Time Clock Plus Instructions for Employees

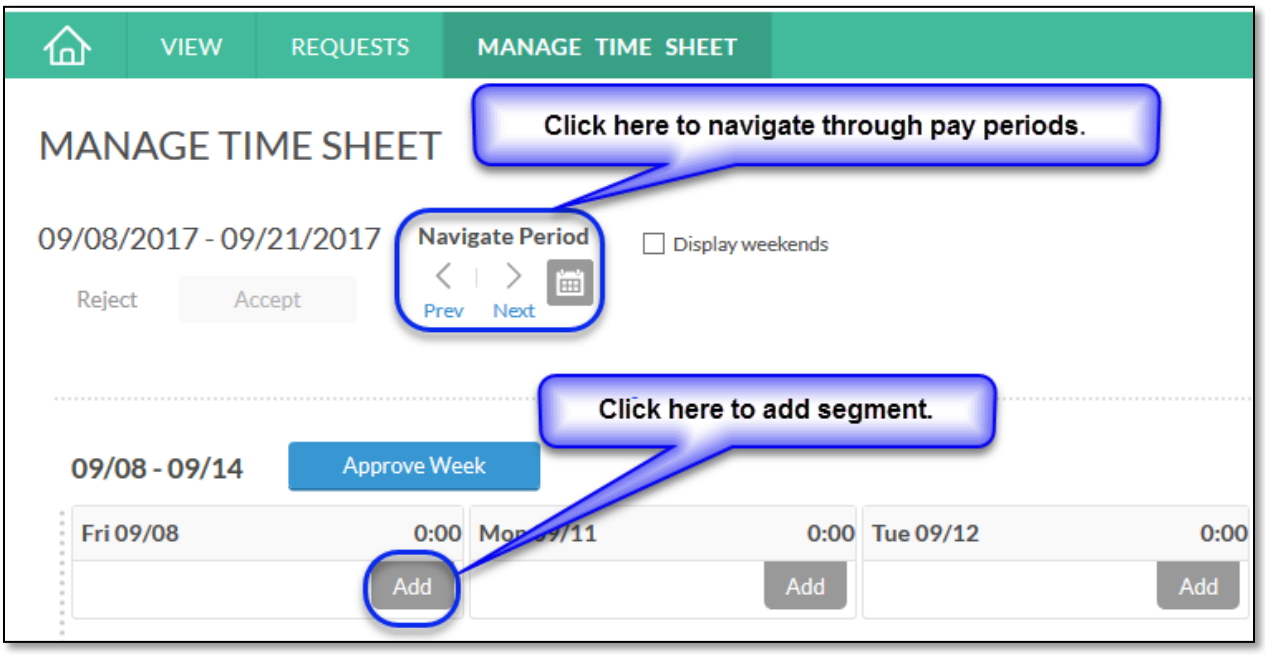
1. **Accessing your Timesheet:**

   - **Step 1.1:** Once you log in to the SHU Portal, under the "**Profile**" tab click on "**Timesheets**".

   - ***Step 1.2:*** To access your timecard, click on **"MANAGE TIME SHEET"** located at the top. *(see screenshot 1.a)*

(Screenshot 1.a)

   - ***Step 1.3:*** You will see the below screen. By default, the current pay period timesheet will be available. To see the previous or next pay period click on "**Prev/Next**" located below Navigate Period (*see screenshot 1.b*).



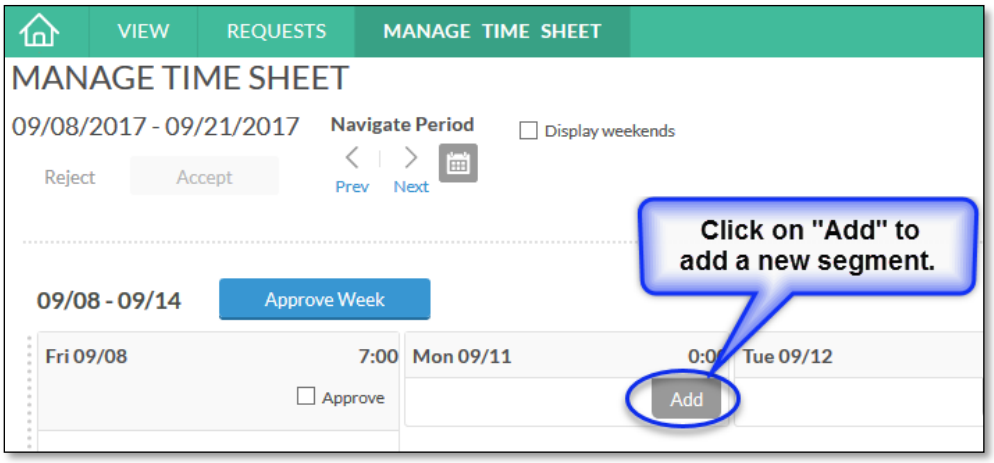
(Screenshot 1.b)

   - ***Step 1.4:*** Click on the "Add" button to add a segment to record time.

2. Entering Worked Time:

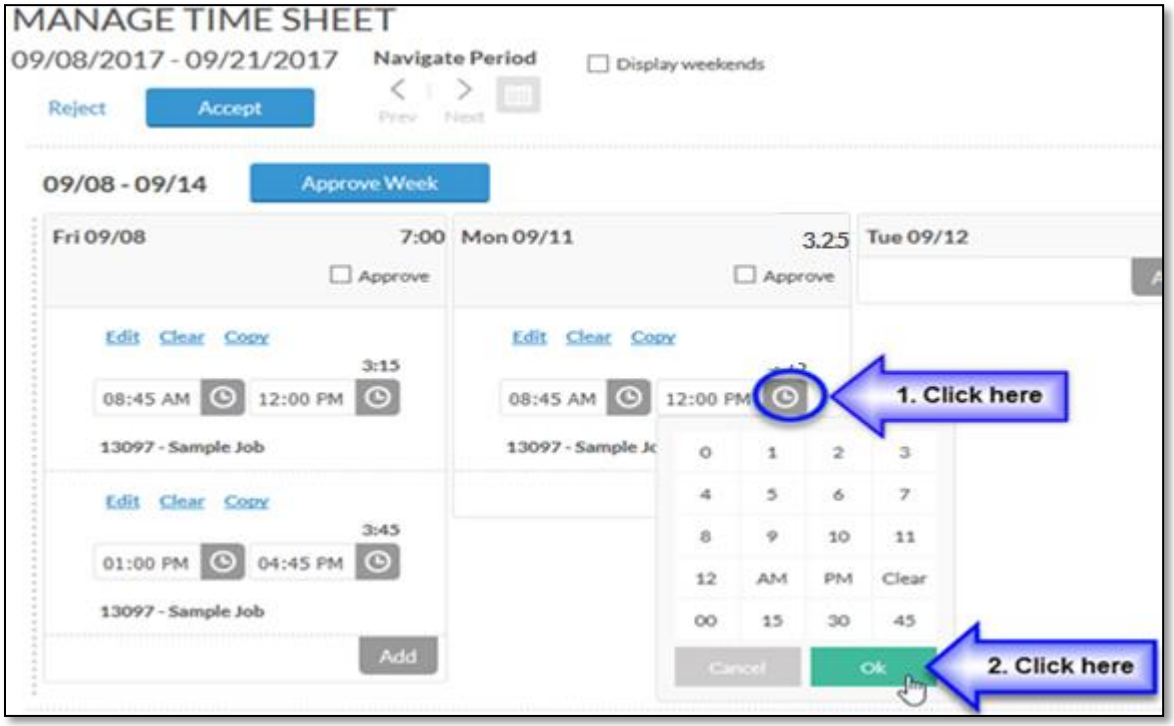
Once the pay period is set to the appropriate pay period, you may begin entering time.

- **Step 2.1**. : Click on the "**Add"** button under the specific date to add a segment. (See screenshot 2.a)



(Screenshot 2.a)

- **Step 2.2:** Click on the (**Clock** symbol) to input the time desired, followed with an "AM" or "PM", and click on the **OK** button. (See screenshot 2.b)

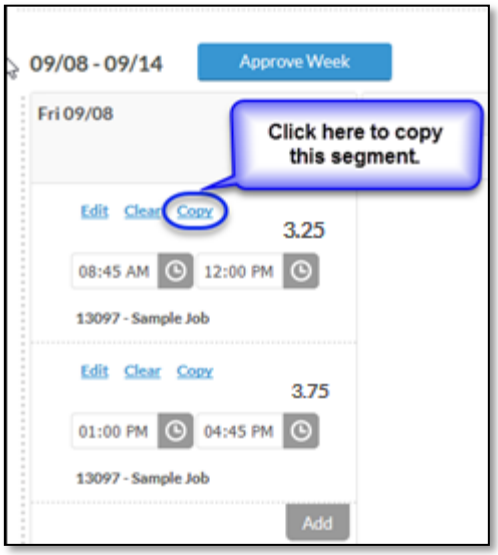


(Screenshot 2.b)

3. Copying Time:

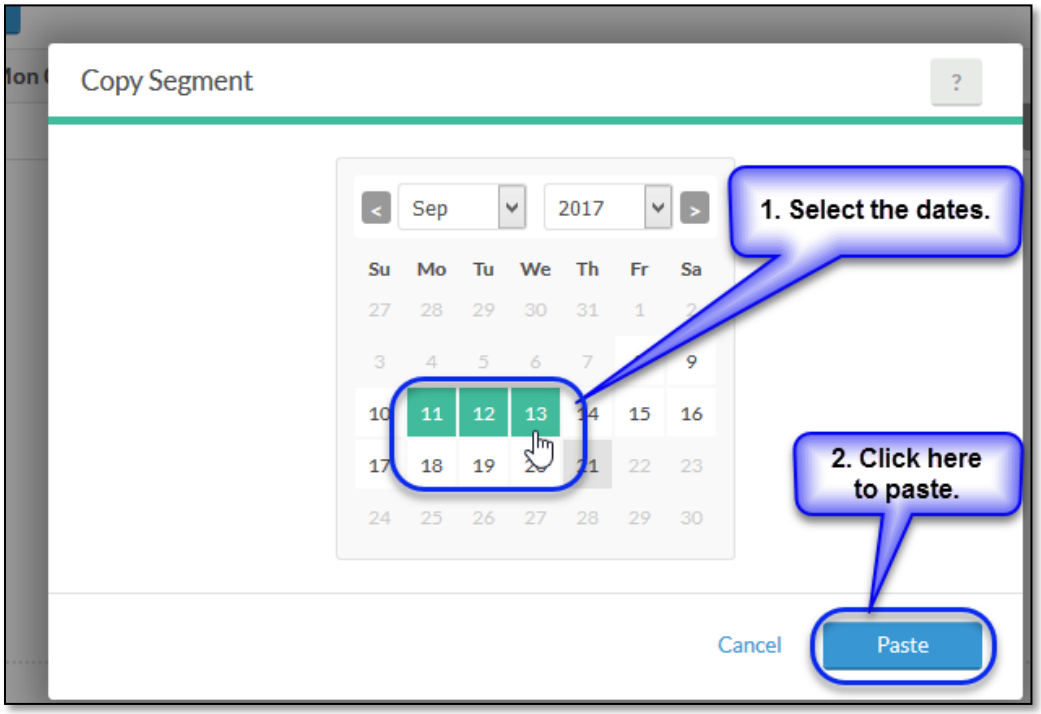
Timeclock Plus has a COPY feature which allows users to copy time.

- **Steps 3.1:** Click on "**Copy**" located above the segment to copy that segment. (See screenshot 3.a).



(Screenshot 3.a)

- **Step 3.2. :** Next, select the appropriate dates and click on "Paste." (See screenshot 3.b)

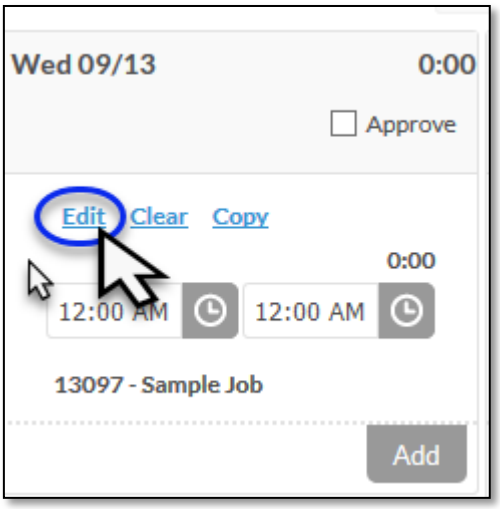


(Screenshot 3.b)

4. Entering Exception Time: (Time Not Worked)

4.1. Add full day exception: To record a full day exception time please see below steps:

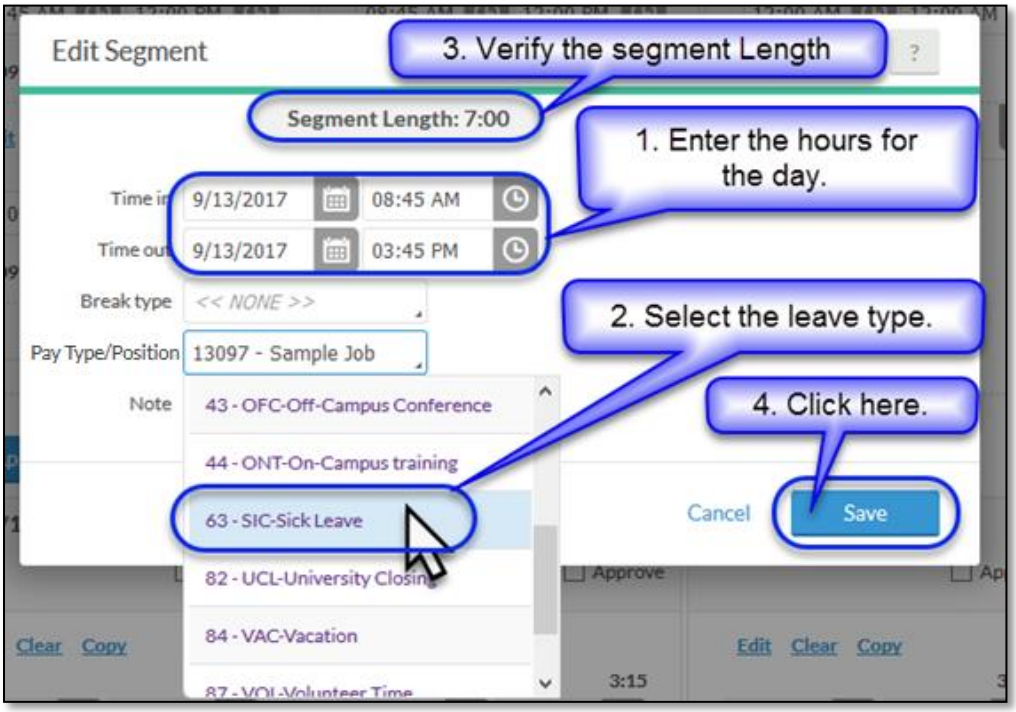
- **Step 4.1.i :** Click on "**Add**" to add a segment for the date.
- **Step 4.1.ii :** Click on "**Edit**" located above the time that segment. (see screenshot 4.a)



(Screenshot 4.a)

- **Step 4.1.iii:** Enter the hours for the day.

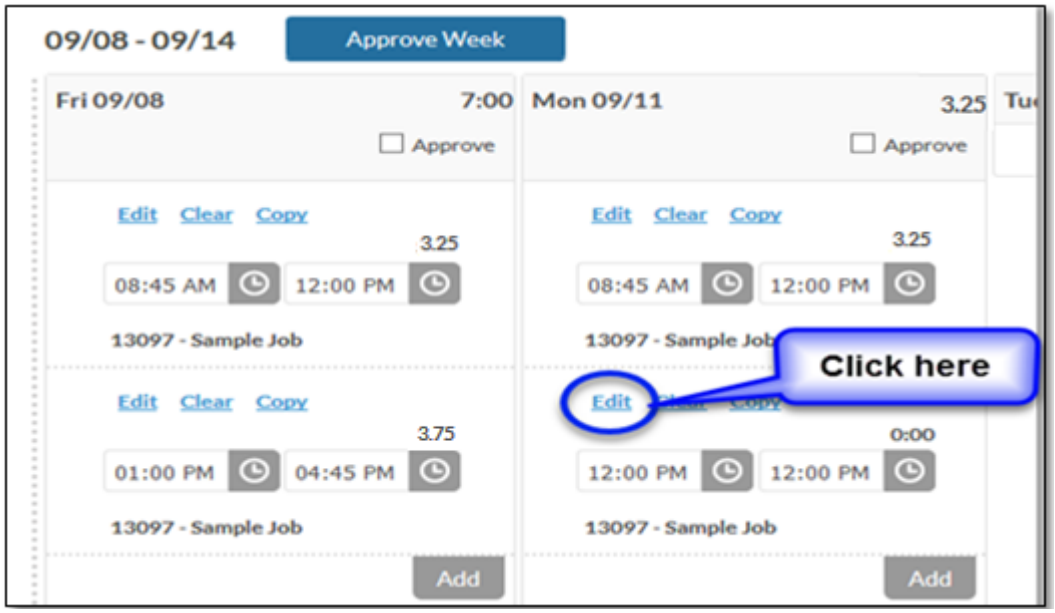
- To get to 7 hours, list your normal start & stop time without a lunch period (Ex. 8:45 am to 3:45 pm)
  - **Step 4.1.iv:** Select the leave type from the dropdown across "**Pay Type/Position**".
  - **Step 4.1.v:** Verify the "**Segment length**" field & click **"Save"**. (see screenshot 4.b)



(Screenshot 4.b)

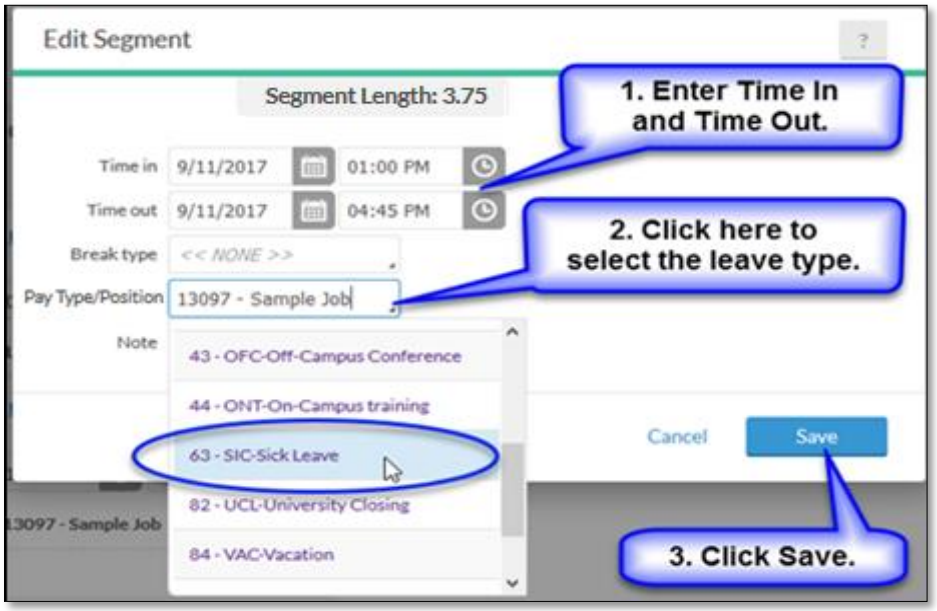
4.2.Entering Partial Day worked;

- **Step 4.2.i:** To record an exception (sick, vacation, etc.) add a new segment and then click on "**Edit**" (see screenshot 4.c)



(Screenshot 4.c)

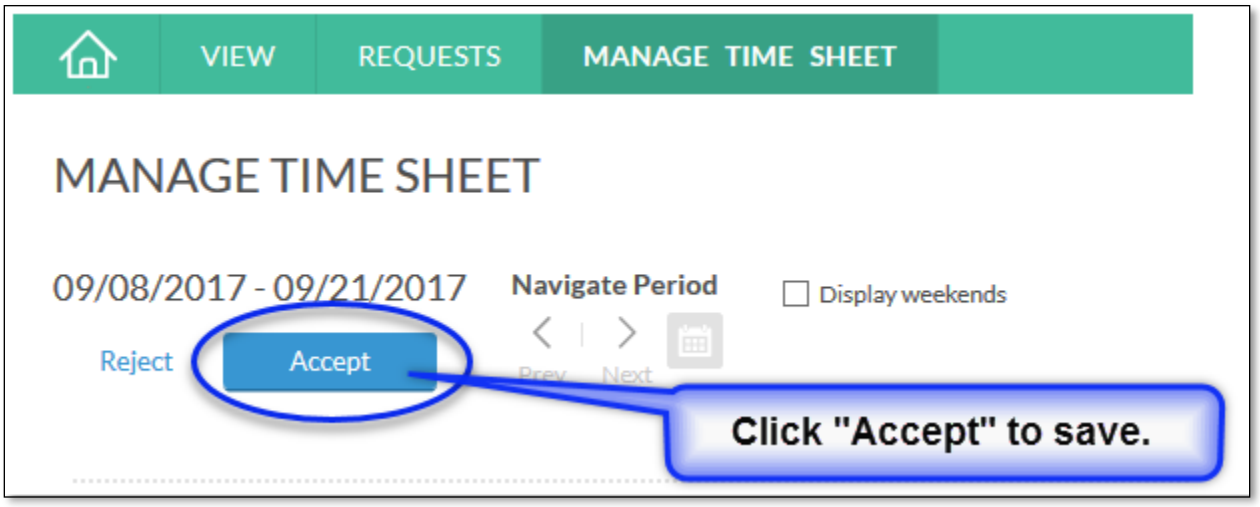
- **Step 4.2. ii:** Next on "**Edit**" located above the time that segment. (See screenshot 4.d)
- **Step 4.2.iii :** Enter "**Time In"** and "**Time Out".**
- **Step 4.2.iv :** Select the leave type by clicking on the dropdown across **Pay type/Position.**
- **Step 4.2.v :** Click on "**Save**".



(Screenshot 4.d)

5. Saving your Timecard:

- Click "**Accept**" on the top left of the page to save the changes done.



(Screenshot 5.a)

6. Verify Total Hours Entered:

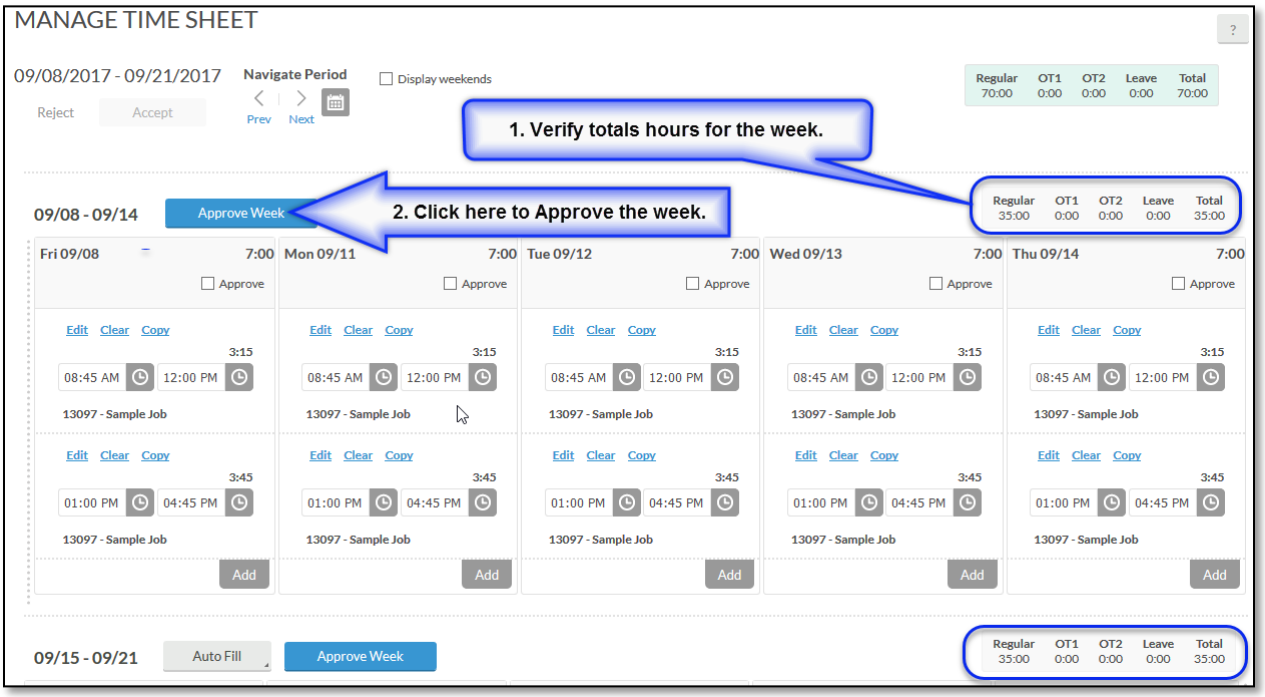
- The total hours worked for a payperiod can be viewed at the top right side of the time sheet.

(Screenshot 6.a)

7. Approving your Timecard:

Timesheets must be approved for each week.

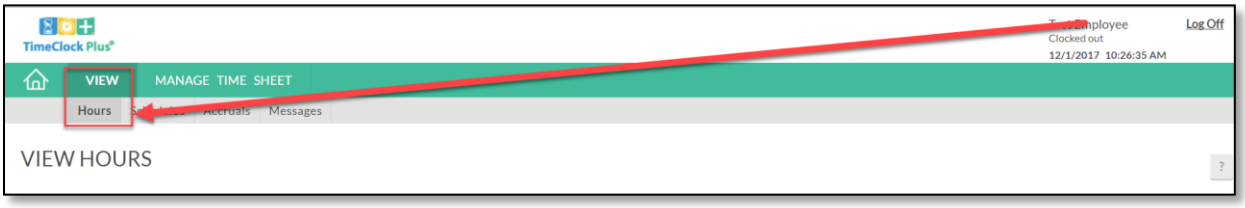
- **Step 7.1**: Click the "**Approve Week**" button located at the top of each week.
- **Step 7.2:** Once approved, click **"Accept**" to save the changes.



(Screenshot 7.a)

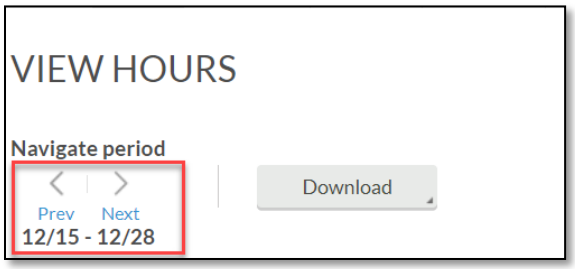
8. Verifying Manager Approval

- **Step 8.1:** To verify if your time sheet has been approved by your supervisor, go to '**Hours**' under the '**View**' Menu Option.



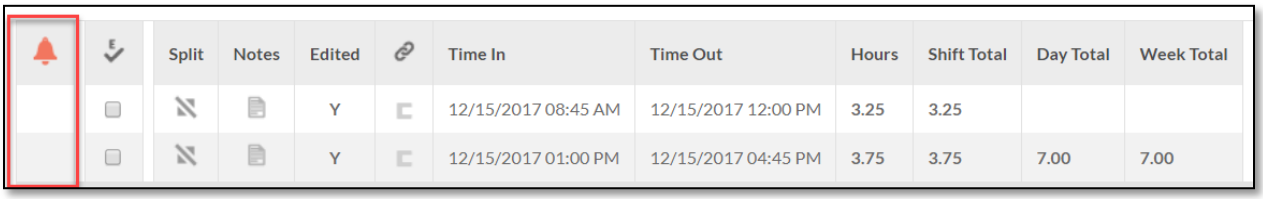
(Screenshot 8.a)

- **Step 8.2:** Ensure that you are in the correct pay period using the pay period navigation buttons.



(Screenshot 8.b)

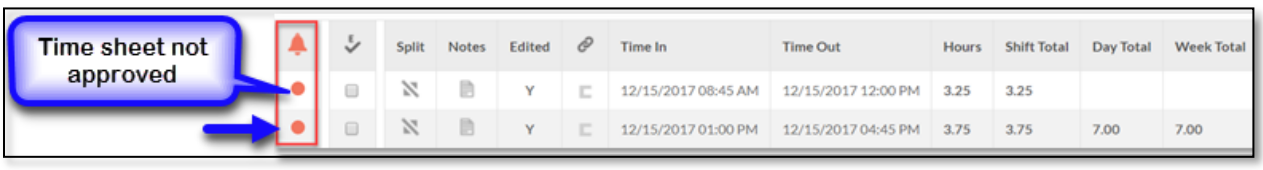
- **Step 8.3:** Verify the exception indicator is **not red**. If the indicator is **blue or clear/blank**. Your timesheet has been approved by your manager. (see screenshot 8.c)



		Split	Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total
				Y		12/15/2017 08:45 AM	12/15/2017 12:00 PM	3.25	3.25		
				Y		12/15/2017 01:00 PM	12/15/2017 04:45 PM	3.75	3.75	7.00	7.00

(Screenshot 8.c)

9. **Step 8.4**: If the indicator is red, please contact your manager to approve your time sheet. (see screenshot 8.d)



		Split	Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total
				Y		12/15/2017 08:45 AM	12/15/2017 12:00 PM	3.25	3.25		
				Y		12/15/2017 01:00 PM	12/15/2017 04:45 PM	3.75	3.75	7.00	7.00

(Screenshot 8.d)