

User (Manager) Profile Set up

The first time you log into your User (Manager) account for TCP you should update your default settings.

From your dashboard, scroll to the bottom of the Approvals widget and click on “Jump to Group hours:

The screenshot shows the TimeClock Plus dashboard for a user named Karen Briggs. The dashboard includes a header with the company name 'City of Springfield Sandbox' and the week '9/1/2024'. The main content area features a table of approvals. The table has columns for Employee, Approval Type, Date/Time, and Status. The 'Jump to Group Hours' button is highlighted in yellow at the bottom of the table.

Employee	Approval Type	Date/Time	Status
(C03) Test Employee	Approval	05:00 P	✓
(C03) Test Employee	Other Approval	10/24 05:00 P - 06:00 P (TS)	✓
(C03) Test Employee	Other Approval	10/27 09:00 A - 05:00 P	✓
Contract Based Proration Test Employee	Manager Approval	10/06 09:00 A - 05:00 P	✓
Contract Based Proration Test Employee	Other Approval	10/06 09:00 A - 05:00 P	✓
Contract Based Proration Test Employee	Manager Approval	10/06 05:00 P - 07:00 P	✓
Contract Based Proration Test Employee	Other Approval	10/06 05:00 P - 07:00 P	✓

Select the Options button

The screenshot shows the TimeClock Plus Group Hours page. The page includes a header with the company name 'City of Springfield Sandbox' and the week '9/1/2024'. The main content area features a table of group hours. The 'Options' button is highlighted in yellow at the top of the table.

Group Hours ☆

Options Download ? Feedback

9/1/2024 to 11/1/2025 Open Weeks Update

Sort by: ID 12

Employee Filter Job Code Filter Cost Code Filter Exception Filter ☐ Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Adjust the settings above and click "Update"

Update

Under Display, click the below options:

Options

?

Feedback

[Expand all](#) [Collapse all](#)

^ Display

Date format

Company Default

▼

Time format

Company Default

▼

Hour format

Company Default

▼

Default Period

Open Weeks

▼

Worked Hours

☒ Highlight segments that contain breaks

☒ Display actual punch times in addition to rounded times

☒ Always display actual times

☒ Ask for confirmation when deleting a segment

☒ Show comp time breakdown

☒ Include period summary

☐ Combine rates and shift premiums in the list

☒ Display job code description in the list

☒ Display total hours for each day

☒ Display day of week for each time in/out

☐ Display manager next to employee name (Group Hours Only)

☐ Show the user ID of the user that granted approval

☐ Show cost code description in list

Cancel

Apply

In the settings section make the below selections:

Confirm that the rounding boxes are checked. These will be used for any punches/segments that you manually add to an employee's time card.

Settings

Default Times

Default clock in time

09:00 AM

🕒

Default clock out time

05:00 PM

🕒

Default time sheet hours

8:00

Rounding

☒ Perform punch rounding on added shift segments

☒ Perform break rounding on added shift segments

Under Colors make the below selections (this will drastically help the view of your timecards):

^ Colors

Conflicting segment

Absent segment

Segment contains a break (must enable break highlighting)

Unapproved missed punch

Approved missed punch

Row Shading

Row shading color

☐ None

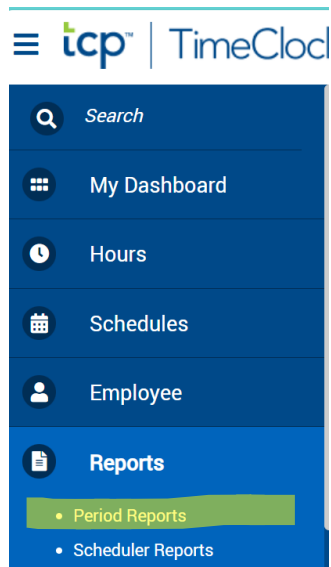
☐ Even row shading

☒ Shade alternating date groups in the list

Once all the changes are made, click **Apply**.

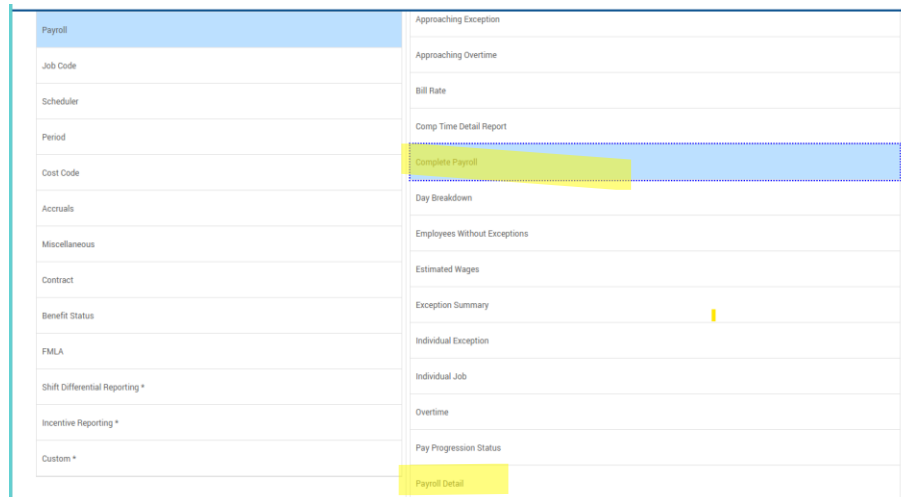
Useful Reports

Under Reports: Period Reports



Select Payroll

The 2 reports you may want to use are : **Complete Payroll** and **Payroll Detail**.
Make sure to set the date filter appropriately.



Complete payroll shows all the timecard segments and is broken down by employee.
Payroll detail does not show the job code breakdown. This is good for tracking overtime.
On either report, you can filter by an employee to look at their time only.