

icp[™] | TimeClock Plus[®]

For Employees

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STEPHEN F. AUSTIN STATE UNIVERSITY

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A-Z



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SFA / Payroll Services

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BRIGHTSPACE BY D2L

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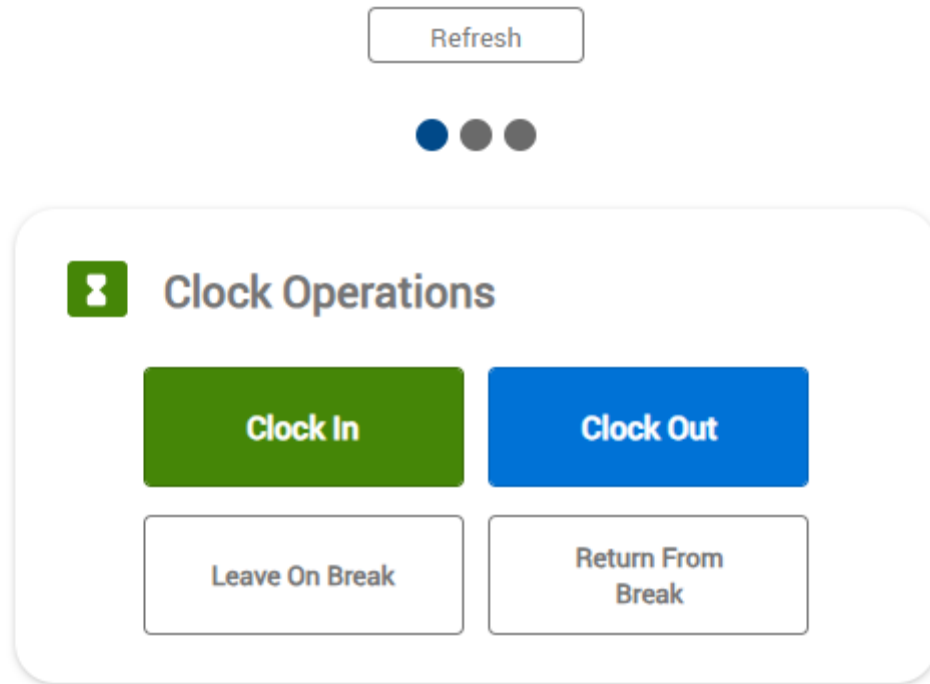
APPROVALS

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Activate Windows
Go to Settings to activate Windows.

Clocking In & Out



2 Options:

Clock In - Clock Out
Or
Log on to Dashboard

10/31/2023 10:17:57 AM

Hello Ashley Engle

[Not you?](#)

CLOCK IN

Confirmation (Clock In)



Clock In operation successful

Cancel

Continue

Ok

CLOCK OUT

10/31/2023 10:15:41 AM

Hello Ashley Engle

[Not you?](#)

Confirmation (Clock Out)



Clock Out operation successful

Ok

Cancel

Continue

Manage Time Sheet

10/28/2023 - 11/03/2023

Navigate Period

Reject

Accept

Prev Next

10/28/2023

Display weekends

?

Feedback

Regular	OT1	OT2	Leave	Total
0:00	0:00	0:00	0:00	0:00

10/28 - 11/03

Auto Fill

Regular	OT1	OT2	Leave	Total
0:00	0:00	0:00	0:00	0:00

Mon 10/30	Tue 10/31	Wed 11/01	Thu 11/02	Fri 11/03
0:00	0:00	0:00	0:00	0:00
Add	Add	Add	Add	Add

10/28 - 11/03 Auto Fill

Mon 10/30 8:00

[Edit](#) [Clear](#) [Copy](#) [Notes](#)

08:00 AM 🕒 8:00

[69966900 - 00-Asst Payroll Sr](#)

Add

Edit Segment

? Feedback

Segment Length: 8:00

Time in 10/30/2023 📅 08:00 AM 🕒

Hours 8:00

Task Code 69966900 - 00-Asst Payroll Sr

Cost Code << NONE >> 📄 Select

Note

Cancel Save

The time keeping system is an “all or nothing” system. All time should be entered and approved under the following schedule, ***regardless*** if the employee is paid on a semi-monthly or monthly basis.

- ▶ **1st – 15th:** deadline to approve is the 17th by noon (or first business day thereafter).
- ▶ **16th – end of the month:** deadline to approve is the 2nd by noon (or first business day thereafter).

The deadlines are important as they give Payroll enough time to handle any problems that need to be researched or corrected prior to running the payroll.

Contact Info

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