the Accruals table. At the top, there is a 'Select forecast date' dropdown set to '3/22/2017' and an 'Update' button. Below, the table shows three records for 'Leave Time Banks'. The columns are: 'Accrued', 'Used', 'Used Forecast', and 'Remaining'. Red boxes and numbers 1, 2, 3, and 4 highlight these columns respectively.

Leave Time Banks	Accrued	Used	Used Forecast	Remaining
FMLA				
Sick				
Vacation				

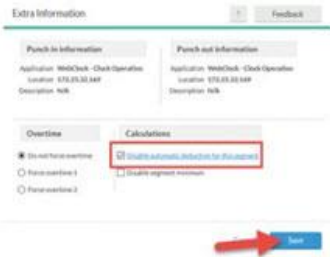
- 1) The *Accrued* column contains sick and vacation time available as adjusted in Colleague. It is updated once a month from Colleague to TCP.
- 2) The *Used* column contains hours that have been requested, approved, and the weeks have been closed in TCP.
- 3) The *Used Forecast* column contains hours that have been requested, approved, and in the future. Change the select forecast date and click update to view the hours.
- 4) The *Remaining* column contains *Accrued* minus *Used* minus *Used Forecast* hours.

How can I disable the automatic lunch between noon-1:00 p.m. on a segment of time for an employee?

Locate the employee you are working with by going to TCP manager, hours, individual hours, then select the employee on the left side of the page. Locate the segment of time that you need to edit. Right click on that segment. You will be given an edit option, select edit.



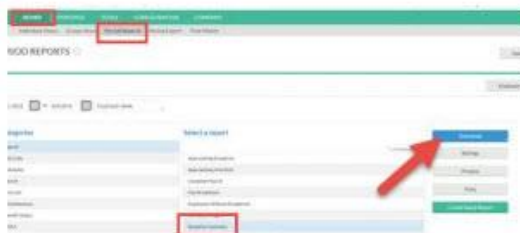
Select "Extra" in the lower left corner. Then select "Disable automatic deduction for this segment" then "Save":



This will allow the employee to put in a 30 minute lunch segment or that they worked through the lunch. The employee can then copy that segment to other days of the week.

How can I run an Exception Report in TCP?

Go to "Hours", "Period Reports", then "Exception Summary". Then choose "Download" for an electronic copy:



What do I do if I have an employee that goes on FMLA?

The employee needs to contact and work with HR. HR will create a FMLA case for the employee. You will need to enter the segments of time.

If an employee that is on FMLA depletes the sick/vacation bank they go into automatic "No Pay" status for the remaining hours.

What do I do if a FTE/FTNE employee is requesting time off or does not show up to work and has no available sick/vacation time in their bank?

The employee will not be able to request the time off in TCP, will have to come to you directly for the time off if their bank is at zero. As a manager, you will need to view the accruals of the employee and notice there is zero time left to take, and select the "No Pay" job code for that time segment:

1. In TCP go to "Hours", then "Individual Hours".
2. Select the employee.
3. Click on "Add Segment".
4. Select the job code "No Pay".
5. Choose "Save".



What do I need to do to get a new employee setup in TCP?

During the hiring process, you will need to designate the TCP approvers for any new employee. This information needs to be given to HR. It will take at least 24 hours for the employee/supervisor relationships to be created and pulled into TCP. Do not expect to hire an employee and have them clock into TCP on the same day.