



Timeclock Roadmap

LOGGING IN

- Log in to 1600grand, using your Macalester username and password and click the “Employee” menu.
- Select “Time Approver Login,” in the “Student/Union Time clock” box, log in using your Macalester username and password

ADD/EDIT/DELETE SEGMENTS

It is best to add, edit and delete an individual segment from the Hours/Individual tab.

- To Add: Select the employee and then “+Add Segment,” to add a new segment. Segments added should be added in 15 minute increments.
- To Edit: Double click on the segment and select the edit action from the edit box that will appear.
- To Delete: Select the segment and then “Manage Segments” and then delete.

Any action taken on a segment will be noted by the Audit function of the system.

MISSED PUNCHES

If your student employee has missed a punch (in or out) their actions should be:

- Missed Punch at the end of the shift – when they clock in next, they will be prompted to give their clock out time.
- Missed Punch at the beginning of their shift – wait until clock out time, CLOCK OUT first, they will be prompted to give their clock in time.
- Missed recording days outside of the current pay period – complete a Timesheet Correction Form.
- Missed punch segments will have a blue dot indicator and you may review the missed punch (in or out) your employee has corrected.

APPROVING – RESOLVE PERIOD

Deadline continues to be Tuesday at Noon following the end of a Pay Period. All missed punches need to be approved to be paid, if not resolved, these shifts/segments will not be paid.

- Review segments either in Individual Hours resolving all exceptions, such as Conflicting Shifts and Long Shifts.
- Once all exceptions are resolved, from Individual Hours, select “Resolve Period” and “Manager Approval – Approve.” This will send your employee’s timecards to Payroll at the end of the pay period to be paid. Repeat for each employee. Verify all timecards have been approved by viewing the dashboard that will show the Approval Completion graph.



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TIMECLOCK TIPS

- The system can be set so actual punch times will be displayed along with rounded times. From Individual or Group Hours, select "Options" and then check "Display actual punch times in addition to rounded times" and "Always display actual times".
- The timeclock system rounds punches. Punches are rounded to 8 minutes i.e. if an employee arrives at 8:07, the time will be rounded to 8:00, if they arrive at 8:08, and time is rounded to 8:15. Due to rounding, if an employee clocks in for a small amount of time, this time may not be counted.
- A shift that is clocked in at 11:00 pm or later will count as the next day.
- A Webclock employee may clock in/out at a physical clock as well as a Webclock. An employee who clocks in at a physical clock may only clock in at a physical clock.

PROXY

To ADD or REMOVE a proxy (back-up time approver), follow these steps:

- Log in to 1600grand and click the "Employee" menu .
- Click the "Update Approval Proxies" link in the Employee Resources channel.
- Under name, select the person you wish to designate; click on the add or remove checkbox; click save.

Who should I select to be my PROXY?

- Someone in your department that currently approves time for student employees
- Someone in your department that provides work direction to student employees
- Someone in a related department that currently approves time for student employees
- Your Supervisor

Information to share with your PROXY.

Contact your Proxy when you will need them to approve time. Be sure they are trained on time approval.

Training materials can be found at <https://www.macalester.edu/payroll/timereporting/>

JOB FILTER – VIEWING ONLY YOUR EMPLOYEES / YOUR PROXIES

When you have been selected to be a Proxy, you will see your employees and their employees in your approval list. To sort, and display only your employees or their employees:

- In the Timeclock system, to filter student employees go to Hours, then Group Hours.
- Next, select "This Period" by typing in Period and choosing "This Period" or "Last Period". Next, select "Job Code Filter".
- In the Filter Job Code Screen, in the Search box, enter in the Supervisor's name. You can search by the first name. Then press enter. Then select "Filter".



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TRAINING VIDEOS

- Time Approvers Basics (<https://www.macalester.edu/payroll/timereporting/time-approver-basics.html>)
- How to Approve Student Employee Time ([https://www.macalester.edu/payroll/timereporting/-how-to-approve-student-employee-time-\(video\).html](https://www.macalester.edu/payroll/timereporting/-how-to-approve-student-employee-time-(video).html))
- Time Approver's Dashboard (<https://www.macalester.edu/payroll/timereporting/time-approvers-dashboard.html>)
- Sick Time Accruals for Time clock Students (<https://www.macalester.edu/payroll/timereporting/hourly-student-timeclock.html#TimeclockAccruals>)
- Time Approvers – How to add student employee sick time (<https://www.macalester.edu/payroll/timereporting/time-approver---how-to-add-sick-time.html>)