

Time Clock Manager Approval Instructions

Below are some simple instructions to approving your employee's time each week. These approvals should be done by the following Tuesday of each week and in the order listed below.

Step 1: Approve missed punches. When you login to Time Clock Manager it should be defaulted to your dashboard. If you have any employees that appear in the missed punch box, you **must** approve these items. To approve the missed punches, just simply click the check mark button in the missed punch box on your dashboard.

Step 2: Approve time off request. Below the missed punches box on the dashboard is the time off request box. If you have employees showing up in the time off box and they are requesting time off in the current pay period, you **must** approve or deny these items. To approve the time off request simply click the check mark button. To deny the time off request simply click the X button.

Step 3: Resolve conflict segments. Below the Time Off Request box on the dashboard is the conflict segments box. If you have employees showing up in the conflicting segments box, then that means they have requested some type of time off and are also clocked in at the same time. You have to resolve these in order for payroll to move forward. You can click on jump to group hours in the bottom right hand corner of this box and it will carry you to the issues you need to resolve. As long as the "O" approver hasn't approved the clock in yet, then you should be able to edit the segment to get the issue resolved.

Step 4: Approve the time sheets. On the dashboard there is a required approvals box. **This should be the last box you approve.** It is easier to look at if you will hit the jump to group hours in the bottom right hand corner of this box. By doing this you can look at each employee's time for the week and make sure they have clocked in or put in a time off request, otherwise the employee will be docked. Make sure that they actually have hours on the day they clocked in and please don't approve a day with 0:00 hours.