

FrogTime

Manager Training Package

TimeClock Plus

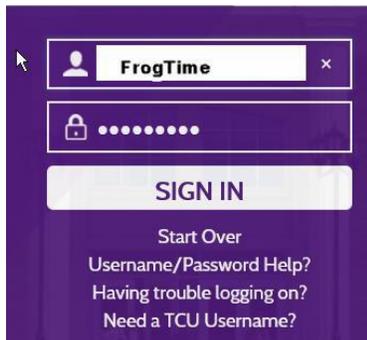
FrogTime Manager Training Manual

**Student & Biweekly
Temporary Employees**

FrogTime

Manager Training Package TimeClock Plus

my.tcu.edu



A screenshot of the FrogTime login interface. It features a purple header with a user icon and the text "FrogTime" next to a close button. Below this is a password field with a lock icon and a masked password ".....". A prominent "SIGN IN" button is centered. At the bottom, there are links for "Start Over", "Username/Password Help?", "Having trouble logging on?", and "Need a TCU Username?".



Manager Training Package

Goal: To accurately and efficiently manage employees' time

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Section I- Manage Time

Pre-Payroll Processing Checklist

Managers and Timekeepers will need to review and approve employee hours and outstanding exceptions before payroll processing can begin.

All employee time records must be approved **EVERY Monday at 10:00 AM.**

- Reviewing pay period time segments for errors
 - Reviewing Time Segments
- Managing Time/Making Corrections to Employee Time Segments
 - Adding segments
 - Editing segments
 - Deleting segments~ (*email HRpayroll@tcu.edu*)
- Managing Exceptions
 - Manager Approval
 - Missed Punches
 - Overtime
 - Conflicting Shifts
- Managing Missed Punches
 - Edit and Verify Missed Punches
- Approving Exceptions/Approve Hours
 - Manager Approval
 - Missed Punches
 - Overtime
 - Conflicting Shifts

Reviewing Time

The purpose of reviewing time is to identify any errors in employees' worked hours during the period.

Viewing Employee Time

1. Browse to **Hours > Group Hours**
2. Set your Date Range to the **"This Period"** and click **Update**.
3. You can set your default date selection to your pay period by clicking on the **Options** button.

The screenshot shows the 'GROUP HOURS' interface in the FrogTime application. The top navigation bar includes 'HOURS', 'EMPLOYEE', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. Below this, there are tabs for 'Individual Hours', 'Group Hours', 'Period Reports', 'Period Export', and 'Time Sheets'. The main content area is titled 'GROUP HOURS' and features a date range selector set to '9/22/2016 to 9/17/2016' with an 'Open Weeks' dropdown and an 'Update' button. There are also buttons for 'Sort by: ID', 'Employee Filter', 'Job Code Filter', 'Exception Filter', 'Show absences', and 'Download'. At the bottom, there are buttons for '+ Add Segment', 'Manage Segments', and 'Manage Exceptions', along with an 'Update' button.

4. Review employee time for any errors or missed punches
5. Make corrections to employee time segments (See 'Manage Time', pg. 4)

Managing Time

The purpose of managing time is to correct any errors in employees' worked hours during the period.

Adding Employee Time

1. Browse to **Hours > Individual Hours**.
2. Select the Employee to add time.
3. Click on the **+ Add** button.
4. Enter the date and time next to **Time in** and **Time out**. You can use the calendar to select a date and the clock icon to enter a time, or manually enter the date and time.
5. To enter in a **Timesheet** click on the **+ Add** .Check **Time sheet entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time In** can be entered and you can select the proper Job Code from the drop down.
6. If you are clocking an employee in, check **Individual is clocked in** and click **Save**, this will allow the employees to clock out at the end of their shifts.
7. To specify the job code worked for this shift click the **Job Code** drop-down.
8. If the segment was the result of a missed punch, you can indicate this by selecting **Missed in punch** and/or **Missed out punch**.

The screenshot shows the 'Add Segment' form with the following details:

- Segment Length:** 8:00
- Time in:** 9/14/2016 09:00 AM
- Time out:** 9/14/2016 05:00 PM
- Breaktype:** << NONE >>
- Job Code:** 1 - Tech
- Cost Code:** << NONE >>
- Rate:** 0.00
- Substitute for:** << NONE >> (with a 'Select' button)
- Note:** (empty text field)
- Days:** 1
- Checkboxes:** Individual is clocked in, Timesheet entry, Missed in punch, Missed out punch (all unchecked)
- Buttons:** Custom, Extra, Cancel, Save

NOTE: Job code~ activity the employee is doing in your department

Editing Employee Time

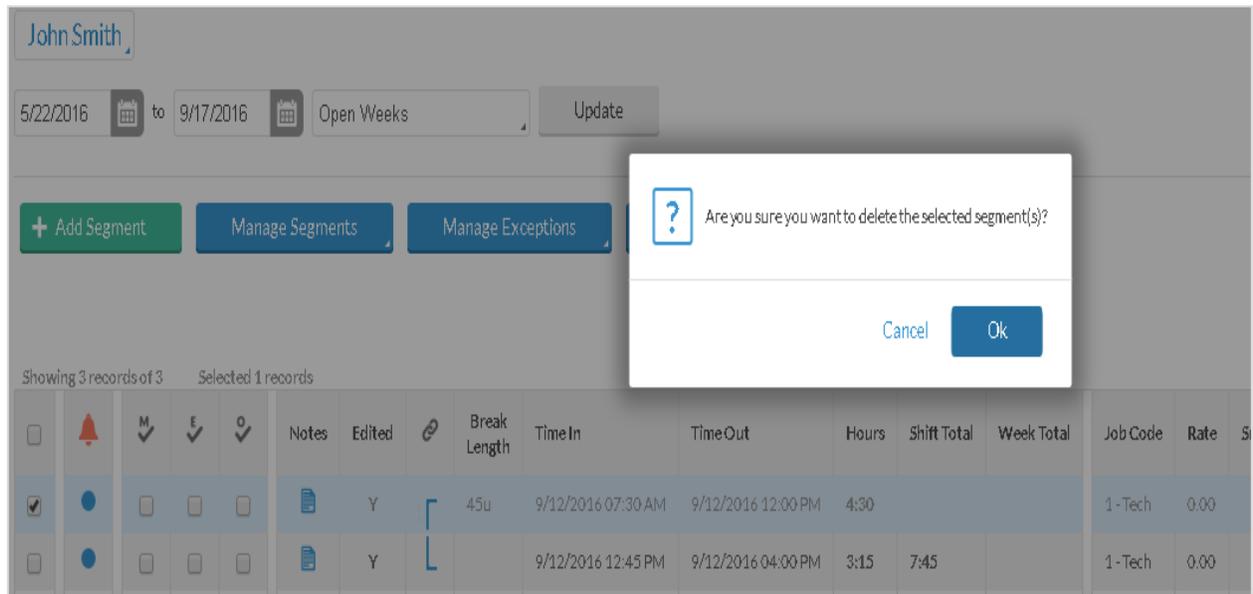
1. Browse to **Hours > Individual Hours**.
2. Select the Employee to edit time.
3. Click on the segment to highlight it, then click **Manage**, then **Edit** to access the **Edit Segment** window. You can also double-click on the segment.
4. The **Time In** and **Time Out** fields can be edited.
5. If the employee is currently clocked in, enable **Individual is clocked in**.
6. If you want to make the segment a time sheet entry, check **Time sheet entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.
7. To change the job code worked for this shift, click the **Job Code** drop-down.
8. Click **Save**

The screenshot displays the 'Edit Segment' dialog box. On the left, there are five unchecked checkboxes: 'Individual is clocked in', 'Time sheet entry', 'Edit actual time', 'Missed in punch', and 'Missed out punch'. On the right, the 'Segment Length' is 4:30. The 'Time in' field is set to 9/12/2016 at 07:30 AM, and the 'Time out' field is set to 9/12/2016 at 12:00 PM. The 'Break type' is 'Break', 'Job Code' is '1 - Tech', and 'Cost Code' is '<< NONE >>'. The 'Rate' is 0.00, and 'Substitute for' is '<< NONE >>'. There is a 'Select' button next to the 'Substitute for' field. A 'Note' field is empty. At the bottom, there are 'Custom' and 'Extra' buttons on the left, and 'Cancel' and 'Save' buttons on the right.

Deleting Employee Time

This option is not available for FrogTime Managers at this time

Email TCU payroll for deletes - hrpayroll@tcu.edu



The screenshot shows the FrogTime interface for user John Smith. At the top, there are date pickers for 5/22/2016 to 9/17/2016, an 'Open Weeks' dropdown, and an 'Update' button. Below these are three buttons: '+ Add Segment', 'Manage Segments', and 'Manage Exceptions'. A modal dialog box is open in the center, asking 'Are you sure you want to delete the selected segment(s)?' with 'Cancel' and 'Ok' buttons. Below the dialog, a table shows employee time records. The first record is selected.

					Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate	S
<input type="checkbox"/>															
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	45u	9/12/2016 07:30 AM	9/12/2016 12:00 PM	4:30			1-Tech	0.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		9/12/2016 12:45 PM	9/12/2016 04:00 PM	3:15	7:45		1-Tech	0.00	

Managing Exceptions

Exceptions are used to track any inconsistencies in worked segments, such as tardiness, missed punches, or segments awaiting approval.

Managing Exceptions:

1. To approve your employees' exceptions go to **Hours > Group Hours**.
2. Click the **Exception Filter** button and check each exception you want to manage and click **Filter**.

The **Exception Filter** allows you to filter segments based on the exceptions flagged on your Employees' shifts. For example, if you are required to approve all missed punches before processing payroll, you can filter all the segments worked that week to see just those segments that have unapproved missed punches so you can focus on editing/approving only missed punches.

The screenshot shows the 'Exception Filter' dialog box. At the top, there are buttons for 'Job Code Filter', 'Exception Filter' (highlighted with a red box), 'Show absences', and 'Download'. Below these is the 'Exception Filter' title bar with a help icon and a 'Feedback' button. The main area contains two unchecked checkboxes: 'Required for close week' and 'Required for payroll exports and reports'. Below these is a search bar with the placeholder text 'Search' and a magnifying glass icon. A list of exceptions follows, each with a checkbox and a description: 'Conflicting Shifts' (checked), 'Short Break', 'Long Break', 'Long Shift', 'Long Week', 'Missed Break', 'Missed Punches' (checked), and 'Negative Accrual Balance'. At the bottom, there are buttons for 'Restore default', 'Save as default', 'Cancel', and 'Filter'. A note at the bottom reads: 'NOTE: Only segments with the selected exceptions will be shown'.

3. Next, set the date range to **Current Pay Period** and click **Update**. This will load all employees' segments that have unapproved exceptions specific to the exceptions checked in the **Exception Filter**.

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Three ways to determine which segments still have exceptions that require approval by looking at the exceptions column.

- If a segment is **blank** then all exceptions that require approval have been approved
- If a segment is has a **blue dot**, then all exceptions that require approval have been approved
- If a segment has a **red dot**, then there is an exception that still requires approval.

	Break Length	Shift	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Rate	Substitute For
- 500 - Simon Blake											
		11	Fri 9/16/2016 6:00 PM	Fri 9/16/2016 8:00 PM	2.00			300 - Daytime		0.00 + 0.00	
		12	Fri 9/16/2016 8:00 PM	Fri 9/16/2016 10:00 PM	2.00			350 - Nighttime		0.00 + 0.00	
		1	Fri 9/16/2016 10:00 PM	Sat 9/17/2016 12:00 AM	2.00			350 - Nighttime		0.00 + 0.00	
		2	Sat 9/17/2016 12:00 AM	Sat 9/17/2016 2:00 AM	2.00			350 - Nighttime		0.00 + 0.00	
		3	Sat 9/17/2016 2:00 AM	Sat 9/17/2016 4:00 AM	2.00			350 - Nighttime		0.00 + 0.00	
		4	Sat 9/17/2016 4:00 AM	Sat 9/17/2016 6:00 AM	2.00			350 - Nighttime		0.00 + 0.00	
		5	Sat 9/17/2016 6:00 AM	Sat 9/17/2016 7:00 AM	1.00	13.00	13.00	300 - Daytime		0.00 + 0.00	
		3	Mon 9/12/2016 8:00 PM	Mon 9/12/2016 10:00 PM	2.00			300 - Daytime		0.00 + 0.00	

- Exceptions can be displayed by hovering over a blue or red dot next to each segment. Those that require approval will be listed under the 'Requires Approval' section.
- Anything listed under 'Exceptions' is informational only and does not require approval, but notifies you that a particular exception did occur during your employees' shift.

Frog Time Approver Managing Missed Punches:

Missed punches occur when an employee fails to perform a clock operation, either for clocking in or out for a shift or break.

Entering in a Blank Missed Punch

Record a blank time in/out and flag as a missed punch: These options create a blank time for the missed punch and allow the employee to perform the clock operation. The time of the missed punch must be entered before the week can be closed.

If the option to **record a blank time in/out and flag as a missed punch** is selected, then a User (Manager) will need to enter the missed punch time on behalf of the employee.

When you browse to either Individual Hours or Group Hours, you'll see segments like the ones below:

					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>		Y	<input type="checkbox"/>	9/20/2016 08:00 AM	<< Missed >>	0:00	0:00					
<input type="checkbox"/>			<input type="checkbox"/>	9/21/2016 09:25 AM	<< Clock In >>	0:00	0:00	0:00				

To enter a missed punch time in place of the **<< Missed >>** segment:

1. Right-click on the segment with the **<< Missed >>** punch and select **Edit**.
2. Next to the segment that is missing, enter in the time that the missed punch occurred.
3. Click **Save**.

Upon saving the corrected segment, the missed punch will be automatically marked as Approved.



PAYROLL TIP: Approve time daily

Correcting an Entered Missed Punch

If the missed punch time that has been entered (either by the Frog Time Approver or the employee), as pictured below, is inaccurate, you can correct it using the following steps:

1. Right-click on the segment with the inaccurate punch and select **Edit**.
2. Next to the segment that needs to be changed, enter the time that the missed punch occurred.
3. Click **Save**.

Upon saving the corrected segment, the missed punch will be automatically marked as Approved.

Approving an Entered Missed Punch

*** Record the scheduled time in/out (if available) and flag as a missed punch:** If the employee is working on a schedule, this option records the time they were supposed to clock in or out, and allows the employee to perform his/her clock operation.

Disclaimer: Phase #1 training for basic and advance scheduler is **NOT available*

Allow the employee to enter the time in/out and flag it as a missed punch: This option allows the employee to enter the time that they were supposed to clock in or out and flags it as a missed punch.

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When you browse to **Individual Hours** or **Group Hours**, you will see segments like the ones below.

Hours | View Schedule | Accruals

Tommy Kyne

8/14/2016 to 9/24/2016 Open Weeks Update

+ Add Segment | Manage Segments | Manage Exceptions | Resolve period

Showing 2 records of 2 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	9/20/2016 08:00 AM	9/20/2016 05:00 PM	9:00	9:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	9/21/2016 09:32 AM	<< Clocked In >>	0:00	0:00	9:00

If the missed punch time that has been entered (either by the Frog Time approver or employee) is correct, approve the segment as follows:

1. Highlight the segment by checking the box to the far left.
2. Click on **Manage Exceptions** and set **Missed Punches** to **Approve**.
3. Click **Apply**.



PAYROLL TIP: In the “note” section give a reason why there was a missed punch or an edit

Approving Exceptions/Approving Hours

All exceptions that require approval need to be approved for payroll to be processed. Manager approval is a separate process from approving missed punches and all other exceptions.

Approving Exceptions

1. Browse to **Hours > Group Hours**.
2. Set your Date Range to “**This Period**” and click **Update**.
3. Click the **Resolve Period** button and select the radial under the **Approve** column next to the exception you want to approve and click **Apply**.

	Unapprove	Approve
Employee Approval	<input type="radio"/>	<input type="radio"/>
Manager Approval	<input type="radio"/>	<input checked="" type="radio"/>
Other Approval	<input type="radio"/>	<input type="radio"/>
Missed Break	<input type="radio"/>	<input type="radio"/>
Overtime	<input type="radio"/>	<input type="radio"/>
Conflicting Shifts	<input type="radio"/>	<input type="radio"/>
Missed In	<input type="radio"/>	<input type="radio"/>

Apply

Note: **Resolve Period** will approve or unapprove ALL exceptions, not just the ones visible on the current page you are viewing.

Section II- Manage Tools

Reports

Running reports will allow you to review information regarding your employees' hours in a variety of formats. These reports can be downloaded or sent directly to your printer.

Running a Report

1. Select the report you'd like to run from the **Period Reports** screen (**Reports > Period Reports**).
2. By default, the report that you run will include all employees. To limit which individuals will appear on the report, set an **Employee** or **Job Code** filter.

Employee Filter

Job Code Filter

3. Enter in the date range for the report or select a pre-defined date range from the drop-down.

10/9/2016



to

10/15/2016



TimeClock Week

4. After selecting one of the report categories, select the report you'd like to run.

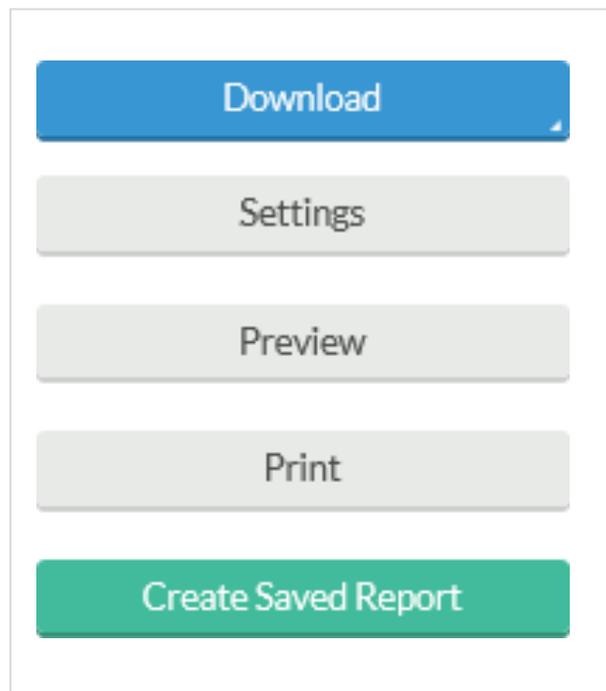
Categories

Payroll
Job Code
Scheduler
Period
Cost Code
Accruals
Miscellaneous
Contract
Benefit Status
SubSearch
FMLA

Select a report

Approaching Exception
Approaching Overtime
Complete Payroll
Day Breakdown
Employees Without Exceptions
Estimated Wages
Exception Summary
Individual Exception
Individual Job
Overtime
Payroll Detail
Payroll Summary
Shift Note
Supplemental Pay
Weekly Punch
Weekly Summary

5. Click on the **Download** button to choose which output format you would like to download:
 - HTML: The output is produced in an .html file that can be opened by a web browser.
 - PDF: The output is produced in a .pdf file that can be opened in Adobe Reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.
 - Open XML: The report is produced in an .xml file that can be opened in Microsoft Excel or OpenOffice.
6. Click on **Settings** to change individual items on the report. These settings are unique to each report.
7. Click **Preview** to quickly see the report and make sure that it includes all of your criteria.
8. Click **Print** to send the report directly to your printer for physical copies.



Saving a Report

Creating a Saved Report will allow you to save any filters or settings to a report's defaults, allowing you to run the report without having to set up configurations each time.

1. In the **Period Reports** window, select the report for which the saved report will be created.
2. Click the **Create Saved Report** button.

The screenshot shows a 'Saved Report' dialog box with the following elements:

- Top right: A question mark icon and a 'Feedback' button.
- Base report name: 'Complete Payroll'.
- Category: A drop-down menu showing 'Payroll'.
- Report title: An empty text input field.
- Filters section (collapsed):
 - Make report visible to all users
 - Save employee filter (with 'Employee Filter' button)
 - Save job code filter (with 'Job Code Filter' button)
 - Save cost code filter (with 'Cost Code Filter' button)
 - Save options (with 'Options' button)
- Report Automation section (expanded): A plus sign and the text '+ Report Automation'.
- Bottom: 'Settings', 'Cancel', and 'Save' buttons.

3. Double-click the 'Category' drop-down to choose an existing report category, or create a new category by typing it into the box. This represents the section that the report will be filed under when viewing your saved reports.
4. To choose specific employees to include in the report, place a check next to **Save employee filter**, and click **Employee Filter**.
5. To choose specific job codes to include in the report, place a check next to **Save job code filter**, and click **Job Code Filter**.
6. To adjust any report-specific settings, click on the **Settings** button at the bottom of the window.
7. Select **Save**

Automating a Report

Once you've created a Saved Report, you can also automate that report. This will allow TimeClock Plus to run a report on your behalf, without the need to log into the software, and have that report e-mailed to yourself or any desired recipients.

1. From the **Saved Report window**, click the **Add** button under **Report Automation**.

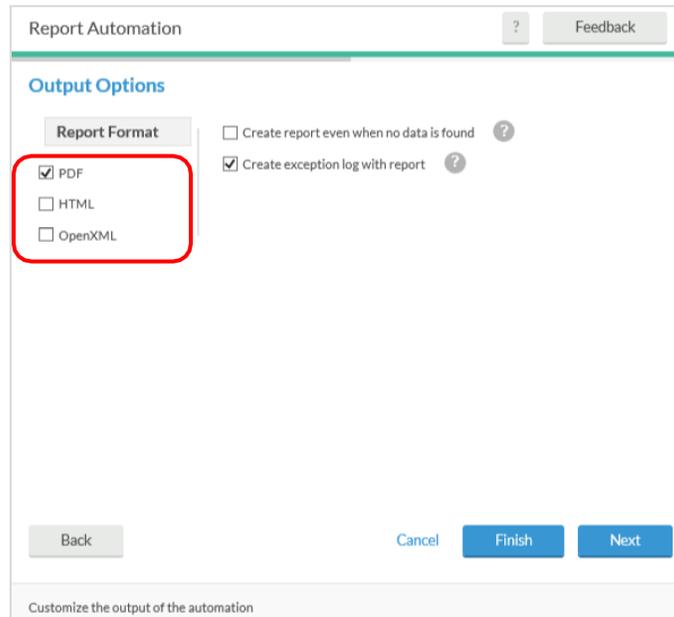
The screenshot shows the 'Report Automation' configuration window. At the top, there is a title bar with a question mark icon and a 'Feedback' button. Below the title bar, the 'General' tab is selected. The form contains the following fields and options:

- Description:** An empty text input field.
- Created by:** A text field containing 'ADMIN'.
- User to run automation:** A dropdown menu with 'ADMIN' selected.
- Run as multiple users:** An unchecked checkbox.
- Active:** A checked checkbox.
- Reporting period:** A dropdown menu with 'Floating period' selected and a help icon.
- Period:** A dropdown menu with 'TimeClock Week' selected.
- Period start offset:** A dropdown menu with 'Plus' selected, followed by a text input field with '0' and the unit 'days'.
- Period stop offset:** A dropdown menu with 'Plus' selected, followed by a text input field with '0' and the unit 'days'.

At the bottom right, there are 'Cancel' and 'Next' buttons. At the bottom left, there is a footer text: 'Enter a unique name and configure the reporting period to run when the report is automated'.

2. Use the 'Description' field to enter a name for the report automation.
3. Select a **User to run automation**. This is the user whose information will be used to send out any e-mails that are sent with the automation. This user must have an e-mail defined under their **User Profile (Configuration > User Profiles)**.
4. Beneath that, select the period of time that you want to include in the report
5. Click **Next**

- On the **Output Options** screen, select the **Report Format** in which the report will be run.



Report Automation

Output Options

Report Format

- PDF
- HTML
- OpenXML

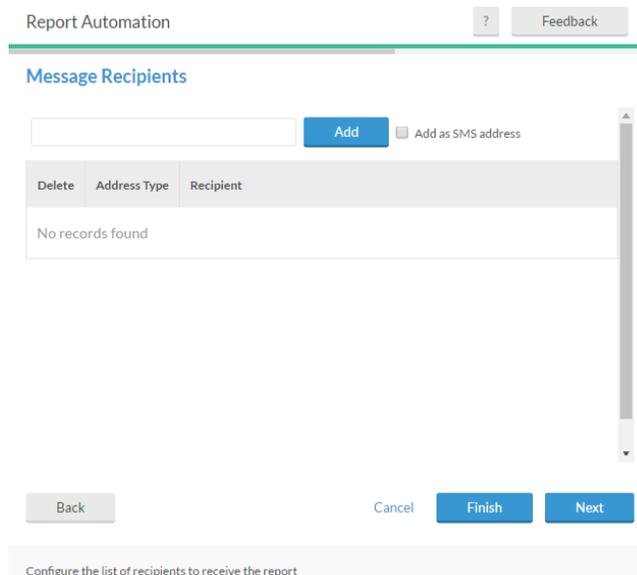
Create report even when no data is found ?

Create exception log with report ?

Back Cancel Finish Next

Customize the output of the automation

- Click **Next**.
- In the **Message Recipients** window, enter the e-mail address of each individual who will be receiving this report and click **Add**.



Report Automation

Message Recipients

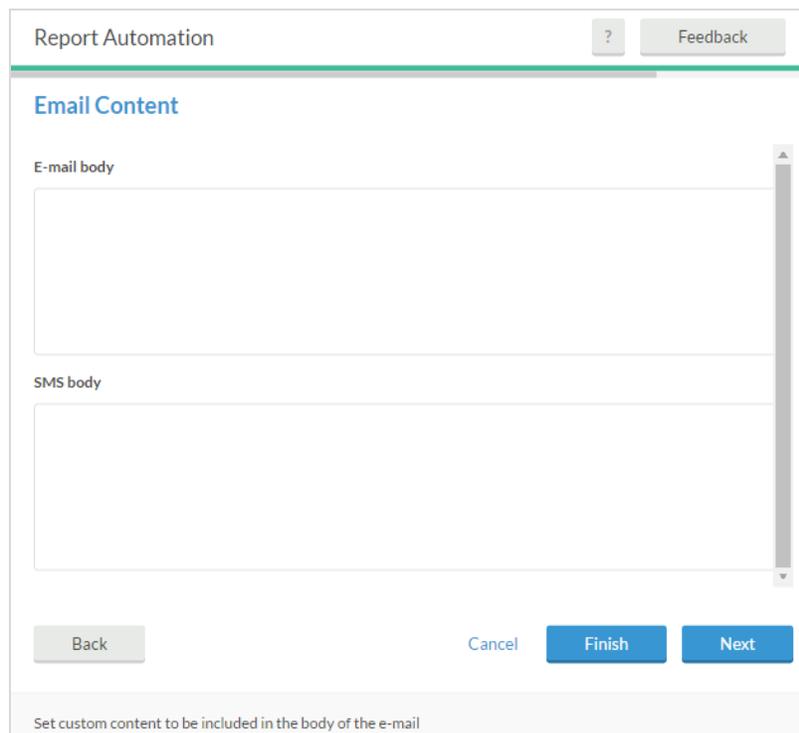
Add Add as SMS address

Delete	Address Type	Recipient
No records found		

Back Cancel Finish Next

Configure the list of recipients to receive the report

9. Click **Next**.
10. On the **Email Content** tab, enter what you would like to appear in the body of the email with the report when it is sent out.



The screenshot shows the 'Report Automation' interface with the 'Email Content' tab selected. It features two text input fields: 'E-mail body' and 'SMS body'. At the bottom, there are four buttons: 'Back', 'Cancel', 'Finish', and 'Next'. A footer note reads: 'Set custom content to be included in the body of the e-mail'.

11. Click **Next**.
12. On the **Task Scheduling** tab, you'll get to choose when this report gets sent out. By default, this report will be configured to send out daily at the time you created it. To edit that setting, click the **Edit** icon.

Edit	Description ↑
	Daily on All at 03:49 PM from 11/14/2016

Next to **Execute**, select the frequency with which this report will be sent.

13. Select the date you want this report to begin sending and an expiration date (if necessary).
14. Enter the time of day to send the report.

Schedule Task Rule

? Feedback

Execute

from  to 

at 

Days to include Sunday Monday Tuesday Wednesday Thursday Friday Saturday

[Cancel](#) [Save](#)

15. Click **Save** on the Schedule Task Rule window.
16. Click **Finish** in the Report Automation window.
17. Click **Save** on the Saved Report screen.

Employee Status

The Employee Status screen allows managers to monitor employees in real time. From this screen, you can see which employees are clocked in, what job code they are working in, and how long the employee has been clocked in.

Employee Status Tabs

EMPLOYEE STATUS ☆

Search [] [] Employee Filter Job Code Filter Cost Code Filter

All Clocked In On Break Not In Absent On Leave Last Punch Hours

Segment Refresh

Showing 27 records of 27 Selected 0 records

<input type="checkbox"/>	ID ↑	First Name	Last Name	Note	Status	Job Code	Cost Code	Time In	Cell	Phone
<input type="checkbox"/>	1	Tommy	Kyne		Out					
<input type="checkbox"/>	2	Connie	Uma		Out					
<input type="checkbox"/>	3	Joseph	Barthow		Out					
<input type="checkbox"/>	4	Mick	Carter		Out					
<input type="checkbox"/>	5	Tommy	Hernandez		Out					
<input type="checkbox"/>	6	Tom	Smith		Out					
<input type="checkbox"/>	7	Mick	Smythe		Out					
<input type="checkbox"/>	8	Ted	Jacobson		Out					
<input type="checkbox"/>	9	Arnold	Johnson		Out					
<input type="checkbox"/>	10	Joe	Johnson		Out					
<input type="checkbox"/>	11	Daniel	Pool		Out					
<input type="checkbox"/>	12	Kel	McCleery		Out					
<input type="checkbox"/>	13	Christian	Lowery		Out					
<input type="checkbox"/>	14	Matt	Miller		Out					

Browse to **Tools > Employee Status**:

- The **All** tab allows the user to view every employee they have access to, their status, and (if clocked in) their job code, time in, and location.
- The **Clocked In** tab only shows the clocked-in employees, as well as the job code that employees clocked in to, the time they clocked in, and the location of the clock operation.
- The **Auto Out** tab only shows employees that are clocked into an auto-out job code, the job code that employees is clocked into, the time they clocked in, and the location of the clock operation.
- The **Not In** tab only shows employees that are not currently clocked in.
- The **Last Punch** tab shows employees, their status, their last clock in, and their last clock out.
- The **Hours** tab shows employees, their hire date, the amount of hours worked today, the amount of hours worked this week, the employees' status, and the last time that employee clocked out.

Audit Log

The Audit Log allows you to examine changes that have been made to employees' hours, and profiles as well as situations where employees have not completed a clock operation.

Hours Audit Log

Select feature: **Hours Audit Log**

Employee Filter | Job Code Filter | User Filter | Advanced Filter

6/8/2016 to 6/8/2016 | Search on dates edited | Search on segment times | Group by: Employee ID

Update

Search

Expand all | Collapse all

Showing 2 records of 2

	Time	Employee Name	Time In	Time Out	User Name	Feature	Reason
-	2 - Mandy Nelson						
	6/8/2016 12:52 PM	Mandy Nelson	6/7/2016 09:00 AM	6/7/2016 05:30 PM	ADMIN	Individual Hours	Edited
	6/8/2016 01:02 PM	Mandy Nelson	6/7/2016 09:15 AM	6/7/2016 05:30 PM	Philip Hodapp	Individual Hours	Edited

1. Browse to **Tools > Other Tools > Audit Log**.
2. Next to **Select Feature**, select **Hours Audit Log**.
3. By default, this feature will load all of the changes that have been made to the present day. To only view certain changes, use one of the following filters:
 - **Employee Filter** to select which employees will appear.
 - **Job Code Filter** to select which job code hours will appear.
 - **User Filter** to see changes made by a particular user.
 - **Advanced Filter** to see particular types of clock operations or changes made using a specific software tool.
4. To view changes made to hours during a particular timeframe, change the date range boxes.
5. Once necessary changes have been made, click **Update** to view audits based on the specified criteria.

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- Click the icon next to the date to see the details of any changes made to the employees' hours including what changes were made, when they were made, and who made them.

1 - John Smith							
	9/14/2016 09:40 AM	John Smith	9/13/2016 08:00 AM	9/13/2016 05:00 PM	ADMIN	Individual Hours	Added
	9/14/2016 09:41 AM	John Smith	9/14/2016 08:30 AM	<< Clocked In >>	ADMIN	Individual Hours	Added
	9/14/2016 09:42 AM	John Smith	9/12/2016 09:00 AM	<< Time sheet >>	ADMIN	Individual Hours	Added
	9/14/2016 09:42 AM	John Smith	9/13/2016 07:45 AM	9/13/2016 05:00 PM	ADMIN	Individual Hours	Edited

Hours Audit Log History
?
Feedback

Time Edited	Description	Details																														
04/18/2016 10:52 AM	Added Segment	<div style="display: flex; justify-content: space-between;"> <div> <p>Time edited 04/18/2016 10:53 A..</p> <p>Physical location 192.168.2.19</p> <p>Application / Feature Individual Hours</p> <p>User ID ADMIN</p> </div> <div> <p>Employee 2 - Mandy Nelson</p> <p>Override Type None</p> <p>Clock Operation Not Set</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Field</th> <th>Old Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr><td>Time In</td><td></td><td>04/18/2016 08:30 AM</td></tr> <tr><td>Actual Time In</td><td></td><td>04/18/2016 08:30 AM</td></tr> <tr><td>Time Out</td><td></td><td>04/18/2016 04:30 PM</td></tr> <tr><td>Actual Time Out</td><td></td><td>04/18/2016 04:30 PM</td></tr> <tr><td>Cost Code</td><td></td><td>N/A</td></tr> <tr><td>Substitute</td><td></td><td>N/A</td></tr> <tr><td>Job Code</td><td></td><td>100 - Trainer</td></tr> <tr><td>Rate of Pay</td><td></td><td>12.00</td></tr> <tr><td>...</td><td></td><td>...</td></tr> </tbody> </table>	Field	Old Value	New Value	Time In		04/18/2016 08:30 AM	Actual Time In		04/18/2016 08:30 AM	Time Out		04/18/2016 04:30 PM	Actual Time Out		04/18/2016 04:30 PM	Cost Code		N/A	Substitute		N/A	Job Code		100 - Trainer	Rate of Pay		12.00
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...		...																														
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04/18/2016 10:52 AM	Approval Change																															
04/18/2016 10:53 AM	Approval Change																															
04/18/2016 10:53 AM	Approval Change																															

[Close](#)

Incomplete Clock Operation Audit Log

AUDIT LOG ☆

Select feature **Incomplete Clock Operation Audit Log** ▼

Employee Filter **Advanced Filter**

10/9/2016 to 11/12/2016 **Group by**
Open Weeks **Update** Employee ID ▼

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

Showing 2 records of 2

Time	Employee Name	Application	Reason	Last Workflow Step	Type	Physical Location
- 1 - Tommy Kyne						
10/11/2016 03:46 PM	Tommy Kyne	WebClock	Cancelled Clock Operation	Gather Job Code	Clock In	192.168.4.13
10/12/2016 10:26 AM	Tommy Kyne	WebClock	Abandoned Clock Operation	Gather Cost Code	Clock In	192.168.4.13

1. Browse to **Tools > Other Tools > Audit Log**.
2. Next to **Select Feature**, select **Incomplete Clock Operation Audit Log**.
3. By default, this feature will load all of the incomplete operations that have been made on the present day. To only view certain changes, use one of the following filters:
 - **Employee Filter** to select which employees will appear.
 - **Advanced Filter** to see incomplete operations from all features, or specific features.
4. To view incomplete operations during a particular timeframe, change the date range boxes.
5. When any changes needed have been made, click **Update** to view all incomplete operations accordingly.

Section III- Employee Clock Operations

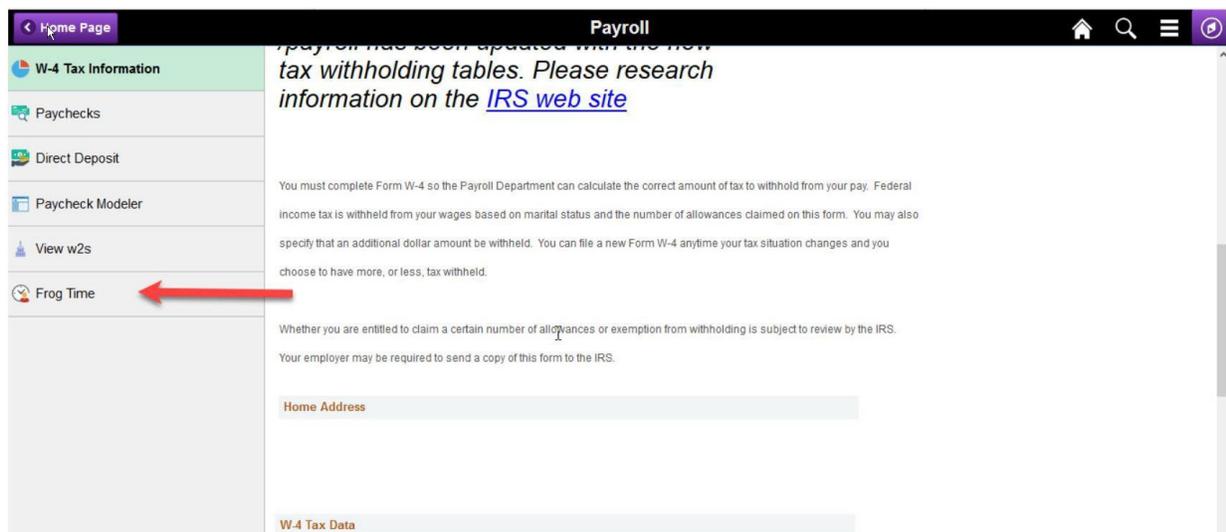
FrogTime

Manager Training Package

TimeClock Plus

WebClock

To sign into WebClock dashboard



Clock Operations

The following instructions for Clock Operations are demonstrated on the WebClock application, but these instructions apply to Frog Time Clocks and RDT 300/400 Series clocks as well.

Clock In/Out

1. From the Quick Start menu the employees will enter their TCU ID (in the Employee ID field).
2. At the beginning of a shift the employees will select **CLOCK IN** and will be guided through several screens where the employees may see messages sent to them by their manager and a list of job codes they are assigned. When the clock operation is complete the employees should receive a message “Clock Operation Successful”
3. At the end of the shift employees will enter their Employee ID and select **CLOCK OUT**.

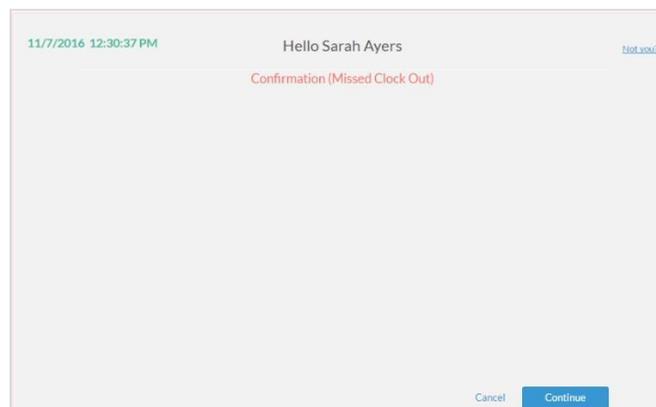
For every clock operation the employee should receive the message
“Clock operation successful”

The screenshot displays the TimeClock Plus interface. At the top, the date is 11/7/2016 and the time is 12:43:30 PM. Below the time, there are two input fields: "Select Company" with "DMI 100" selected, and "Badge/ID Number" which is empty. Below these fields are five buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (grey), "RETURN FROM BREAK" (grey), and "LOG ON TO DASHBOARD" (grey).

Missed Punches

Occasionally employees will forget to clock in or out which will generate a missed punch during their next clock operation. The Missed Punches tool not only tracks missed clock operations, but also allows employees to continue with subsequent clock operations while doing so.

- If an employee has missed a punch in or out, upon performing the next clock operation, a screen will be displayed requesting confirmation that a missed punch has occurred.
- To verify this is correct, the employee will click **Continue**
- If the employee clicks **Cancel**, the entire clock operation will be canceled, a missed punch will not be created, and the employee will not be able to clock in/out



2. The next screen will verify that the missed punch was a missed out or missed in then specify the date and time of the last clock operation.
 - To verify this is correct, the employee will click **Continue**
 - If the employee clicks Cancel, the entire clock operation will be canceled, a missed punch will not be created, and the employee will not be able to clock in/out

11/7/2016 12:33:42 PM Hello Sarah Ayers [Not you?](#)

Missed Clock Out

Your last punch was a clock in at:
11/07/2016 7:46 AM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Back Cancel Continue

- The next screen will prompt the employee to enter the date and time in or date and time out for the clock operation that he/she missed.
 - To verify, the employee will click **Continue**
 - If the employee clicks Cancel, the entire clock operation will be canceled, a missed punch will not be created, and the employee will not be able to clock in/out

11/7/2016 12:40:26 PM Hello Sarah Ayers [Not](#)

Time Entry (Missed Clock Out)

Date in 11/7/2016 7:46 AM

Date out 11/7/2016 7:46 AM

Back Cancel Continue

- The next screen will provide a summary of the missed punch date in and time in or date out and time out.
 - To verify, the employee will click **Continue**
 - If the employee clicks Cancel, the entire clock operation will be canceled, a missed punch will not be created, and the employee will not be able to clock in/out

11/7/2016 12:41:12 PM

Hello Sarah Ayers

Summary (Missed Clock Out)

Date in 11/07/2016 7:46 AM

Date out 11/07/2016 7:46 AM

Job Code Professional Services

Press continue to finish clocking out and save this information

Back Cancel Continue

5. After this screen, the employee will select a job code for the current clock operation
 - To verify, the employee will click **Continue**
 - If the employee clicks Cancel, the entire clock operation will be canceled, a missed punch will not be created, and the employee will not be able to clock in/out

11/7/2016 12:42:12 PM Hello Sarah Ayers

Select Job Code (Clock In)

Search

Showing 5 records of 5

ID↑	Description	Group
250	Professional Services	
1030	Trade Show	
1031	Presentations	
1032	Customer On-Site	
1033	Learning Summit	

Cancel Continue

6. If the clock operation was successful, the employee will receive a **“Clock operation successful”** message.

View/Approve Hours

1. From the Quick Start menu, the employee will enter his/her Employee ID number in the Employee ID field and click **LOG ON TO DASHBOARD**.
2. From the Dashboard, click **VIEW**, then **Hours**.
3. Under VIEW HOURS, the employee can see all shifts they have worked for the current week and use the navigation arrows in the top left to view previous weeks.
4. Employees can check the box under the column to approve their hours. This is their electronic signature verifying their hours are correct.

VIEW HOURS

Navigate period

< | >
Prev Next
11/13 - 11/19

Download

	<input checked="" type="checkbox"/>		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input checked="" type="checkbox"/>		11/14/2016 08:00 AM	<< Time sheet >>	8:00	8:00		200 - Vacation
	<input checked="" type="checkbox"/>		11/15/2016 09:00 AM	11/15/2016 05:00 PM	8:00	8:00		1 - Tech
	<input checked="" type="checkbox"/>		11/16/2016 09:00 AM	11/16/2016 05:00 PM	8:00	8:00		1 - Tech
	<input checked="" type="checkbox"/>		11/17/2016 09:00 AM	11/17/2016 05:00 PM	8:00	8:00		1 - Tech
	<input checked="" type="checkbox"/>		11/18/2016 09:00 AM	11/18/2016 05:00 PM	8:00	8:00	40:00	1 - Tech

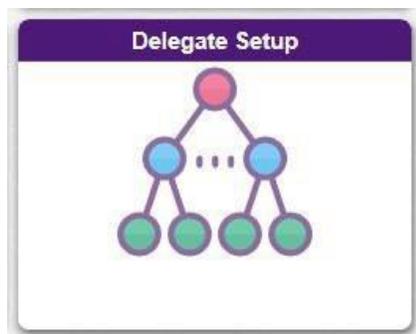
Set up a Delegate

Purpose:

Department Managers can identify delegate(s), who in the absence of a direct supervisor of an employee can approve the time and leave of employees. This includes both **my.tcu.edu** leave approval, and FrogTime time approval.

Delegate Setup Page

A department manager automatically granted access to the delegate setup page. This page can be access through my.tcu.edu, Department/Budget Manager Tile, and Delegate Setup Tile.



Click the Search button to view the departments you have access to manage. Then select the department.

Identifying the Delegate

The budget manager can identify the delegate by first clicking the Add Delegate link – this creates a new page in the setup page. Enter the employee's id number, or click on the magnify glass to search and then select the appropriate person. The employees included for the delegate include all exempt & nonexempt employees in the department & the roll up department.

An active delegate gains access to the setup page only when the department manager has identified them as a delegate

Delegate Setup

The screenshot displays the 'Delegation Setup' interface. At the top, there is a navigation bar with 'Find', 'View All', 'First', '2 of 2', and 'Last'. Below this is a search bar labeled 'Delegate' and an 'Add Delegate' link. The main content area is titled 'Delegate Task' and includes a sub-navigation bar with 'Find', 'View All', 'First', '1 of 1', and 'Last'. The 'Effective Date' is set to '06/01/2018' with an 'Add Effective Date' link. Below this are five checkboxes: 'Is Delegate Active', 'Email when supervisor is notified of leave?', 'Approve Leave Delegation', 'Approved TimeSheets Delegation', and 'TimeClock+ Scheduler Access'. At the bottom of the interface are four buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

Tasks that can be delegated are:

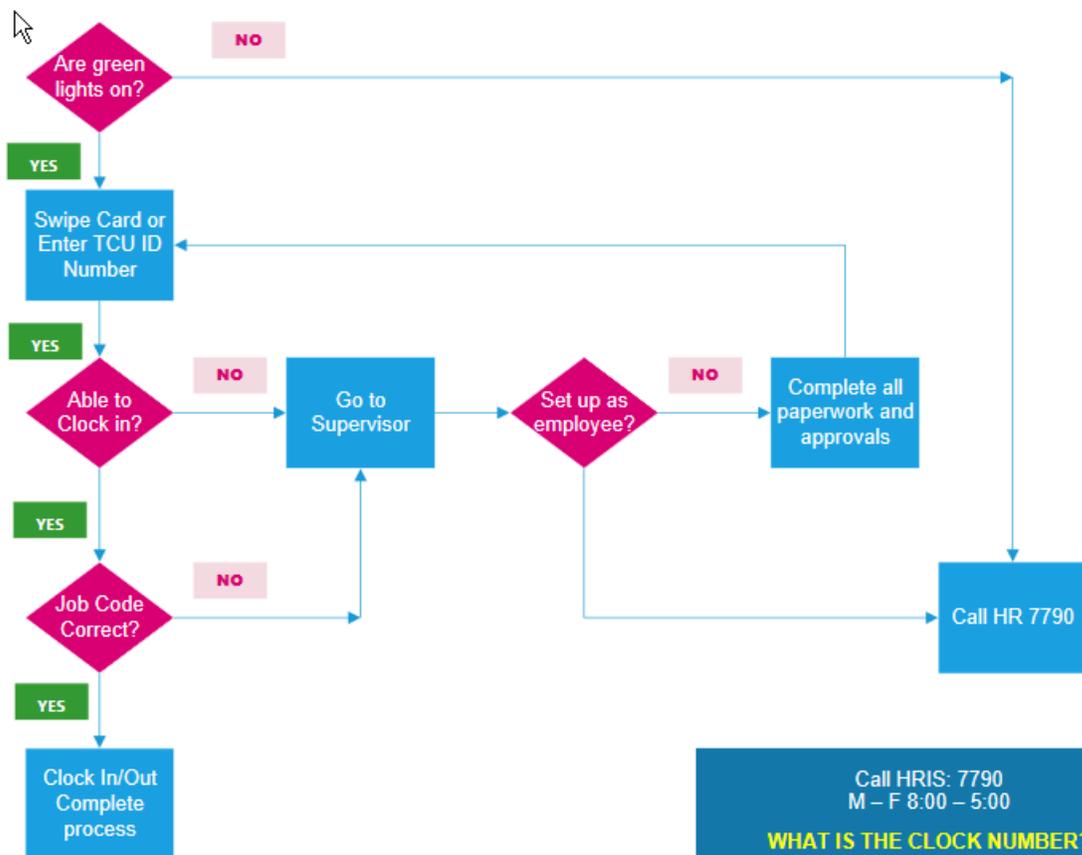
- *Leave Approval*
- *Time Sheet Delegate (FrogTime)*
- *Time Clock Scheduler Access*

A delegate can also setup email notification for leave approval. Enter the effective date for the delegation. Select the task to be delegated by clicking the check mark box. Also, click the option “Is delegate Active.” This is used to terminate access, which is discussed later in this document. Click the save button.

Terminating Delegate Access

Delegate access can be removed entirely, or for selected systems. To do this, click the “Add Effective Date” link for the identified delegate. This creates a new effective dated page. Enter the date you want the access removed. To terminate all access – unclick “Is Delegate Active.” To terminate only certain system access, unclick only the system you want to remove access. Click the save button. To stop email notifications, unclick that option. Click the **save** button.

FIRST STEPS TO TROUBLESHOOT PROBLEMS AT THE TIME CLOCK



Call HRIS: 7790
M – F 8:00 – 5:00
WHAT IS THE CLOCK NUMBER?
After hours send email to:
HRFrogTime@tcu.edu



Payroll Tips!

- It is a must to hire all student employees thru the EPAF system, before they begin working in the department.
- **Do not wait until the last Friday of the pay period end date to hire students.**
- If the student has worked hours in the current pay period, and the department needs to terminate the job, the **termination effective date MUST be the start of the following pay period.** *Any EPAF action during the current pay period could prevent hours being paid.*
- Please run the Department Manager's Active Student Report often. This is the list of current student employees.

FrogTime Timeline

Phase One FrogTime - collection only (replacing student and temp employees paper pay sheets with clock swiping)

Phase Two FrogTime – basic scheduling following completion of phase one.

Phase Three FrogTime- TBD

As always, your support and patience are greatly appreciated.

Your FrogTime Payroll Team

FrogTime

Manager Training Package

TimeClock Plus