



TimeClock Plus Process

Presented by:

Leisa Shelor, Payroll Manager

Leslie Green, Senior Payroll Administrator

April 5, 2013



Agenda

- Audit and Evaluation Findings
- Why TimeClock Plus?
- Implementation Schedule
- General system information
- Accessing the system
- Overall Timekeeping Process
- TimeClock Plus Clock Operations & Functions
- Reference and Tutorial Information
- Contact Information



Audit and Evaluation Findings

- Deficiencies were identified in existing departments using the system.
- Consistent controls in place with central administration of system.
- Decision to implement electronic timekeeping for all departments.
- Less opportunity for payroll errors with centralized system.
 - ❖ Eliminates manual keying and more efficient for meeting established deadlines.
- University contract more cost efficient



Why TimeClock Plus?

- Several systems evaluated.
- Based on feedback of review administration decided to implement as university wide solution.
- Several departments already using the system.
- TimeClock Plus developed several custom modules to meet the needs of the University.



Timekeeping Project Plan – Three Phases

Phase I

Update and centralize electronic timekeeping for seven departments currently using electronic timekeeping.

Phase II

Expand central timekeeping system to include all departments.

Phase III

Enhance the electronic leave entry system.

- Salary non-exempt leave & hours worked
- Provide electronic routing, approval, storage and management of all salaried employees to report leave usage.



Implementation Schedule

Department	Implementation Date	Number of employees
Controller's Office (pilot)	November 1 st	8
Rec Sports	December 1 st	533
Inn at Virginia Tech	January 16 th	223
Student Centers & Activities	February 1 st	180
Information Technology	February 16 th	195
Library	March 1 st	130
Dining Services	March 15 th	2,000

Upcoming Departments include Athletics, College of Engineering and College of Veterinary Medicine



Approach for Centralization

- Central Core Team Committee
 - ❖ Worked with TCP implementation specialist to learn capabilities and constraints of the system.
- Core Team Committee and representatives from departments already using TCP.
 - ❖ Worked together to define global settings for configuring system.
 - ❖ Compromises made to address needs/concerns of all departments.
- Payroll has worked closely with departments to ensure smooth transition to centralized timekeeping.



General System Information

- Various clock operation methods including entering Id number or swiping badge, biometrics and WebClock.
- Multiple roles with different levels of access.
- Large selection of report templates.
- Scheduler module and rounding restriction settings are available.
- WebClock and terminal access restrictions can be established.



Gaining Access to TCP System

- Employees WebClock address: timeclock.vt.edu
- TCP WebManager address: timeclock.vt.edu/manager30
- TCP WebScheduler address: timeclock.vt.edu/scheduler30
- CAS login required (only TCP users can login to system):

VirginiaTech Central Authentication Service

[Help](#) [Terms of Use](#) [About CAS](#)

Username PID or Guest ID

Password

[Forgot username or password?](#)

Warn before logging into other sites.

[Login](#) [Clear](#)



Overview of timekeeping process

- Banner PAF form is submitted for a new position.
- Once position has been approved and applied, it automatically imports into TimeClock Plus.
- Department payroll lead assigns supervisor access to employee and employee can begin clocking into job.
- Supervisors approve hours and correct missed punches during the pay period.
- After the pay period closes, the central payroll office interfaces hours to Banner. Multiple exports can be performed.
- Departments run verification reports and compare to hours in TimeClock Plus. Users continue to have access to PHAHOUR for manual entry.



Clock Operations

- Employees should verify the hours are correct each work week by viewing hours recorded in system.
- Employees using the WebClock will also have option to approve the hours worked each week.
- Messages can be received and viewed on the terminals and the WebClock.
- If employee works multiple jobs, the list of available job codes will appear when the employee attempts a clock operation.
- Employees may be restricted from using a certain clock method.



Central Payroll Office

- Administrative duties include assigning access, creating job codes, closing the week, etc.
- Interfaces hours to Banner each pay period.
- Notifies departments of errors and kickouts.
- Communicates with departments on deadlines and maintenance updates.



Department Payroll Lead & Admins

- Grants access to supervisors.
- Assigns shift differential when applicable.
- Edits job codes (deactivating, pay rate changes, defaults).
- Monthly and quarterly job reviews.
- Ensures hours and missed punches are corrected and approved by deadline.
- Reviews Time Card Entry Verification Report.



Supervisor Responsibilities

- Edits and adds shifts when needed.
- Corrects and approves missed punches.
- Approves hours.
- Communicates with department payroll leads and admins.



WebClock & Time Clock Operations





WebClock Example

View Hours

Date Range: 1/19/2013 12:00 AM - 1/26/2013 12:00 AM Hours today: 0:00 Hours this segment: 0:00 Hours this week: 31:00

A	Note	B	Time In	Time Out	Job Code	Hours	Day Total	Week To
<input checked="" type="checkbox"/>		<input type="checkbox"/>	01/21/2013 9:00 AM	01/21/2013 5:00 PM	44000102 - 044000-Payroll Clerk	8:00		
<input checked="" type="checkbox"/>		<input type="checkbox"/>	01/21/2013 10:00 PM	01/22/2013 12:00 AM	44000101 - 044000-Payroll Accountant	2:00	10:00	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	01/22/2013 12:00 AM	01/22/2013 5:00 AM	44000101 - 044000-Payroll Accountant	5:00		
<input checked="" type="checkbox"/>		<input type="checkbox"/>	01/22/2013 5:00 AM	01/22/2013 6:00 AM	44000101 - 044000-Payroll Accountant	1:00		
<input checked="" type="checkbox"/>		<input type="checkbox"/>	01/22/2013 11:00 PM	01/23/2013 12:00 AM	44000101 - 044000-Payroll Accountant	1:00	7:00	
<input type="checkbox"/>		<input type="checkbox"/>	01/23/2013 12:00 AM	01/23/2013 5:00 AM	44000101 - 044000-Payroll Accountant	5:00		
<input type="checkbox"/>		<input type="checkbox"/>	01/23/2013 4:00 PM	01/23/2013 5:00 PM	44000101 - 044000-Payroll Accountant	1:00		
<input type="checkbox"/>		<input type="checkbox"/>	01/23/2013 5:00 PM	01/24/2013 1:00 AM	44000101 - 044000-Payroll Accountant	8:00	14:00	31:00

Employees can approve hours

Employees can view hours for all jobs worked

Close << >>



Edit/Approve Options



- **Add/Edit** – View employee information, jobs, restrictions & access.
- **Edit Hours** – Add, edit or delete shift segments.
- **Quick Add Hours** – Adding hours to multiple employees at once.
- **Missed Punches** – View and approve missed punches.
- **Approval Manager** – Approve multiple shifts at once.
- **Messaging Options**



Employee Jobs

TimeClock Plus
web edition
The absolute easiest way to track and report employee hours

File View Employee Period Tools Configuration Launch Help

Selected: **Hokie Smith (912345678)**

Info Jobs Restrictions Scheduler Notes Misc Access

Default pay rate: 0.00 Cost Code group: No group assigned

Default Code	Description	Rate	Clockable	Earns Ovt	Counts Ovt	Cost Code	Tips	Tips T
<input checked="" type="checkbox"/>	82001100 082001-Turner Place-Wage	12.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	None N
<input type="checkbox"/>	82008100 082008-Hokie Grill-Wage	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	None N
<input type="checkbox"/>	83054100 083054-Food Stores-Wage	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	None N

Jobs can be coded as inactive or unclockable

Department Payroll Leads can change rates

Add Individual Criteria Save

Company: Virgini... User: TCP Admin Labor cost: N/A Current week: 2/16/2013 WS: WIN-DVLP-1 DBS: SQL-DVL... DB: TIMECLO...
Inactive in 19 minutes 58 seconds Copyright© 2010, Data Management Inc., San Angelo, TX, USA 3/7/2013 08:36:29 AM



Edit Hours

TimeClock Plus
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File View Employee Period Tools Configuration Launch Help

Unapproved

Edit Hours - 2/16/2013 to Current

Number	First	Last	Name: Student Hokie (963258147)		Hours: 47 Hours 0 Mins									
912345678	Hokie	Smith	O	M	I	Note	Edited	B	S	Time In	Time Out	Job Code	Hours	
963258147	Student	Hokie								1	3/1/2013 12:00 PM	3/2/2013 01:00 AM	82016100 - 082016-West End Mark-Wage	13.00
974125896	New	Hokie								1	3/2/2013 01:00 PM	3/3/2013 01:00 AM	82001100 - 082001-Turner Place-Wage	12.00
987456123	Hokie	Employee								1	3/3/2013 05:00 PM	3/4/2013 05:00 AM	82016100 - 082016-West End Mark-Wage	12.00
987654321	Hokie	Jones								1	3/4/2013 11:00 PM	3/5/2013 09:00 AM	82001100 - 082001-Turner Place-Wage	10.00
											<< Missed >>	3/6/2013 04:25 PM		0.00
											3/7/2013 09:00 AM << Clo		d Mark-Student	0.00

Edit Segment allows user to change punch times, job code and break status.

- Add segment...
- Edit segment...
- Edit segment actual times...
- Delete segment(s)...
- Split segment...
- Toggle break
- Add/Edit/View note...
- Approve
- Unapprove
- Approve All
- Unapprove All
- Approve missed in punch
- Approve missed out punch
- Reset shift processing...
- View change history...

Criteria Options Shift History

Company: Virgini... User: TCP Admin Labor cost: N/A Current week: 2/16/2013 DB: TIMECLO...
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Missed Punches

TimeClock Plus web edition
The absolute easiest way to track and report employee hours SM

File View Employee Period Tools Configuration Launch Help

Start: 3/1/2013 End: 3/15/2013 This Period Update

Only display shifts that contain unapproved missed punches Approved
 Only display shifts that I am authorized to approve Not Approved

	Id	Name	Note	Brk	Time In	Time Out	Job Code	Cost Code	Hours	Shift Hours
<input type="checkbox"/>	912345678	Hokie Smith		<input type="checkbox"/>	3/6/2013 04:30 PM	<< Missed >>	82001100 - 082001-Turner Place-Wage	1872 FIRE GRILL	0.00	0.00
<input type="checkbox"/>	974125896	New Hokie		<input type="checkbox"/>	<< Missed >>	3/6/2013 04:24 PM	83011200 - 083011-Bake Shop-Student		0.00	0.00
<input type="checkbox"/>	987456123	Hokie Employee		<input type="checkbox"/>	3/5/2013 04:04 PM	3/5/2013 11:00 PM	82001200 - 082001-Turner Place-Student	BOWL DYNASTY	6.93	6.93

Criteria Approve In Approve Out

Company: Virgini... User: TCP Admin Labor cost: N/A Current week: 2/16/2013 WS: WIN-DVLP-1 DBS: SQL-DVL... DB: TIMECLO...
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Approval Manager

TimeClock Plus
web edition
The absolute easiest way to track and report employee hours

File View Employee Period Tools Configuration Launch Help

Start: 3/1/2013 End: 3/15/2013 This Period Update Unapproved missed punch

O	M	I	Note	Edited	Brk	Time In	Time Out	Break	Job Code	Cost Code	Rate	Hours	Shift	T
963258147 - Student Hokie														
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/1/2013 12:00 PM	3/2/2013 01:00 AM		82016100 - 082016-West End Mark-Wage	CHOP SHOP	10.00	13.00	13.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/2/2013 01:00 PM	3/3/2013 01:00 AM		82001100 - 082001-Turner Place-Wage	ATOMIC PIZZERIA	10.00	12.00	12.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/3/2013 05:00 PM	3/4/2013 05:00 AM		82016100 - 082016-West End Mark-Wage	FIGHTING GOBBLER SPORTS LOUNGE	10.00	12.00	12.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/4/2013 11:00 PM	3/5/2013 09:00 AM		82001100 - 082001-Turner Place-Wage	ATOMIC PIZZERIA	10.00	10.00	10.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/7/2013 09:00 AM	3/7/2013 09:20 AM		82016200 - 082016-West End Mark-Student	WRAP WORLD	10.00	0.33	0.33	
974125896 - New Hokie														
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/1/2013 12:00 PM	3/2/2013 01:00 AM		83011200 - 083011-Bake Shop-Student		0.00	13.00	13.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/3/2013 05:00 PM	3/4/2013 05:00 AM		83011200 - 083011-Bake Shop-Student		0.00	12.00	12.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/4/2013 11:00 PM	3/5/2013 09:00 AM		83011200 - 083011-Bake Shop-Student		0.00	10.00	10.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/7/2013 09:00 AM	3/7/2013 09:22 AM		82001300 - 082001-Turner Place-Wrk Study	BRUEGGER'S BAGELS	10.00	0.37	0.37	
987456123 - Hokie Employee														
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/5/2013 04:04 PM	3/5/2013 11:00 PM		82001200 - 082001-Turner Place-Student	BOWL DYNASTY	9.50	6.93	6.93	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/7/2013 08:53 AM	3/7/2013 09:23 AM		82001200 - 082001-Turner Place-Student	1872 FIRE GRILL	9.50	0.50	0.50	
987654321 - Hokie														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/7/2013 12:20 AM	3/7/2013 03:30 AM		82001600 - 082001-Turner Place-Salary	DOLCI E CAFFE	9.00	15.33	15.33	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		3/7/2013 03:30 AM	3/7/2013 03:30 AM		82001600 - 082001-Turner Place-Salary	DOLCI E CAFFE	9.00	4.50	4.50	

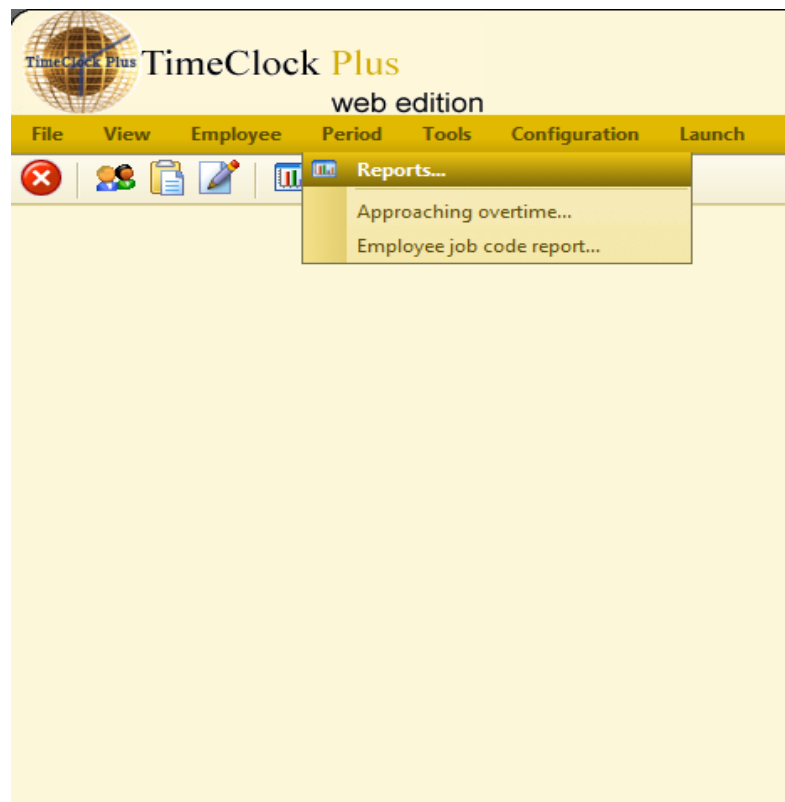
Multiple shifts can be approved

Approval Options Criteria

Company: Virginia... User: TCP Admin Labor cost: N/A Current week: 2/16/2013 WS: WIN-DVLP-1 DBS: SQL-DVL... DB: TIMECLO...
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Period Options



- **Reports** – Various report templates are available including payroll, job code and period reports.
- Reports can be viewed and saved in PDF or HTML format.
- Criteria and settings can be modified and specific parameters can be saved for future use.
- Export options are available under the File menu.



Reports

The screenshot displays the TimeClock Plus web edition interface. At the top, the logo and text "TimeClock Plus web edition" are visible, along with the tagline "The absolute easiest way to track and report employee hours". A navigation menu includes "File", "View", "Employee", "Period", "Tools", "Configuration", "Launch", and "Help". Below the menu is a toolbar with various icons. The main content area shows a date range selector set to "3/1/2013" to "3/15/2013" with a "This Period" dropdown. Two tabs, "Period Reports" and "Saved Reports", are present. Under "Period Reports", there are two expandable sections: "Payroll" and "Job Code Reports". The "Payroll" section is expanded, showing a list of report types with checkboxes: Complete Payroll Report, Payroll Summary (checked), Day Breakdown Report, Weekly Punch Report, Estimated Wages Report, Supplemental Pay Report, Individual Job Report, Payroll Detail, Payroll Summary (v3.0), Overtime Report, Missed Punches Report, and Shift Note Report. The "Job Code Reports" section is also expanded, showing Job Code Analysis Summary and Job Code Analysis Detail. At the bottom of the report list are buttons for "Criteria", "Options", "Settings", and "Print". The footer contains system information: "Company: Virgini...", "User: TCP Admin", "Labor cost: N/A", "Current week: 2/16/2013", "WS: WIN-DVLP-1", "DBS: SQL-DVL...", "DB: TIMECLO...", "Inactive in 19 minutes 46 seconds", "Copyright© 2010, Data Management Inc., San Angelo, TX, USA", and "3/8/2013 04:29:33 PM".



Report Example

Payroll Summary For the period of 3/1/2013 to 3/15/2013

Name	Number	Week Date	Job Code	Hours	Regular
New Hokie	974125896	2/23/2013	83011200-083011-Bake Shop-Student	13.00	13.00
		3/2/2013	82001300-082001-Turner Place-Wrk Study	0.37	0.37
		3/2/2013	83011200-083011-Bake Shop-Student	22.00	22.00
				35.37	35.37
Subtotal for id number 974125896:				35.37	35.37
Hokie Jones	987654321	2/23/2013	82001600-082001-Turner Place-Salary	15.33	15.33
		3/2/2013	82001600-082001-Turner Place-Salary	4.50	4.50
				19.83	19.83
Subtotal for id number 987654321:				19.83	19.83
Control totals:				55.20	55.20



Report Example

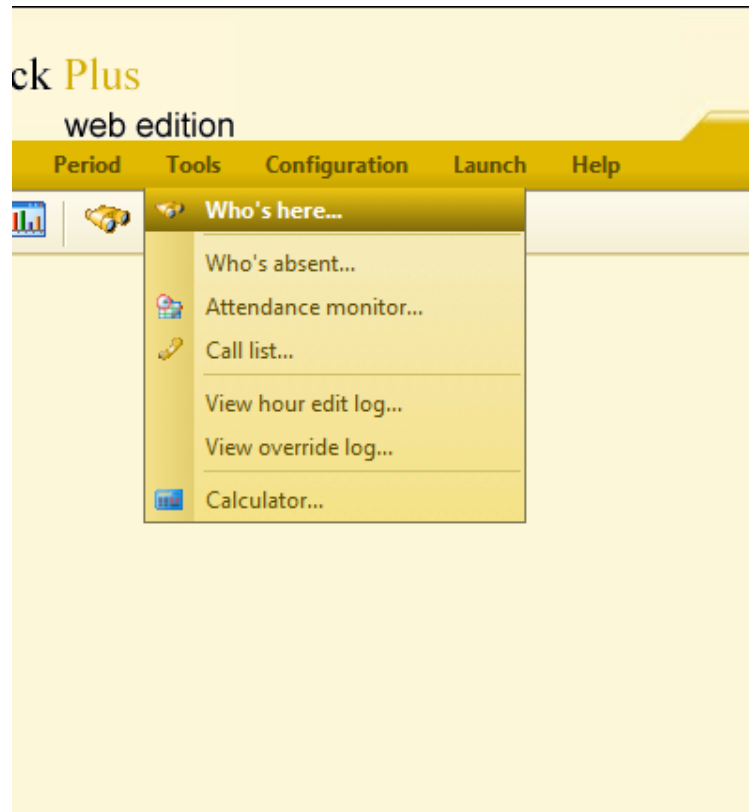
Job Code Analysis Summary

For the period of 3/1/2013 to 3/15/2013

Job Code	Description	Total	Regular	Overtime 1	Overtime 2	Estimated Wages
44000101	044000-Payroll Accountant	12.00	12.00	0.00	0.00	\$120.00
Group Controller's Office Total		12.00	12.00	0.00	0.00	\$120.00
82001100	082001-Turner Place-Wage	22.00	22.00	0.00	0.00	\$242.00
82001200	082001-Turner Place-Student	13.78	13.78	0.00	0.00	\$130.94
82001300	082001-Turner Place-Wrk Study	0.37	0.37	0.00	0.00	\$3.67
82001600	082001-Turner Place-Salary	54.45	36.45	18.00	0.00	\$627.67
82013100	082013-Owens Commiss-Wage	63.00	52.38	10.62	0.00	\$683.08
82013600	082013-Owens Commiss-Salary	19.58	0.00	19.58	0.00	\$293.75
82016100	082016-West End Mark-Wage	25.00	25.00	0.00	0.00	\$275.00
82016200	082016-West End Mark-Student	0.33	0.33	0.00	0.00	\$3.33
83011200	083011-Bake Shop-Student	35.00	35.00	0.00	0.00	\$0.00
83054600	083054-Food Stores-Salary	12.00	12.00	0.00	0.00	\$120.00
Group Dining Services Total		245.52	197.32	48.20	0.00	\$2,379.44
65201001	065201-HRIS Student	0.03	0.03	0.00	0.00	\$0.37
Group Information Technolo Total		0.03	0.03	0.00	0.00	\$0.37
Control Totals		257.55	209.35	48.20	0.00	\$2,499.81



Tools Menu



- **Who's Here** – Tool to monitor employee status. View who's currently clocked in, on break, etc.
- **Attendance Monitor** – Tool used to view employee attendance against their schedule during a specified date and time.
- **Hour Edit Log** – Shows every manual edit performed on an employee shift.



Who's Here

TimeClock Plus
web edition
The absolute easiest way to track and report employee hours

File View Employee Period Tools Configuration Launch Help

All Clocked In On Break Auto Out Not In Last Punch Hours

Export to:

Number	First Name	Last Name	Note	Job Code	Cost Code	Date In	Time In	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
912345678	Hokie	Smith	82001100 - 082001-Turner Place-Wage	1872 FIRE GRILL	3/8/2013 04:45 PM	On-Screen		
963258147	Student	Hokie	82008100 - 082008-Hokie Grill-Wage		3/8/2013 04:45 PM	On-Screen		
974125896	New	Hokie	82001100 - 082001-Turner Place-Wage	BRUEGGER'S BAGELS	3/8/2013 04:45 PM	On-Screen		
987456123	Hokie	Employee	82001200 - 082001-Turner Place-Student	1872 FIRE GRILL	3/8/2013 10:19 AM	On-Screen		
987654321	Hokie	Jones	82001600 - 082001-Turner Place-Salary	SOUP GARDEN	3/8/2013 04:45 PM	On-Screen		

Matching: 5
Filter: None

Criteria Options Absent Call List Update

Minors Over 8 hours Over 12 hours

Company: Virgini... User: TCP Admin Labor cost: N/A Current week: 2/16/2013 WS: WIN-DVLP-1 DBS: SQL-DVL... DB: TIMECLO...
Inactive in 19 minutes 43 seconds Copyright© 2010, Data Management Inc., San Angelo, TX, USA 3/8/2013 04:44:44 PM

Who, Where and How



TimeClock Plus WebManager

- Online Training
 - Website: www.controller.vt.edu
 - Training Opportunities
 - [Timekeeping System Training](#)
- Reference and Procedure Documentation
 - Website: www.controller.vt.edu
 - Training Opportunities
 - Training Reference Manuals
 - [Timekeeping System Reference Guide](#)



Contact Information

- Leisa Shelor, Payroll Manager
 - shelori@vt.edu
- Leslie Green, Senior Payroll Administrator
 - leslieg8@vt.edu
- General TimeClock Plus questions
 - timeclock@vt.edu



Questions?

Complete sign up for CPE Credit