

TIMECLOCK PLUS

Employee login:

<http://tm/sfasu.edu/webclock30>

Supervisor/Manager login:

<http://tm.sfasu.edu/manager30>

FAQs:

Who uses TimeClock Plus?

All non-exempt employees (student assistants including work study, non-exempt hourly and non-exempt monthly paid) must use the TimeClock Plus system.

Why just non-exempt employees?

All non-exempt employees fall under the Fair Labor Standards Act. We want to make sure that we are paying all of these employees appropriately. As a non-exempt employee, if you physically work more than a 40 hour week (starting Saturday and ending Friday), you must receive compensation for the time you have worked. This can be either in the form of comp time or paid overtime at time and a half. This system is designed to make sure all are paid correctly.

Do graduate assistants use the time keeping system?

No, they are exempt from FLSA.

What about the people not yet hired, how do we handle them?

Departments need to submit the necessary hiring forms (EPAFs) to HR in a timely manner to ensure new employees are entered into the TimeClock Plus system as soon as possible.

All new employees also need to complete the appropriate paperwork so they can be approved by HR. Once entered into the Human Resource/Payroll system, they will be imported into the TimeClock Plus system. The import process is scheduled to run twice a day, once in the morning and once in the afternoon. You will need to manually keep their time until they are in the system and then enter it into the system on a daily basis.

How do I fix missed punches?

Missed Punches create a missing clock in or out time, flag it as a missed punch for manager review, and allow an employee to proceed with the clock operation.

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, look for shifts with a blue Time In or Time Out.

3. If the **Time In** or **Time Out** reads << Missed >> then right click on the shift, 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 with your approval, select **Approve missed out punch**.

Who has to use the clock in/out function and who uses the timesheet features?

The choice of which method will be used is decided on a departmental basis for non-exempt monthly paid employees. The department head will make that choice.

Non-exempt *monthly* employees may use the Time Clock Plus “Timesheet” option, wherein the number of hours worked each day is recorded instead of clocking in and clocking out.

All *hourly* paid employees must use the clock in/clock out feature.

What about the employees who don't work in an office or employees who work off campus?

Employees working off-campus have two options. They can use the VPN to open a secure connection to the University's server and use the online time clock, or they can keep a paper timesheet and submit the record of their time worked to their department on a weekly basis.

Can someone have an approval level of M & O?

No, each person can only have one user role in the system. If necessary, you can ask for a temporary role change through the Payroll Office.

Whenever possible, the department head should make the request prior to the time when they will be unavailable to tend to business.

I work in a department that has a lot of employees trying to clock in at the same time. Will I be counted as late, even though I was standing in line waiting to clock in?

We have set up rounding rules in the system. We round to the nearest quarter hour. For example: You clock in at 7:53 (7 minutes to 8:00) your time will show 8:00; you clock in at 8:07 (7 minutes after 8:00) your time will also show 8:00. If you clock in at 7:52 (8 minutes to 8:00) your time will show 7:45; if you clock in at 8:08 (8 minutes after 8:00) your time will show 8:15. It is the employee's responsibility to clock in the appropriate time as designated by his or her supervisor.

How does an employee modify a request for time off?

If the request is still “pending” then the employee can remove it. If the request has been approved, however, the employee must notify his/her supervisor to make the correction.

What kind of time involvement are we talking about approving and managing time?

In most cases, the time burden on an approver/manager will be less than 10 minutes a week. However, some weeks will require more time from the approver/manager due to time errors and missed punches.

When requesting time off, do employees have to give details in the notes section? How much detail should be given?

It is always a good practice to provide a reason for requesting leave, however, it is up to the department as to whether or not to require a description or any specific information.

Will the system use the time that's on my computer?

The "official" time for the University is the time that is on the server for the time clock system.