







For hourly (non-exempt) employees, log on to **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.

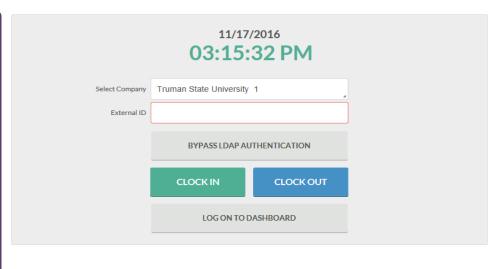
An hour lunch is automatically included in an 8 hour day. If you intend to take less than an hour for lunch, then "Clock Out" before 5 hours elapse. Then "Clock In" again after your shortened lunch.

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.

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





CLOCK IN

Funeral

Military

Sick - Full Day

Sick - Half Day

Vacation - Full Day

Vacation - Half Day

Jury

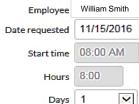
CLOCK OUT

CHANGE JOB CODE

VIEW

REQUESTS

Add Employee Request



Leave code

Description

Vacation

1000 - Vacation

Cancel

Save

Accruals







Log on to 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".

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

