TimeClock Plus Overview

University of New Mexico
Gallup Campus

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Drawbacks of current paper-based (manual) process:

- Time Sheet & Leave Request are prone to errors
- Lack of easy access to Timesheets and Leave Requests
- Time consuming
- Processing different schedules and bargaining unit policies
Benefits of TCP:

- Keeps time reporting consistent
- Streamlines the approval process
- Access and convenience
- Automation
- Saves time correcting errors or omissions
- And saves time completing entire time entry process
Other TCP Benefits:

- Employee scheduling
- Labor tracking (job/project time)
- Reminder notifications
- Reporting and analytics
- Future Banner integration
- Retention of Time Sheets and Leave Requests
Other UNM campuses and universities:

- Valencia, Los Alamos and other Main Campus Depts are utilizing TCP, as well as other universities.
Employee login & clocking in/out

- There are two separate websites, one is for the employee role and the other is for the manager role.
- Employees will clock in/log in with **Banner ID** and **PIN** (1234) either on the employee website (https://328488.tcplusondemand.com/app/webclock/#/EmployeeLogOn/328488/1) or on the RDT.

1) WebClock

2) Remote Data Terminal (RDT/fob reader)
Employee login & clocking in/out

- After clocking in/out you will receive a confirmation message, select “Continue”
- Clock out for lunch, clock in when returning from lunch
Employee WebClock - PIN reset

- Log in, select “My Options” at the top right, enter the current PIN (1234) and your new PIN, and select “Update”
Employee WebClock - Dashboard

- Approve own time in Dashboard > View > Hours
- Submit leave requests in Dashboard > Request
Employee WebClock - Approving own time

- After navigating to Dashboard > View > Hours, review hours and job codes, check the “E” button and confirm.
- Note: The employee must approve their own time before the manager can approve the employee's time.
Employee WebClock - Submitting leave request

- After navigating to Dashboard > Requests, click “Add”, enter your leave request and “Save”
Employee RDT - Self service

- Change PIN in Self Service > Change Pin
- Approve own time in Self Service > Hours
- Submit leave requests in Self Service > Requests
Employee RDT - PIN reset

- Log in, navigate to Self Service > Change Pin, enter the current PIN (1234) and your new PIN, and select “Change”
Employee RDT - Approving own time

- After navigating to Self Service > Hours, review time and job codes, check the “Aprv” button and confirm
Employee RDT - Submitting leave request

- After navigating to Self Service > Requests, click “Add”, enter your leave request and “Save”
Manager email notification for leave requests

- The employee will receive a Time Off Request Created email from UNMG TimeCards

![Time Off Request Created](image)

And that’s an overview of the employee side of TCP
Manager login

- There are two separate websites, one is for the employee role the other is for the manager role.
- Managers will log in with **NetID** and **Password** (TCP123!) on the manager website (https://328488.tcplusondemand.com/app/manager/index.html#/ManagerLogOn/328488).
Manager - password reset

- Log in, navigate to My Options > Passwords tab, enter the current password (TCP123!) and your new password, and select “Update”
- Passwords must be 3 or more characters in length, 1 or more uppercase characters (A-Z), 1 or more digits (0-9), and 1 or more NON-alphanumeric characters ($, %, @, !,...)
Manager - Approve employee time

- Approve employee time in Dashboard > Hours > Group Hours or use the Dashboard widget to Jump to Group Hours
Manager - Approve employee time

- Check period is set to “Open Weeks” and then select “Update”
- Review hours and job codes, check the “M” button and select “Apply Changes”
- **Note:** The employee must approve their own time before the manager can approve the employee’s time.

The second time segment cannot be approved because the employee has not yet approved
Manager - Approve pending time off requests

- Approve employee time off request in Dashboard > Tools > Requests > Request Manager or use the Dashboard widget to Jump to Request Manager.
Manager - Approve pending time off requests

- Right click on time off request, select “Approve” or “Deny”, and confirm
Employee email notification for leave requests

- The employee will receive a Time Off Request Approved email from UNMG TimeCards
- The employee will also see the approved request in Dashboard > Requests and Self Service > Requests