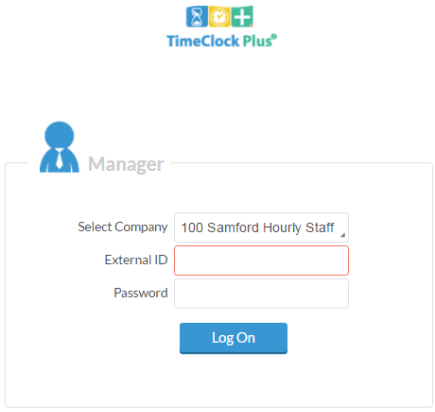
TIMECLOCK PLUS version 7

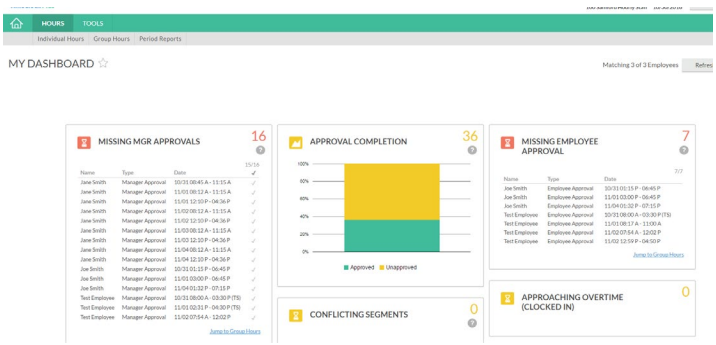
Manager: Entering Staff Timesheet Entries

The TCPv7 Manager can be accessed by going to timeclock2012.samford.edu/manager in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work well with Safari.**

1. Select company 100 from the drop down box.
2. Type in your USERID and Password (the same id you use to access your email) and click LogOn.



3. Your landing page will contain a menu at the top and a dashboard displaying items that need your attention in the body.



4. To Edit or Add Hours, start by clicking on HOURS in the Menu bar then INDIVIDUAL HOURS to view a list of the employees to whom you have access.

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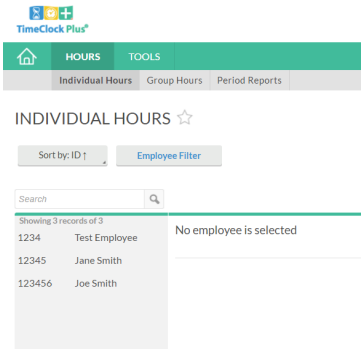
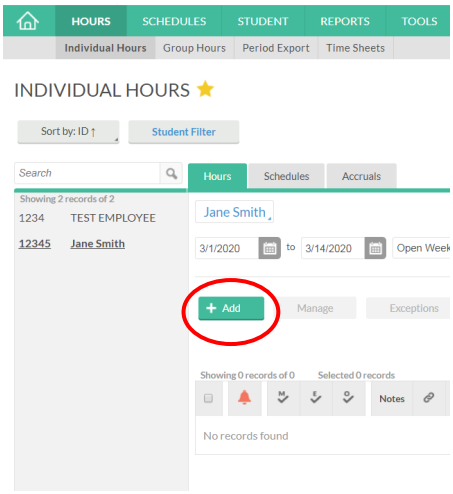


5. From here you can select the Employee Filter option to limit the number of employees shown or you can enter information into the Search bar (first or last name, or SUID).
6. Click on an employee's name to work with timesheets for that employee.
7. For each week that the employee has not worked their normal scheduled hours, add a Time Sheet Entry with the remaining hours needed to bring them up to that amount. **Note: You only need to make one entry per week not one per day.**
8. Additions can be made by clicking on the **+Add** box at the top of the list



9. The Add Segment box will appear which allows you to enter the information for the employee's timesheets by first clicking on **Timesheet entry**.

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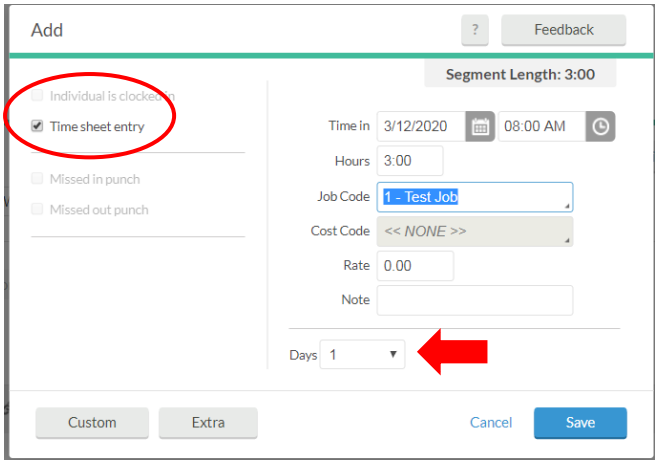

10. Enter a date that falls within the week and a start time. **The start time should not overlap with actual time worked** or it will create a conflicting shift.
11. Enter the amount of time as hours and minutes in the Hours box.
12. Choose the code **University Continuity Plan** from the drop down box next to Job Code-Position.
13. **NOTE:** Please make sure you add a time sheet entry and **do not edit the clocked time segments to add hours not worked**. TCP is a legal and auditable record, accuracy is important.
14. Click SAVE when you have completed the addition for this segment.
15. Remember to approve time as the manager.
16. You should notify your employee of the addition so they will have time to approve before the TCP deadline.

For Manager Overview, Manager Approvals, Request Manager and Reports, please see the training document specific to that function.