

### Logging into Manager

<https://175700.tcplusedemand.com/app/manager/-/ManagerLogOn/175700>

or go to [www.rtrschoools.org](http://www.rtrschoools.org) under the staff portal click Time Clock Plus Manager.

**User ID.** Enter your payroll ID

**Password.** Will be the last four of you Social Security #

**Log On.** This will bring you to the dashboard screen in TimeClock Manager. If you forget your User ID or password, or you cannot log into Timeclock Manager, please call the district office.

### MY DASHBOARD

The dashboard is an easy to read, single page display of tasks managers do routinely. Use the dashboard Widgets (shortcut windows that display on the dashboard) to maneuver through each of the manager tasks such as required approvals, missed punches, leave requests that require approval and employee approaching overtime.

Name	Type	Date	15/26
Manager Approval	08/03 07:30 A - 05:00 P	✓	
Manager Approval	08/04 07:30 A - 05:00 P	✓	
Manager Approval	08/05 07:30 A - 05:00 P	✓	
Manager Approval	08/06 07:30 A - 05:00 P	✓	
Manager Approval	08/07 07:30 A - 11:30 A	✓	
Manager Approval	07/31 08:00 A - 04:30 P	✓	
Manager Approval	08/03 08:00 A - 04:30 P	✓	
Manager Approval	08/04 08:00 A - 04:30 P	✓	
Manager Approval	08/05 08:00 A - 04:30 P	✓	
Manager Approval	08/06 08:00 A - 04:30 P	✓	

Name	Date	Request	10/10
07/23/2015	Vacation Used - 08:00 AM to 04:00 PM	× ✓	
07/24/2015	Vacation Used - 08:00 AM to 04:00 PM	× ✓	

Name	Type	Date	1/1
Overtime	07/17 07:00 A - ** Time sheet **	✓	

## Group Hours Window

This window is a link in many of the manager Widgets. The following provides an overview of available filters in this window.

**HOURS | Group Hours** (you will be able to click a link within each widget to take you here)

The screenshot displays the Group Hours window interface. At the top, there are navigation icons and a header with columns: Notes, Edited, Break Length, Time In, Time Out, Hours, Week Total, and Pay Code. Below the header, there are buttons for '+ Add Segment', 'Manage Segments', 'Manage Exceptions', and 'Resolve'. A modal window titled 'Manage Exceptions' is open, showing options to Unapprove or Approve exceptions for Employee, Manager, Other, Early In, and Late Out. The 'Apply' button is circled in red. Annotations #1, #2, and #3 point to the 'Add Segment' button, the 'Manage Exceptions' button, and the 'Apply' button respectively.

- **Options button.** Provides display options.
- **Sort by ID.** Allows you sort by name or employee id ascending or descending.
- **Employee Filter.** This button allows you to filter by Use if you need to view one or multiple employees.
- **Job Code Filter.** This button allows you to filter by job code.
- **Exception Filter.** This button allows you to filter employee segments to only include those that have certain unapproved exceptions. This filter can also be used to quickly see what segments require approval before the week can be closed or those hours can be exported.

*Turn filters off by clicking on the **Disable** button found on the bottom of the filter window.*

## MISSED PUNCHES Widget from Dashboard

- Click on '[Jump to Group Hours](#)' to view all employee missed punches
- Select the **date range** and click on **Update**

## PENDING TIME OFF REQUESTS from Dashboard Tools | Request Manager

- Click on '[Jump to Request Manager](#)' to view all employee missed punches
  - By default, employee requests will be visible in a Calendar view for the weeks that haven't been closed. To see a list view click on the **List tab**.
- **Include pending, Include approved, Include denied.** You can check or uncheck these boxes to see the status of employee requests.
  - **Requests per calendar day.** Defaults to view up to 10 per calendar day. You can change the value by updating the field and clicking the Apply button

- **Options button** (*to the right*). Allows you to control what you see for detail on the request. Check or uncheck, 'Display pay code in the calendar view', 'Display request time in the calendar view'
- **? mark**. on any window opens up the documentation Request Manager with instructions on Navigating Request Manager, Approving or Denying a Request or Deleting a Request.
- **Employee Filter**. Allows you to filter requests by employee information.
- **Pay Code Filter**. Allows you to filter by the leave job code.

## +Manage

To have finer control over what request element are visible, switch to the **List view**. List view provides a summary by date of how many employee requests there are. You can select a specific date range if needed, filter by employee or leave job code allowing the manager more control over their approval selection.

- Click the plus sign to expand a date.
- **Right Click on a request provide these options:**
  - **Detail**. Opens up the Employee Request Detail window allowing you to view the date it was requested and other request approvers.
- **Right Click on a PENDING request provide these options:**
  - **Approve Request Level 2** Click to approve a request.
  - **Deny**. Click to deny a request.

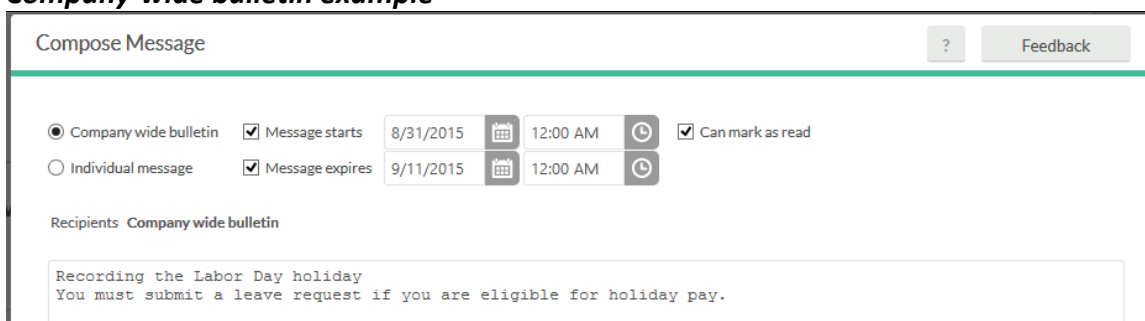
- **Manager Note**. Enter a manager note if needed.
- **SAVE**
- **Right click and approve**.
- **View in Calendar**. Takes you back to the calendar mode to view.

## Employee Messaging

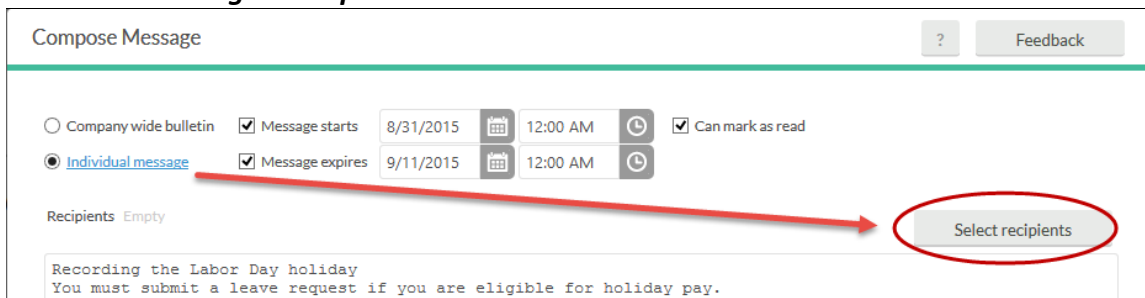
Envelope Icon next to login in upper right-hand corner  
Employee messaging is a popular feature of TC+. It provides the ability to send messages to employees as they record timesheets and maintains a history of all messages sent and read. Messages are sent to the employee from WebManager and received in WebClock.

There are two types of messages: individual and company-wide bulletins. Individual messages may be sent to one or more than one employee at a time and company-wide bulletins are sent to all employees. Individual messages will continue to appear until the employee marks the message read, or the manager deletes the message only unread messages may be deleted), or the message expires. Company-wide messages will continue to appear until they are removed or expire.

### ***Company-wide bulletin example***



### ***Individual message example***



- Select the employee(s) you want to send a message to
- Enter the message you want to send in the Message field
- Enter the date you want the message to display on
- Enter the date you want the message to expire on so is no longer displayed
- Click on Send and the message will appear when the employee(s) log into the WebClock

There are a lot of features that you have access to in Timeclock Manager. As with any new software, it will take time to learn everything that is available to you. Sometimes the best way to learn is by trial and error. As you embark on this new adventure, if you have any questions pertaining to Timeclock Manager, or your employee's time, please do not hesitate to contact the district office.