Timekeeping for Supervisors

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Accessing TCP

Kent State’s chosen software for timekeeping is TCP.

Access TCP is accessed via SSO, using any of the following methods:

- Direct link - [https://ksuwfm.kent.edu/](https://ksuwfm.kent.edu/)

- Flashline – under the *Top Employee Resources* menu
Timecard Approval

Timecards must be approved **WEEKLY**
- Deadline is end of business every Tuesday*
- Reminders start going out on Tuesday afternoons
- Every segment must be approved

* May be moved up due to holidays
Viewing Employee Timecards

Select Hours > Individual Hours to see a full list of all your hourly employees.

Warnings:
- Do not approve timecards from the dashboard—you cannot see sufficient detail there.
- Do not approve timecards from the Group Hours—it only shows employees who have clocked hours. If your employee failed to clock in/out or add hours to their timecard, they will not show up.
Updating the Timecard Viewing Options

Click the Options button in the upper right corner of the Individual Hours screen.

1. Change the **Default Period** to last week.

2. Under **Worked Hours** select all boxes except *Combined rates and shift premiums*.

3. Click Apply.
Breaking Down the Timecard
The upper left section shows the dates you are viewing.

Change the dates by selecting the calendar icon or using the dropdown box. Be sure to click Update!
Breaking Down the Timecard: Data on the Card

1. This is where you approve. The M is for Manager Approval. Make sure this is the box you select. If you click the M column header, every segment will be approved. The dots in the bell column turn blue when lines are approved.

2. Notes can be added to the timecard by the employee or manager, and they will be shown here.

3. The break length shows how long the lunch break was for that day.

Every line on the timecard is called a segment.
### Breaking Down the Timecard: Data on the Card

<table>
<thead>
<tr>
<th>Actual Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Day Total</th>
<th>Week Total</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM</td>
<td>4:25</td>
<td>2:45</td>
<td>6:45</td>
<td>40:00</td>
<td>170 - Vacation Pay</td>
</tr>
<tr>
<td>M</td>
<td>4:00</td>
<td>4:00</td>
<td>8:00</td>
<td></td>
<td>9964300300 - 99643003-Controller-PayAssi</td>
</tr>
<tr>
<td>M</td>
<td>4:30</td>
<td>4:30</td>
<td>8:00</td>
<td>9:00</td>
<td>9964300300 - 99643003-Controller-PayAssi</td>
</tr>
<tr>
<td>M</td>
<td>3:30</td>
<td>3:30</td>
<td>6:30</td>
<td>9:00</td>
<td>9964300300 - 99643003-Controller-PayAssi</td>
</tr>
<tr>
<td>M</td>
<td>5:00</td>
<td>5:00</td>
<td>10:00</td>
<td>9:00</td>
<td>9964300300 - 99643003-Controller-PayAssi</td>
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<td>9:00</td>
<td>9964300300 - 99643003-Controller-PayAssi</td>
</tr>
</tbody>
</table>

4. **Hours** = total hours in the segment

5. **Day Total** = total hours for the day. If there is more than one segment in the day, the Day Total is shown on the last segment.

6. **Week Total** = total hours for the week
Breaking Down the Timecard: Data on the Card

- Clock in and out times round to the nearest 15-minute mark

- The Hours, Shift Total, and Week Total on the current segment show “to the minute” but will round once the employee clocks out.
Breaking Down the Timecard: Weekly Totals

- Regular = total # of hours being paid at regular earnings rate
- OT1 = # of hours being paid at OT rate ("time and a half")
- Comp Time = # of hours moved from OT to comp time
- Leave = # hours of leave on the timecard. This total is also included in the Regular total.
- Total = total # of hours for which employee is being paid
Correcting a Missed Punch

1. Double-click the entry that says <<Missed>>
Correcting a Missed Punch

1. In the Edit Segment window, enter the time in the field that corresponds to the missing punch. In this example, `<Missed>` is in the Time Out column, so we enter the time in the Time out field.
Correcting a Missed Punch

2. Uncheck the corresponding Missed in punch or Missed out punch box. In this example, we uncheck Missed out punch.
Correcting a Missed Punch

3. Click Save. The <<Missed>> indicator will no longer appear, and you will see the time that you entered in the Edit Segment window.
Adding a Special Pay Code (leave, holiday, etc.)

On the timecard, click the Add button below the employee's name and dates.

1. Click the Time sheet entry box
2. Be sure that the correct date is selected*
3. Add the # of hours
4. Select the appropriate job code
5. For 2 or more consecutive days select the # of days

*IMPORTANT: this will default to the current day
Automatic Meal Breaks

All U4 employees load to TCP with default 30-minute meal breaks.

To change the default meal break length, click on the hamburger menu in the upper left corner and then select Employee > Employee Profiles.
Select the employee’s name

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Automatic Meal Breaks

Select the employee’s name

Click the Edit icon next to the currently-effective break.

<table>
<thead>
<tr>
<th>Description</th>
<th>Edit</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Minute Meal</td>
<td>✖</td>
<td>11/28/2023</td>
<td>6/15/2024</td>
<td>✔</td>
</tr>
<tr>
<td>60 Minute Meal</td>
<td>✖</td>
<td>6/15/2024</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>
Automatic Meal Breaks

Check the Expiration Date box, enter the date, and click Save.
Click the green Assign button.

In the Assign Automatic Breaks box, choose the desired break length, enter and Effective Date, and click Assign.
Canceling an Automatic Meal Break

Double-click the segment for which you want to remove the meal break.

In the Edit Segment box, click the Extra button.
Canceling an Automatic Meal Break

- In the Extra Information box, click the *Disable automatic deduction for this segment* box.

- Click Save.

- Click Save again (in the Edit Segment box).

- The timecard will no longer show the break in the Break Length column.
Overtime Information

• It is the department's job to determine whether overtime is allowed or not.

• Make it clear to your employees whether they are allowed to work overtime or not.

• If they are told they are not allowed to work overtime and they do:
  • If they do work overtime when they are not supposed to, it still must be paid. Employees must be paid for all hours worked. The hours cannot be deleted or moved to a different week to not pay overtime.
  • This can be considered a disciplinary issue. Work with Labor Relations if necessary.
Overtime Information

- The employee has the option to choose between being paid overtime or having the time moved to comp time.

- Comp time balances can not go above 120 hours. Once they are at 120 hours:
  - Any OT moved to comp will be moved back to overtime and paid as overtime.
  - If their balance does happen to go over 120 the comp time over 120 hours will be paid out on the next pay.

- Comp time can used in place of vacation or sick (if no sick is available) or it can be cashed out.

- When comp time is used or cashed out it will show as overtime on financial reports because it was originally hours worked as overtime.
Overtime Information

• Overtime is earned on a weekly basis (hours above 40), not on a daily basis.

• Employees move into overtime status on the last day physically worked in a week.

• Overtime is earned in 15 minute increments.
Moving Overtime to Comp Time

• Double-click on the last segment of the week when the employee worked (i.e., not on a day with a special code)
• Click the Extra button in the Edit Segment box.
Moving Overtime to Comp Time

• In the Extra Information box, click *Allow comp time on qualifying segments* (in Comp Time section).

• Click Save and then Save again.

• If the employee was over 40 hours on the previous day, repeat the process.

Never select *Force comp time on segment* in the Extra Information box!
Moving Overtime to Comp Time

The timecard will show 0.00 for OT1 and the comp time will show under CompOT1.

Comp time cannot be used or cashed out until it has been processed through payroll.
Timecard Approval Information

• Always go to Hours > Individual Hours to view timecards
• Click on each employee and review:
  • Accuracy of hours
  • Weekly total – all full-time employees must have 40 hours
  • Fix all missing/wrong punches
  • Fix all red dot items
  • If there was a holiday, make sure the number of hours are correct
  • Add leave or unpaid leave if needed
  • When everything is correct, click Approve

All timecards must be approved by the end of business every Tuesday
Holidays and Timecards TCP

Employees must be in paid status the last scheduled full day before the holiday to be eligible for holiday pay

- Paid status = any paid hours such as regular, vacation, sick, comp used.

- Make sure that timecard is complete for that day for the holiday to automatically load at 1am the day after the holiday.

- If the holiday does not load and the employee is eligible, you (supervisor) must manually add the holiday before the timecard is approved.

- The holiday will load 8 hours of holiday pay, if employee is on a flex schedule with hours other than 8, you (supervisor) will need to adjust the time.
To approve leave requests, select Tools > Requests > Request Manager from the hamburger menu.

Right click on the request manager to get a drop down and select Approve Request Level 1, this will add the leave to the timecard.
Thank you for attending!

Payroll – payroll@kent.edu