



TimeClock Plus®

For Managers



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

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PAYROLL SERVICES

Payroll Services

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Payroll Services



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My Dashboard

The My Dashboard page appears when you first log into TCP Manager. On this page are multiple widgets which can provide a quick view of various items such as:

- Required Approvals
- Missed Punches
- Conflicting Time Segments

- Search
- My Dashboard
- Hours
- Schedules
- Employee
- Reports
- Tools
- Configuration
- Company

My Dashboard

Matching 100 of 1802 Employees Refresh Edit ? Feedback

* 1702 employees were not calculated in this total. ?

REQUIRED APPROVALS 524* 15/524

Name	Type	Date	
Agatha Moreland Richardson	Other Approval	02/01 07:00 A - 09:00 A (TS)	
Agatha Moreland Richardson	Other Approval	02/01 09:00 A - 11:30 A	
Agatha Moreland Richardson	Other Approval	02/01 11:30 A - 12:00 P	
Agatha Moreland Richardson	Other Approval	02/01 01:00 P - 04:00 P	
Agatha Moreland Richardson	Other Approval	02/02 07:00 A - 12:00 P	
Agatha Moreland Richardson	Other Approval	02/02 01:00 P - 04:00 P	
Agatha Moreland Richardson	Other Approval	02/03 07:00 A - 03:00 P (TS)	
Agatha Moreland Richardson	Other Approval	02/06 07:00 A - 03:00 P (TS)	
Agatha Moreland Richardson	Other Approval	02/07 07:00 A - 03:00 P	

Jump to Group Hours

MISSED PUNCHES 3* 3/3

Name	Type	Date	
Alison Johnson	Missed In	02/03 09:00 A - 07:15 P	
Alison Johnson	Missed Out	02/09 11:45 A - 09:30 P	
Janice Thorn	Missed Out	02/10 10:00 A - << Missed >>	

Jump to Group Hours

APPROACHING OVERTIME (CLOCKED IN) 0*

OVERTIME 4* 4/4

Name	Type	Date	
Karee Clifton	Overtime	02/10 01:33 P - 05:30 P	
Kristen Woodard	Overtime	02/03 07:00 A - 12:00 P	
Kristen Woodard	Overtime	02/03 01:00 P - 04:00 P	
Steven Ellis	Overtime	02/03 09:00 A - 04:00 P	

Jump to Group Hours

PENDING TIME OFF REQUESTS 11* 11/11

Name	Date	Request		
Donna Shelton	2/13	Sick - 03:45 AM to 04:00 AM		
Donna Shelton	3/6	Holiday - 07:00 AM to 03:00 PM		
Donna Shelton	3/7	Holiday - 07:00 AM to 03:00 PM		
Donna Shelton	3/8	Holiday - 07:00 AM to 03:00 PM		
Donna Shelton	3/9	Vacation - 07:00 AM to 03:00 PM		

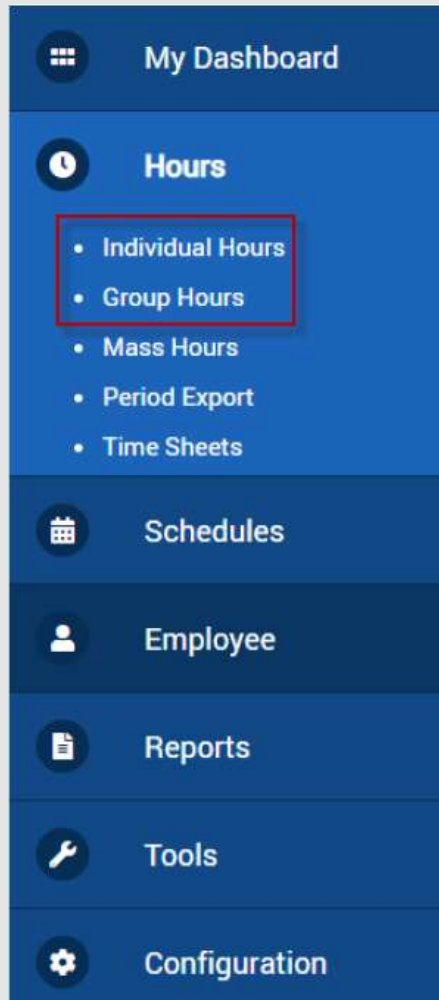
ANNIVERSARIES 9* 9/9

Name	Type	Date
Belinda Vanglahn	Anniversary	02/21 (23)

Approval Manager

- Make sure all time is entered and correct
- 40 hours (or more) per week for full time employees
- 26 hours (or less) per week for student employees (115/month)

Employee Hours



Employee hours can be viewed from two places:

- **Individual Hours** – Allows adding, editing, viewing, and approving of time segments for one person at a time.
- **Group Hours** – Allows viewing and approving of time segments for multiple employees at the same time. Also allows adding and editing of time segments one person at a time.

Options ? Feedback

Sort by: ID Employee Filter

brian

Showing 8 records of 8

- | | | |
|---|----------|------------------|
|  | 1 | Brian Carlisle |
|  | 20318592 | Brianna Scott |
|  | 20362350 | Brian Coolman |
|  | 20384991 | Brianna Lopez |
|  | 20399545 | Briana Islas |
|  | 20425696 | Brianna Rivera |
|  | 20427941 | Brianna Alvar... |
|  | 20430962 | Brian Hebert |

Brian Carlisle ▾

1/16/2023 to 2/13/2023 Manual [Update](#)

Start date	Stop date	Period
------------	-----------	--------

Update

Task Code FilterCost Code FilterSegment FilterException FilterDownload 

+ Add

Manage ▾Processing ▾Resolve Period ▾☐ Show absences

Regular	OT1	OT2	Leave	Total
8:00	0:00	0:00	0:00	8:00

Showing 1 records of 1

Selected 0 records

						Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Task Code	Rate
									Mon 2/13/2023 09:00 AM	<< Time sheet >>	8:00	8:00	8:00	8:00	59975600 - 00-Forepsn Spec Svcs	0.00

Options

?

Feedback

[Expand all](#) [Collapse all](#)

^ Display

Date format Server Default

Default Period	Last Period	
----------------	-------------	--

Time format **Server Default Fixed**

Hour format

Worked Hours

- ☒ Highlight segments that contain breaks
 - ☐ Display actual punch times in addition to rounded times
 - ☐ Always display actual times
 - ☒ Ask for confirmation when deleting a segment
 - ☐ Include period summary
 - ☒ Display task code description in the list
 - ☒ Display total hours for each day
 - ☒ Display day of week for each time in/out
 - ☐ Display manager next to employee name (Group Hours Only)
 - ☒ Show the user ID of the user that granted approval
 - ☐ Show cost code description in list

 Settings

Cancel

Apply

Available accrual balances for Sick, Vacation and Comp can be viewed in Individual Hours under the Accruals tab.

Accrual balances are updated after each semi-monthly Payroll has been processed.

Hours




Schedules

Accruals

Select forecast date: 7/11/2024

Update

Showing 3 records of 3

Ledger	Accrual Bank 17	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
	Comp Time (91200)	4.50 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	4.50 Hours
	Sick (91100)	1069.20 Hours	0.00 Hours	118.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	951.20 Hours
	Vacation (91000)	560.00 Hours	0.00 Hours	112.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	448.00 Hours

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Group Hours ☆

Options

Download ▾

Sort by: Classification 1F ▾

7/1/2024 to 7/5/2024 Manual Update

Start date Stop date Period

Employee Filter Task Code Filter Cost Code Filter Segment Filter Exception Filter ☐ Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Manage ▾ Exceptions ▾ Resolve Period ▾

Showing 11 records of 11 Selected 0 records

<input type="checkbox"/>	E	M	O		Notes	Edited	Break length	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Day total	Week total	Task Code
^	20274473 - Lillie VanSickle + Add															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Tue 7/2/2024 11:30 AM	Tue 7/2/2024 11:30 AM	<< Time sheet >>		5:30	5:30	5:30		84226100 - 00-Graduate Assistant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Wed 7/3/2024 09:00 AM	Wed 7/3/2024 09:00 AM	Wed 7/3/2024 03:00 PM	Wed 7/3/2024 03:00 PM	6:00	6:00	6:00		84226100 - 00-Graduate Assistant
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Fri 7/5/2024 12:07 PM	Fri 7/5/2024 12:07 PM	Fri 7/5/2024 04:19 PM	Fri 7/5/2024 04:19 PM	4:12	4:12	4:12	15:42	84226100 - 00-Graduate Assistant
^	20331130 - Amber Wilburn + Add															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Mon 7/1/2024 09:01 AM	Mon 7/1/2024 09:01 AM	Mon 7/1/2024 01:02 PM	Mon 7/1/2024 01:02 PM	4:01	4:01			80949500 - 00-Stdnt Asst-Career Prof Dev
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Mon 7/1/2024 02:56 PM	Mon 7/1/2024 02:56 PM	Mon 7/1/2024 05:02 PM	Mon 7/1/2024 05:02 PM	2:06	2:06	6:07		80999920 - 1C-Student Asst-AARC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Tue 7/2/2024 08:58 AM	Tue 7/2/2024 08:58 AM	Tue 7/2/2024 10:25 AM	Tue 7/2/2024 10:25 AM	1:27	1:27			80949500 - 00-Stdnt Asst-Career Prof Dev

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Conflicting Segments / Missed Punches

Must be resolved and approved before Payroll can close

✓ Conflicting Segments:

Wed 8/2/2017 02:57 PM		Wed 8/2/2017 07:01 PM		4:04			80999910 - 1B-Student Asst-AARC
Wed 8/2/2017 07:00 PM		<< Time sheet >>		1:00	8:04	5:04*	80999912 - 3B-Student Asst-AARC

✓ Missed Punch:

Fri 8/4/2017 08:20 AM		<< Missed >>		0:00	0:00	0:00*	80996600 - 00-Student Asst-Athletics
Tue 8/8/2017 08:57 AM		Tue 8/8/2017 01:00 PM		4:03	4:03	4:03*	80996600 - 00-Student Asst-Athletics

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Employees will NOT be paid if:

- A missed punch has not been corrected **and** approved prior to the payroll export
- A time segment has not been approved by the payroll export

- If an employee is not paid, the department must submit a *Manual Timesheet* to Payroll@sfasu.edu

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.

There are three approval levels available in TimeClock Plus:

- Employee
- Manager
- Other

Other approval is required for all time segments.

Adding an Employee

- Employee's are added to TCP after the EPAF has been applied
 - Updates at 6 am and 2 pm
- Send email to tcp@sfasu.edu after EPAF is applied:
 - Employee name
 - Employee campus id
 - Start date
 - Approvers
 - Position and suffix number


Removing an Employee


- Submit the separation/term EPAF
- Removed from TCP after EPAF is applied and position becomes inactive
- Send email to tcp@sfasu.edu
 - Employee name
 - Employee campus id
 - Term date
 - Position and suffix number


Adding an Approver


- Send email to tcp@sfasu.edu when a new approver is to be added
- If taking another's place, state whose place they took
- If not taking another's place:
 - Which employees they will approve
 - What task code access is needed
 - What type of approval: E, M, O


Period Reports


 Search

 My Dashboard


 Hours


 Schedules


 Employee


 **Reports**


- Period Reports

 Tools

 Configuration

6/16/2024 

to 6/30/2024 

Last Period 

Start date

Stop date

Period

Categories

Payroll

Task Code

Scheduler

Period

Cost Code

Accruals

Miscellaneous

Select a report

Approaching Exception

Approaching Overtime

Approver Day *

Complete Payroll Report

CURRENT EMPLOYEE PAYROLL REPORT *

Day Breakdown

Employees Without Exceptions

Estimated Wages

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Once the desired report is selected, you can modify the report settings and date ranges.

The screenshot shows a web interface for selecting a report. At the top, there are four buttons: "Sort Key Settings", "Employee Filter", "Position Filter", and "Cost Code Filter". Below these, a date range is set from "7/31/2022" to "8/6/2022" with calendar icons, and a "TimeClock Week" dropdown menu. To the left, under "Categories", are links for "Payroll", "Position", "Scheduler", and "Period". In the center, under "Select a report", are options for "Approaching Exception", "Approaching Overtime", "Bill Rate", and "Complete Payroll". To the right, there are buttons for "Download", "Settings", "Preview", "Print", and a green "Create Saved Report" button. Red boxes highlight the date range and the "Employee Filter", "Cost Code Filter", and "Download" buttons.

Sort Key Settings Employee Filter Position Filter Cost Code Filter

7/31/2022 to 8/6/2022 TimeClock Week

Start date Stop date Period

Categories

* = Custom Category

Payroll

Position

Scheduler

Period

Select a report

Approaching Exception

Approaching Overtime

Bill Rate

Complete Payroll

Download

Settings

Preview

Print

Create Saved Report

Reports can be downloaded in HTML, PDF, or XML format. In addition, reports may be previewed prior to viewing.

This close-up shows the action buttons for a selected report. The buttons are "Download", "Settings", "Preview", "Print", and a green "Create Saved Report" button. Red boxes highlight the "Download" and "Preview" buttons.

Download

Settings

Preview

Print

Create Saved Report

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Commonly Used Reports:

✓ Complete Payroll Report

Complete Payroll Report															
For the period of 6/16/2024 to 6/30/2024															
Name: Brian Carlisle Number: 1 Export Code: 1															
Week		D	Date In	Time In	Date Out	Time Out	Task Code	Rate	Hours	Reg	Ovt1	Ovt2	Day Total	O	User
1	<input type="checkbox"/>	Mon	6/17	09:00 AM	----	----	59975600-00-Forepsn Spec Svcs	0.00	8.00	8.00	0.00	0.00	8.00	X	TYKOLPD
	<input type="checkbox"/>	Tue	6/18	09:00 AM	----	----	91000-Vacation	0.00	8.00	8.00	0.00	0.00	8.00	X	TYKOLPD
	<input type="checkbox"/>	Wed	6/19	09:00 AM	----	----	59975600-00-Forepsn Spec Svcs	0.00	8.00	8.00	0.00	0.00	8.00	X	TYKOLPD
	<input type="checkbox"/>	Thu	6/20	09:00 AM	----	----	59975600-00-Forepsn Spec Svcs	0.00	8.00	8.00	0.00	0.00	8.00	X	TYKOLPD
	<input type="checkbox"/>	Fri	6/21	09:00 AM	----	----	59975600-00-Forepsn Spec Svcs	0.00	8.00	8.00	0.00	0.00	8.00	X	TYKOLPD
Week 1 Totals:									40.00	40.00	0.00	0.00	40.00		
Period Totals:									40.00	40.00	0.00	0.00	40.00		
TASK CODE BREAKDOWN															
Task Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total									
91000	Vacation	0.00	8.00	0.00	0.00	8.00									
Task Code 91000 Total:			8.00	0.00	0.00	8.00									
59975600	00-Forepsn Spec Svcs	0.00	32.00	0.00	0.00	32.00									
Task Code 59975600 Total:			32.00	0.00	0.00	32.00									
Period Total:			40.00	0.00	0.00	40.00									
Management: _____ Employee: _____															
Brian Carlisle															

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Commonly Used Reports:

✓ Estimated Wages

Estimated Wages										
For the period of 6/16/2024 to 6/30/2024										
Number	Name	Task Code	Rate	Reg	Ovt1	Ovt2	Reg Wages	Ovt1 Wages	Ovt2 Wages	Estimated Wages
1	Brian Carlisle	91000-Vacation	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
		59975600-00-Forepsn Spec Svcs	0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals				40.00	0.00	0.00	0.00	0.00	0.00	0.00
Period Totals				40.00	0.00	0.00	0.00	0.00	0.00	0.00

Contact Info

- Ashley Engle 936-468-3732
- Paula Tykol 936-468-2451
- tcp@sfasu.edu
- Fax 936-468-8201
- Austin Building – 205B

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