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INTRODUCTION

A new web-based, automated Time Clock Management System is being implemented in Learning Resources & Technology Services during the months of November and December 2002 to assist in tracking student worker hours. This new time clock system will provide student workers and supervisors with several automated features that in the past have been done manually and were often resource intensive.

Student workers will be clocking in and out of their respective work areas on computers that have been specifically designated with access to the Time Clock Management System, and equipped with the necessary hardware. The Time Clock Management System is a web-based program with access on several different levels:

- students will have access to their time clock accounts via the Internet so they can approve their work hours within a given pay period from any computer, both on and off campus;
- supervisors can view the personnel in their work areas and the hours for each student worker;
- supervisors can remind student workers using e-mail that they need to approve and submit their work hours during a given pay period for final approval;
- supervisors can adjust individual student worker clock-in and clock-out times as well as approve or deny individual student worker time adjustments; and
- supervisors will have access to several types of time clock report options, etc.

The new Time Clock Management System will streamline the current timecard system, and is being implemented to expedite the payroll reporting process, eliminate unwanted paperwork, and potentially avoid unnecessary errors.

QUESTIONS

Questions and concerns about the Time Clock Management System should be directed to J.C. Turner, Associate Dean, Learning Resources & Technology Services.
LOGGING INTO THE TIME CLOCK MANAGEMENT SYSTEM

The Time Clock Management System can be accessed by any computer, both on and off compass, by using the following URL: [http://www1.stcloudstate.edu/timeclock/tcms/login.asp](http://www1.stcloudstate.edu/timeclock/tcms/login.asp)

The Time Clock Management System can be identified by the icon on your computer desktop (Picture 1). Double clicking on the icon in will display the login window as displayed in Picture 2. To access the Time Clock Management System enter your HuskyNet User Name and Password. Once you have entered your User Name and Password, the screen will change to display specific supervisor options with regard to security level.
SUPERVISOR OPTIONS

Available options are displayed on the left hand side of the window:

Clicking on an option on the left will change the display of information to the right, and introduce choices relevant to the initial selection (i.e. Selecting “Reports” will display “Time Card Summary”, and “Time Card Detail”):
STUDENT

The Time Clock Management System displays the “Student” area by default. This window allows you to view students who are assigned to your work area. The display includes fields for the last name, first name, and student email address - which allow you to send an email to individual students directly from this window (Picture 5).

REPORTS

The “Reports” area allows supervisors to choose from two different report options: Time Card Summary, and Time Card Detail (Picture 6).

Time Card Summary Report

The “Time Card Summary” report displays information about each student within a work area. The display includes several fields: Student, Position, Hours, Wage, Gross, and Status (Picture 7).
Time Card Detail Report

The “Time Card Detail” report will display each student within a work area as well, but expands to include more account information. The screen will display approved shifts in regular text, and unapproved shifts in red, italic text. The display includes several fields: Student, Start, End, Total Time, Decimal, and Status (Picture 8).

<table>
<thead>
<tr>
<th>Student</th>
<th>Start</th>
<th>End</th>
<th>Total Time</th>
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Both of the reports (the “Time Clock Summary” report, and the “Time Card Detail” report) allow supervisors to review specific pay periods (other than the current pay period) to review history information (the system defaults to the current pay period), and choose an employment type (department, work study, all) to include in the window or on printed reports.
Report Options

The “Time Clock Summary” report and the “Time Card Detail” report provide additional status options that can be selected from within each report. The status options include: “Waiting”, “Approve”, “Adjust”, and “OK” (Picture 9).

Waiting

“Waiting” means that the system is waiting for the student to approve his/her work hours for the current pay period. Selecting this status option will provide additional options that the supervisor can choose from for the approval process (Picture 10). It is imperative that student workers approve and submit work hours for supervisor approval at the end of each pay period to get paid for worked hours. Hours can be submitted for approval anytime within the pay period – students do not have to wait until Wednesday to approve hours. If a student has not yet approved his/her worked hours, “Waiting” will appear next to the student’s name in both the “Time Card Summary” report and the “Time Card Detail” report.

Approve

“Approve” means that the student has approved his/her work hours for the current pay period, and the hours have been submitted to the supervisor for final approval. Selecting this status option will provide additional options that the
supervisor can choose from for the approval process (Picture 11). “Approve” will appear next to the student’s name in both the “Time Card Summary” report and the “Time Card Detail” report.

**OK**

“OK” means that the student has approved his/her work hours for the current pay period and the supervisor has given final approval as well. “OK” will appear next to the student’s name in both the “Time Card Summary” report and the “Time Card Detail” report.

**Adjust**

“Adjust” means that the student has submitted an adjustment to a clock-in time or a clock-out time within the current pay period. Selecting this status option will provide additional options that the supervisor can choose from for the approval process (Picture 12).

Students can have one, or several adjustments within any pay period. All time clock adjustments are sent to the supervisor for final approval. Students will not be able to approve work hours for the pay period with any outstanding adjustments on their account.

It is the responsibility of the supervisor to maintain a regular process for accepting or denying submitted adjustments. “Adjust” will appear next to the student’s name in both the “Time Card Summary” report and the “Time Card Detail” report.

![Timecard Report: 11/20/2002 to 12/3/2002](image)

Picture 12

Clicking on any one of the status options mentioned above, the system displays a single, detailed student account and provides additional options to choose from with respect to the status option selected. The options available are: “Adjustment History”, “Email Reminder”, “Supervise Approve”, and “Student Approve”. These options allow supervisors to review a student’s adjustment history and choose to adjust a student’s clock-in or clock-out time as needed, email the student to remind them of the approval process, give final supervisor approval for student approved time cards and submit them for processing, and override the approval system and submit approval for the student to meet the payroll processing deadline. If a supervisor approves work hours for a student, an email is sent to the student informing him/her that some, or all, hours have been approved for them by their supervisor. The student will be given another opportunity to approve hours by selecting the approval stamp in the email.
Adjustment History

Selecting “Adjustment History” allow supervisors to view the number of adjustments that have been made to a specific student account. The “Adjustment History” provides current or historical information regarding the number of time clock adjustments that have been made within a given pay period. This information allows the supervisors to make decisions regarding misuse or abuse of the student clock-in and clock-out adjustment capability. Students can have one or several adjustments within any given pay period. All student time clock adjustments are sent to the supervisor for final approval, which means that supervisors will have the ability to adjust the clock-in and clock-out times of the students within their work area as needed. “Adjustment History” will appear below an individual student’s detailed account information.

Email Reminder

Selecting “Email Reminder” allows the supervisor to email individual students with a reminder that they have not yet approved work hours for the current pay period, and are in jeopardy of not getting paid for those hours. “Email Reminder” will appear below an individual student’s detailed account information.

Supervisors will also be able to email all students that are in “waiting” status up to four days before the end of the pay period. “Email all status: Waiting” appears in the top left corner of the screen four days before the end of the pay period. Clicking on this option will send an email message to all students who have not approved work hours for the pay period.

Supervisor Approve

“Supervisor Approve” can only be selected once the student has approved his/her hours for the current pay period. The supervisor grants final approval by selecting this option in each student’s detailed account information area. “Supervisor Approve” will appear below an individual student’s detailed account information.
**Student Approve**

“Student Approve” is an option that can be selected by the supervisor to override the system. Once this is selected, the system approves the work hours on the student level, and then displays another window to allow the supervisor to grant final approval for work hours in the current pay period. If a supervisor approves work hours for a student, an email is sent to the student informing him/her that some, or all, hours have been approved for them by their supervisor. The student will be given another opportunity to approve hours by selecting the approval stamp in the email. “Student Approve” will appear below an individual student’s detailed account information.

**STUDENT EMAILS TO SUPERVISORS**

Supervisors will receive emails from students for every time clock adjustment made to their time clock accounts, and if students forgot their Student ID card and could not swipe into the system to clock-in or clock-out of their shift.

**Adjustment Emails**

Any time a student makes a time clock adjustment, a message will be sent to the supervisor’s Huskynet email account. This message will appear from “timeclock@stcloudstate.edu” with a subject that identifies “Adjusted time for______” including the students name. Supervisors will need to review time clock adjustments on a regular basis because it effects that student’s ability to approve hours for the pay period. Supervisors will have the ability to “Accept these changes” or “Deny these changes” on each individual adjustment that has been submitted for their review.

When you open an adjustment email message, the information displayed will identify the student, the student’s original clock-in or clock-out time, the adjusted clock-in or clock-out time, and any comments that the student may have included. The supervisor options to “Accept these changes” or “Deny these changes” are included underneath the student’s request.

If you click on “Accept these changes”, a new window will appear with information verifying the adjustment time.
If you click on “Deny these changes” a new window will appear which displays information specific to a clock-in or clock-out “Deny these changes” selection.

If a clock-in is denied, the window will display the original clock-in time, the adjustment request, and the last clock-out time. The window will allow the supervisor to make adjustments to the hour, minute, and am or pm. Once this has been changed, clicking on submit will send an email message back to the student informing him/her of the adjustment that was made.

If a clock-out is denied, the window will display the clock-in time, the original clock-out time, the adjustment request, and a clock-in time if one has occurred since the request was sent. The display will allow the supervisor to make adjustments to the hour, minute, and am or pm. Once this has been changed, clicking on submit will send an email message back to the student informing him/her of the adjustment that was made.
Forgot ID Emails

Any time a student forgets his/her Student ID to swipe into the Time Clock System, he/she can click on on **forgot your Campus Card?** in the initial Student Time Clock window (Picture 13). This allows the student to log into the system using his/her HuskyNet Id and password (Picture 14), and will, at the same time, create an email that is sent to the supervisor asking to be clocked into the system for that date and time (Picture 15). Students click on **Send Email** to send the request.

The email message will be sent to the supervisors Huskynet email account. This message will appear from “a student@stcloudstate.edu” with a subject that identifies “Forgot ID”. Again, supervisors will need to review their email messages on a regular basis to identify student time clock adjustments or forgotten ID’s.
ADJUSTMENTS WITHIN THE REPORTS AREA

Supervisors can view student adjustments within the “Time Card Summary” report and the “Time Card Detail” report. Both reports will display “Adjust” next to a student’s name if there are any outstanding time clock adjustments on his/her account. Clicking on “Adjust” next to the students name displays the student’s account information in detail (Picture 16). The system will indicate that outstanding adjustments need to be resolved in red text.

Any outstanding adjustments that have been submitted by the student to the supervisor will have the word [Adjust] next to it. Clicking on [Adjust] will display the associated adjustment processing window and allow the supervisor to accept the adjustment request or make changes to it as needed.

Once the supervisor has updated the adjustment request, the system will return to the student’s account information. The indicator for resolving outstanding adjustments will disappear, the account will change to “Waiting” status and the appropriate options for the approval process will appear (Picture 17).

![Picture 16](image16.png)

![Picture 17](image17.png)