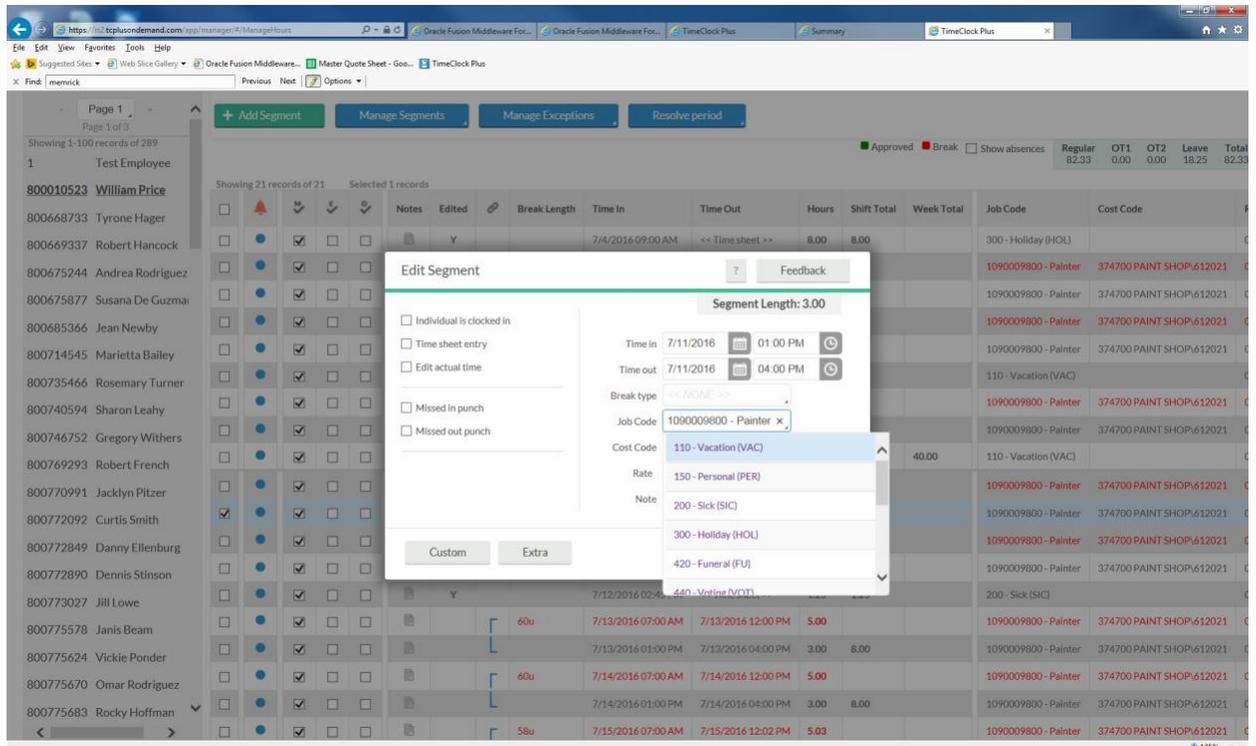


Time Clock Plus Supervisor Approval Instructions

1. Log in to **Banner** Self Service with your ID and Pin.
2. Go to Employee Services, Choose **Approve Time – TimeClock +**
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, **and if your employee only works for you and no other department.** Click on the square to the left of the orange bell. All entries on the page will be checked/hi-lighted. Click Resolve Period, then click on the Approve button beside Manager Approval. If all of the **Orange Dots** have turned blue or disappeared you have approved this employees time. **If you still see Orange Dots then there is something that still needs your approval. See item 7 below for instructions on approving missed punches which will be in blue on the time sheet. To edit a missed punch or your employee's time see item 9 below.**
7. If your employee self-corrected their In or Out punch, it will show up in Blue on their time sheet. This requires an additional approval by you. When you click on "Resolve Period" then click on the Approve Button beside "Missed In" or "Missed Out" and click apply.
8. **If your employee works in more than one department,** click on the box under the "m check" column that correlates with time worked in your department. An Apply Changes box will appear, click on that box to approve the hours worked for your department. Please make sure that all **Orange Dots** have turned Blue or disappeared.
9. 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.

10. From this box, you can change the time in and out, Job Code, or Cost Code.
11. If your employee forgot to clock in and is still working click on the “Individual is clocked in” box on the left, your employee will then be able to clock out when they leave.
12. If you wish to enter a total number of hours for a certain day, click the “Time Sheet Entry” box, change the date to the correct day and enter the total number of hours worked for that day.
13. 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.



14. 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.
15. 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 In" or "Missed Out" click apply.
16. **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.**