



**WEB BASED TIME ENTRY
FOR APPROVERS**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY
March 2008**

Administered by the Office of Payroll Services

IMPORTANT

Time card approvers must review all time entries to be sure they are valid and make all necessary approvals in Time Pro before the Monday 9am deadline.

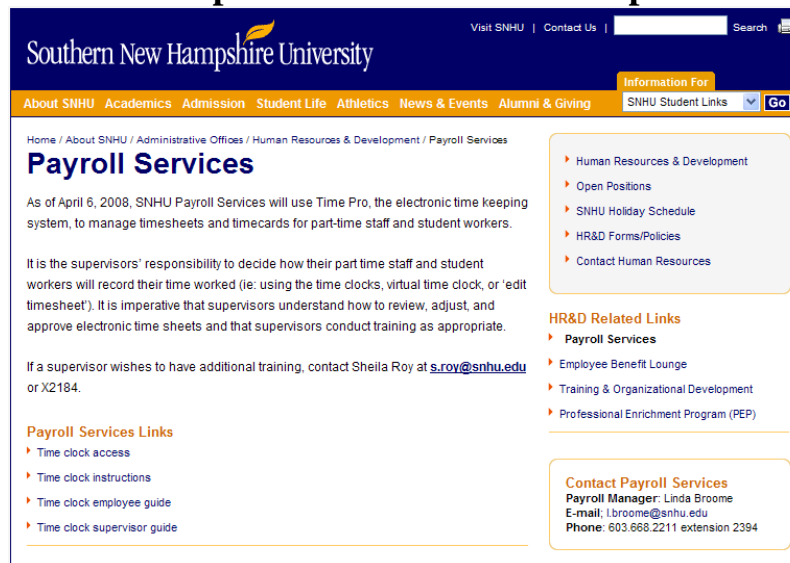
LOGGING INTO TIMEPRO

Time Pro is available via the web using the following link:

<https://timeclock.snhu.edu>

For future reference, you may wish to save this as a favorite link in your web browser.

**The Office of Payroll Services webpage is
<http://www.snhu.edu/7312.asp>**



The screenshot shows the Southern New Hampshire University website. The header includes the university name and navigation links. The main content area is titled "Payroll Services" and contains the following text:

Home / About SNHU / Administrative Offices / Human Resources & Development / Payroll Services

Payroll Services

As of April 6, 2008, SNHU Payroll Services will use Time Pro, the electronic time keeping system, to manage timesheets and timecards for part-time staff and student workers.

It is the supervisors' responsibility to decide how their part time staff and student workers will record their time worked (ie: using the time clocks, virtual time clock, or 'edit timesheet'). It is imperative that supervisors understand how to review, adjust, and approve electronic time sheets and that supervisors conduct training as appropriate.

If a supervisor wishes to have additional training, contact Sheila Roy at s.roy@snhu.edu or X2184.

Payroll Services Links

- ▶ Time clock access
- ▶ Time clock instructions
- ▶ Time clock employee guide
- ▶ Time clock supervisor guide

HR&D Related Links

- ▶ Payroll Services
- ▶ Employee Benefit Lounge
- ▶ Training & Organizational Development
- ▶ Professional Enrichment Program (PEP)

Contact Payroll Services
Payroll Manager: Linda Broome
E-mail: lbroomel@snhu.edu
Phone: 603.668.2211 extension 2394

Check here for Time Pro updates and materials.

VIRTUAL TIMEPRO MAIN PAGE

Virtual Timepro
Current Time: Friday, March 07, 2008 2:04:53 PM

TimePro®
www.commeg.com

SNHU

Clock In

Clock Out

Lunch

Self Service

Management

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Click on the 'Management' button.

VIRTUAL TIMEPRO SECURITY PAGE: Log into Time Pro

SNHU

Enter Credentials

User Name:

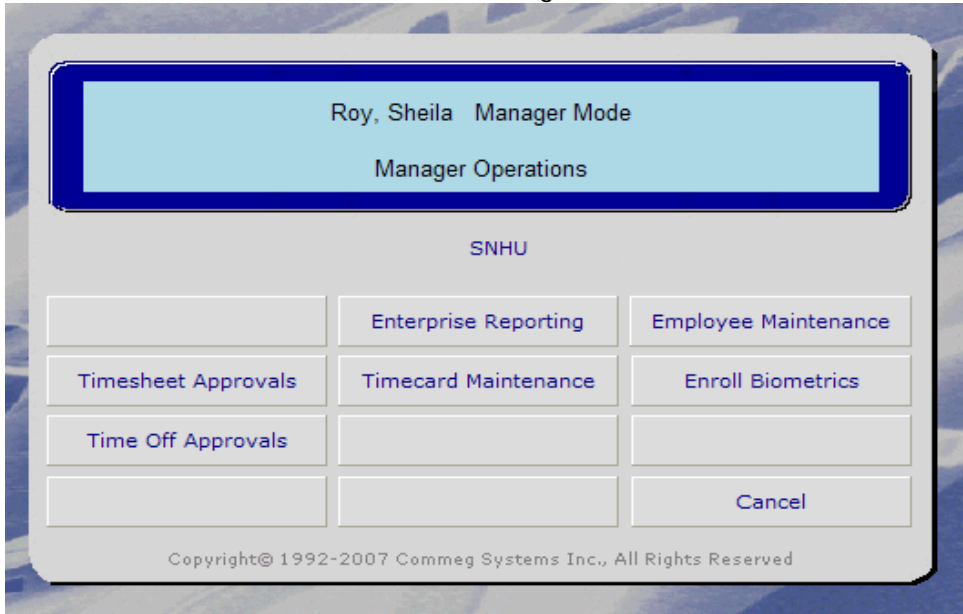
Password:

Server:

OK Cancel

Enter your full SNHU email user name and password and click OK.

MANAGER MODE PAGE: Select a Manager function.



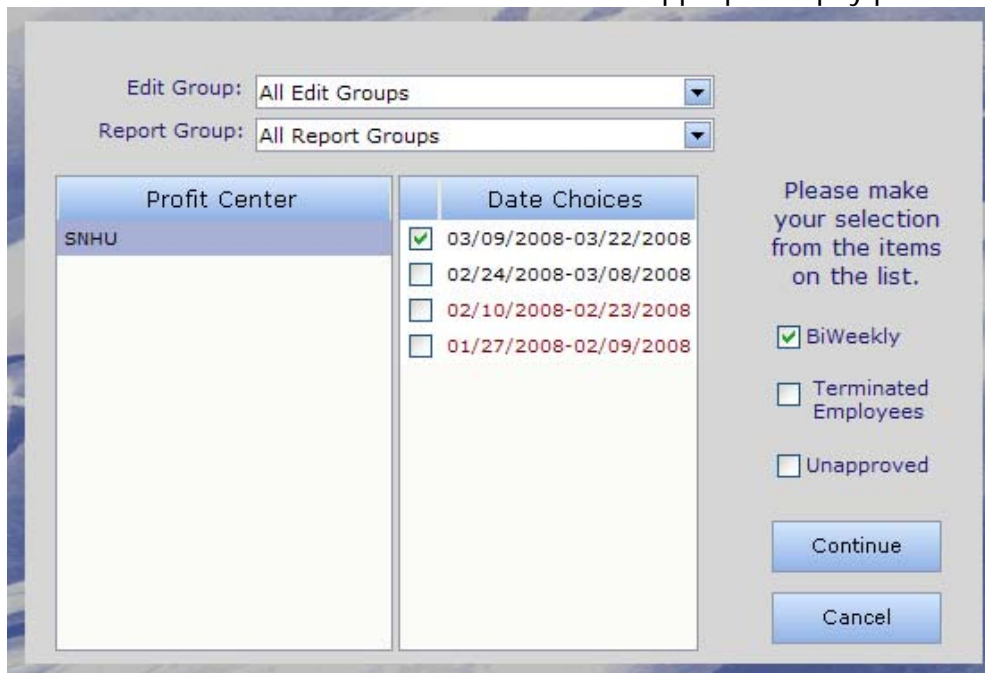
Click 'Timecard Maintenance' button to review timesheets and do approvals. (pg 5)

Click 'Enterprise Reporting' button to run reports. (pg 8)

Click 'Employee Maintenance' button to maintain employee records. (pg 10)

[Permits/paperwork must be submitted to Payroll in order for the employee to be active in Time Pro.]

PAY PERIOD SELECTION PAGE: To select the appropriate pay period.



EDIT GROUPS: Allows you to sort by edit group.

Click in the box to the left of the pay period you wish to view and click 'Continue'.

Pay periods display in bi-weekly format. You may view as individual weeks if this box is unchecked.

Check "Unapproved" to select only those timecards that have some unapproved punches.

Locked pay periods will be highlighted in red and are locked for approvals or edits.

Prior week adjustments must be added in the current payroll period and coded with a 'PW' type.

You may elect to view only timesheets that are 'unapproved'. Timesheets which have already been reviewed and approved will not be displayed if this box is checked.

'TIMECARD MAINTENANCE'

TIME SHEET PAGE: Shows all time entries per employee.

A timesheet will be displayed. Select the desired employee's timesheet by searching on a Name or ID#. The arrows and drop down menu can help retrieve a specific employee. When the correct employee's name appears in the display box click on 'Go' or click on their name to retrieve that employee's timesheet.

Search features:

The screenshot shows the TimePro interface with the following callouts:

- Enter last name here:** Points to the search input field containing 'Roy, Sheila'.
- Magnifying glass to search name entered:** Points to the search icon.
- Arrow keys to scroll:** Points to the navigation arrows.
- 'Go' executes the search to retrieve the correct timesheet when the desired name appears in the display box.** Points to the 'Go' button.
- Note drop down feature to show list of employees:** Points to the dropdown menu showing 'Roy, Sheila'.
- Are the dates, hours, and job class correct?:** A callout box pointing to a row in the timesheet table.
- Function keys to perform actions:** Points to the bottom toolbar with buttons like 'Edit', 'Insert', 'Add', 'Delete', 'Refresh Totals', 'Accrual View', 'Save', 'Change Period', and 'Exit'.
- Changed to another Job Class:** Points to a note in the 'Notes' column of a timesheet entry.

View punches that need to be reviewed and approved.

Verify the 'type' column matches the type of punch. Drop down menu will show codes.

Approve each punch separately or double click on 'Approve' to approve all punches in the week. 'Save' will record your edits and approval.

All 'Adj' entries must have a 'Note' attached since it indicates that the manager made an adjustment to the timesheet.

Resize the page to see more entries. Click on page symbol and increase number of lines to 25.

Special note: The manager is responsible to have the employee sign off on any timesheet that includes an 'Adj' manager edit. See 'Enterprise Reporting' description below.

Once you have completed all edits and approvals 'Save' your entries and proceed to your next employee timesheet or 'Exit' out of this screen.

Manager Review & Approval Instructions

Review and Edit Instructions: As a Time Pro approver, you must check the following:

- **Is the job class correct?** Some employees work in multiple departments and forget to change the job class for the time they are entering. Approve only hours for your own job classes.
- **Are the days and hours correct?** You may add, insert, delete and make corrections as necessary. Include the leading zero and 'a' for AM or 'p' for PM for 'IN' and 'OUT' times. Any adjustments must have a 'Note' attached and must be acknowledged by the employee with an original signature on the 'Manager Adjustment by Employee' report sent to the Office of Payroll Services by the Monday 9am deadline.
- **Are the hours recorded as the right "Type"?** Double click in the 'Type' column to display a drop down menu. Not all 'Types' are applicable to all employees. To record SICK, VAC, PER, or BER types only the total hours must be added in the 'Other' column.
 - Part time employees are not eligible for SICK or VAC types.
 - Student employees are not eligible for SICK, VAC, PER, and BER types.
 - See 'Pay Type Code' description for more details.
- **Is there and IN and OUT time for each shift worked?** If the employee forgot to clock out, the Time Pro system will clock them out with the same time as their clock IN time and this entry must be corrected before it can be approved and paid.
- **Are the total hours correct?** The total number of regular hours for each week will be displayed, as well as the grand totals. Verify this matches the employee's actual time worked.
- **Are there any Prior Week adjustments needed?** In the event of a prior week adjustment, enter the date and times actually worked and add the type code of 'PW' for this punch.

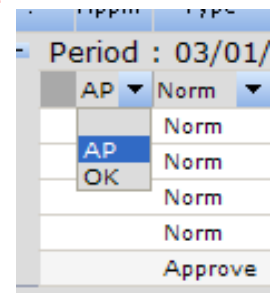
Approval Instructions:

To approve the time records line by line, double click in the cell to the left on the line of the record you wish to approve, highlight AP (for approve).

IMPORTANT!!! You must select AP to indicate approval (for all job classes over which you have jurisdiction. If you select OK, the timesheet will NOT process as approved.

You may approve punches individually or by clicking on the 'Approve' button at the bottom of each week.

The Office of Payroll Services recommends that the 'Approve' button only be used if all punches in a week are for job classes that report to you.



When you have finalized the Timesheet, press 'Save' and 'Exit'.

Be sure to log out of Time Pro when finished to free up licenses for other users.

Thank you!

Pay Type Codes

Pay 'Types' eligibility

Most time entries will be recorded as **Norm** (Normal). With supervisor approval, time entries may also be recorded as **OT** (Overtime), or **PW**, (Prior Week) as needed

Part time employees are also eligible for **Ber** (Bereavement), **Per** (Personal Time) as dictated by SNHU policy.

AOUT (Auto Out) is a system generated code when an employee fails to record a 'clock out' time.

These AOUT entries must be corrected before they can be approved and paid.

Pay 'Types' (Not currently used as as valid 'Type' codes):

[BRK, CP, CW, HOL, JOB, LUN, SICK, VAC]

Manager Reporting Features

'ENTERPRISE REPORTING'

Log on as described above on Manager Mode Page and select 'Enterprise Reporting' button to go to the Reports Mode page shown below.

Reports Mode Page

Click in the box(es) to the left of the pay period(s) you need for reporting purposes.

Select one or more pay periods to run reports

Report Main Page

Click 'Total Hours' to show employees who clocked in but failed to clock out on the same day. (Auto Clocked Out Report)

Click 'Active Lists' to show employees actively clocked in.

Click 'Overrides' to show several reports of manager adjustments made on employee timesheets. See page 8 below.

Select the type of report you wish to run in the left column and then select the actual report you wish to see.

Reports Main Page: Cont

Timepro® Enterprise Reporting and Analysis
[SNHU] [Period date range: 3/9/2008-3/22/2008]

Report Selections	
Total Hours	Attemp Punch Overrides
Actual vs Schl	Attemp Punch Overrides By Group Empl
Schedule	Graph-AttemptedPunch/Overrides
Tardy	Manager Adjustments
Active Lists	Manager Adjustments by Employee
Overrides	Manager Adjustments by Manager
Employee	Overrides & Adjustment
Labor Cost	
Breaks	
Payroll	

Click 'Manager Adjustments by Employee' and then click 'Request Report'.

Select 'Overrides' button and report named 'Manager Adjustments by Employee' to see adjustments made to timesheets by the manager. This report will need to be sent to the student, signed by him/her, and sent to the Office of Payroll Services by the Monday 9am deadline to be stored in that employee's file.

You will have the option to e-mail or print this report. It is your responsibility as a supervisor to ensure that the employee signs the report and returns it to you in a timely manner and that the document is sent to the Office of Payroll Services by the Monday 9am deadline.

Group Selection Page

Click 'Continue' to proceed.

Employee Maintenance Page

Find the employee by using the search features as described on the 'Time Sheet Page'.

Termination date can be removed to re-hire an employee if all necessary paperwork has been sent to the Office of Payroll Services.

You can add demographic information or pay rate if you wish to reference this information or run reports.