



**TimeClock Plus**<sup>®</sup>  
a better sense of time<sup>SM</sup>

**QUICK REFERENCE GUIDE FOR NON-SUPERVISORS**  
Questions – Call Payroll at (660) 785-4154

For hourly (non-exempt) employees, log on to [timeclock.truman.edu](http://timeclock.truman.edu) using your Truman State University username & password. Choose “Clock In” when you start or “Clock Out” when you leave for the day.

Forgot to “Clock In”? You will be prompted to enter a start time when you “Clock Out” at the end the day.

An hour lunch is automatically included in an 8 hour day. If you intend to take less than an hour for lunch, then “Clock Out” before 5 hours elapse. Then “Clock In” again after your shortened lunch.

All employees (non-exempt & exempt) can use TimeClock to request sick time, vacation, military leave, funeral days, FMLA, comp time and jury duty.

Log on to your dashboard, and choose “Requests” from the menu ribbon at the top of the screen.

Click on the + sign in the upper right hand corner of the calendar day where you want to record time off. When the pop-up window appears, choose a category and notate the time you intend to leave work along with the number of hours you intend to be gone. Then “Save” your entry.

11/17/2016  
**03:15:32 PM**

Select Company

External ID

BYPASS LDAP AUTHENTICATION

**CLOCK IN** **CLOCK OUT**

LOG ON TO DASHBOARD



Add Employee Request

- Funeral
- Jury
- Military
- Sick - Full Day
- Sick - Half Day
- Vacation - Full Day**
- Vacation - Half Day

Employee

Date requested

Start time

Hours

Days

Leave code

Description



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## QUICK REFERENCE GUIDE FOR SUPERVISORS

Questions – Call Payroll at (660) 785-4154

Log on to [timeclockplus.truman.edu](http://timeclockplus.truman.edu) using your Truman State University username & password.

TimeClock Plus will open to your Management Dashboard. If you need to approve leave time, choose “Tools” and then “Request Manager” from the menu ribbon at the top of the screen.

Then right click on the employee’s name to approve, or deny, time off.

As a supervisor, it is best practice to approve timecards by Tuesday for the previous week.

To approve an employee’s weekly timecard, choose “Hours” and then “Individual Hours” from the menu ribbon at the top of the Management Dashboard.

Click on the employee’s name. Verify the “Weekly Total” hours worked are correct. Click in column “M” to approve time, and then choose “Apply Changes”.



Home	HOURS	EMPLOYEE	TOOLS	CONFIGURATION	COMPANY
			Import	Export	Employee Status
					<u>Request Manager</u>
					Other Tools

February 2017

Tue		Wed	
+ 31		+ 1	
+ 7		+ 8	
<div style="border: 1px solid blue; padding: 5px;"> <b>Pending (2)</b>                      Courtney Holton                      08:00 AM 8:00                      2000 - Sick                      Melissa Garzanelli                      08:00 AM 8:00                      1000 - Vacation                 </div>		<div style="border: 1px solid blue; padding: 5px;">                     Add                      Detail                      View in list                      Delete  <hr/>                     Approve Request Level 1                      Deny                 </div>	
+ 14			+ 14
+ 21			+ 21
+ 28			+ 28

Home	HOURS	EMPLOYEE	TOOLS	CONFIGURATION	COMPANY
	<u>Individual Hours</u>	Group Hours	Period Reports	Period Export	Time Sheets

Showing 6 records of 6 Selected 0 records

	Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		11/7/2016 08:00 AM	11/7/2016 12:45 PM	4:45	4:45	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		11/7/2016 12:45 PM	11/7/2016 04:00 PM	3:15	3:15	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60u	11/8/2016 08:00 AM	11/8/2016 05:00 PM	8:00	8:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60u	11/9/2016 08:00 AM	11/9/2016 05:00 PM	8:00	8:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60u	11/10/2016 08:00 AM	11/10/2016 05:00 PM	8:00	8:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60u	11/11/2016 08:00 AM	<< Time sheet >>	8:00	8:00	<b>40:00</b>