

Time Clock Plus Supervisor Approval Instructions

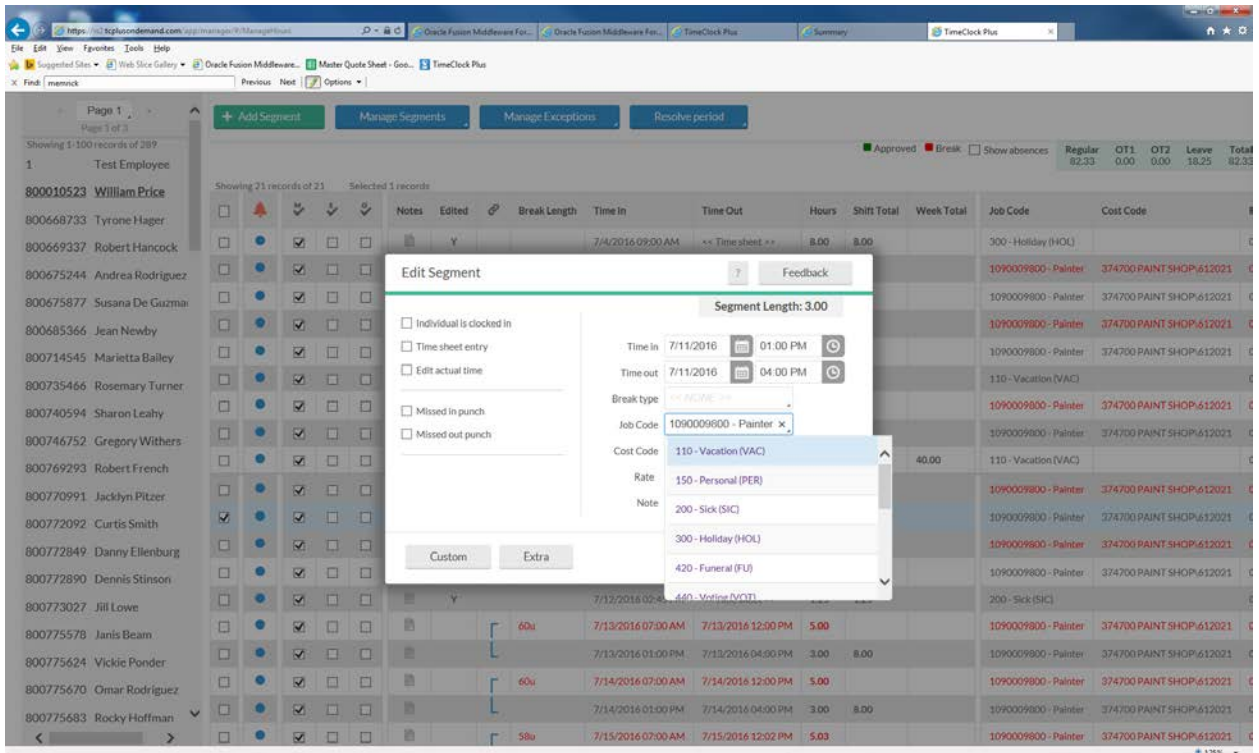
1. Log in to Banner Self Service with your ID and Pin.
2. Go to Employee Services, Choose [Approve Time – TimeClock + WebClock](#).
3. Your User ID will be your Davidson College ID 80-----.
4. If you are logging in for the first time the Password needs to be left blank. If you have already set up your password, please enter it.
5. Click on Hours, then Individual Hours, A list of your employees should populate. If any employees that you are responsible for approving are missing, please contact the payroll office immediately.
6. Click on the employee name and their time sheet will populate. Once you have reviewed their time and it is correct. Click on the square in the left corner. All entries on the page will be checked/hi-lighted. If there is a day that you do not wish to approve, then uncheck that day. Click Resolve Period, then click on the Approve button beside Manager Approval. You have approved this employees time.
7. To make changes to an employee's time, click on the day or segment you wish to edit so that it is hi-lighted, then click on Manage Segment, Edit Segment a new box will open for you to make the necessary adjustments.

The screenshot displays the TimeClock Plus Supervisor Approval interface. The main window shows a list of employees with checkboxes for approval. An 'Edit Segment' dialog box is open, allowing the user to modify the time in and out, break type, job code, and cost code for a specific segment.

Employee ID	Employee Name	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code
800010523	William Price							
800669733	Tyrone Hager	7/4/2016 09:00 AM		8.00	8.00		300 - Holiday (HOL)	
800669337	Robert Hancock						1090009800 - Painter	374700 PAINT SHOP:612021
800675244	Andrea Rodriguez						1090009800 - Painter	374700 PAINT SHOP:612021
800675877	Susana De Guzman						1090009800 - Painter	374700 PAINT SHOP:612021
800685366	Jean Newby						110 - Vacation (VAC)	
800714545	Marietta Bailey						1090009800 - Painter	374700 PAINT SHOP:612021
800735466	Rosemary Turner						1090009800 - Painter	374700 PAINT SHOP:612021
800740594	Sharon Leahy						110 - Vacation (VAC)	
800746752	Gregory Withers						1090009800 - Painter	374700 PAINT SHOP:612021
800769293	Robert French						1090009800 - Painter	374700 PAINT SHOP:612021
800770991	Jacklyn Pitzer						1090009800 - Painter	374700 PAINT SHOP:612021
800772092	Curtis Smith						110 - Vacation (VAC)	
800772849	Danny Ellenburg						1090009800 - Painter	374700 PAINT SHOP:612021
800772890	Dennis Stinson						1090009800 - Painter	374700 PAINT SHOP:612021
800773027	Jill Lowe	7/13/2016 02:45 PM		1.25	1.25		200 - Sick (SIC)	
800775578	Janis Beam	7/13/2016 07:00 AM	7/13/2016 12:00 PM	5.00			1090009800 - Painter	374700 PAINT SHOP:612021
800775624	Vickie Ponder	7/13/2016 01:00 PM	7/13/2016 04:00 PM	3.00	8.00		1090009800 - Painter	374700 PAINT SHOP:612021
800775670	Omar Rodriguez	7/14/2016 07:00 AM	7/14/2016 12:00 PM	5.00			1090009800 - Painter	374700 PAINT SHOP:612021
800775683	Rocky Hoffman	7/14/2016 01:00 PM	7/14/2016 04:00 PM	3.00	8.00		1090009800 - Painter	374700 PAINT SHOP:612021
		7/15/2016 07:00 AM	7/15/2016 12:02 PM	5.03			1090009800 - Painter	374700 PAINT SHOP:612021

8. From this box, you can change the time in and out, Job Code, or Cost Code. If you need to change an employee's time from Regular time to vacation, sick, personal, etc. you

would click on the arrow in the bottom right corner of the Job Code box and choose the earn code those hours needed to be changed to.



9. If you need to add hours to an employee’s time for any reason, you would click on the Add Segment button, when the Add Segment box populates, you can click on time sheet entry and add a start time and the number of hours you need to enter, or you can enter a start time and end time. Be sure that Job Code shows the correct earn code. If the employee should be paid for regular hours then their job title will be listed. If they are being paid for any other hours, click the drop down arrow in the Job Code field and choose the correct earn code, i.e. vacation, sick, personal, etc.
10. If your employee is using a swipeclock and swiping in and out to record their time, there may be an occasion where the employee missed a punch and corrected the missed punch on their next clock in or out. You must approve all missed punches separately. The missed punches will appear in Blue in the time in or time out column. Click on the line where the blue appears, then click on “Manage Exceptions” then click on the Approve button beside “Missed Punches.”
11. **Please Note: As the supervisor it is your responsibility to make sure all of your employees have submitted a time sheet and their hours are correct. When Holiday pay is involved, please confirm that holiday hours have been entered as well as the correct number of hours per their eligibility. Holiday hours do not apply to Student employment.**