



# TimeClock Plus Overview

University of New Mexico

Gallup Campus

10/12/2023

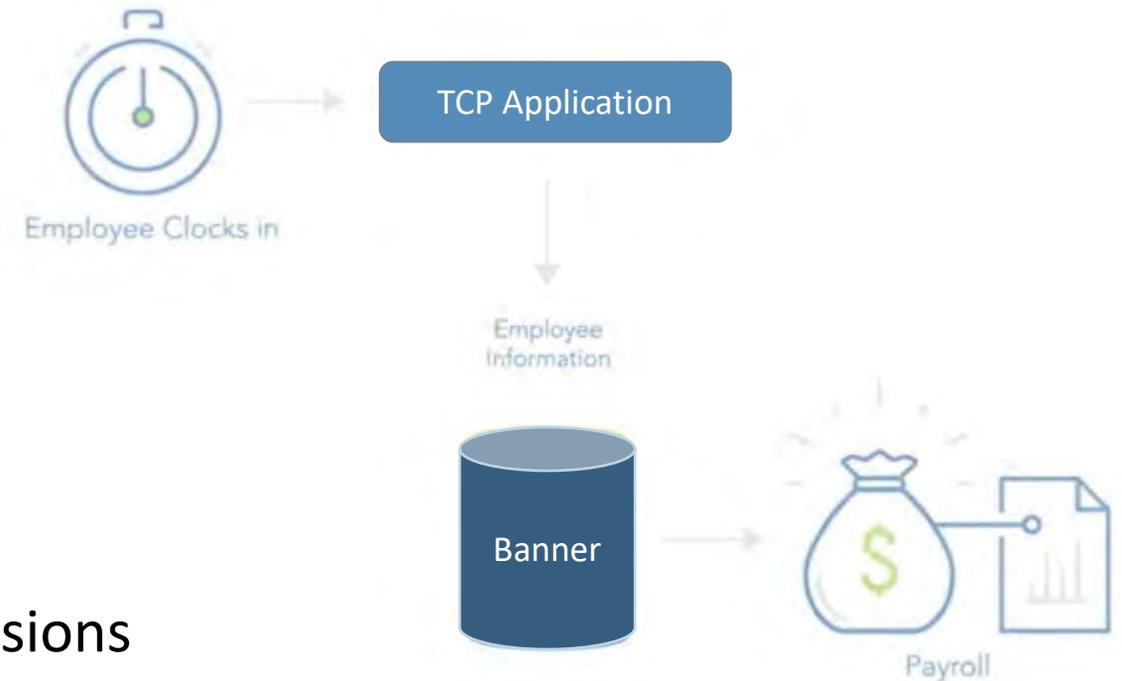
## Drawbacks of current paper-based (manual) process:

- 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:

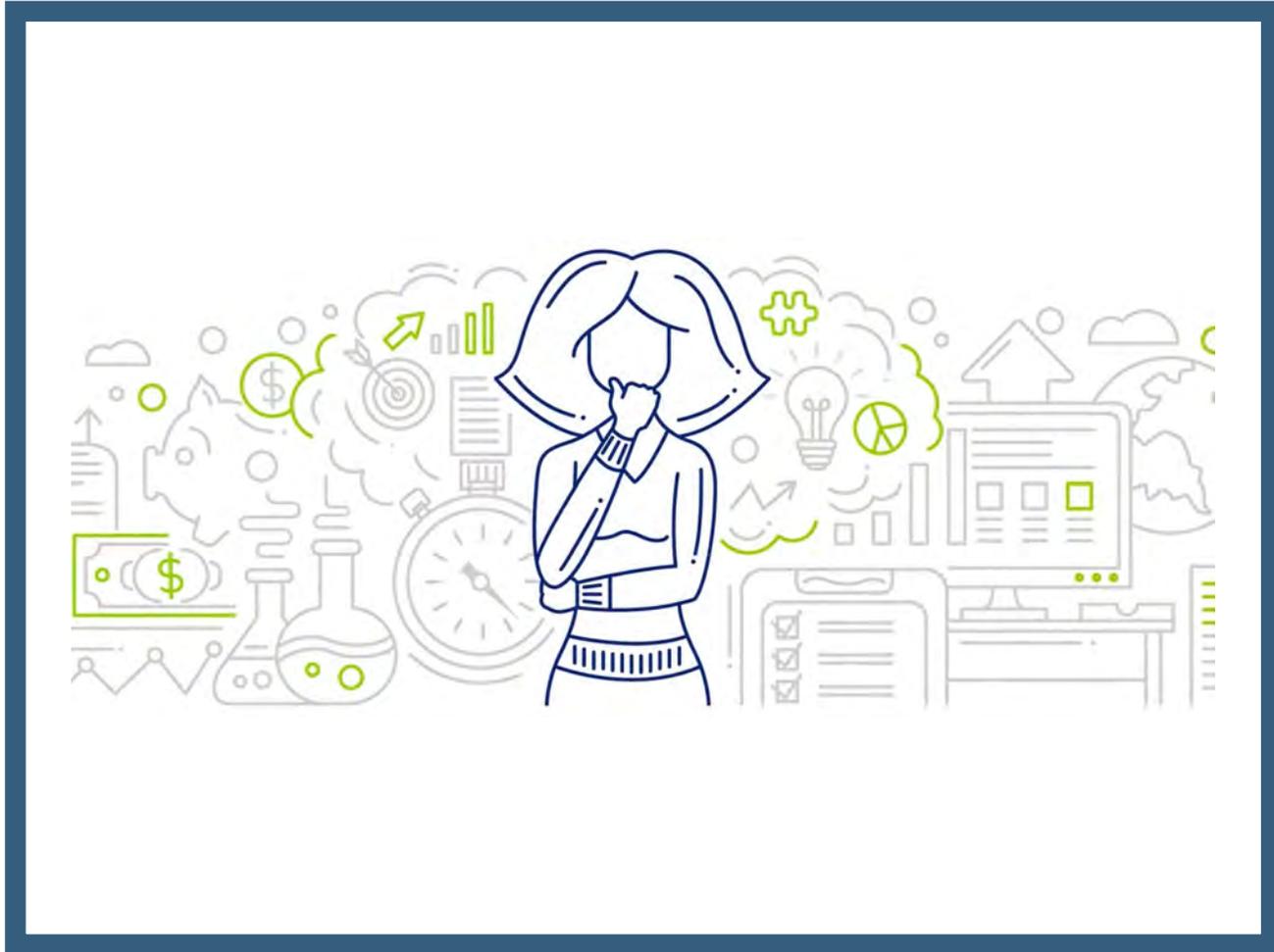
- Employee scheduling
- Labor tracking (job/project time)
- Reminder notifications
- Reporting and analytics
- Future Banner integration
- Retention of Time Sheets and Leave Requests



# Other UNM campuses and universities:

- Valencia, Los Alamos and other Main Campus Depts are utilizing TCP, as well as other universities





# TimeClock Plus Quick Guide

University of New Mexico

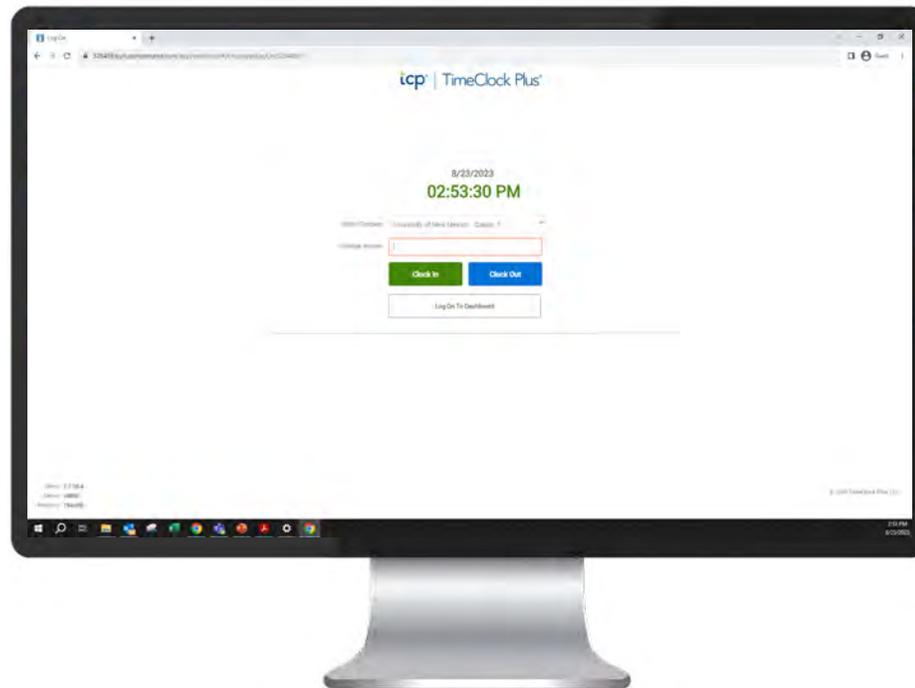
Gallup Campus

08/25/2023

# 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.tcplusedemand.com/app/webclock/#/EmployeeLogOn/328488/1>) or on the RDT.

## 1) WebClock



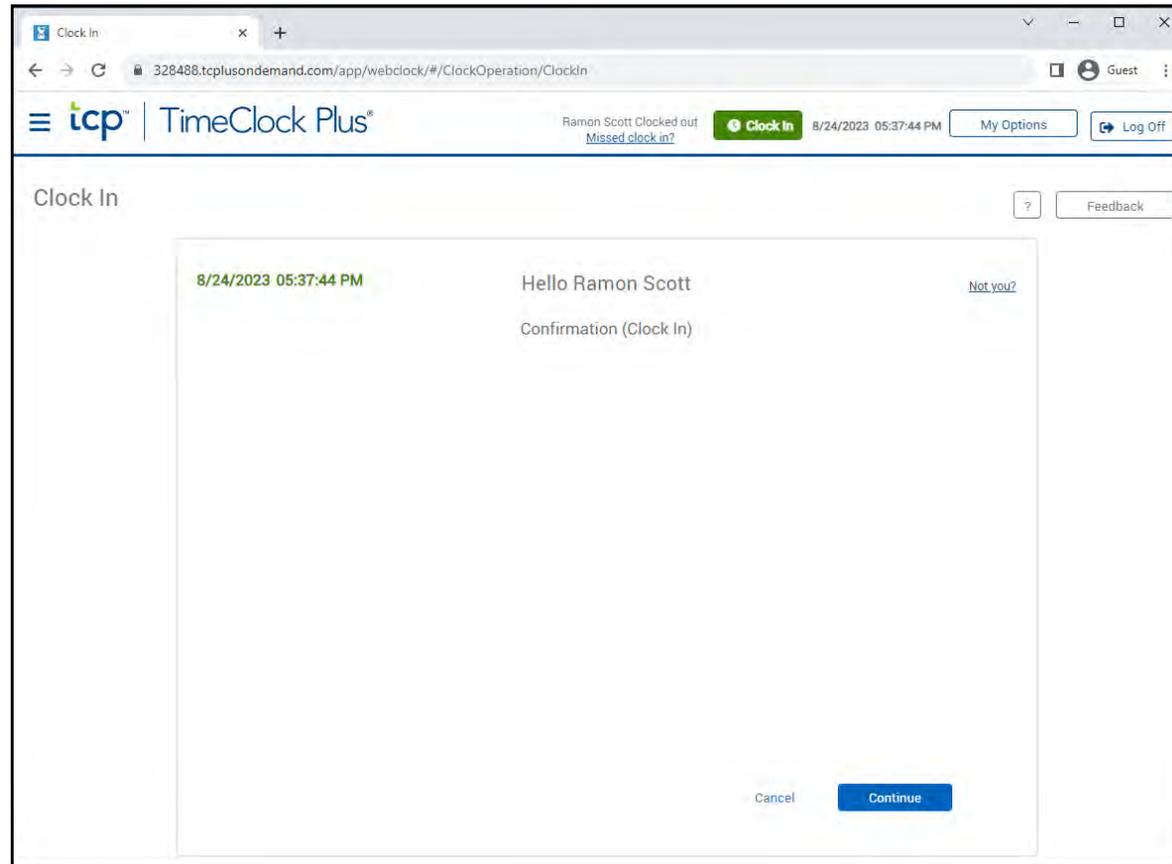
## 2) Remote Data Terminal (RDT/fob reader)



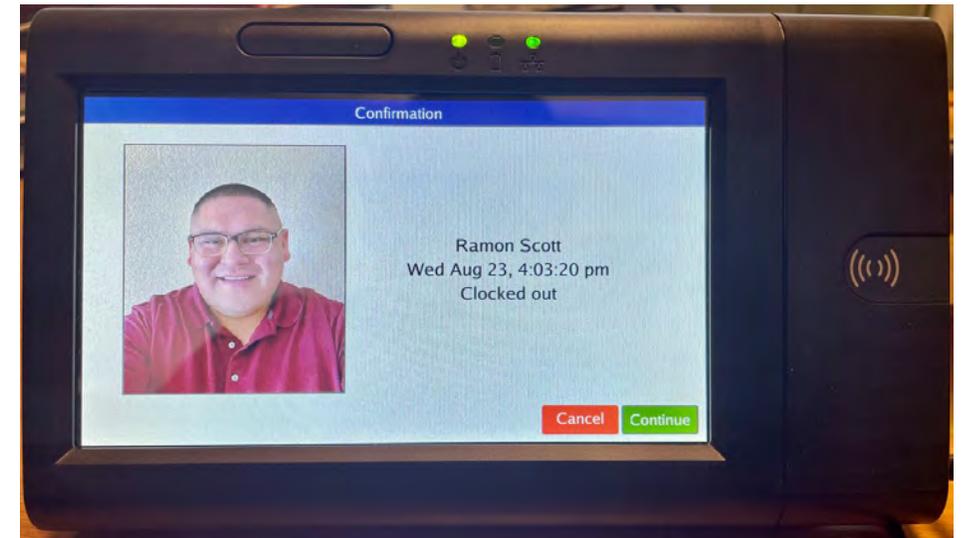
# Employee login & clocking in/out

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

## WebClock

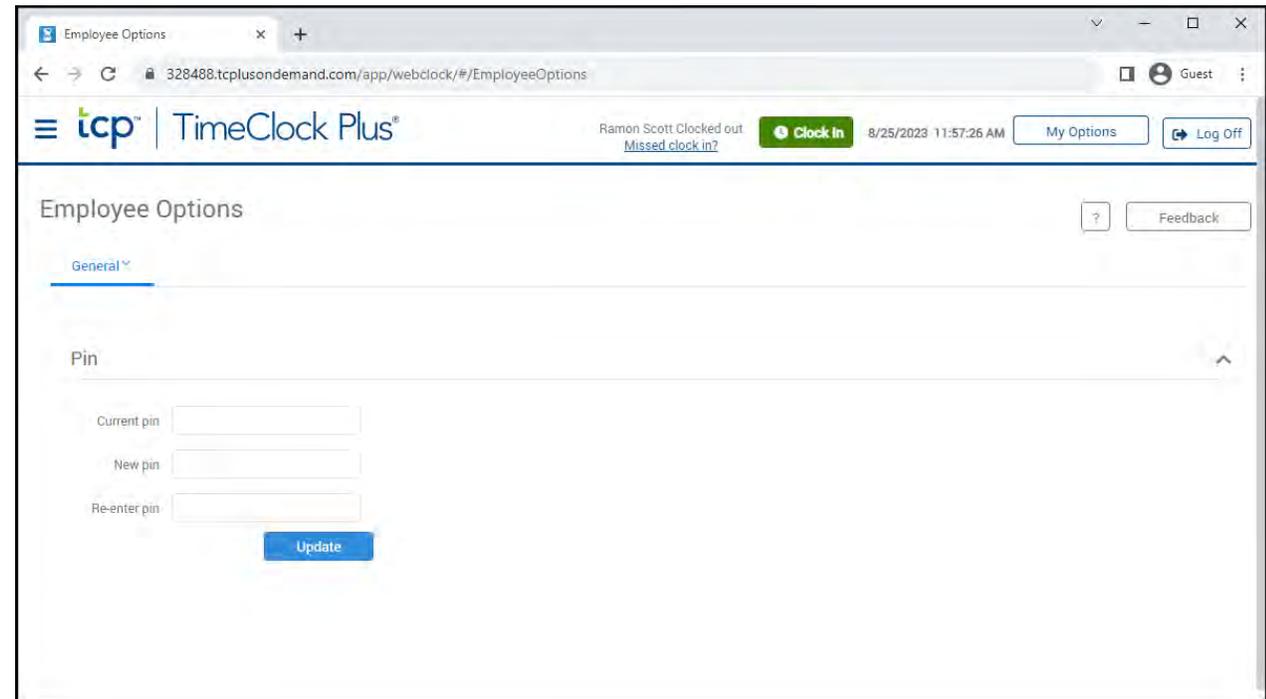
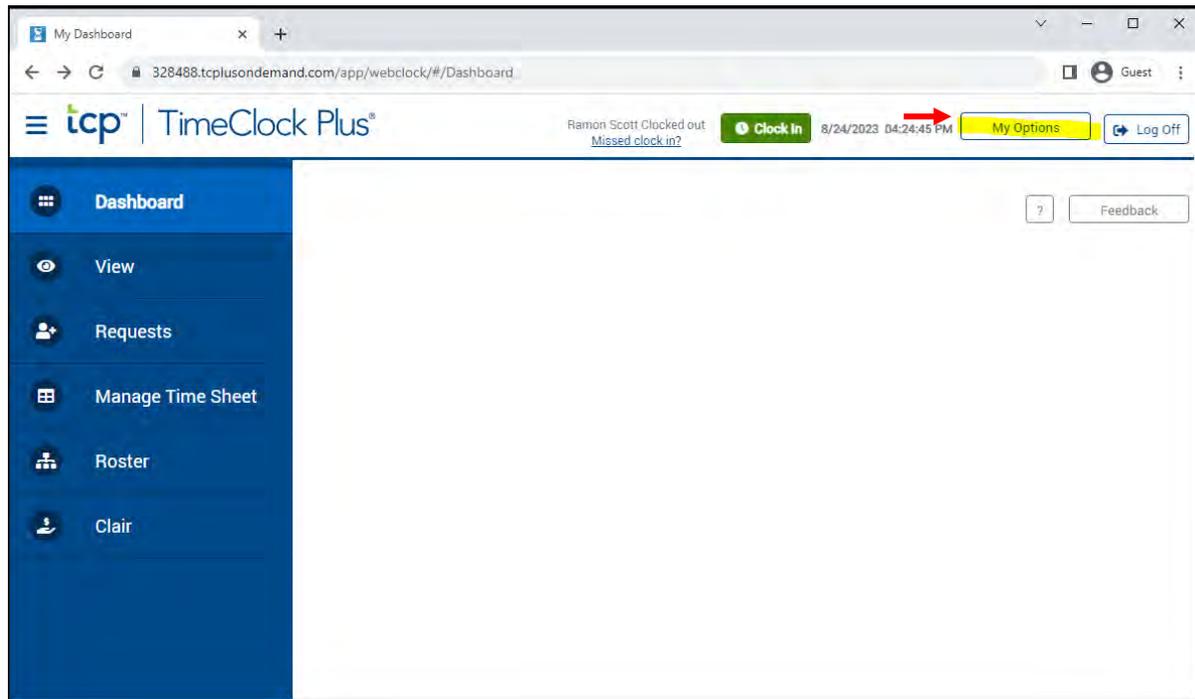


## RDT



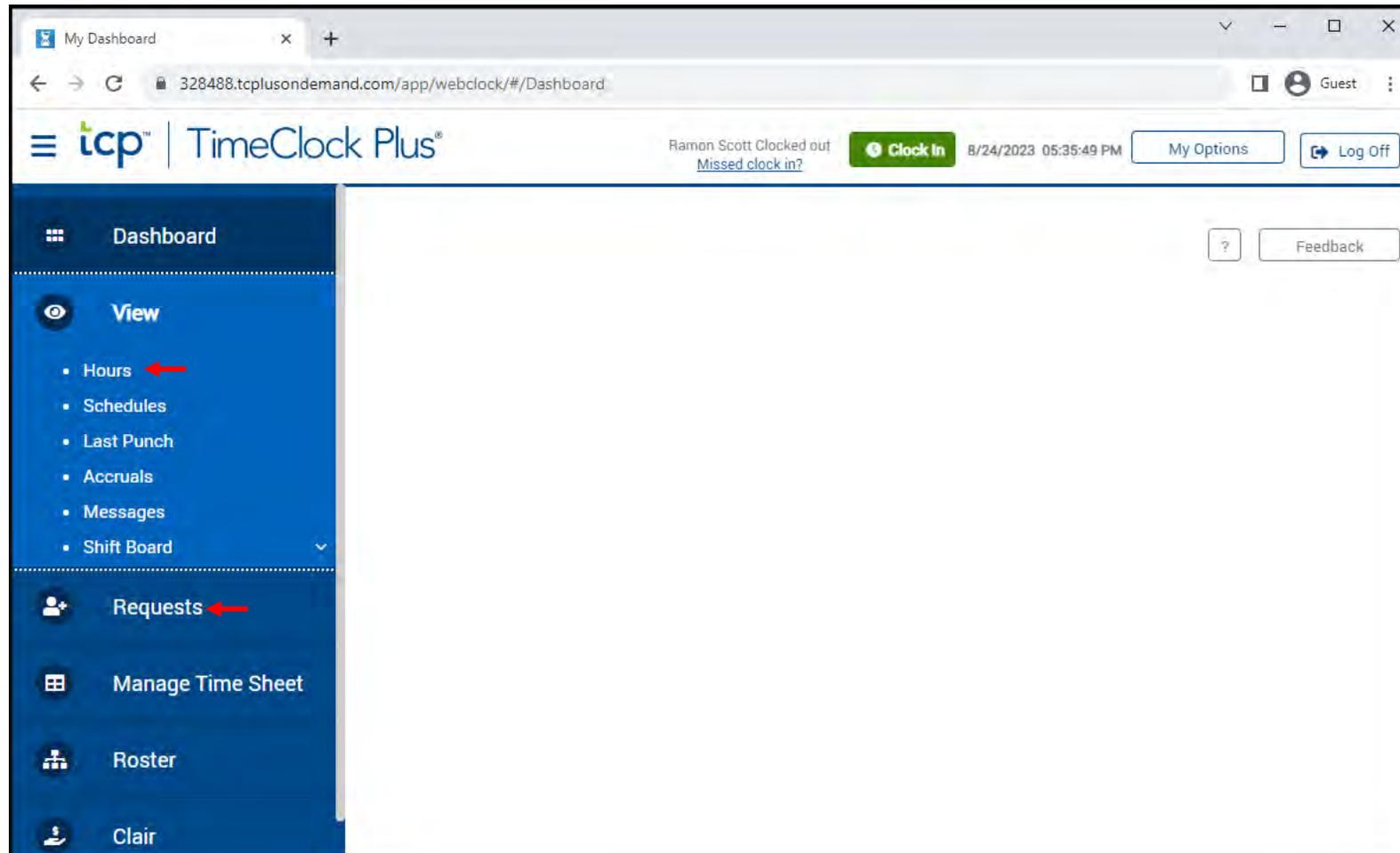
# Employee WebClock - PIN reset

- 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.

View Hours

7/31/2023 to 8/30/2023 This Period Update  Show segments requiring approval

Navigate to Comp Time Allocation

Regular 0:12 OT1 0:00 OT2 0:00 Comp Reg 0:00 CompOT1 0:00 CompOT2 0:00 Leave 0:00 Total 0:12

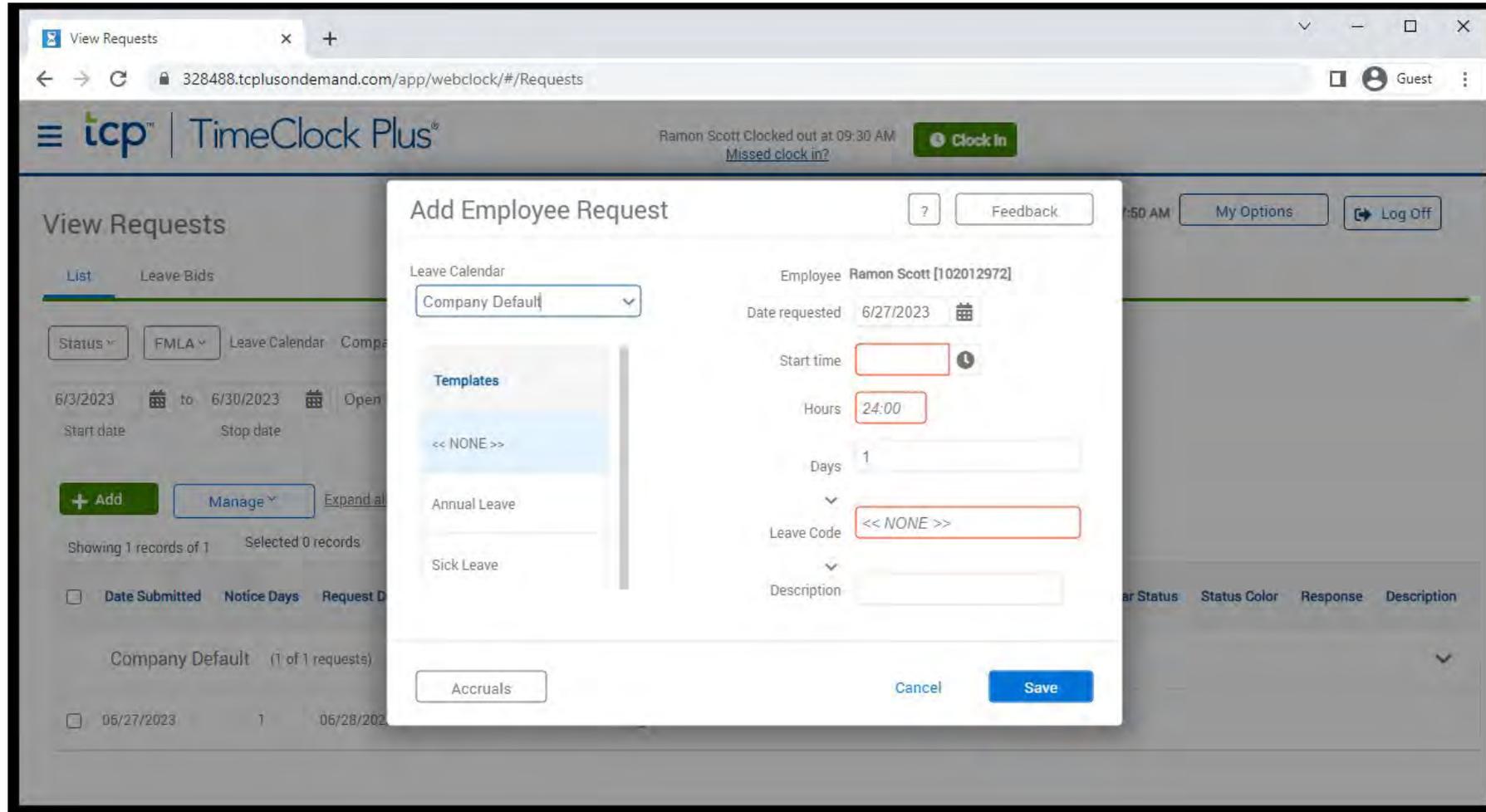
Get instant access to your pay with Clair Banking services provided by Pathward, N.A., Member FDIC. Get Paid Early

Showing 2 records of 2

	Comp Time	Notes	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Labor Code
	<input checked="" type="checkbox"/>		Thu 8/24/2023 10:48 AM	Thu 8/24/2023 10:51 AM	Thu 8/24/2023 10:54 AM	Thu 8/24/2023 10:52 AM	0:06	0:06			10 - Regular base pay (Clocked)	
	<input checked="" type="checkbox"/>		Thu 8/24/2023 10:54 AM	Thu 8/24/2023 10:57 AM	Thu 8/24/2023 11:00 AM	Thu 8/24/2023 10:58 AM	0:06	0:06	0:12	0:12	10 - Regular base pay (Clocked)	

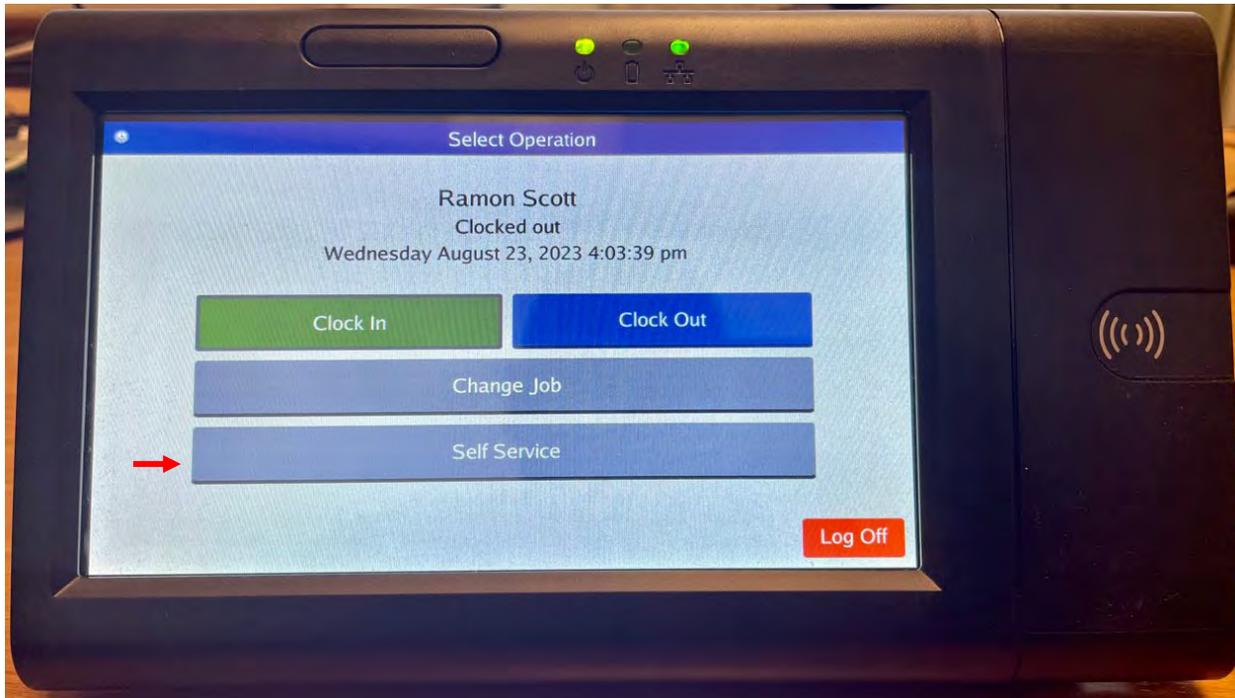
# Employee WebClock - Submitting leave request

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



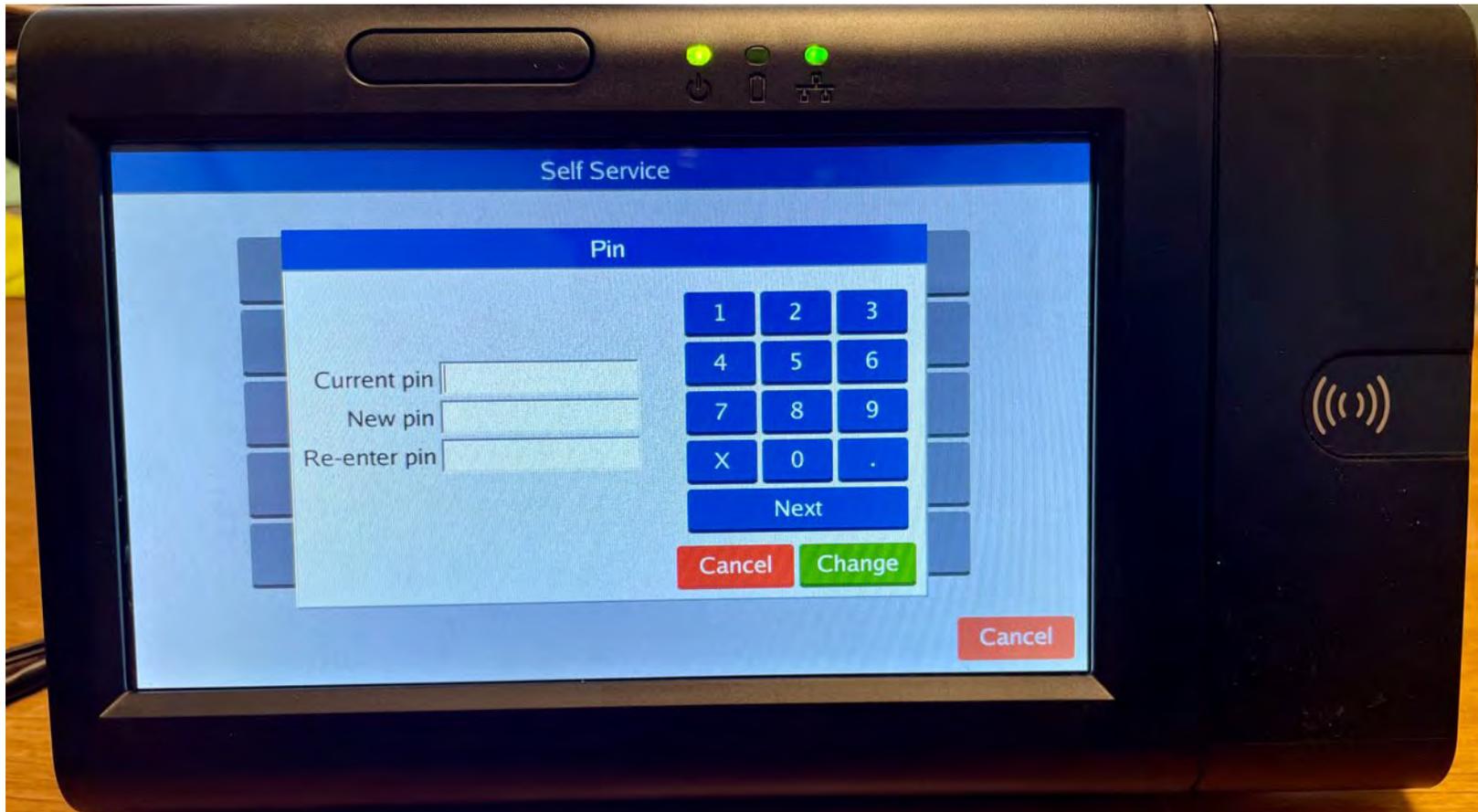
# Employee RDT - Self service

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



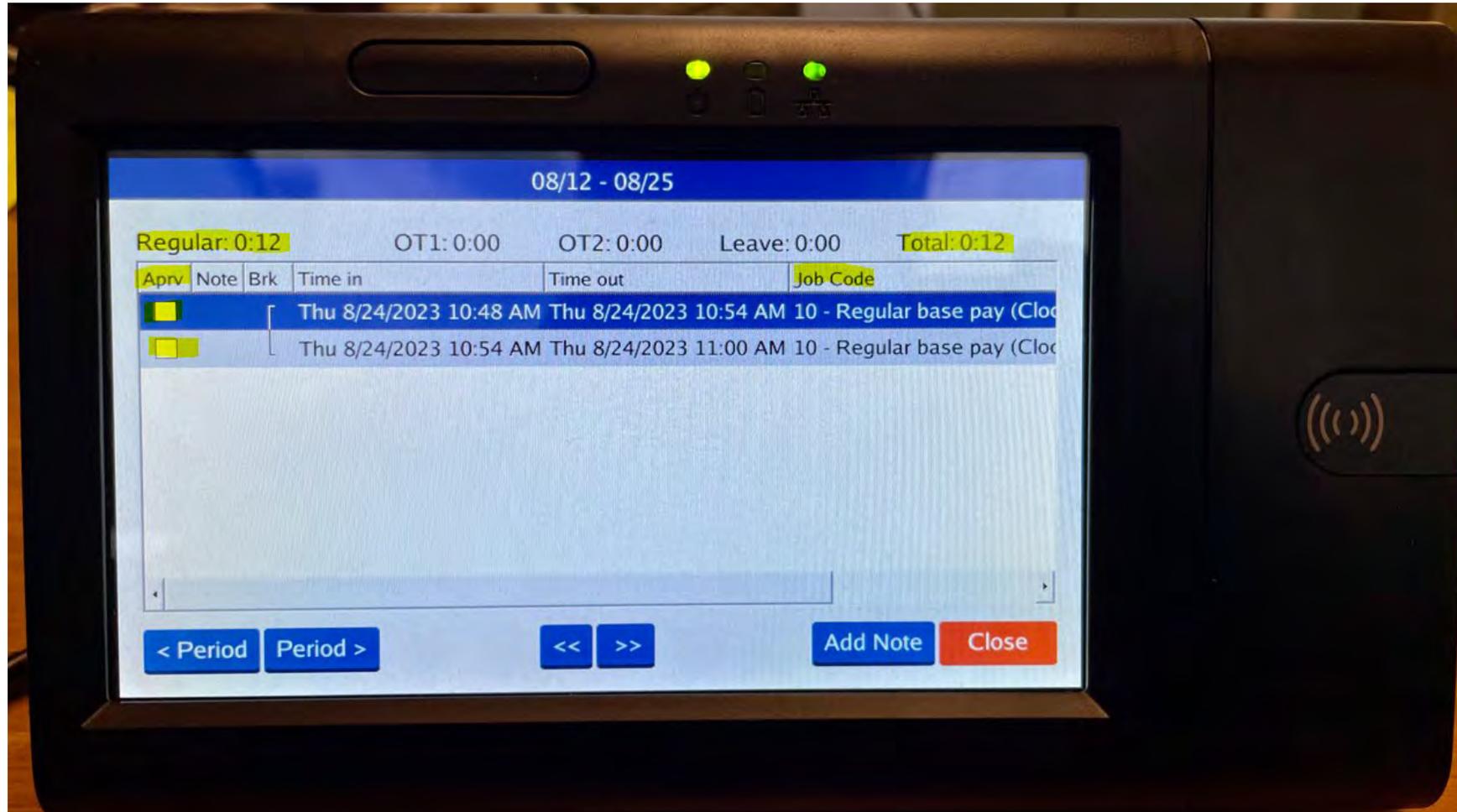
# Employee RDT - PIN reset

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



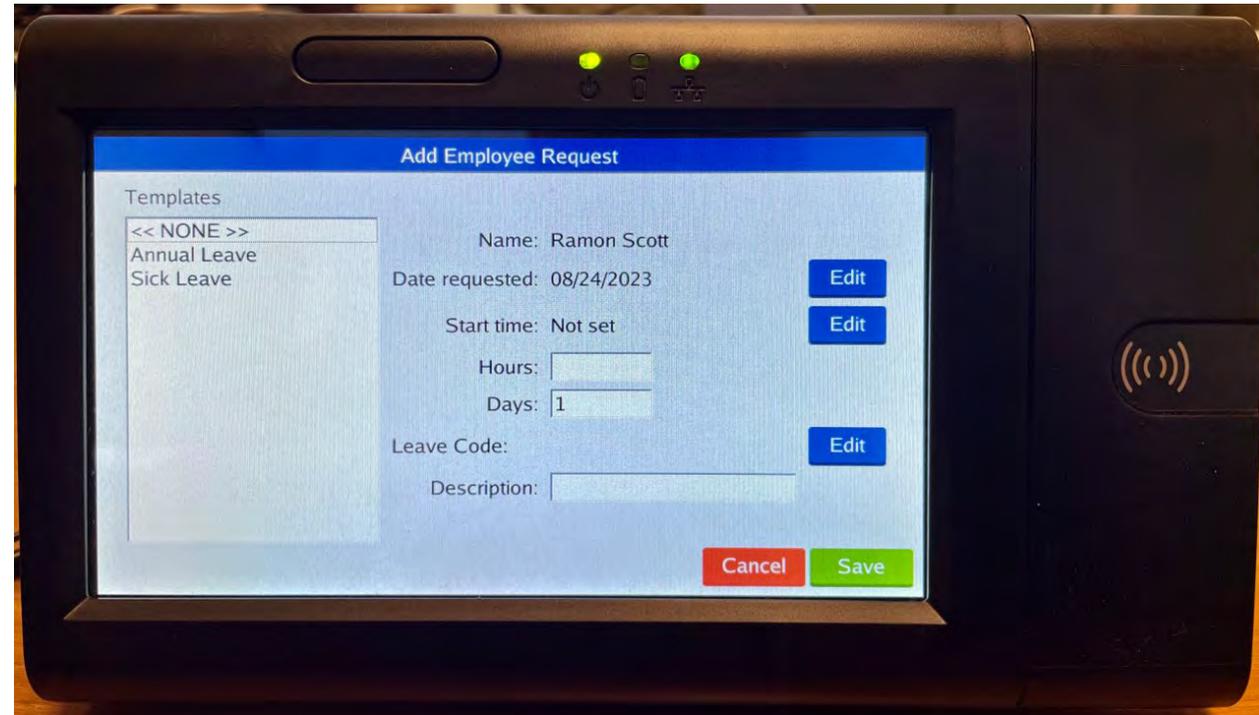
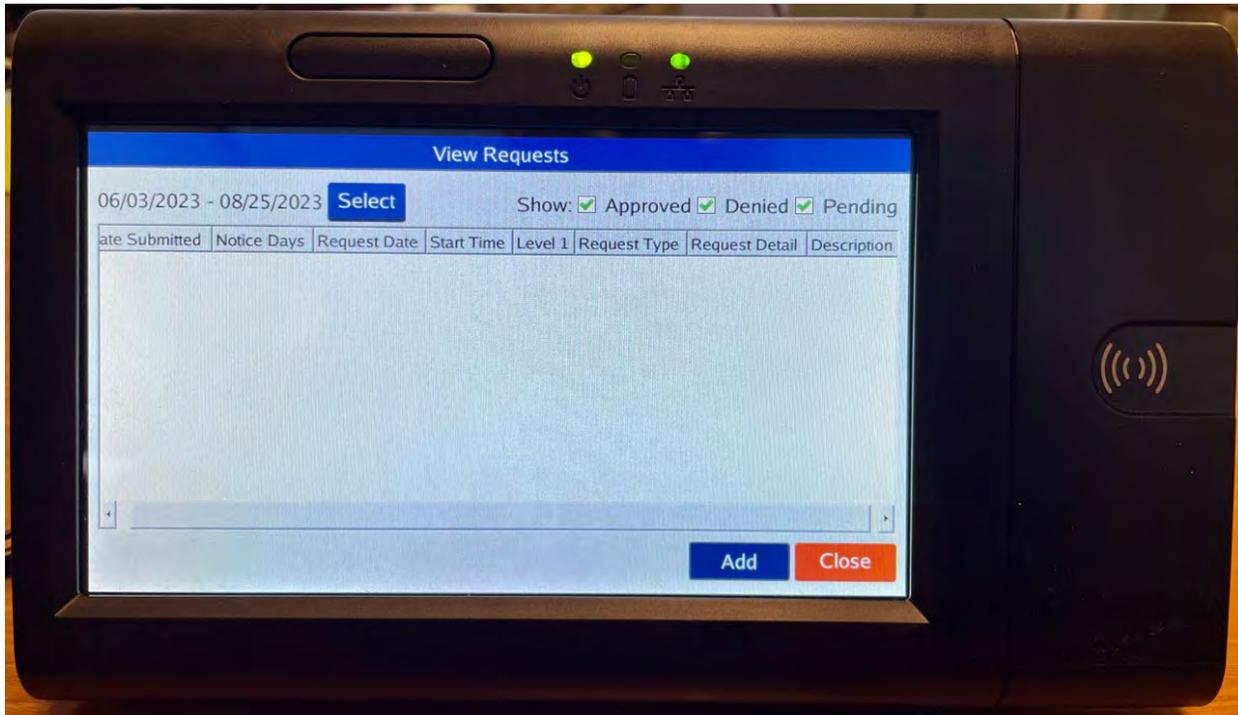
# Employee RDT - Approving own time

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



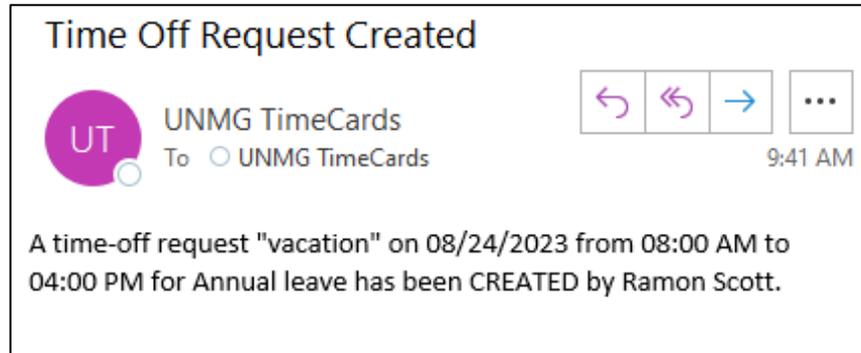
# Employee RDT - Submitting leave request

- After navigating to Self Service > Requests, click “Add”, enter your leave request and “Save”



# Manager email notification for leave requests

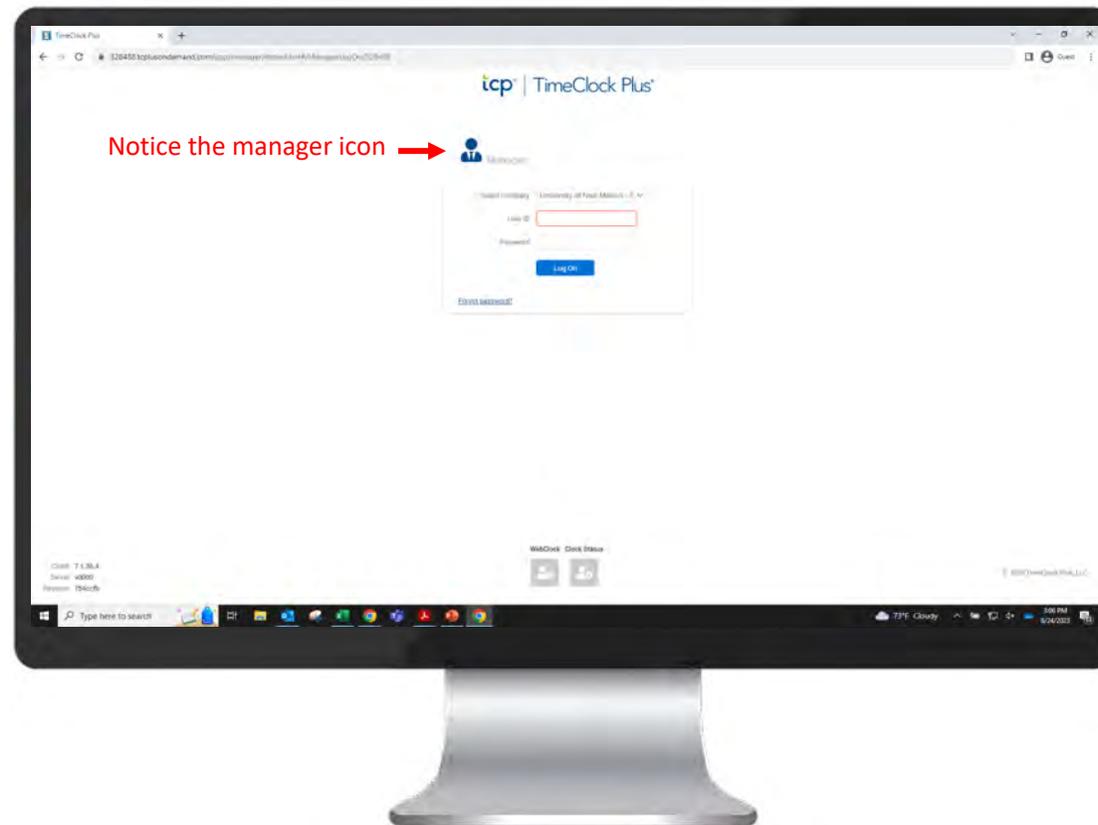
- The employee will receive a Time Off Request Created email from UNMG TimeCards



And that's an overview of the employee side of TCP

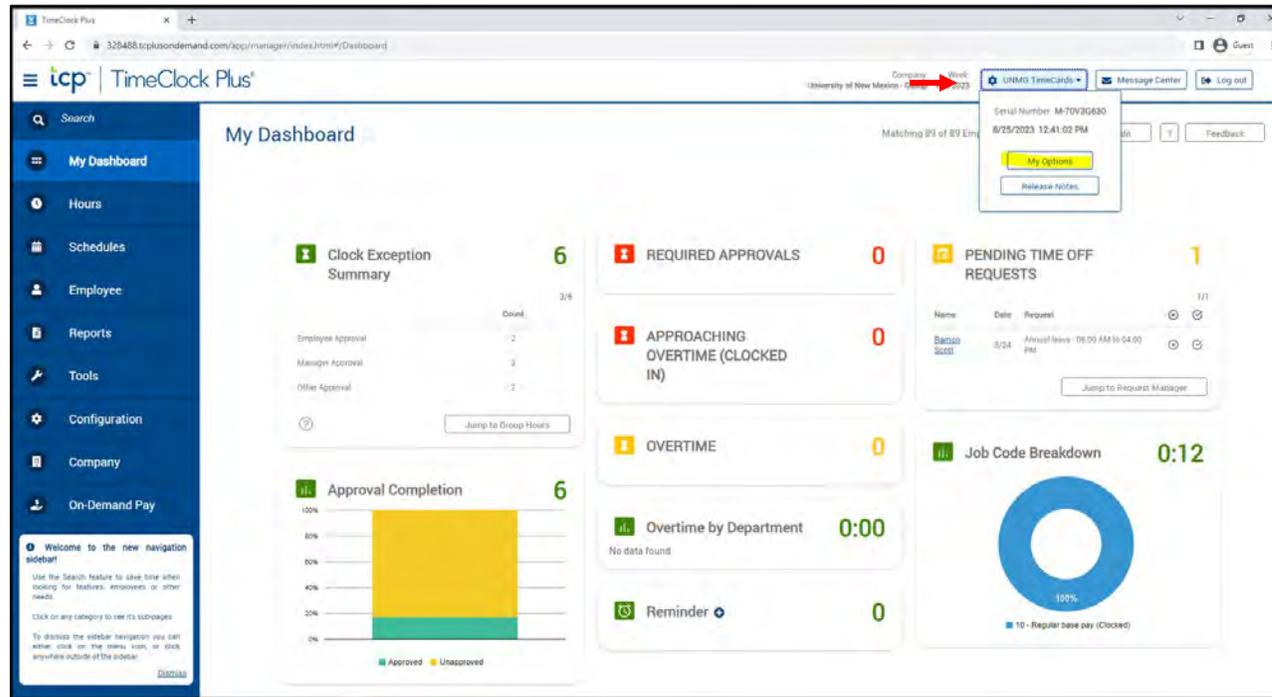
# Manager login

- 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.tcplusedemand.com/app/manager/index.html#/ManagerLogOn/328488>).

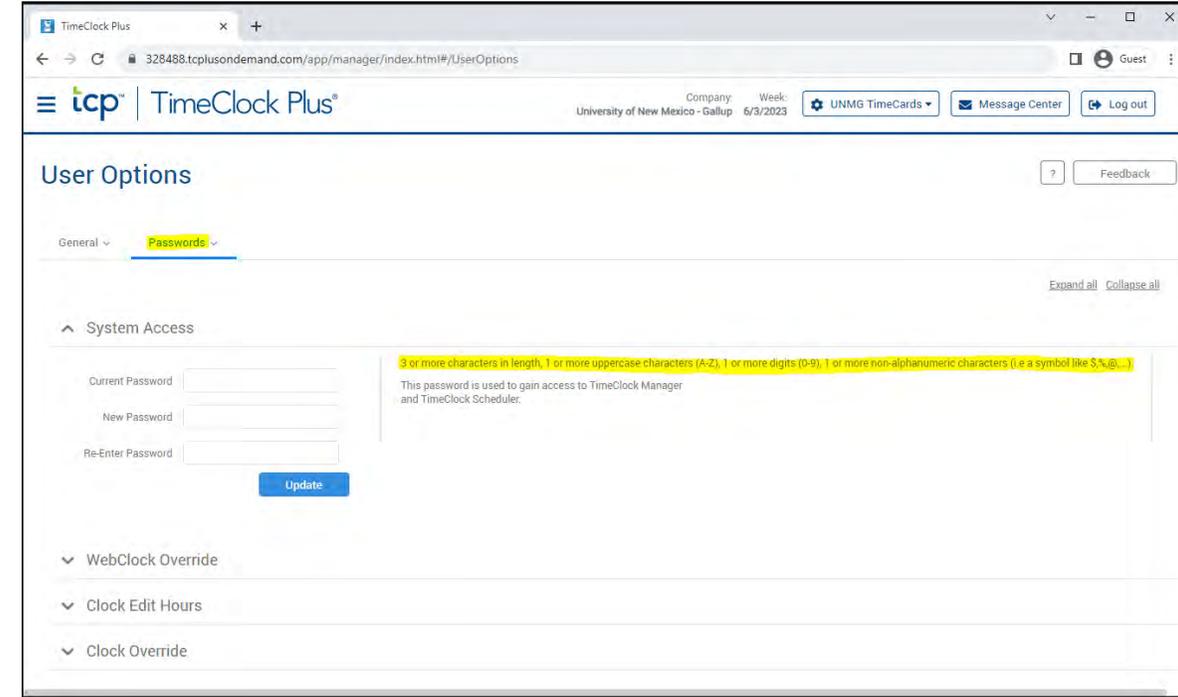


# Manager - password reset

- 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 (\$, %, @, !,...)



The screenshot shows the 'My Dashboard' page in the TimeClock Plus Manager interface. The dashboard includes several summary cards: 'Clock Exception Summary' with 6 items, 'REQUIRED APPROVALS' with 0, 'PENDING TIME OFF REQUESTS' with 1, 'APPROACHING OVERTIME (CLOCKED IN)' with 0, 'OVERTIME' with 0, and 'Job Code Breakdown' showing 0:12. A 'Job Code Breakdown' donut chart shows 100% for '10 - Regular base pay (Clocked)'. There is also an 'Approval Completion' bar chart showing 6 items. A 'Welcome to the new navigation sidebar!' message is visible in the bottom left corner.



The screenshot shows the 'User Options' page in the TimeClock Plus Manager interface, specifically the 'Passwords' tab. The page contains a 'System Access' section with three password input fields: 'Current Password', 'New Password', and 'Re-Enter Password'. An 'Update' button is located below the input fields. A yellow highlight box contains the password requirements: '3 or more characters in length, 1 or more uppercase characters (A-Z), 1 or more digits (0-9), 1 or more non-alphanumeric characters (i.e. a symbol like \$,%,@,...)'. Below the password fields, there are expandable sections for 'WebClock Override', 'Clock Edit Hours', and 'Clock Override'.

# Manager - Approve employee time

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

The screenshot displays the TimeClock Plus Manager Dashboard. The left sidebar contains navigation options: Search, My Dashboard, Hours (with sub-items: Individual Hours, Group Hours, Mass Hours, Period Export, Time Sheets), Schedules, Employee, Reports, Tools, Configuration, Company, and On-Demand Pay. A red arrow points to 'Group Hours' in the Hours menu.

The main dashboard area is titled 'My Dashboard' and shows 'Matching 89 of 89 Employees'. It features several summary widgets:

- Clock Exception Summary:** Shows a total count of 6. A table lists: Employee Approval (2), Manager Approval (2), and Other Approval (2). A 'Jump to Group Hours' button is highlighted with a red arrow.
- REQUIRED APPROVALS:** 0
- PENDING TIME OFF REQUESTS:** 1. A table shows a request for Ramon Scott on 8/24 for Annual leave from 08:00 AM to 04:00 PM. A 'Jump to Request Manager' button is present.
- APPROACHING OVERTIME (CLOCKED IN):** 0
- OVERTIME:** 0
- Job Code Breakdown:** 0:12. A donut chart shows 100% for '10 - Regular base pay (Clocked)'. Legend: 10 - Regular base pay (Clocked).
- Approval Completion:** 6. A bar chart shows 100% completion. Legend: Approved (green), Unapproved (yellow).
- Overtime by Department:** 0:00. No data found.
- Reminder:** 0

At the bottom left, a message reads: 'Welcome to the new navigation sidebar! Use the Search feature to save time when looking for features, employees or other'.



# 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

The screenshot displays the TimeClock Plus Manager Dashboard. The left sidebar contains navigation options: Search, My Dashboard, Hours, Schedules, Employee, Reports, Tools (with sub-items: Import, Export, Employee Status, Requests, Request Manager, Leave Bid Manager, FMLA Case Manager, Labor Cost, Documents, QR Code Generator, Other Tools), Configuration, and Company. The main dashboard area is titled "My Dashboard" and shows a summary of 89 employees. Key widgets include:

- Clock Exception Summary:** Shows 6 exceptions (3/6). A table lists Employee Approval (2), Manager Approval (2), and Other Approval (2). A "Jump to Group Hours" button is present.
- REQUIRED APPROVALS:** Shows 0.
- APPROACHING OVERTIME (CLOCKED IN):** Shows 0.
- OVERTIME:** Shows 0.
- Overtime by Department:** Shows 0:00 with "No data found".
- Reminder:** Shows 0.
- PENDING TIME OFF REQUESTS:** Shows 1 request. A table lists Ramon Scott with an Annual leave request from 8/24 PM to 04:00 PM. A "Jump to Request Manager" button is highlighted with a red arrow.
- Job Code Breakdown:** Shows 0:12 with a donut chart indicating 100% for "10 - Regular base pay (Clocked)".
- Approval Completion:** Shows 6. A bar chart displays 100% Unapproved (yellow) and 0% Approved (green).

# Manager - Approve pending time off requests

- Right click on time off request, select “Approve” or “Deny”, and confirm

The screenshot displays the TimeClock Plus Request Manager interface. At the top, the browser address bar shows the URL: 328488.tcplusondemand.com/app/manager/index.html#/ManageRequests. The page header includes the TimeClock Plus logo, company information (University of New Mexico - Gallup), and navigation options like UNMG TimeCards, Message Center, and Log out. The main section is titled "Request Manager" and features tabs for "Calendar" and "List". Below the tabs are filter buttons for Status, FMLA, Sort Key Settings, Employee Filter, Job Code Filter, and Leave Calendar Filter. A "Requests per calendar day" dropdown is set to 10. The calendar view shows August 2023, with a context menu open over a request on August 24th. The menu options are: Add, Detail, View in list, Delete, Approve Request Level 1, and Deny. The request details shown are: Available (1), Ramon Scott, 08:00 AM 8:00, 170 - Annual leave.

# 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

