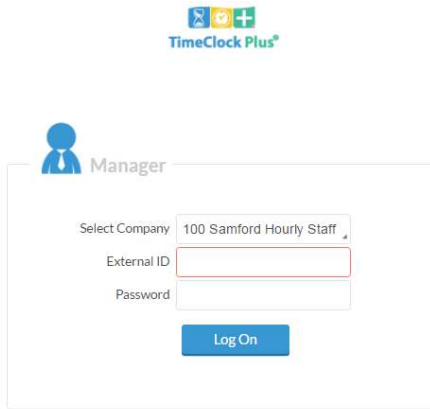# TIMECLOCK PLUS version 7

Manager Approvals

The new TCPv7 Manager can be accessed by going to timeclock2012.samford.edu/manager in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work with Safari.** This means it will not work on iPads or iPhones unless you have previously downloaded Firefox or GoogleChrome.

1. Select the appropriate company from the drop down box.
2. Type in your USERID and Password (the same id you use to access your email) and click LogOn.

3. Your landing page will contain a menu at the top and a dashboard displaying items that need your attention in the body.
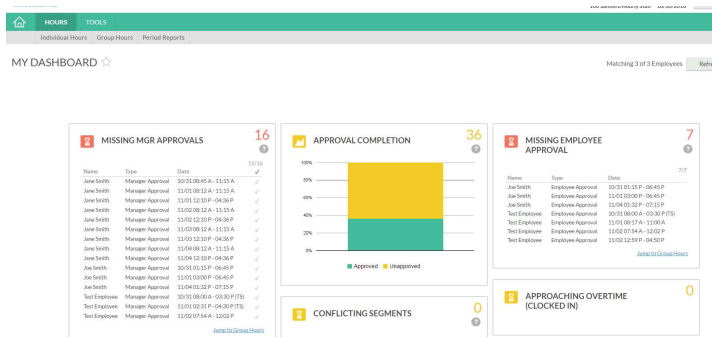

1. Note the Approval Completion graph in the center that indicates how you and your employees are progressing with required completions. This graph will include all employee that you have access to, even if you are a backup to someone else. Ideally, this should be completely green by the approval deadline.
2. Which approval is missing is indicated in the box on each side of the graph displaying those missing manager approval and those missing employee approval. Those missing both will be listed in both boxes.
3. Before applying approvals, be sure that you have reviewed your employee hours. This is your job as a manager. Check for:
   a. Missed Punches

b. Notes which may indicate that a correction needs to be made. The note icon displays blue 📄 when notes exist. (Payroll cannot review all notes. These are a communication to you or for audit review.)

c. Long Shifts which may indicate someone forgot to clock out and just clocked out when they realized it

d. Employees who are still clocked in from days ago

e. Reasonableness: Be sure that the hours for the week are as expected as the absence of time or leave entry for a day can indicate that something is missing.
   i. Do they have all of the expected hours accounted for in some way?

f. Conflicting segments – are they working and on leave at the same time?

4. Clicking on HOURS in the Menu bar then INDIVIDUAL HOURS to view a list of employees to whom you have access.
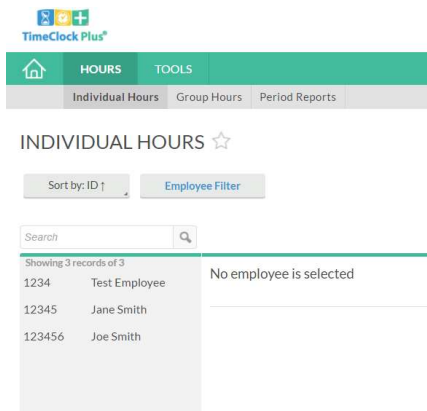
5. From here you can select the Employee Filter option to limit the number of employees shown or you can enter information into the Search bar (first or last name, or SUID).

6. Double click on an employee's name to display hours worked for that employee.
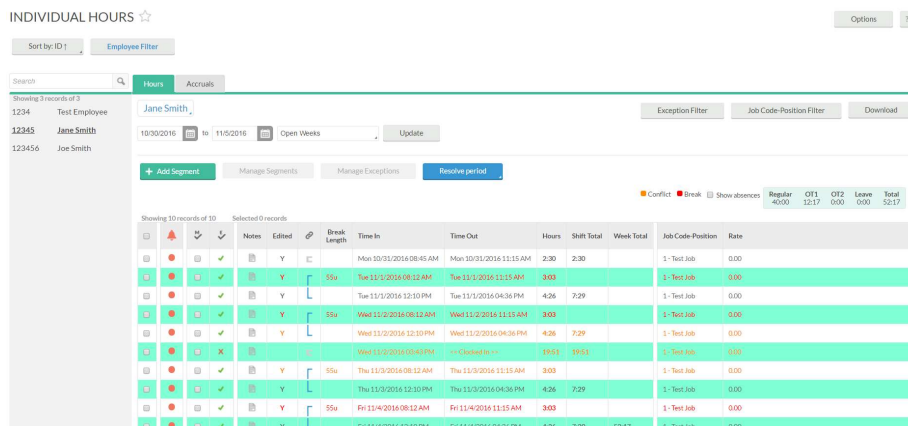
7. The Orange Dot to the left of a time segment indicates that the segment needs attention.

8. Hover your mouse over the dot to display a list of issues with that segment.

9. To edit a time segment, right click on the segment and choose Edit. (See Edit Hours instructions.)

TIMECLOCK PLUS version 7

Manager Approvals

10. To Approve as Manager, click in each box under the Manger Approval icon ⌄.
11. Click on the blue APPLY CHANGES button at the top to apply approvals or changes that you have made. Click the DISCARD CHANGES button if you wish to discard the approvals or changes that you have made.

12. You can also click on the Manager Approval icon ⌄ to approve all time segments on this page. **CAUTION:** Be sure you have reviewed everything before using this feature to approve.
13. The Orange Dot to the left of the segment will disappear or turn Blue indicating that approvals have been completed for that segment.
14. If the Orange Dot remains, hover your mouse over the dot to see what else needs to be done on that segment.
15. A Blue Dot is informational only. It indicates that the segment is unusual in some way such as contains an unusually long shift, overtime, had a missed punch corrected or other special information.
16. It may not be necessary to make a change to a segment with a Blue Dot but you should look to be sure it is correct (i.e. not a 24 hour shift, etc.).

For other Manager features please see the training document specific to that function.