TIME CLOCKS PLUS - APPROVAL MANAGER

Open Time Clocks Plus software and sign-in with userid. Navigate to Employee > Approval Manager

Enter Date Range or select This period (for current pay period) and update list
A list will display with all employees. Use this method for straight time approval and no adjustments required.

1 – Select Approval Button

2 – Select Approve All

3- Management

After approval is made the following screen displays ‘No Records to display’
INDIVIDUAL EMPLOYEE APPROVAL

To approve time for individual employees or specific days navigate to Employee > Edit Hours

Select a row with mouse and hold down SHIFT key and select a row at the bottom of the screen
Right Click mouse to show menu
Select Approve and Management to approve the selected rows
APPROVE MISSED PUNCH

Generate Missed Punches report
Select Employee from main menu > Missed Punches
If the following message displays select YES

If there missed punches, then request a Time Adjustment form from the employee and make correction in Time Clocks Plus as needed. Correct missed punch before missed punch can be approved.
Use the Employee > Edit Hours and enter name to search for employee with missed punch, review time and make correction.

After correction is made the time segment will show in blue. The missed punch needs to be approved.

Both Time In and Time Out are the same. Correct the time and select OK.
Right click on the segment and select Approve missed in or missed out punch.

After the missed punch is approved the color changes to **green**.
ENTER TIME FOR HOURS NOT CLOCKED IN

Step 1 – select or enter employee name
Step 2 – enter date and time in and date and time out
Step 3 – enter reason code in the note field
Step 4 – If employee should be clocked in then select ‘Individual is clocked in’
Step 5 – Select ‘Process’ when complete
You will be adding a segment from 05:00 PM to 06:30 PM for 1 individual(s).

Do you want to continue?

Yes  No
GENERATING REPORTS

From the Edit Hours screen, export to Word or Excel using the icons on the top right-hand side. Select ‘Open’ at the pop-up.
OR
From the Main Menu > Period > Reports

Enter date range or pay period
Select ‘Complete Payroll Report’
Enter Criteria information if needed.  Example: enter employee ID #
To Enter Criteria

Select name(s) and select OK
To select one employee select the ‘Exclude All’ button

Select green + icon
Or enter 4 digit employee number
When criteria is complete then select Print button and Print to PDF