https://crcsd-tcplus.cr.k12.ia.us/app/manager/#/ManagerLogOn

Manager Quick Reference User Guide

You can view the complete guides on the intranet under Human Resources>Electronic Timekeeping.

Due Dates/Deadlines/Other Information

- Remember all hourly non-exempt employees must be paid for actual time worked.
- First Line Approvers/Supervisors (Secretaries, Engineers, Food Service Managers) will need to have the electronic payroll completed by 9 a.m. on Monday.
- Final Approvers/Managers (Administrators) will need to have their electronic payroll verified by 11 a.m. on Monday.
- All other payroll deadlines still apply with no change.

Logging In

- Launch **TimeClock Manager**. From the drop down select your User ID and password. If this is your first login your password will be blank and you will have to set your password.

Basic Information: The top-right corner contains basic information about TimeClock Manager, such as the current week and the user currently logged in. To log out of Time Clock Manager, select the user's name and click Log Out.

The Menu Bar: This strip of options, beginning with the Home icon, is the main menu within TimeClock Plus. Click on any of the sections to view the various sub-menus and features contained within. You can also click the Home icon at any point to return to the Dashboard.

Editing Hours- Employee>Edit Hours

The Individual Hours screen is where you add, edit, and review employee hours. You can also tie together segments through breaks, approve segments, and manage missed punches from this screen. Once you have an employee selected, their information should appear in the Hours tab. This tab shows the employee name, as well as the number of Regular, Overtime 1, and Overtime 2, and Leave hours worked. Individual Hours are also features the following controls.

Adding Hours

1. Double click on the employee you want to add hours to from list in upper left window.
2. Click on the Add Segment button to access the Edit Segment window.
3. Enter Date-in and Time - In employee began shift.
    a. If employee is currently working place a check in the Individual is clocked in.
4. Enter Date Out and Time Out employee shift ended.
5. Select the Job Code.
    a. The Job Code drop down will contain all pertinent Base jobs, leave codes (listed in red), Miscellaneous (99X) and other additional codes for jobs worked other than their base job(s).
    b. Whenever Miscellaneous is selected you will need to enter the rate and account number.
6. If the employee went on a break after this shift then select the Break Type.
7. Click Save.

Editing Hours

1. On the upper left side of the window, double click on the employee's name in the list.
2. On the upper right side of the window, right click on the segment to highlight it. Then click Manage and Edit to access the Edit Segment window.
3. Make desired changes and click Save.

Splitting Hours

1. On the upper left side of the window, double click on the employee's name.
2. On the upper right side of the window, select a segment and click on the Manage Segments button.
3. Select Split segment by Length or Percentage.
4. Enter the percentage of time you desire to distribute and change the job code, if applicable or click Percentage to change distribution to Length.
5. You can then split a segment by clicking on the icon in the wizard that appears.
6. If there is a Break after a record select break in the drop down under Break Type.
7. Click Save.

Deleting Hours

1. On the upper left side of the window, double click on the employee's name in the list.
2. Select one or more segments that you would like to delete.
3. Select the Manage Segments button in the information bar, or right click on the segment(s) to bring up the Manage menu.
3. Select Delete.

Approving Hours- by individual

1. On the upper left side of the window, double click on the employee's name in the list.
2. On the upper right side of the window, place a check in the appropriate column.
   - M column- Manager Approval. Final Managers/Approvers
   - O column- Other Approval. Front Line Managers/Approvers

Note: Anytime an employee works a job other than their base job they need to use job code 99XMiscellaneous or other assigned code. All Miscellaneous job codes will need to have rate of pay and account number assigned to them. There can be multiple job codes for a single employee in a pay period.

Approving Missed Punches

1. On the upper left side of the window, double click on the employee's name in the list.
2. On the upper right side of the window, look for shifts with blue Time In or Time Out.
3. If the Time In or Time Out reads <<Missed>> then right click on the segment, click Edit segment, enter the correct Time In or Time Out and click OK.
4. If the missed Time In meets with your approval, select Approve missed in punch or if the missed Time Out meets your approval, select Approve missed out punch.

Group Hours- Supervisors will use this to add hours for a whole week of leave. This allows you to add hours to multiple employees at one time.

1. From the Hours menu, choose Group Hours.
2. Click on ADD SEGMENT
3. Place a check next to the employees you desire to add hours to.
4. Click NEXT
5. Enter the Date In, Time In, Date Out and Time Out.
6. Select Job Code
7. Choose Number of days if needed.
8. Next.
9. If the settings look correct, click Finish
10. Click OK.

Approval Manager- You can jump from the Dashboard to Group Hours OR:

1. From the Hours menu, choose Group Hours.
2. Select the start and end dates of the pay period.
3. Click Update.
4. Click Resolve Period.
5. Check the appropriate box to approve employee(s) time.
6. You may need to reset your criteria and re-update to include subs or temp help.

Request Manager- You can jump from the Dashboard to Group Hours OR: From here you can view, approve or deny any requested leaves. An email will be sent when a request is made by the employee. Please make sure the box is checked so the approved leave will be added to the schedule.

1. From the Tools menu, choose Request Manager.
2. Select List View; Select dates you wish to view.
3. Click Update.
4. Highlight the individual request and click Detail to view detailed information on the request.

6. Click Save.
7. Click Manage.
8. Click Approve or Deny.

To approve more than one individual at a time:

- Place a check mark in the box next to their name.
- Click Manage.
- Click Approve or Deny.

Verification Process for Job Code-99X Miscellaneous or Additional Job Codes (non-base)- All Miscellaneous Job Code will need Rate of Pay and Account number assigned to them before you submit your payroll. This may also pertain to job codes assigned by completing the Hours Beyond Contract form.

1. From the Hours menu, choose Period Reports.
2. Under Categories, Click on Job Code.
3. Under Select a report, Click Selected Job Code.
4. Click on Job Code Filter and choose the 999 job code.
5. Select the appropriate start and end dates.
6. Under Module Settings, make sure Split by job code and split by rate are checked.
7. Click Yes to view exceptions.
8. Click Preview.
9. This process will flag employees that have incomplete information or approvals that need to be addressed before they can be sent on for payroll processing.

Editing the Job Code-99X Miscellaneous or Additional Job Codes (non-base)

1. From the Hours menu, choose Individual Hours.
2. Double click on the employee you wish to view.
3. If the Job Code 99X- Miscellaneous exists in the upper right box, right click on the shift and select Edit segment.
4. Enter the appropriate rate of pay.
5. Click on the Custom tab.
6. Put the Account number in the Account number field.
7. Click Save.