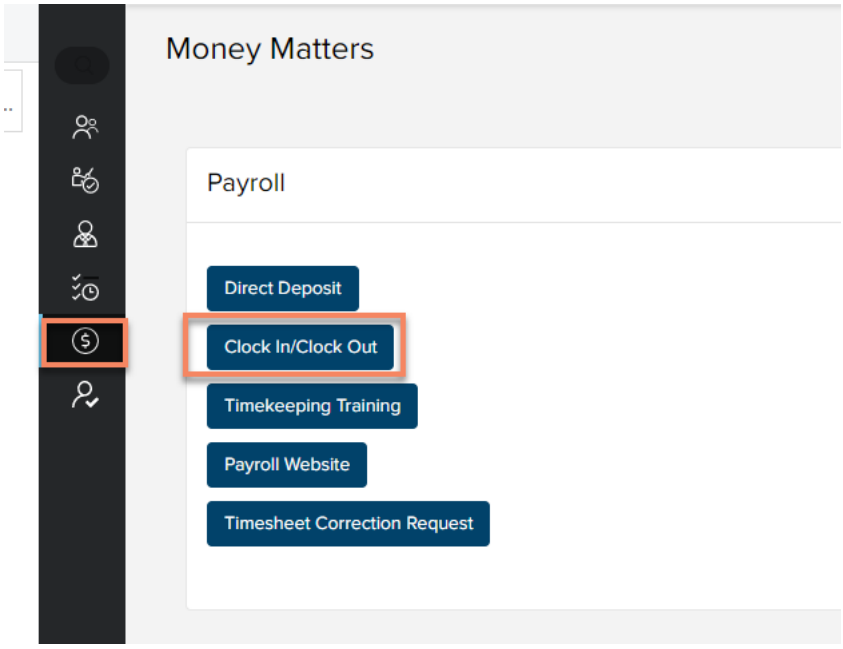
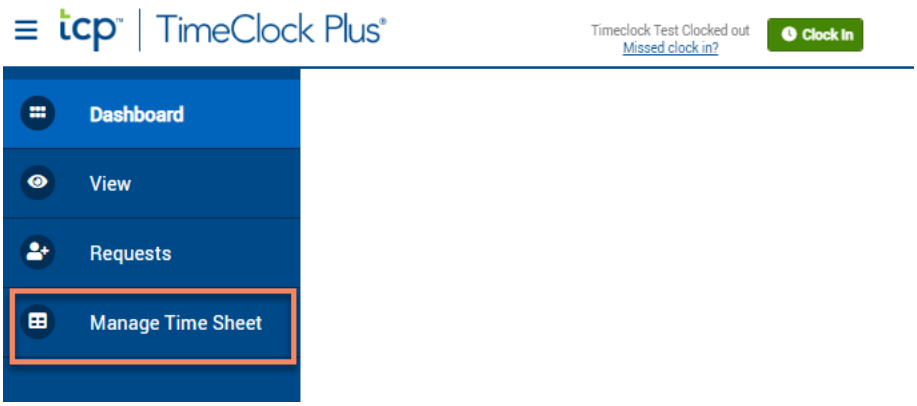
TCP – Timesheet Entry for Students Only

The timesheet entry option via TimeClock Plus is available to students only. This option allows students to enter and edit their clock in/out time for a full shift. The edited or newly created shift will have a blue dot in front of the time segment to let supervisors know that the time segment was altered or created after the time was worked. Students will only be able to edit/enter time for the open weeks in TimeClock Plus (weeks that are closed by Payroll will be greyed out on the calendar selection).

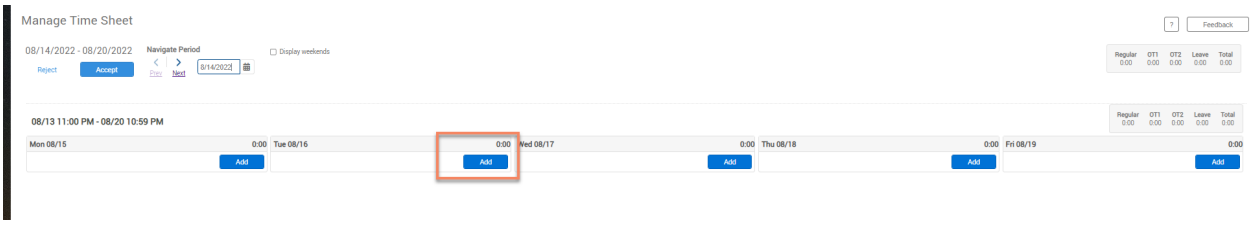
1. Log into 1600grand using your Macalester login credentials. On the left menu, choose Money Matters then click on the Clock In/Clock out button (found in the Payroll box).



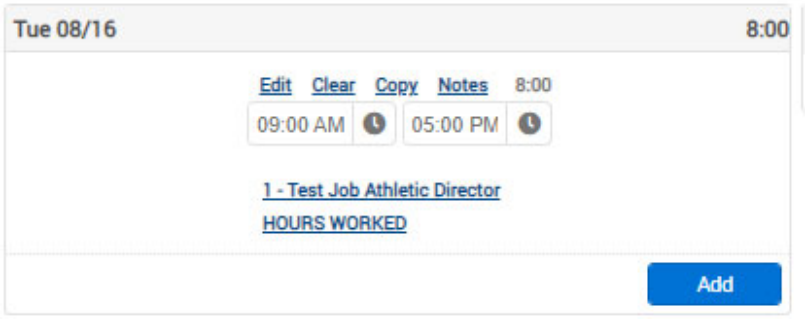
2. A new tab will open TimeClock Plus. Next, select the Manage Time Sheet icon on the blue toolbar on the left.



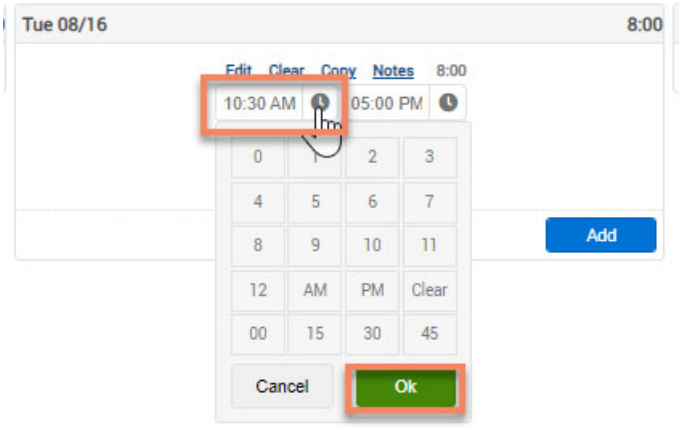
3. Find the day that was missed (or that needs to be edited) on the calendar. The calendar will always display the current week initially. Use the arrows under "Navigate Period" to go to prior weeks.
    - NOTE: If the "Previous" arrow is grayed out and the day to be edited is further in the past, the week has been closed and no edits can be made. To edit time worked from a pay period that is closed, the student must complete the Time Sheet Correction form (found on 1600grand, Money Matters, and within the Payroll box at the bottom)



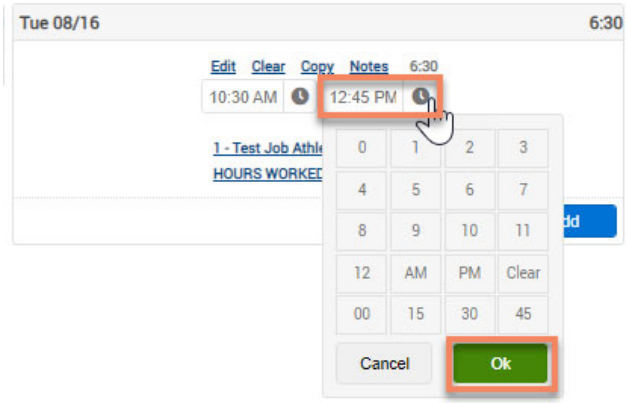
4. To add a new shift, click on the blue Add button under the day missed. The clock in/out fields will be pre-populated.



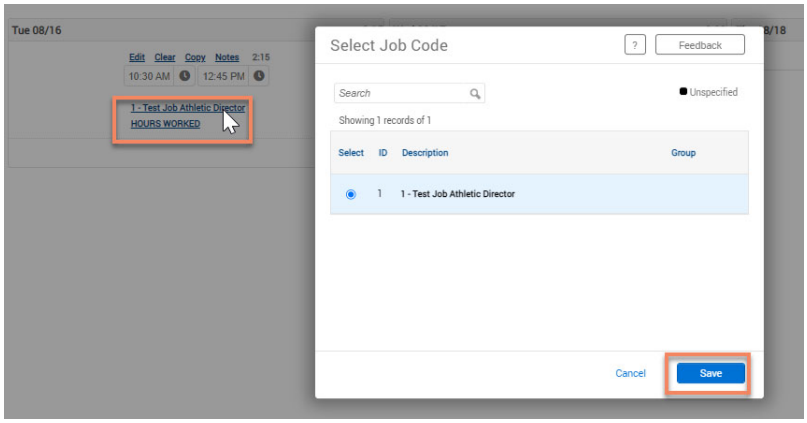
5. Enter the start of the shift missed (if editing an existing shift – simply update the time to the correct start of the shift worked). Select OK when done.



6. Enter the end of the shift missed (if editing an existing shift – simply update the time to the correct end of the shift worked). Select OK when done.

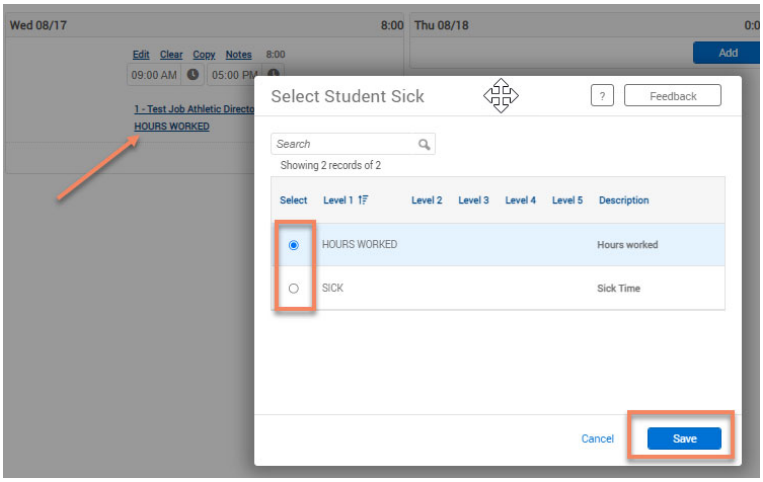


7. If you have multiple jobs on campus, be sure to select the job you want to add or edit hours. Click on the Job title. This will display a list of all your active jobs on campus. Move the radio button to the correct job and select Save.

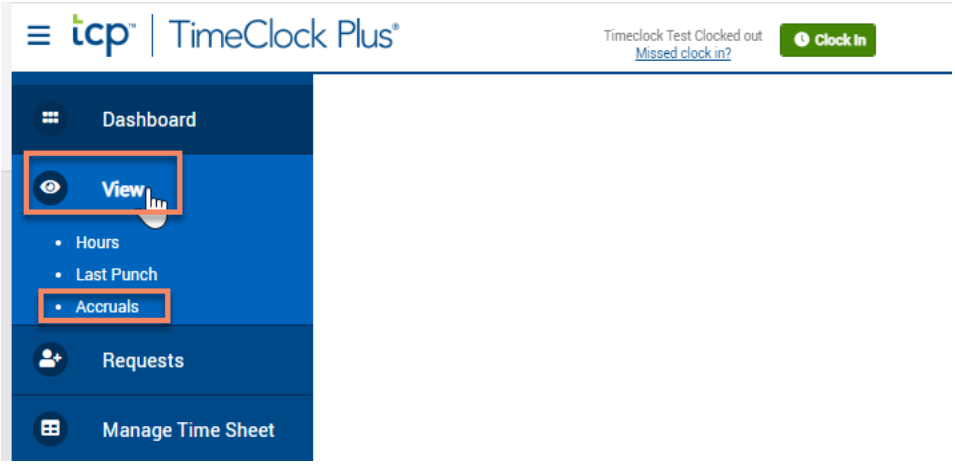


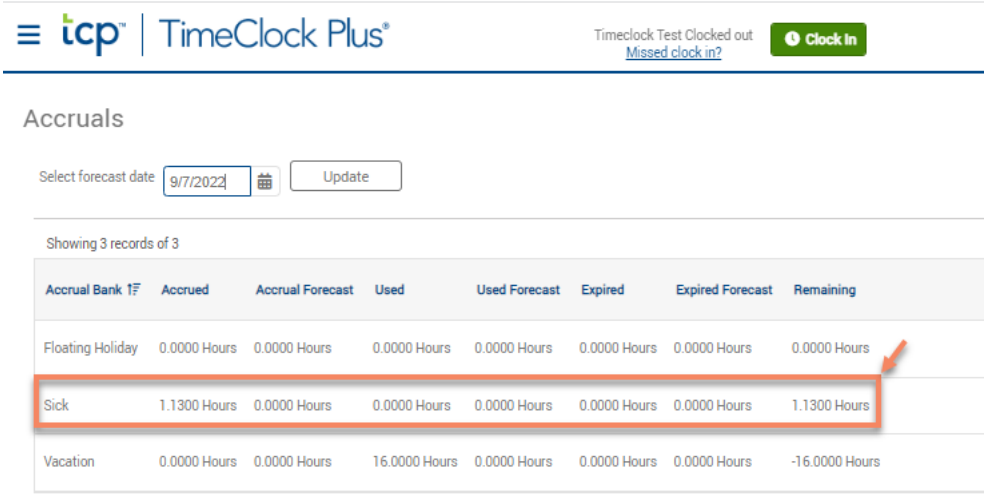
- NOTE: If the job is in a red font do not select this job. This means the job is closed and can not have additional hours reported. Contact the Payroll department if you need to report hours on a closed job.

8. The hours will default to Time Worked. If entering sick time, click on the Hours Worked link and move the radio button to Sick. Select Save.

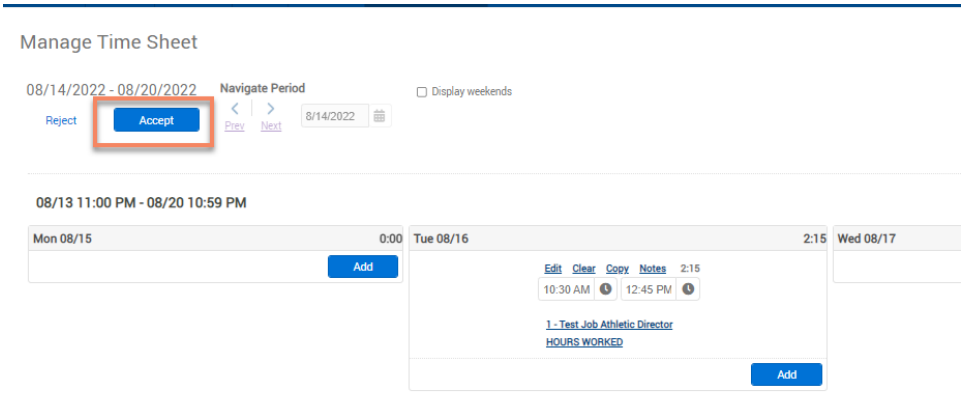


- NOTE: Prior to entering sick time, make sure to check your sick balance by clicking on the View icon found on the blue toolbar to the left and then go to Accruals. This will display your sick balance. You can only enter sick time for the amount of sick time you have remaining.

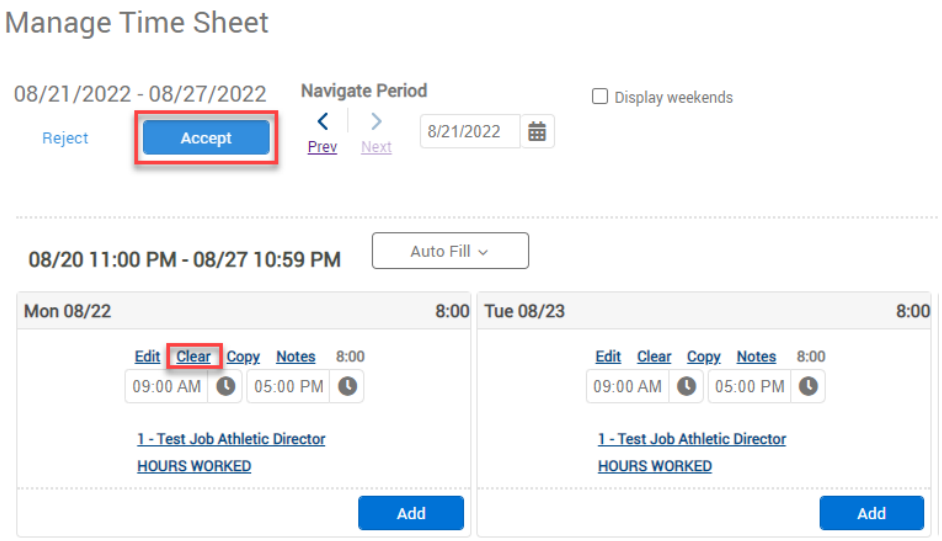




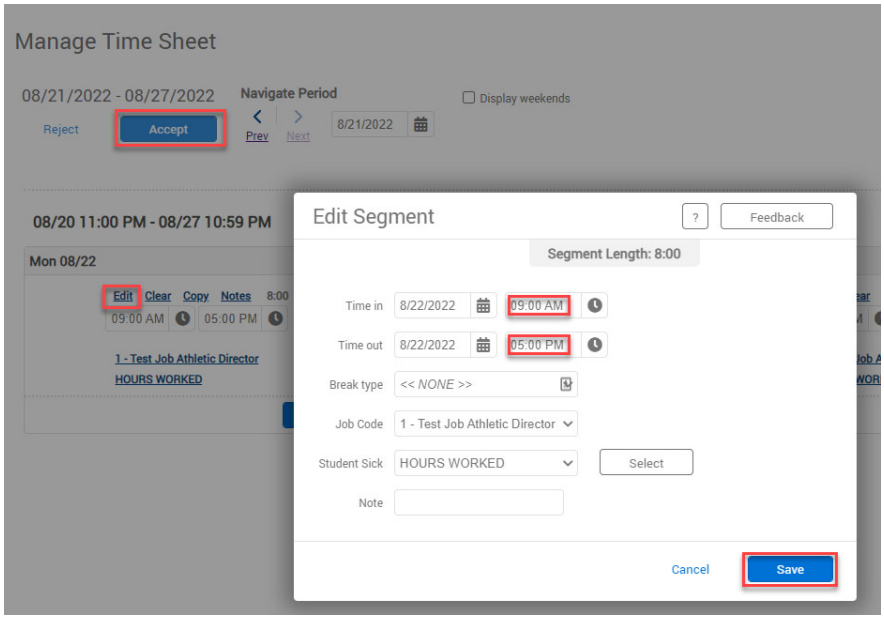
9. Review the time segment entered and if everything looks correct, select the blue **Accept** button (found next to the Navigation Period arrows).



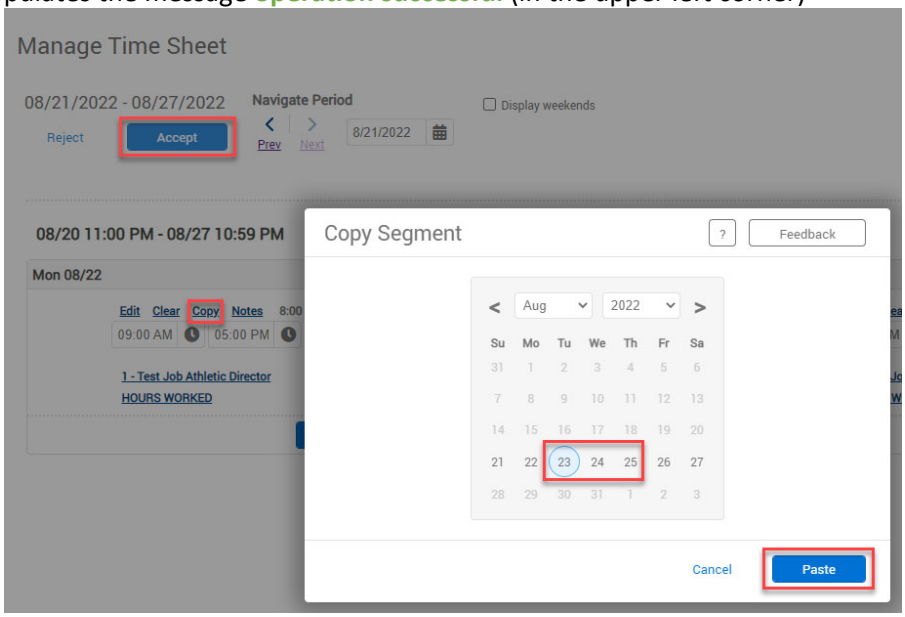
10. To Delete a Time Segment
    - Click **Clear** within the calendar day that needs to be removed
    - Click **Accept**
        - Successfully deleted when time segment is no longer visible on the specific date



11. To Modify a Time Segment
    - Click **Edit** within the calendar day that needs to be removed
    - Update the clock in/out time, job code, or Student Sick as needed.
    - Click **Save** after all changes are made.
    - Click **Accept**
        - Successfully saved when time segment is visible on the date and the system auto populates the message **operation successful** (in the upper left corner)



12. To Copy a Time Segment
    - Click **Copy**
    - Select **the dates** to add the time segment
    - Click **Paste**
    - Click **Accept**
        - Successfully saved when time segment is visible on the dates selected and the system auto populates the message **operation successful** (in the upper left corner)



13. Once your changes are complete, you can then log off but choosing the Log Off button in the upper right.