



TimeClock Manual

For Supervisor

Supervisor is given access to two different TimeClock links to do two functions (this doesn't apply to Lead Pastor):

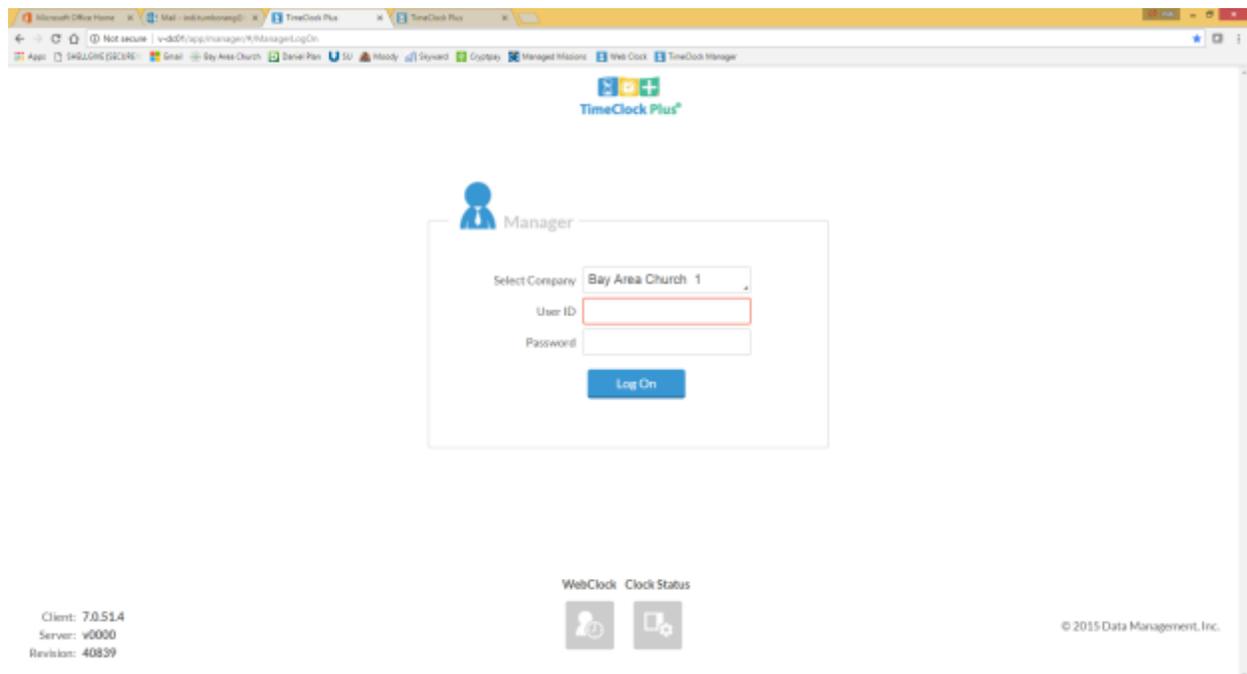
- A. To monitor, modify, and approve hours of direct subordinates.
- B. To submit time off request to be approved by the Lead Pastor.

A. To monitor, modify and approve hours of direct subordinates

Supervisor may login to **TimeClock Plus** through the following URL:

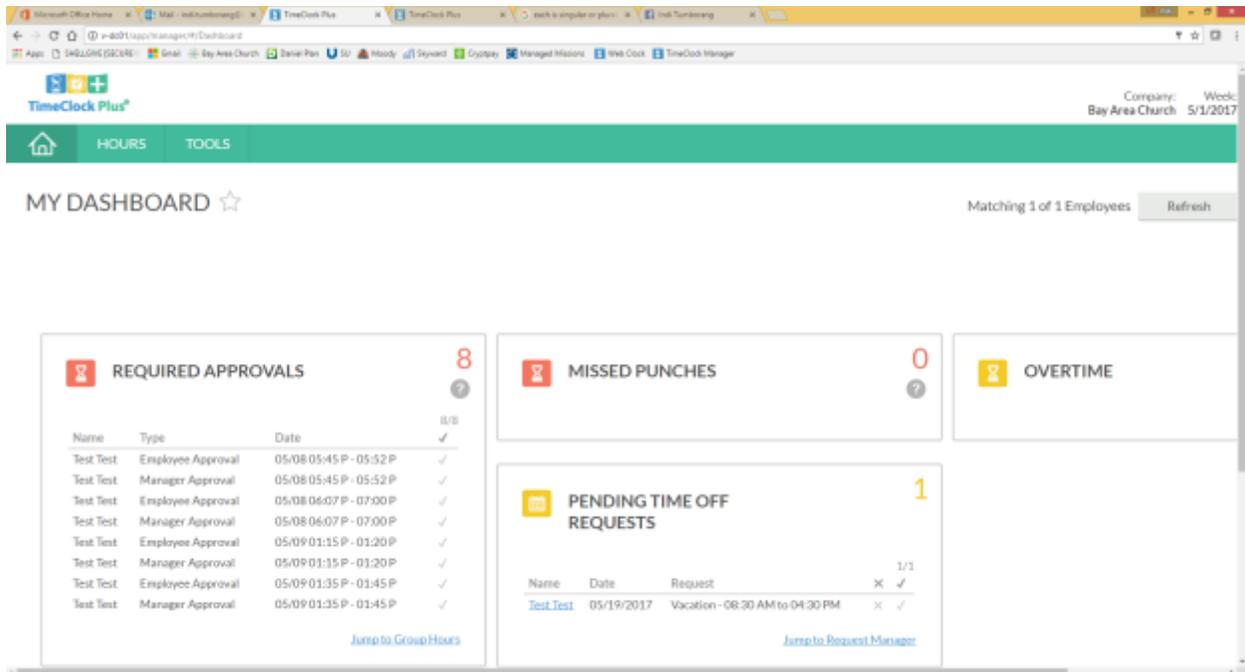
<http://v-dc01/app/manager/#/ManagerLogOn>

The screen will look like this:



Each supervisor login to TimeClock using his ***first initial last name as his user ID*** and ***the last four digits of socials as his password***. i.e: James Smith, user id: jsmith.

When login to TimeClock, the dashboard will show:



To monitor/modify/ the hours:

Click on tab HOURS → Individual hours → select the employee you want to see/modify/approve

To approve the hours:

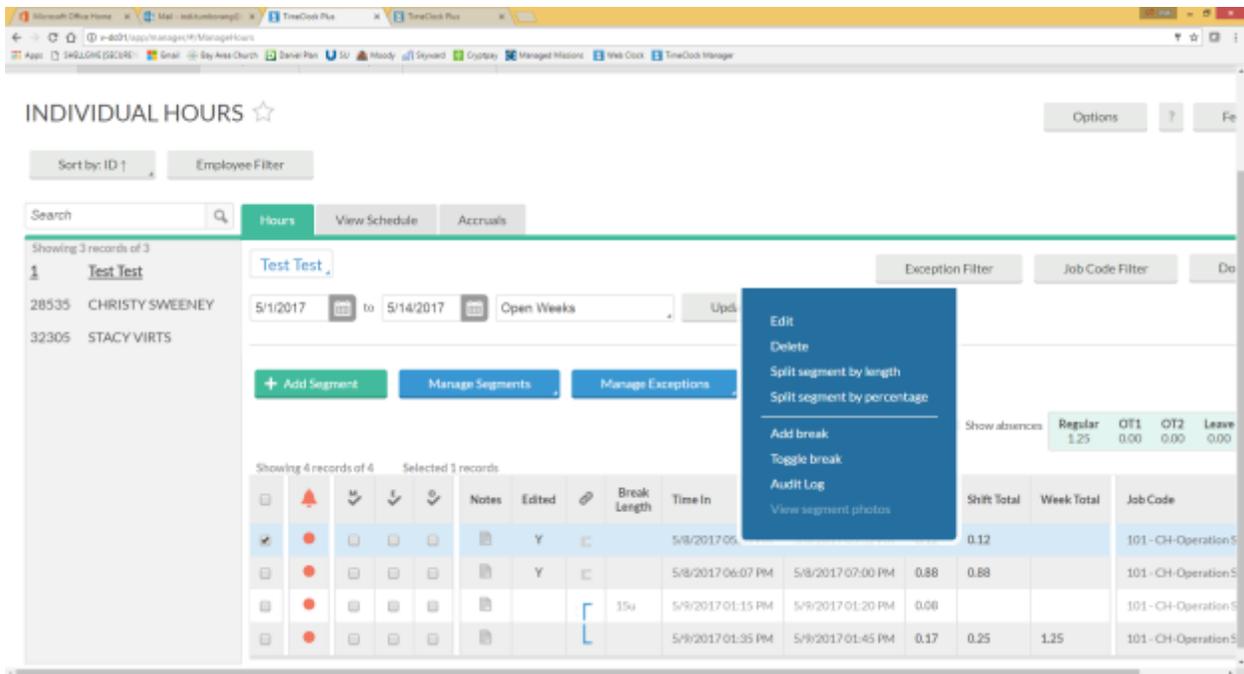
Each supervisor is recommended to login to TimeClock Plus module at least once a week preferably on Monday morning

Be sure that the employee already approves her own hours (the “E” boxes are checked) before approving the hours

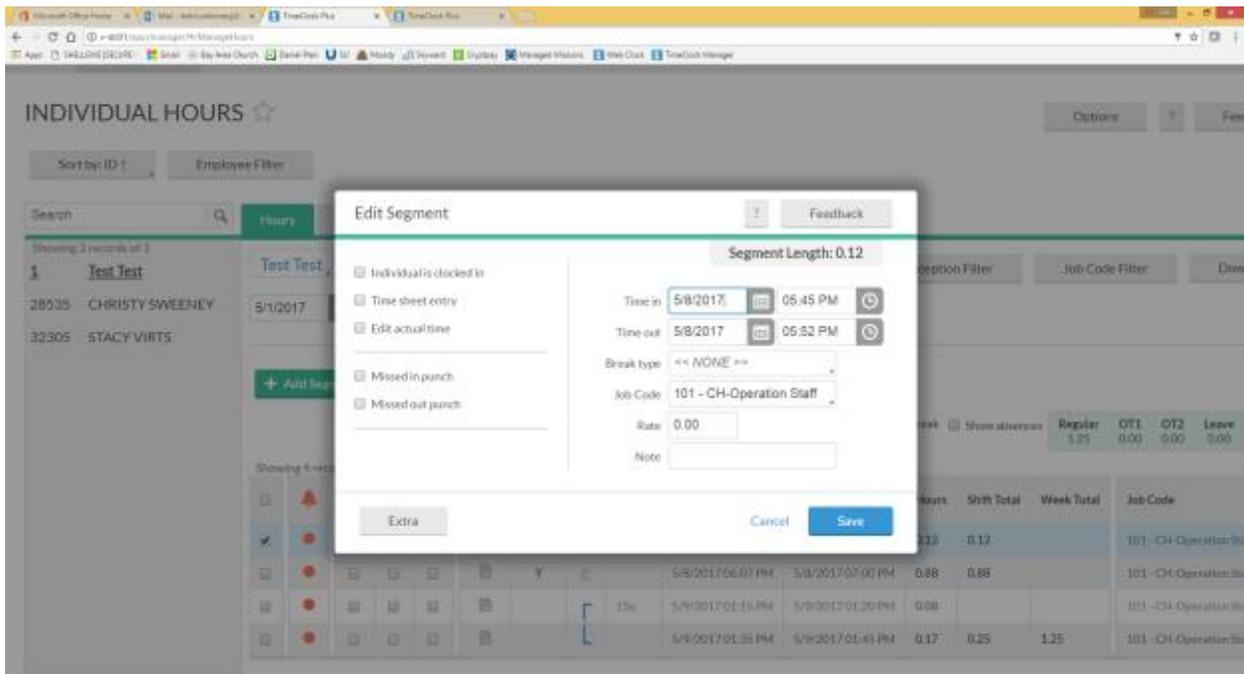
Simply check on “M” boxes to approve the hours.

To modify hours (when employee has missed punches or need to edit the hours)

Click on the **date** you want to edit → **Right click** → **Edit**

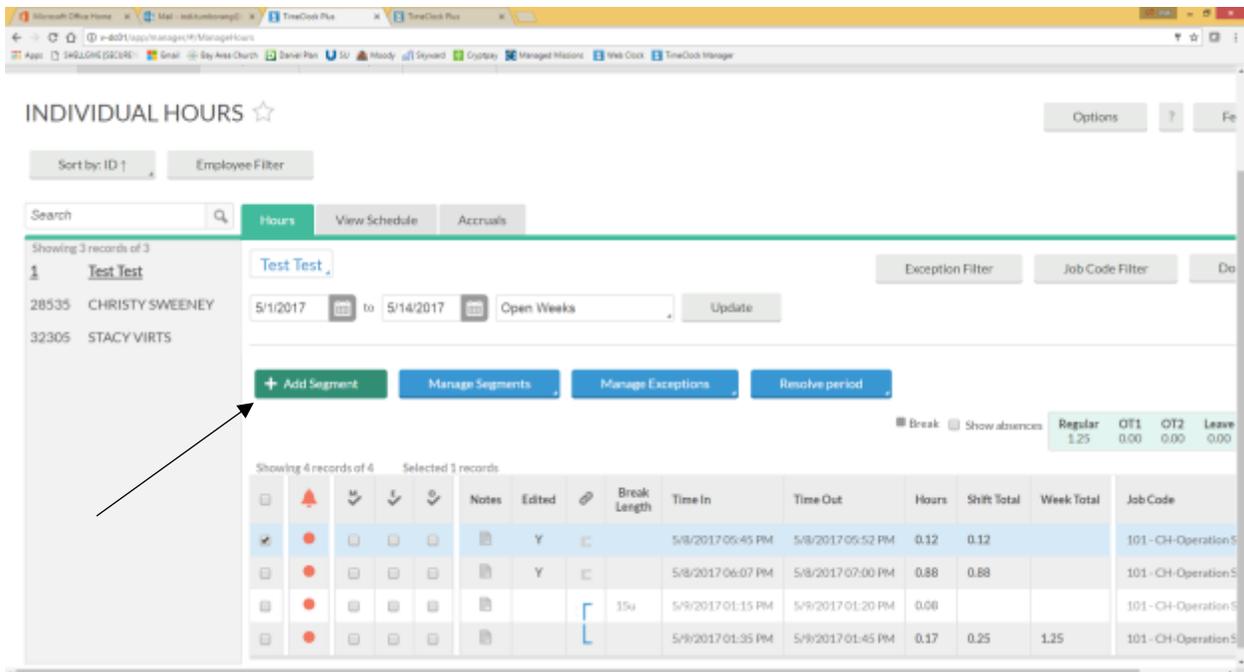


You can simply edit the hours by entering the correct time then save. The screen will look like this:

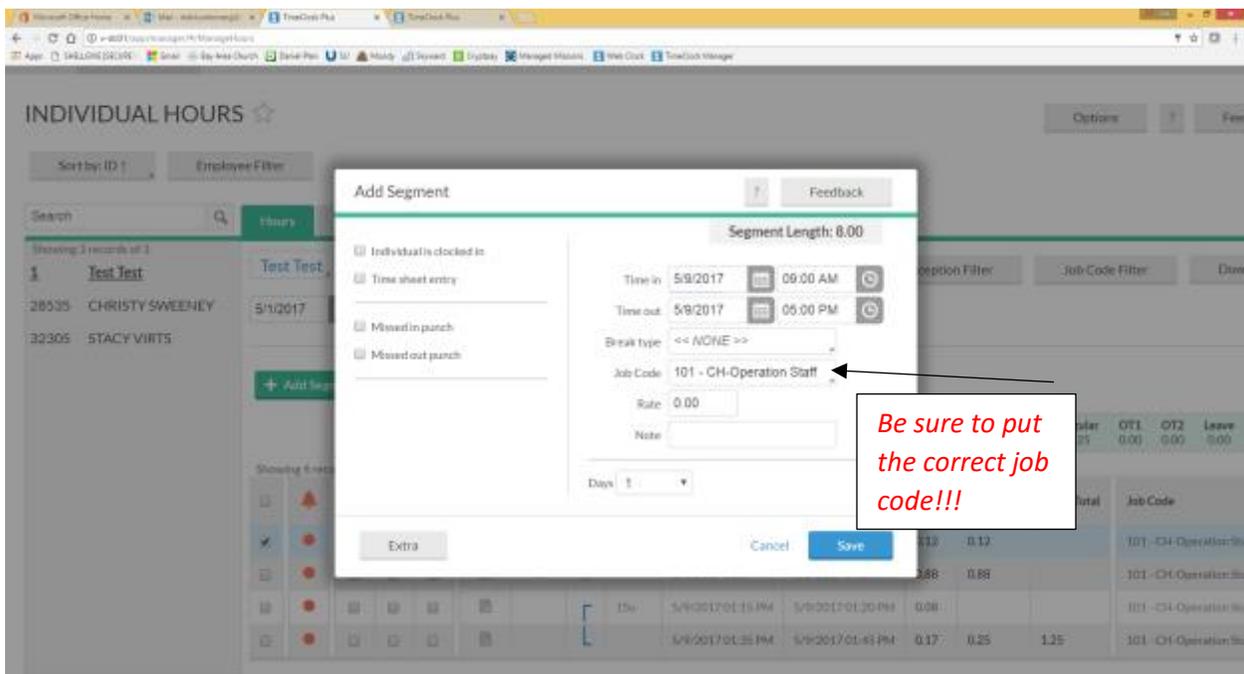


Use Add Segment if your employee has requests of:

- Entering past sick time/vacation where he or she is not able to enter
- Adding the paid holiday hours and an alternative day off if the employee works during the holiday



The screen will look like this:



For entering past hours:

Select the date → **time in** (normally 8:30 AM) → **time out** (depends on the average daily work hours of the employee, if the employee average daily work hours is 8, then the time out should be 4:30 PM) → **Select job code** → **Save**

To approve time off request from employees

When an employee submits a time off request, the supervisor will get an email notification. The supervisor will then need to login to TimeClock, and the dashboard will show "Pending time off requests". The dashboard will look like this:

The dashboard shows the following data:

Name	Type	Date	Status
Test Test	Employee Approval	05/08 05:45 P - 05:52 P	✓
Test Test	Manager Approval	05/08 05:45 P - 05:52 P	✓
Test Test	Employee Approval	05/08 06:07 P - 07:00 P	✓
Test Test	Manager Approval	05/08 06:07 P - 07:00 P	✓
Test Test	Employee Approval	05/09 01:15 P - 01:20 P	✓
Test Test	Manager Approval	05/09 01:15 P - 01:20 P	✓
Test Test	Employee Approval	05/09 01:35 P - 01:45 P	✓
Test Test	Manager Approval	05/09 01:35 P - 01:45 P	✓

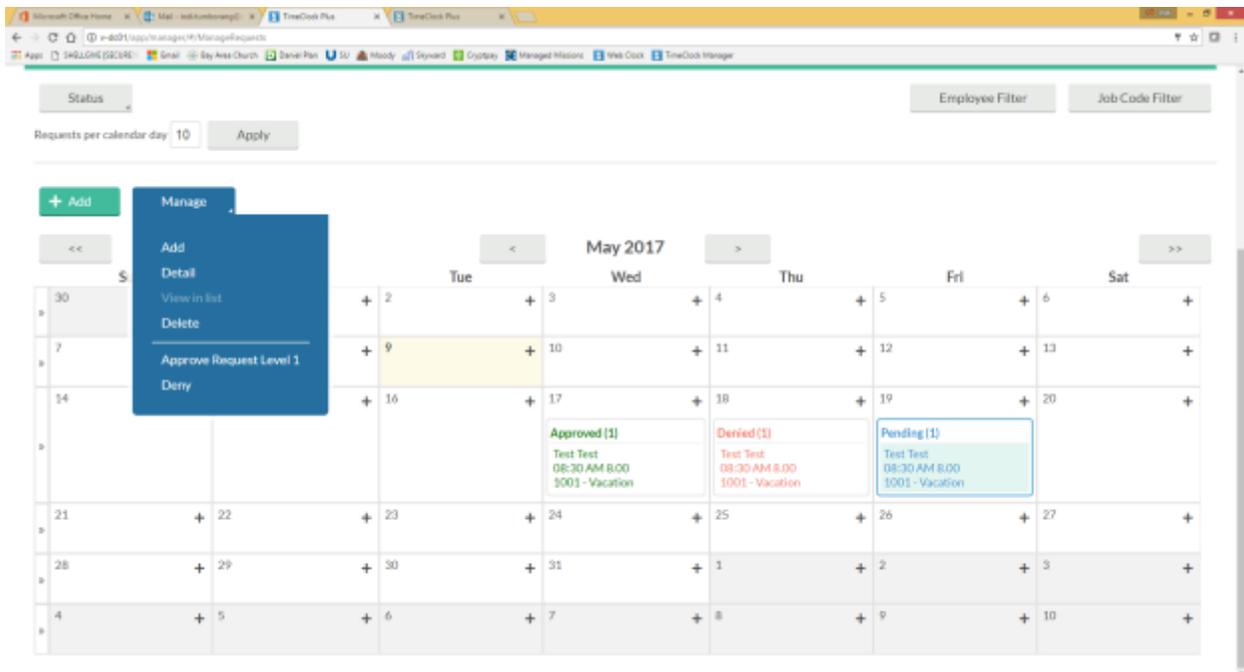
Name	Date	Request	Status
Test Test	05/17/2017	Vacation - 08:30 AM to 04:30 PM	✗ ✓
Test Test	05/18/2017	Vacation - 08:30 AM to 04:30 PM	✗ ✓
Test Test	05/19/2017	Vacation - 08:30 AM to 04:30 PM	✗ ✓

Click on this link to see the detail of the request

If you are ready to approve or deny → **select the date** → **Manage** → **approve/deny**

The calendar shows the following request details:

Date	Status	Request Details
May 17	Approved (1)	Test Test 08:30 AM 8:00 5001 - Vacation
May 18	Denied (1)	Test Test 08:30 AM 8:00 1001 - Vacation
May 19	Pending (1)	Test Test 08:30 AM 8:00 1001 - Vacation



Once the supervisor approves the request, the employee will get an email notification of the approved request.

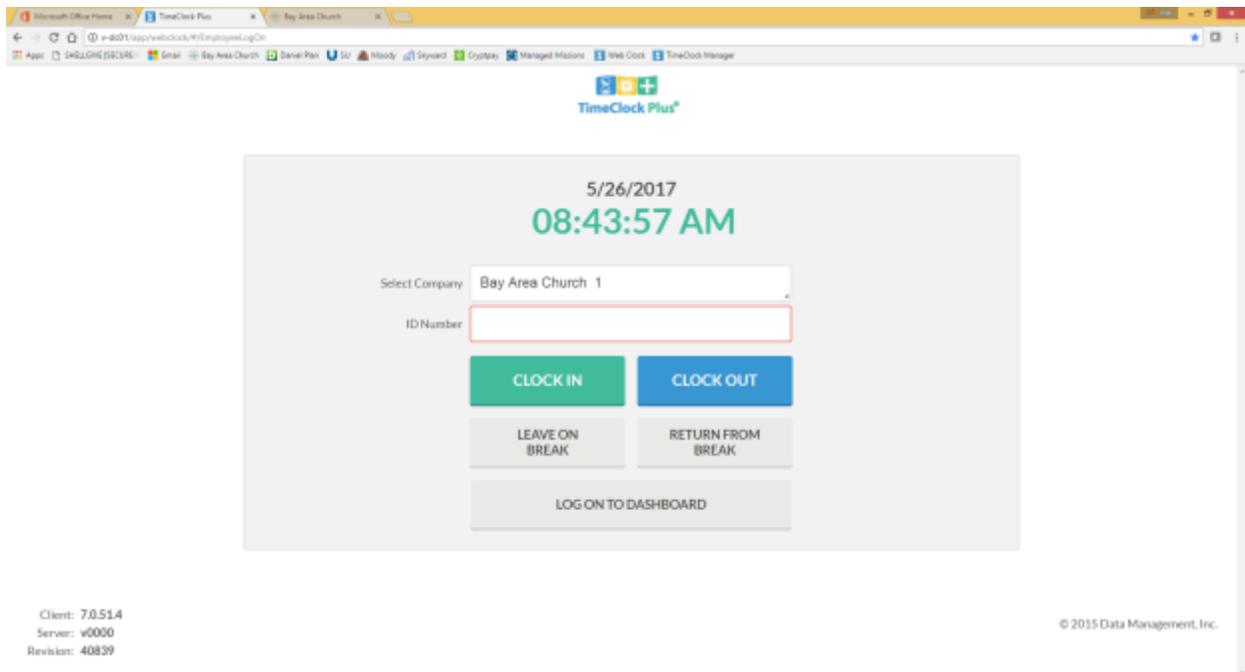
The office manager has an access to view the request calendar to be able to update the church calendaring system (CCB) with all approved time off, conference, jury duty, or any other leaves.

B. To submit time off request to be approved by the Lead Pastor

Employee may login to **TimeClock Plus** through the following URL:

<http://v-dc01/app/webclock/#/EmployeeLogOn>

The screen will look like this:

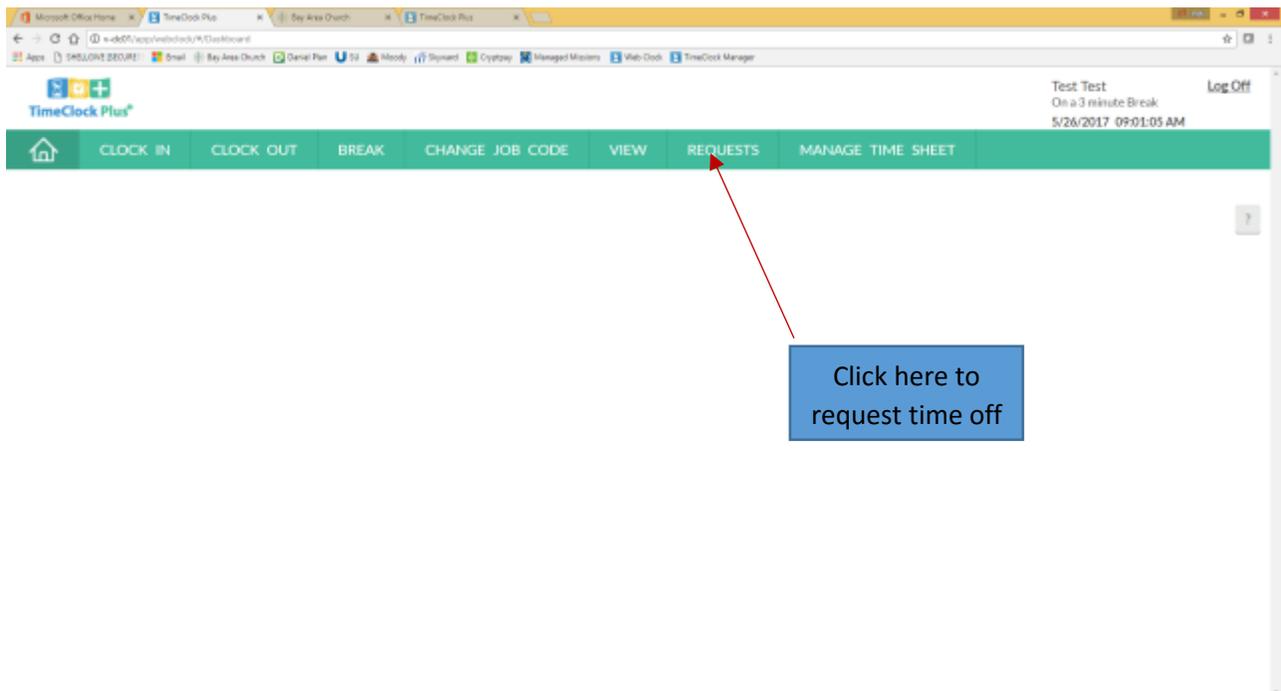


Each employee login to **TimeClock** Plus by entering the Employee ID number, if you do not know your login ID please contact **Financial Administrator**.

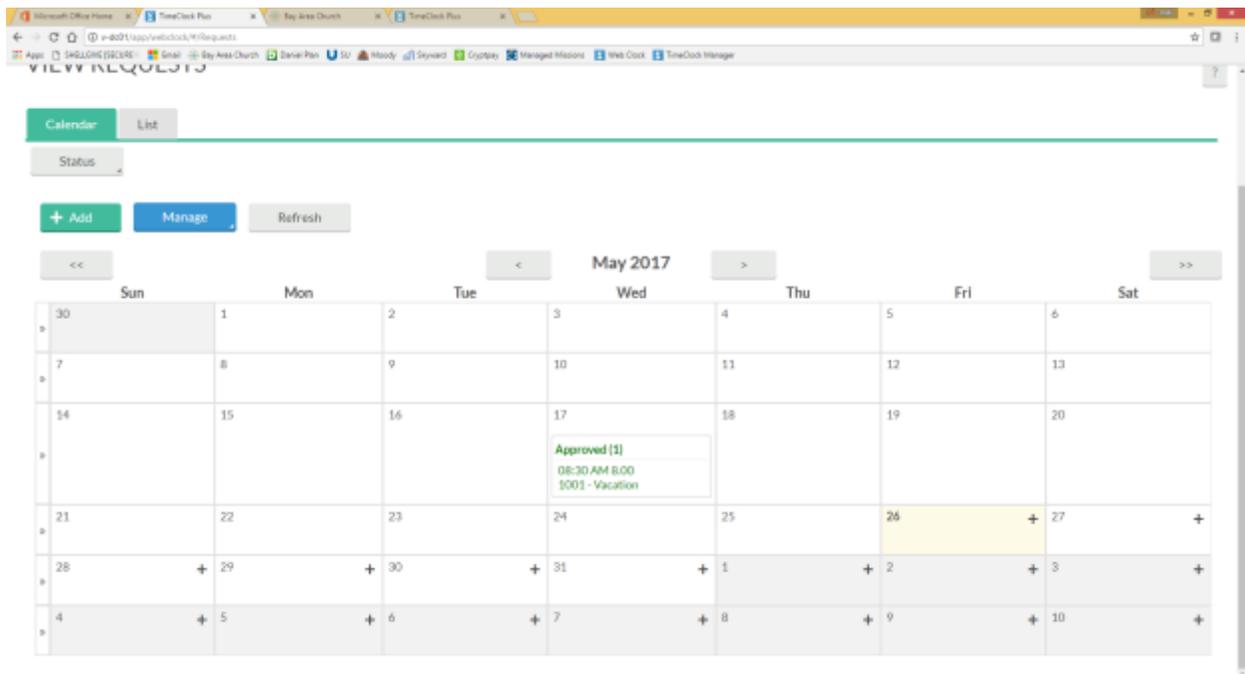
To submit time-off request:

Enter your employee ID → **LOG ON TO DASHBOARD**

You will see this screen:



Select the date → Click the “+” button



To enter:

Be sure the date requested is correct

Start time could be entered as your normal start hour i.e: 8:00AM

Enter hours you want to take off, if you take all day off the hours should be the typical daily hours you work, i.e: if you are scheduled to work 7 hours a day, then it should be entered 7.

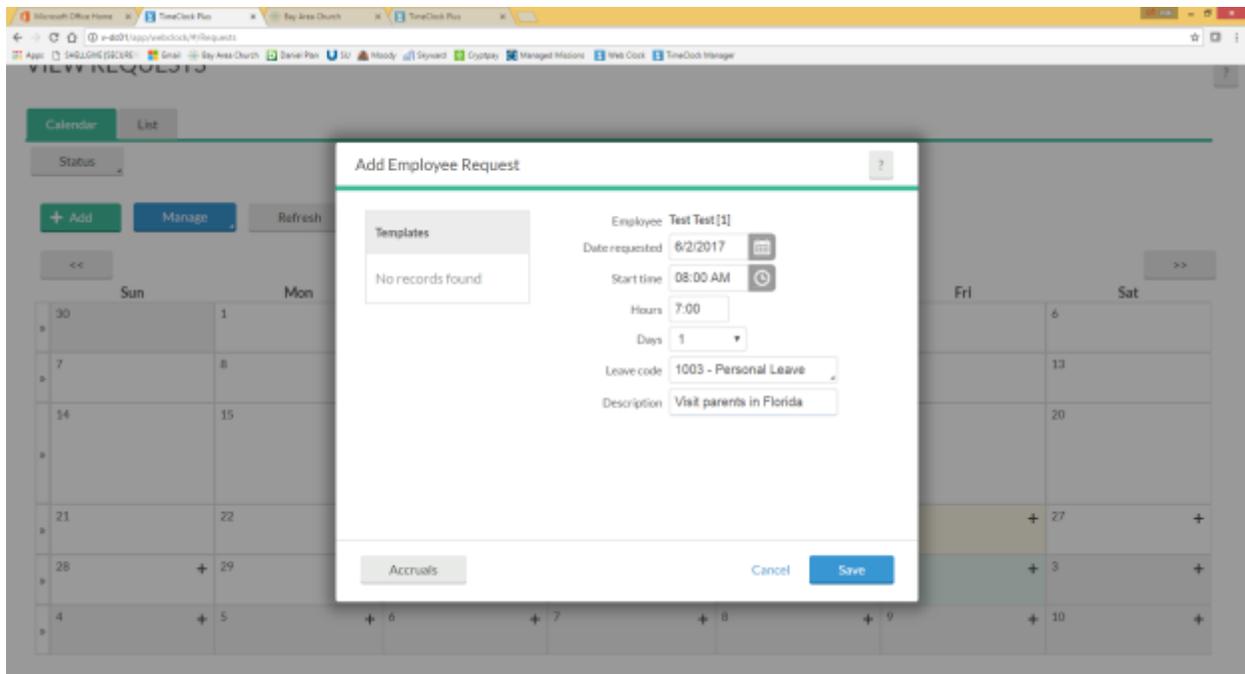
Days: How many days you want to take off?

Description: Enter description as clearly and briefly as possible to help the manager understand before approving.

Note: Please be sure to select the correct leave code. For example: For ministry leader and lead team, if your day off is on Friday and if you plan to be out Thursday, Friday, Saturday and Sunday, you will need to enter the date separately as the leave code is different. Thursday will be a Vacation, Friday will be a "Scheduled Day Off", Saturday and Sunday will be "Not Available". "Not Available" means you are not on a vacation or a scheduled day off but you don't want to be contacted by people.

CLICK SAVE!!

The manager will get an email notification of your request, once the he approves you will need get an email notification of the approved request.



TimeClock Plus module has dual functions. Human Resources is managing paid time off (vacation, personal, and sick leave) and Financial Administrator is managing payroll which relates to the time sheet and job codes. If you have any questions, please direct it accordingly.
