

TimeClock Plus Overview

University of New Mexico

Gallup Campus

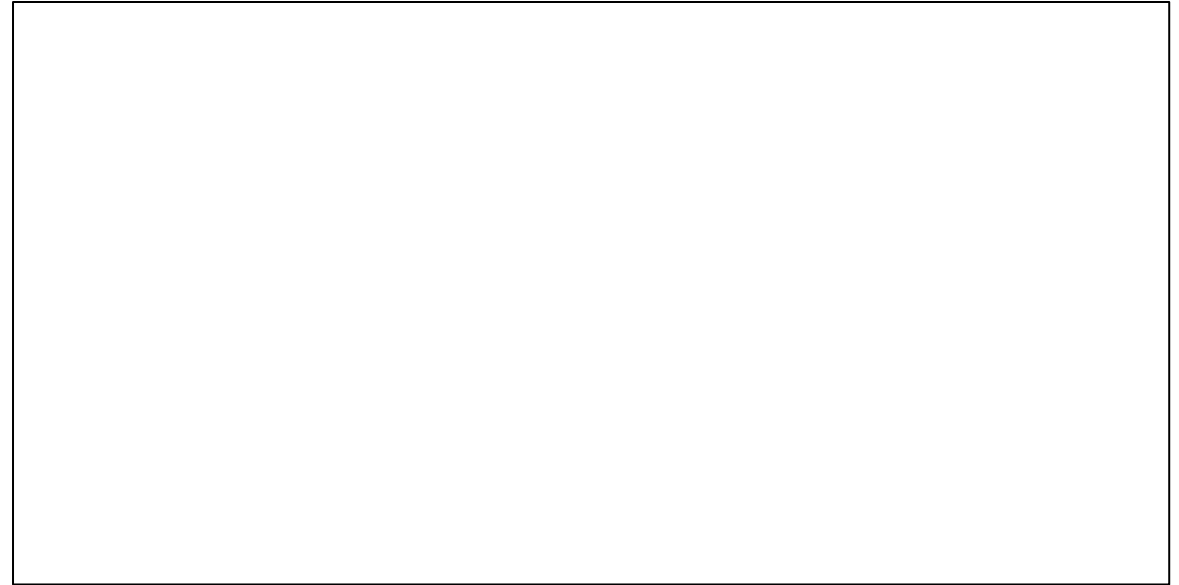
11/11/2023

Drawbacks of current paper-based (manual) process:

- f* Time Sheet & Leave Request are prone to errors
- f* Lack of easy access to Timesheets and Leave Requests
- f* Time consuming
- f* Processing different schedules and bargaining unit policies

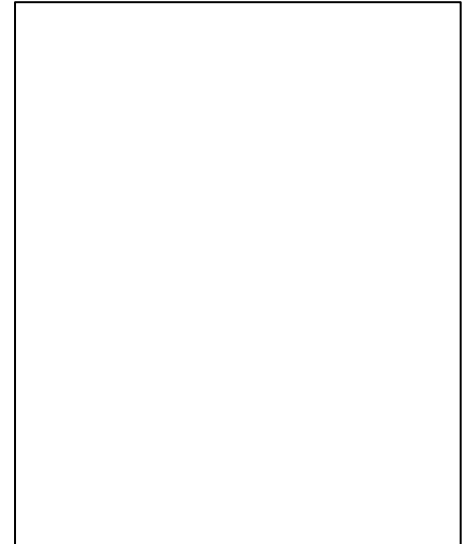
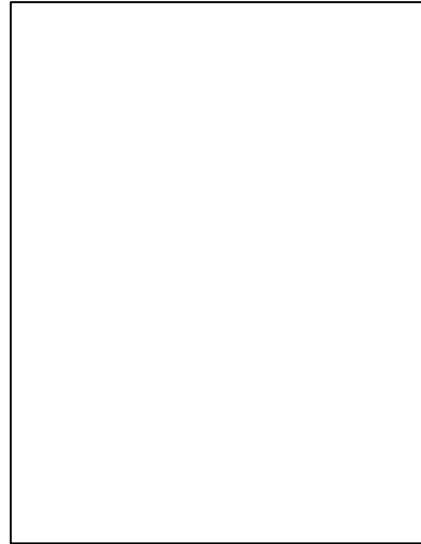
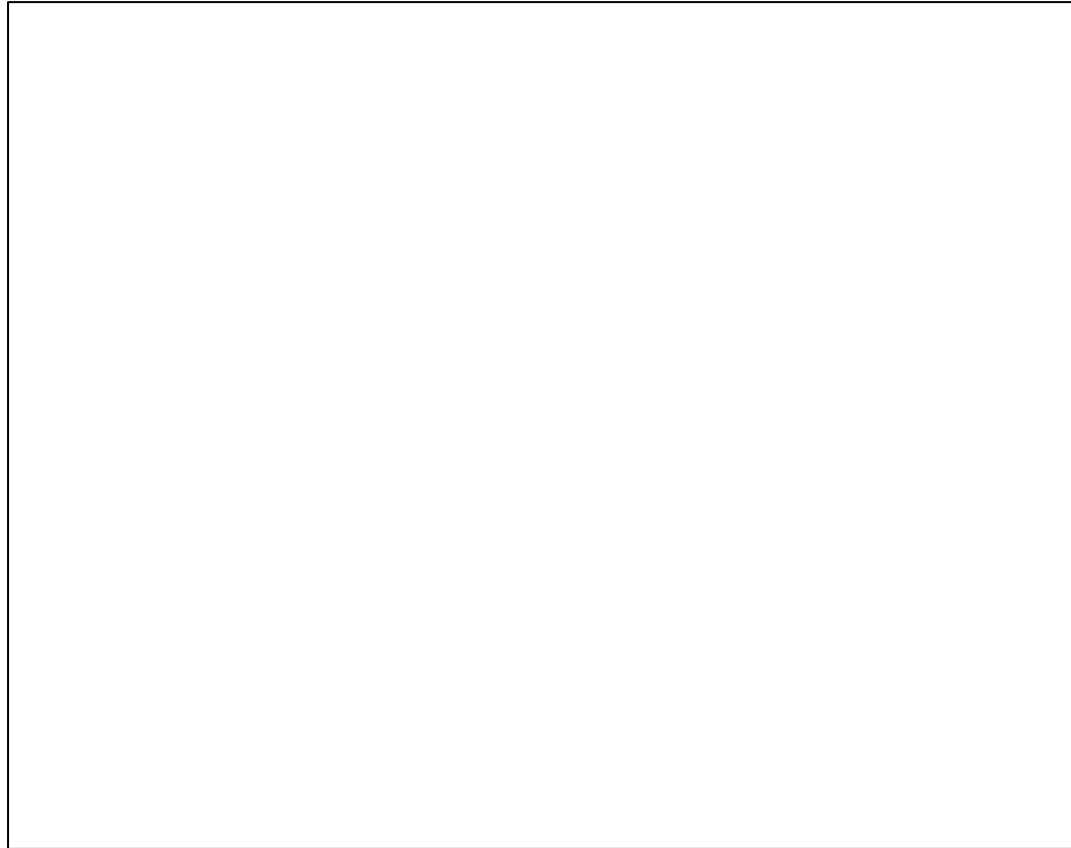
Other TCP Benefits:

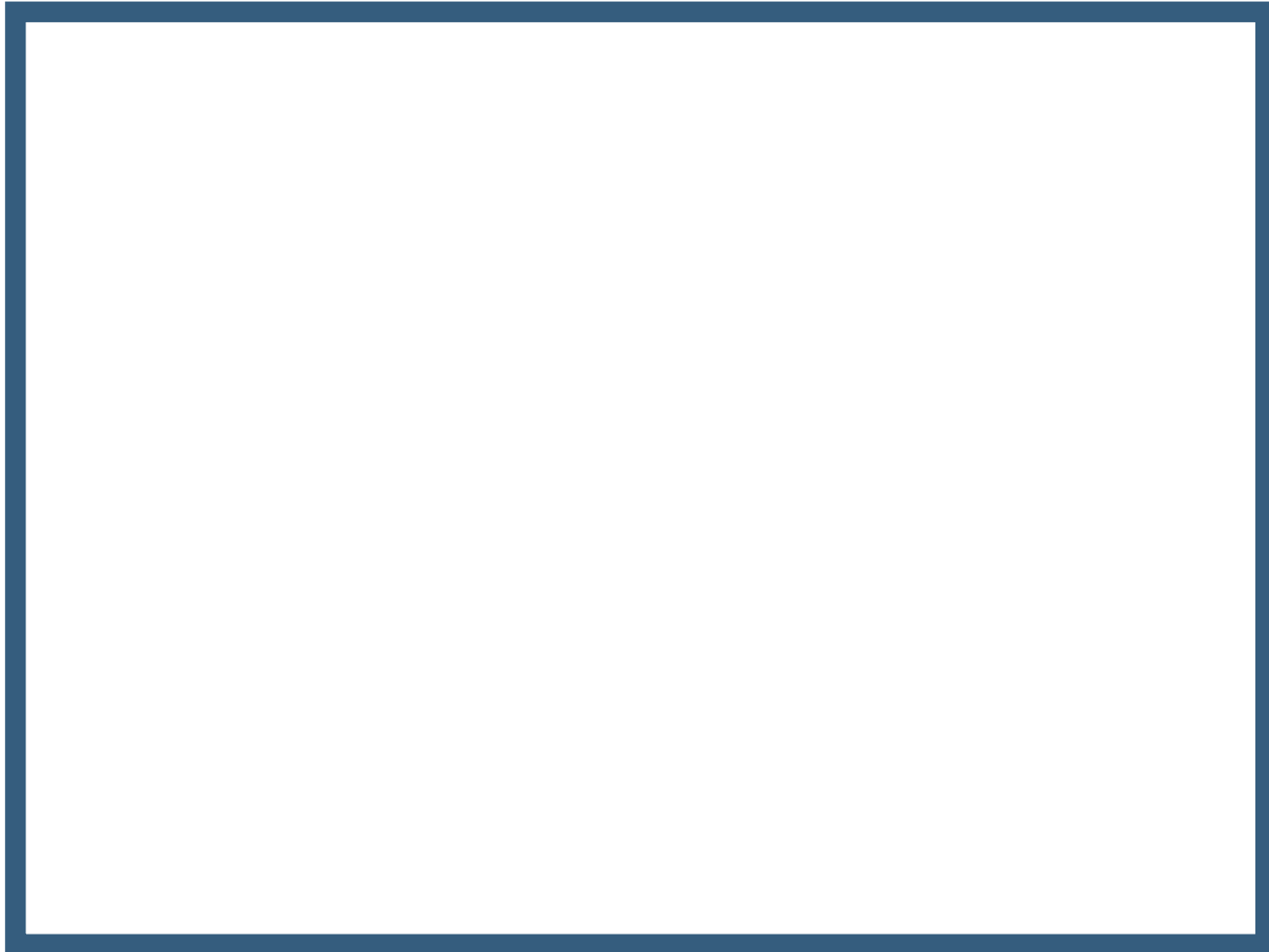
- f* Employee scheduling
- f* Labor tracking (job/project time)
- f* Reminder notifications
- f* Reporting and analytics
- f* Future Banner integration
- f* Retention of Time Sheets and Leave Requests



Other UNM campuses and universities:

f Valencia, Los Alamos and other Main Campus Depts are utilizing TCP, as well as other universities





TimeClock Plus Quick Guide

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Gallup Campus

08/25/2023

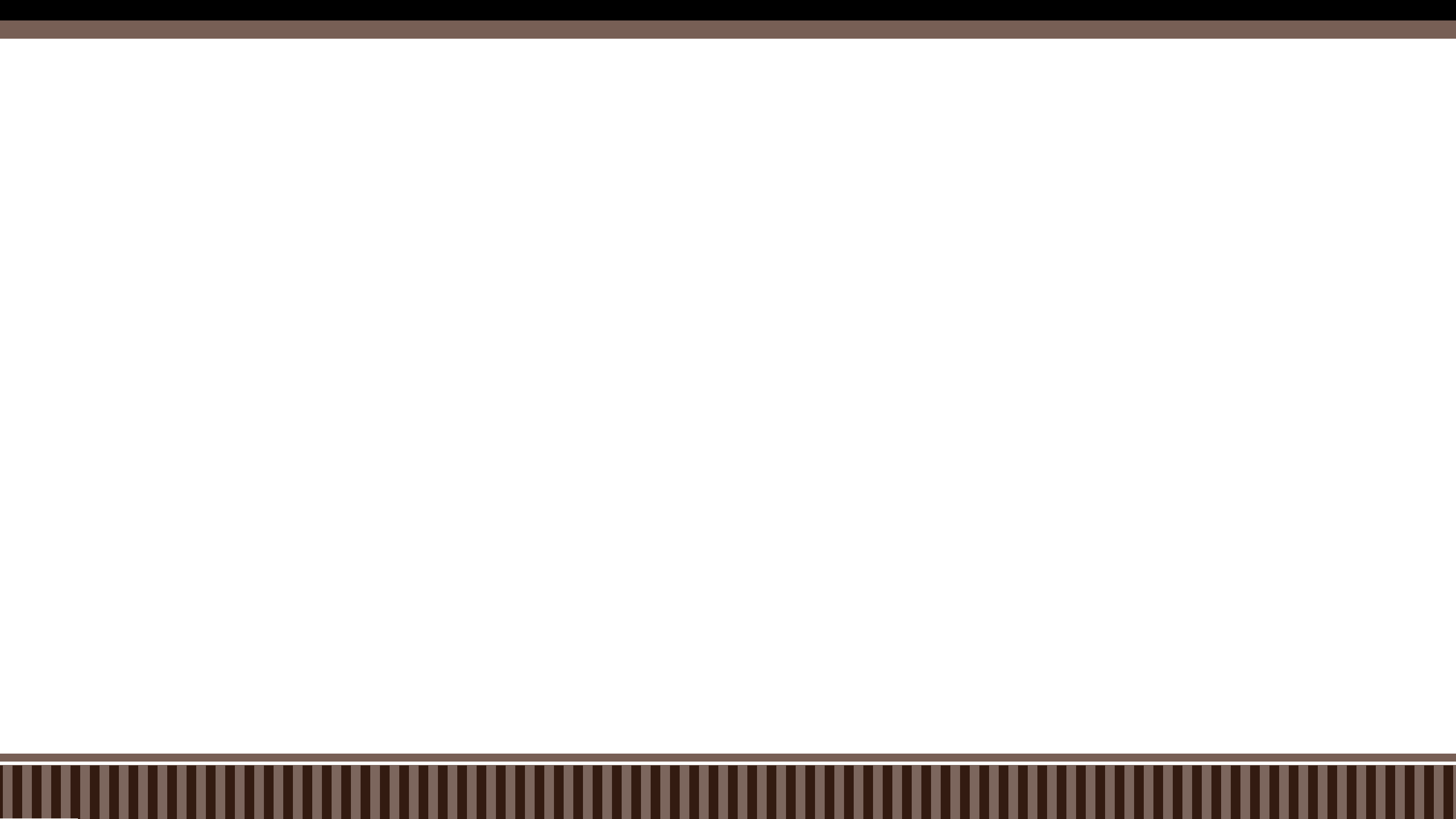
Employee login & clocking in/out

f

1) WebClock

Employee login & clocking in/out

f



Employee WebClockDashboard

f Approve own time in Dashboard > View > Hours

f Submit leave requests in Dashboard > Request



Employee WebClock Approving own time

f After navigating to Dashboard > New > Hours, review hours and job codes, check the “E” button and confirm
f

Employee RD-~~T~~Self service

f Change PIN in Self Service > Change Pin

f

Employee RD-TPIN reset

f Log in, navigate to Self Service > Change Pin, enter the current PIN (1234) and your new PIN, and select “Change”

Employee RD-Approving own time

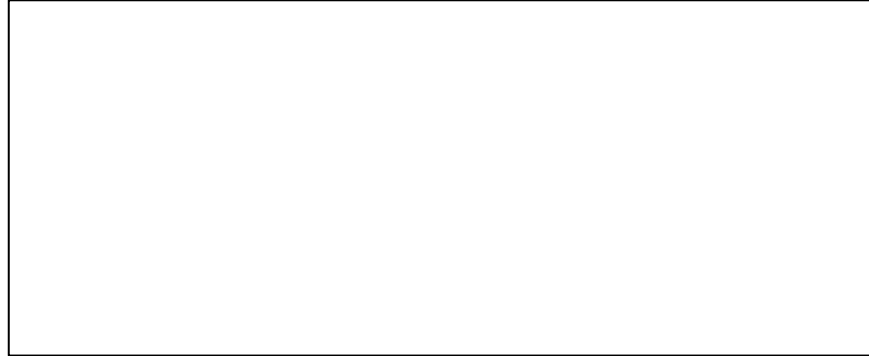
f

Employee RDT Submitting leave request

f

Manager email notification for leave requests

f The employee will receive a Time Off Request Created email from UNMG TimeCards



And that's an overview of the employee side of TCP

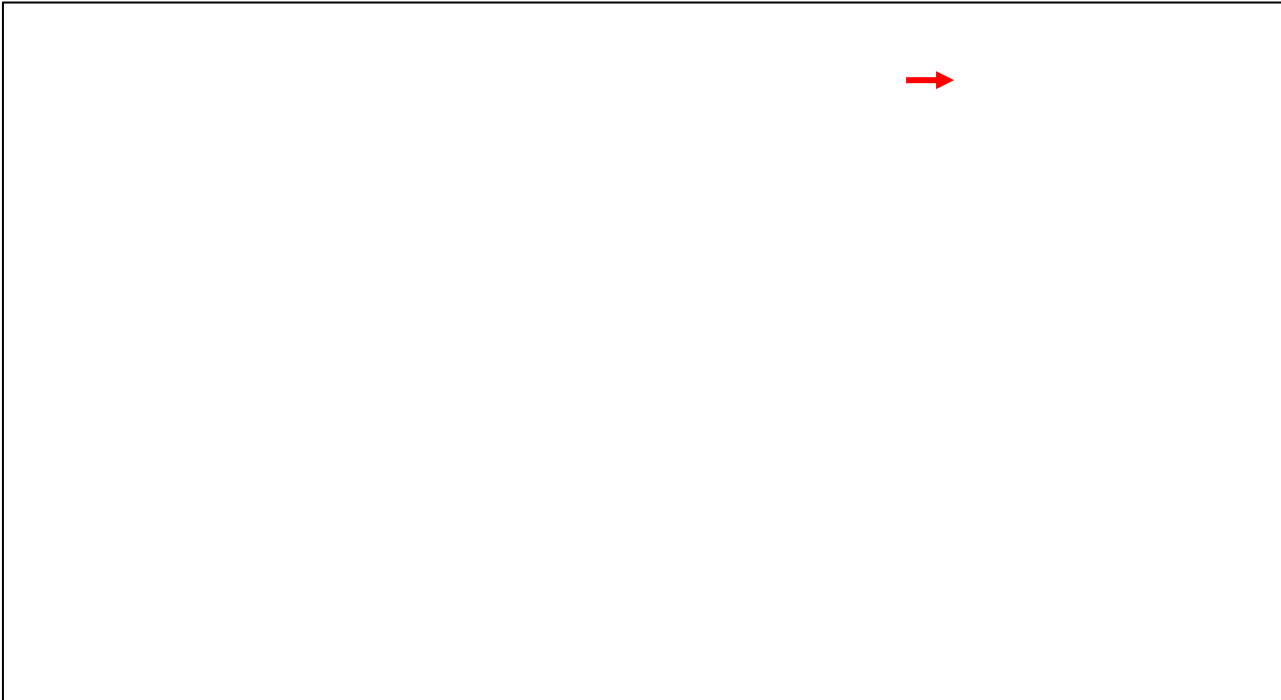
Manager login

f There are two separate websites, one is for the employee role the other is for the manager role

f

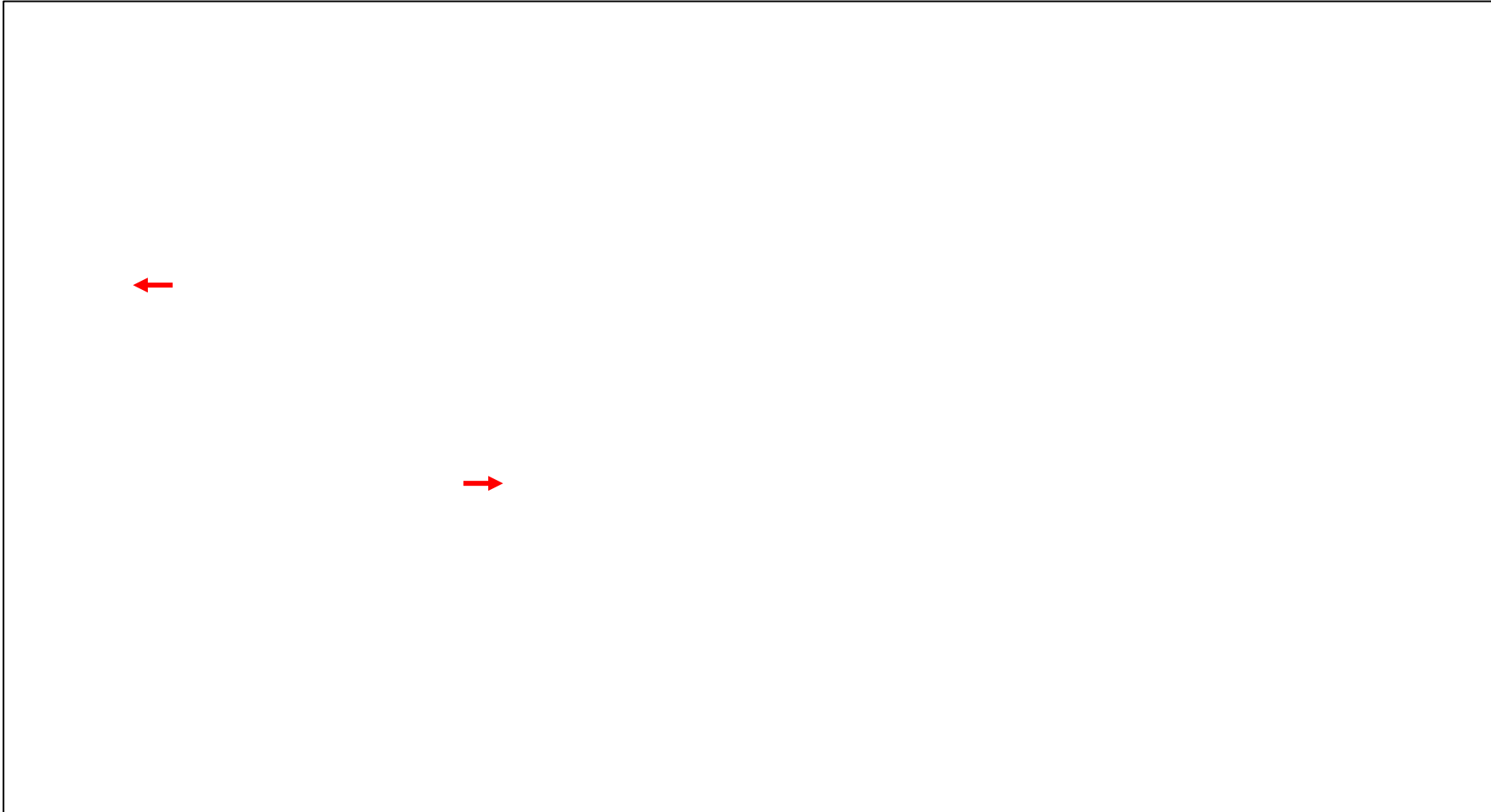
Manager -password reset

- f* Log in, navigate to My Options > Passwords tab, enter the current password (TCP123!) and you new password, and select "Update"
- f* Passwords must be 3 or more characters in length, 1 or more uppercase characters (A-Z), 1 or more digits (0-9), and 1 or more NON-alphanumeric characters (\$, %, @, !,...)



Manager -Approve employee time

f Approve employee time in Dashboard > Hours > Group Hours or use the Dashboard widget to Jumpto Group Hours



Manager -Approve employee time

f Check period is set to "Open Weeks" and then select "Update"

f Review hours and job codes, check the "M" button and select "Apply Changes"

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The second time segment cannot be approved because the employee has not yet approved

Manager -Approve pending time off requests

f Approve employee time off request in Dashboard > Tools > Requests > Request Manager or use the Dashboard widget to Jump to Request Manager



Manager -Approve pending time off requests

f Right click on time off request, select “Approve” or “Deny”, and confirm

Employee email notification for leave requests

- f* The employee will receive a Time Off Request Approved email from UNMG TimeCards
- f* The employee will also see the approved request in Dashboard > Requests and Self Service > Requests

