TCP Manager
Approving Time Sheets on Computer

Login TimeClock Plus

- URL **https://295519.tcplusondemand.com/app/manager/#/ManagerLogOn/295519**
- Enter **User ID** (same as your network username) & press **Tab** (do not use Enter)   i.e. JDOE
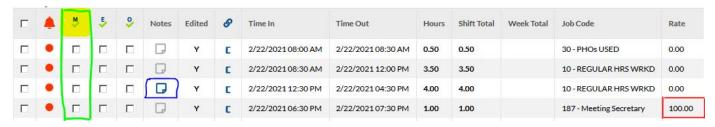- Enter the temporary password provided by Finance/IMO

Change Your Password

- Click **Your Name** in the upper, right hand corner
- Click on **My Options**
- Click on the tab **Passwords**
- Enter your current password provided by Finance/IMO then your new password two times
- Click on **Update**

View / Edit / Approve Employee Hours

- Click on **HOURS**
- Click on **Individual Hours**
- Click on an **Employee Name**
- If approving on the last Saturday of the pay period or prior, select **This Period** & click on **Update**
- If approving on the first Sunday of the pay period or later, select **Last Period** & click on **Update**

- The employee's total hours are on the right hand side

Regular	OT1	OT2	Comp Time	Leave	Total
72.00	3.50	0.00	0.00	32.00	75.50

- To make changes, double-click on **Time In** (or anywhere to the right) to edit Time, Job Code, or Note.
- **Verify** the **Rate is not 0.00** (red 'box') for special pay   i.e. after-hours meetings & on call
  - ❖ If the Rate is 0.00, select a different Job Code; Save; change back to the Job Code; Save
  - ❖ If the Rate is still 0.00, notify Finance
- Click on the **Blue Notes Icon** (blue 'box') to see any notes that an employee entered for that segment.
- Approve a segment of time by clicking on the box in the 'M' column (green 'box') or approve all segments of time by clicking on the 'M' at the top of the column (yellow highlight). The 'M' represents Manager. Some departments may have two levels of approval and therefore will use the 'M' and 'O' columns.

☐	🔔	M	E	O	Notes	Edited	🔗	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
☐	●	☐	☐	☐	🗒	Y	⊏	2/22/2021 08:00 AM	2/22/2021 08:30 AM	0.50	0.50		30 - PHOs USED	0.00
☐	●	☐	☐	☐	🗒	Y	⊏	2/22/2021 08:30 AM	2/22/2021 12:00 PM	3.50	3.50		10 - REGULAR HRS WRKD	0.00
☐	●	☐	☐	☐	🗒	Y	⊏	2/22/2021 12:30 PM	2/22/2021 04:30 PM	4.00	4.00		10 - REGULAR HRS WRKD	0.00
☐	●	☐	☐	☐	🗒	Y	⊏	2/22/2021 06:30 PM	2/22/2021 07:30 PM	1.00	1.00		187 - Meeting Secretary	100.00

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View Accruals

- Check the employee accruals by clicking on the **Accruals** tab.

- Accruals are calculated in Finance's database & imported into Timeclock Plus once every 2 weeks

View Exceptions Report

- Click on **REPORTS**

- Click on **Payroll**

- Click on **Exception Summary**

- If viewing on the last Saturday of the pay period or prior, set the Period to **This Period**

- If approving on the first Sunday of the pay period or later, set the Period to **Last Period**

- Click on **Preview 2x**

- **REVIEW THE REPORT TO VERIFY NO SEGMENTS NEED MANAGER APPROVAL**

  If everything has been approved it will indicate 'Process completed and no data found'

View Summary Report

- Click on **REPORTS**

- Click on **Payroll Summary *** (there are also Payroll Detail reports for your internal uses)

- Click on the appropriate **Summary** (users can only view employees they have access to)

- If viewing on the last Saturday of the pay period or prior, set the Period to **This Period**

- If approving on the first Sunday of the pay period or later, set the Period to **Last Period**

- Click on **Download** (can select Preview or print to PDF if the PC has a non-Reader version of Adobe)

- Select **PDF**

- Click on **Download**

- Select **Save File**

- Click on **OK**

- Depending on the browser, either open the download folder or specify a save location

- **REVIEW THE REPORT TO VERIFY IT IS ACCURATE PRIOR TO EMAILING IT TO FINANCE**

  - ❖ **Verify** the **Rate is not 0.00** for special pay   i.e. after-hours meetings & on call

- **Email the Payroll Summary PDF** to the payroll person in Finance once it looks accurate