TIMECLOCK PLUS version 7

Manager Overview

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.**

1. Select the appropriate company from the drop down box.
2. In the External ID field, enter your USERID and then Password (the same id you use to access your email) and click LogOn.
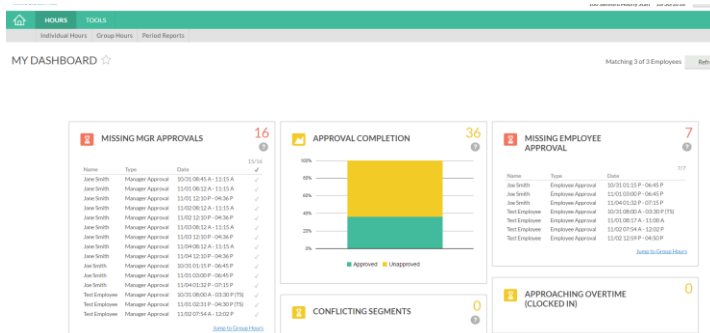

3. Your landing page will contain a menu at the top and a dashboard displaying items that need your attention in the body.

4. Note the Approval Completion graph in the center that indicates how you and your employees are progressing with required completions. This should be completely green by the approval deadline.
5. 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.
6. Please also pay close attention to the Missed Punches area of your dashboard as these **require** you to make a correction.

7. Also note the Long Shift box that indicates those who have been clocked in longer than expected based on their designation. These exceptions are determined based on group criteria so you may have employees who normally work shifts of this length. Please review items in this box to be sure that is the case and that you don't have an employee who forgot to clock out.

8. You can select from the menu at the top or click on the Jump to Group Hours option at the bottom of the boxes on the dashboard. (We do not recommend working in Group Hours. **Caution:** If you have access to additional employees as a backup supervisor, you may be affecting other people's employees. Please read the instructions.)

9. Clicking on HOURS from the Menu gives you the option to work with an Individual Employee's Hours or run Period Reports.

10. Clicking on Tools allows you to see information about your employee's status. This is similar to the current Who's Here menu.


11. The Request Manager was used by a few departments previously but more departments may now find it useful now. It has improved features such as auto populating leave on an employee's time sheet immediately upon a request approval by their manager. This allows an employee to communicate a request for time off and the manager to populate the Time Sheet entry for that time upon approval. This saves time for you and your employee.

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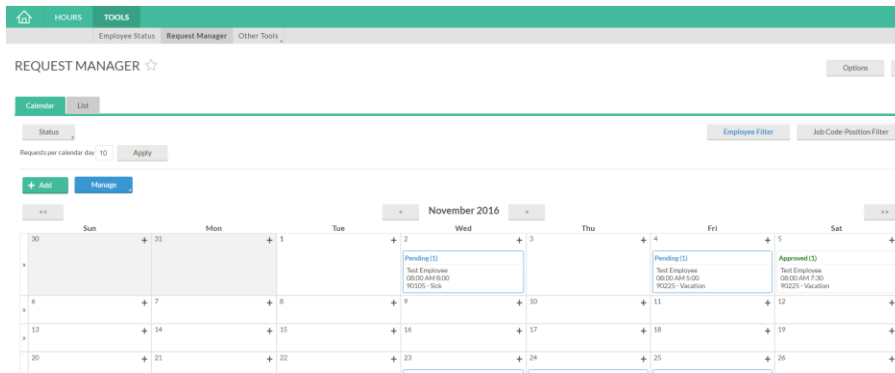
12. The OTHER TOOLS option is where you will find the very handy CALCULATOR which converts time formats from hours and minutes to hours and decimals or vice versa.
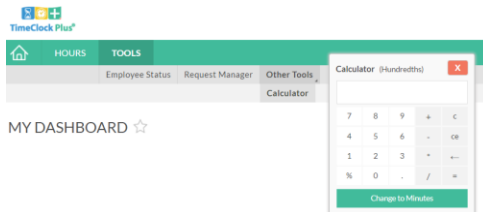
13. Detailed instructions for each feature can be found on the specific instruction sheet on the Payroll web site. More instructions will be added as time allows.

- Please remember to review TCP at least weekly to make corrections that may be needed by your employee so they may approve the results.

- Review the information - don't just approve everything without checking for notes, missed punches or that your employee has been clocked in for two days straight.

- Be sure to apply approvals by the deadline and remind your employee to do their approvals.

- Time entered must represent actual time worked or leave taken. It is not okay to enter a random two hour segment to represent time that an employee previously worked. The date and time should correspond to the date and time when the work was performed. If the period is closed, please contact Payroll@samford.edu or Studentjobs@samford.edu for assistance in entering that time. This is a legal record.