



**CLIENT BASED TIME ENTRY
FOR APPROVERS**

**SOUTHERN NEW HAMPSHIRE UNIVERSITY
June 2010**

Administered by the Office of Payroll Services

IMPORTANT

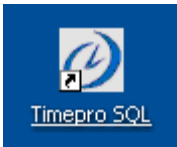
Timecard approvers must review all time entries to be sure they are valid and make all necessary approvals in TimePro before the Monday 9am deadline.

LOGGING INTO TIMEPRO:

There are two ways to access TimePro

- 1) Client version is accessible via your desktop. It is faster and easier to use than the Web version.
- 2) Web version is accessible on the web so you may review and approve time punches when you are away from your office.

1) To load the most recent CLIENT version of TimePro on your desktop



If you do not already have the TimePro icon on your computer or need to load the latest version of TimePro, contact the office of Payroll Services who will authorize the HELP desk to load the TimePro icon onto your computer.

2) To access the WEB version of TimePro use this link

For future reference, you may wish to bookmark this link as a favorite.

<https://timeclock.snhu.edu>

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

Check here for TimePro updates and materials.

A screenshot of the Southern New Hampshire University (SNHU) website. The page is titled "Payroll Services" and is part of the "Human Resources & Development" section. The main content area includes a heading "Payroll Services" and a paragraph stating that 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. Below this, it explains that it is the supervisors' responsibility to decide how their part-time staff and student workers will record their time worked (i.e. 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. A contact information box for Sheila Roy is provided: "If a supervisor wishes to have additional training, contact Sheila Roy at s.roy@snhu.edu or X2184." There are two columns of links. The left column, titled "Payroll Services Links", includes: "Time clock access", "Time clock instructions", "Time clock employee guide", and "Time clock supervisor guide". The right column, titled "HR&D Related Links", includes: "Human Resources & Development", "Open Positions", "SNHU Holiday Schedule", "HR&D Forms/Policies", "Contact Human Resources", "Payroll Services", "Employee Benefit Lounge", "Training & Organizational Development", and "Professional Enrichment Program (PEP)". At the bottom right, there is a "Contact Payroll Services" box with the following information: "Payroll Manager: Linda Broome", "E-mail: lbroome@snhu.edu", and "Phone: 603.668.2211 extension 2394". The top of the page features the SNHU logo, navigation links (Visit SNHU, Contact Us, Search), and a search bar.

To log into TimePro

CLIENT VERSION TIMEPRO MAIN PAGE: Log into TimePro



The image shows the main login page for TimePro. On the left is the TimePro logo, a stylized blue clock face with the text "TimePro®" below it. Underneath the logo is the tagline "Innovative Automated Systems for Labor Planning, Tracking and Forecasting" and the copyright notice "Copyright 1991-2007 All Rights Reserved". In the center, there are two input fields: "User Name:" and "Password:". To the right of these fields are four buttons: "Begin", "Exit", "Change Password", and "User List". At the bottom right, the Commeg Systems, Inc. logo and contact information are displayed: "www.commeg.com" and "(630) 833-3305".

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

If you experience difficulty logging in, please contact the Office of Payroll Services at 603.644.3127 or (x3127) OR the HELP desk at x4357 to have your password reset.

MANAGER MODE PAGE: Select a Manager function.



The image shows the Manager Mode page of TimeProSQL. The window title is "TimeProSQL® by Commeg". At the top, a green box displays "SNHU - SNHU" and "Current User: roysh - Main Dialog". Below this, the text "SNHU" is centered. A grid of buttons is arranged in three rows and three columns. The buttons are: "Budget Forecast", "Reports", "Employee", "Schedule", "TimeCard", "Administration", "Help", "Attendance Accrual", and "Exit". On the left side of the grid is a clock icon. At the bottom left, the text "TimePro®" and "Version 5.064 www.commeg.com" is visible.

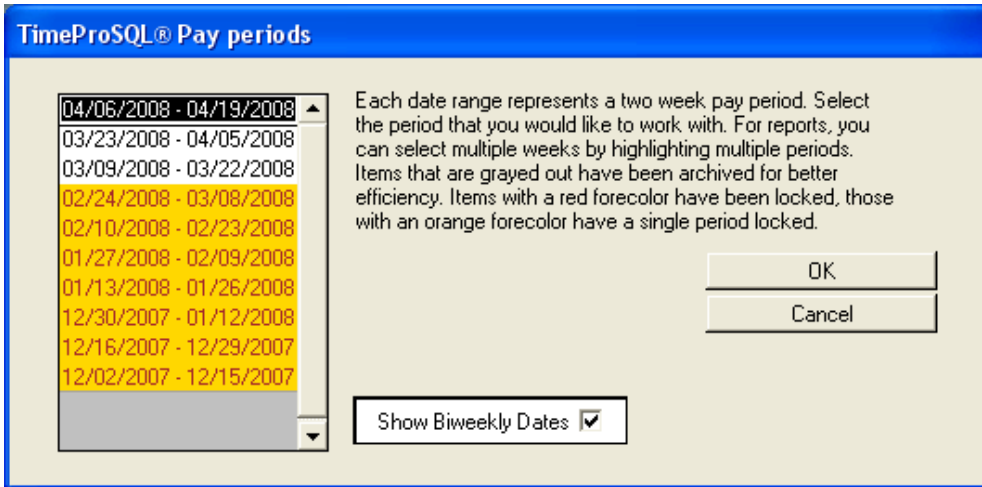
Click 'Timecard' button to review timesheets and do approvals. (pg 5)

Click 'Reports' button to run reports. (pg 9)

Click 'Employee' button to maintain employee records. (pg 11)
Permits/paperwork must be submitted to Payroll no later than 1pm on the day prior to the employee's first day of work in order for their position to be accessed in TimePro. If your employee is starting on Saturday or Sunday, the paperwork must be in Payroll on Friday.

Click 'Schedule' button to define a work schedule for your employees.

PAY PERIODS PAGE: To select the appropriate pay period.



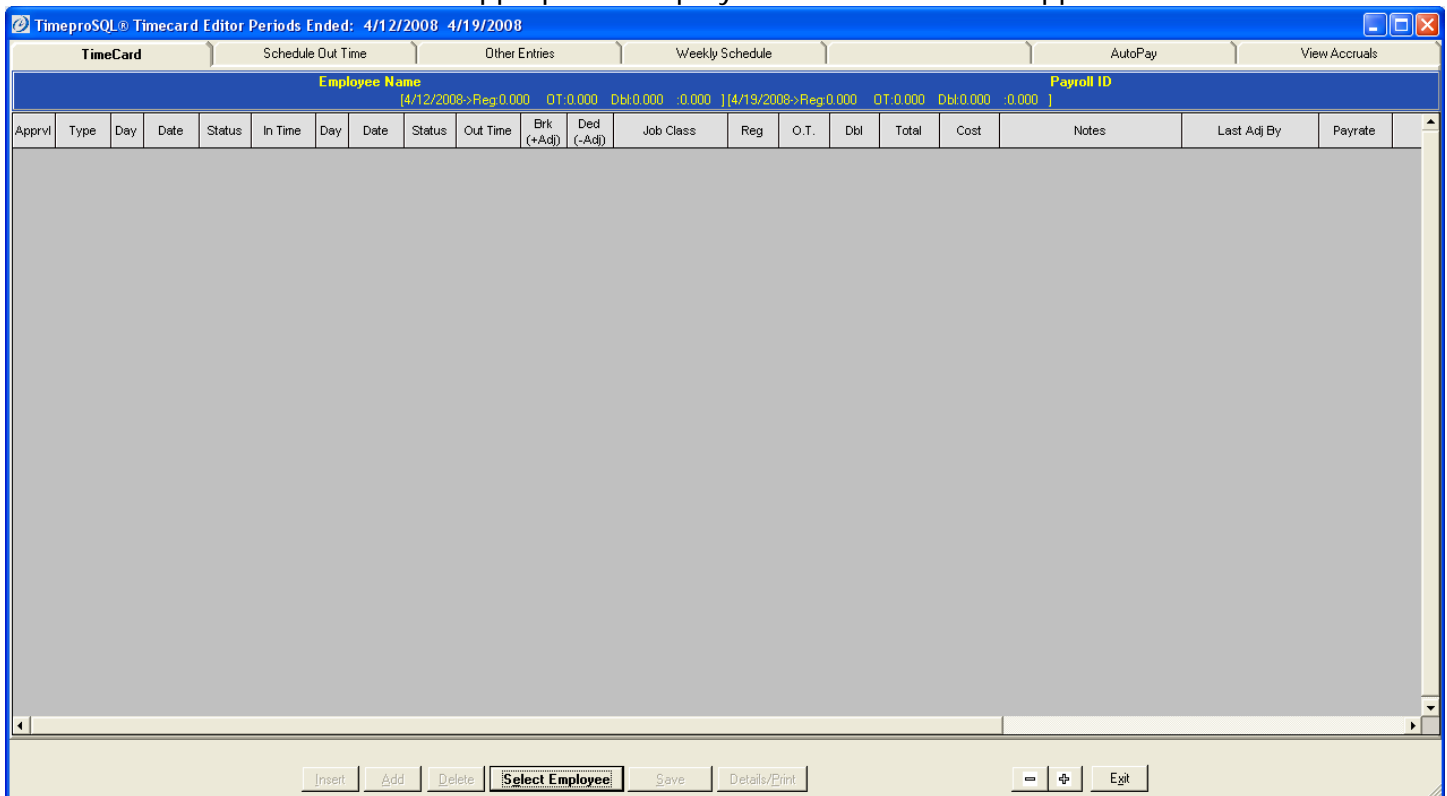
Click on the pay period you wish to view and click 'OK'.

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

Locked pay periods will be highlighted in yellow and 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.

TIME SHEET PAGE: To select the appropriate employee timesheet and do approvals/edits.



Click on 'Select Employee' to see list of your employees. Use the '-' and '+' keys to scroll through names.

'TIMECARD MAINTENANCE'

TIME SHEET PAGE: Shows all time entries per employee.

A timesheet will be displayed with time entries for the pay period selected. Supervisors must be sure all invalid entries, such as AOUT (auto-outs), are corrected before approval. Corrected AOUT entries must be changed to 'Norm'. If the entry is still olive green, it has not been completely corrected. Once all time entries are correct, supervisors need to approve punches for job classes that report to them before Monday 9am deadline on the week following the close of the pay period.

Apprv	Type	Day	Date	Status	In Time	Day	Date	Status	Out Time	Brk (+Adj)	Ded (-Adj)	Job Class	Reg	O.T.	Dbl	Total	Cost	Notes	Last Adj By	Payrate
Period: 3/29/2008 [Reg: 2.000 OT: 0.000 Dbl: 0.000 Cost: \$ 0.00]																				
	Norm	MON	03/24/08	Adj	02:00 PM	MON	03/24/08	Norm	04:00 PM	0	0	ACFAMS Cler/1	2.000	0.000	0.000	2.000	\$0.00	Forgot to punch IN/OUT for de	roy@snhu.edu	\$0.0000
	AOUT	FRI	03/28/08	Norm	09:45 AM	FRI	03/28/08	Norm	09:45 AM	0	0	ACFAMS Cler/1	0.000	0.000	0.000	0.000	\$0.00			\$0.0000
Period: 4/5/2008 [Reg: 33.750 OT: 0.000 Dbl: 0.000 Cost: \$ 0.00]																				
	Norm	MON	03/31/08	Adj	08:00 AM	MON	03/31/08	Adj	02:00 PM	0	0	ACFAMS Cler/1	6.000	0.000	0.000	6.000	\$0.00	Forgot to punch IN/OUT for de	roy@snhu.edu	\$0.0000
	Norm	TUE	04/01/08	Adj	08:00 AM	TUE	04/01/08	Adj	02:00 PM	0	0	ACFAMS Cler/1	6.000	0.000	0.000	6.000	\$0.00	Forgot to punch IN/OUT for de	roy@snhu.edu	\$0.0000
	Norm	WED	04/02/08	Adj	0:00 AM	WED	04/02/08	Adj	02:00 PM	0	0	ADA/Int/PT	4.000	0.000	0.000	4.000	\$0.00	Forgot to punch IN/OUT for de	roy@snhu.edu	\$0.0000
	Norm	WED	04/02/08	Adj	1:15 AM	WED	04/02/08	Norm	02:00 PM	0	0	ADA/Int/PT	2.750	0.000	0.000	2.750	\$0.00	Forgot to punch IN/OUT for de	roy@snhu.edu	\$0.0000
	Norm	WED	04/02/08	Adj	12:00 PM	WED	04/02/08	Norm	05:00 PM	0	0	ACFAMS Cler/1	3.000	0.000	0.000	3.000	\$0.00	Forgot to punch IN/OUT for de	roy@snhu.edu	\$0.0000
	PER	THR	04/03/08	Adj								ADA/Int/PT	6.000	0.000	0.000	6.000	\$0.00	Personal time taken	roy@snhu.edu	\$0.0000
	PER	FRI	04/04/08	Adj								ADA/Int/PT	6.000	0.000	0.000	6.000	\$0.00	Personal time taken	roy@snhu.edu	\$0.0000

Are the dates, hours, and job class correct?

Use function keys below to perform actions.

Insert Add Delete Select Employee Save Details/Print Exit

Review punches that need to be approved. Verify the 'type' column matches the type of punch. Drop down menu will show codes. **Special note:** When fixing 'AOUT' entries, be sure to change the type to 'Norm' and add the correct clock out time.

Approve each punch separately or click on 'Apprv' to approve all punches in the two week pay period. Be sure all punches report to job classes that report to you. 'Save' to keep edits/approvals.

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

Special note: The manager is responsible to have the employee sign off on any timesheet that includes an 'Adj' manager edit. See Reports section 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 using the 'Exit' key.

Manager Review & Approval Instructions

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

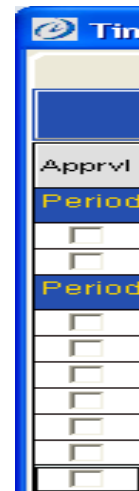
- **Is the job class correct?** Some employees work in multiple departments and forget to change the job class for the time they are entering. Approve only hours for your own job classes.
- **Are the days and hours correct?** You may add, insert, delete and make corrections as necessary. Include the 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 'Total' 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.
 - 'AOUT' is not a valid pay type! When correcting this punch the type must be changed to a valid pay type such as 'Norm' and the actual clock out time must be recorded.
- **Is there an IN and OUT time for each shift worked?** If the employee forgot to clock out, the TimePro 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, click in the box to the left on the line of the record you wish to approve. To approve all punches at once click on the 'Apprvl' column header. Beware: If the employee has multiple job classes, you should be careful not to approve punches that report to other supervisors.

IMPORTANT!!! You must approve punches for all job classes over which you have jurisdiction.

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



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

Be sure to 'EXIT' completely out of TimePro 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. To enter bereavement or personal time, click the appropriate code on the 'Type' column drop down box and enter the total hours taken in the 'Total' column on the right side. No 'In' or 'Out' times are entered for bereavement or personal time

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

Alert!

AOUT entries must be corrected by adding the correct 'out time' and changing the pay type to a valid pay type such as 'Norm'.

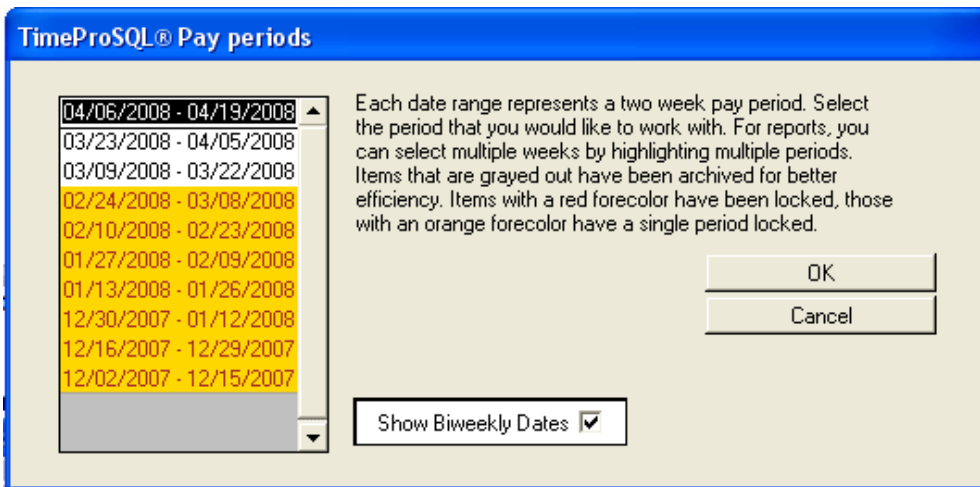
Pay 'Types': (Not currently used as valid 'Type' codes:

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

Manager Reporting Features

Log on as described above on MANAGER MODE PAGE and select 'Reports' button. Choose the pay periods for which you would like to run reports as shown below and click OK

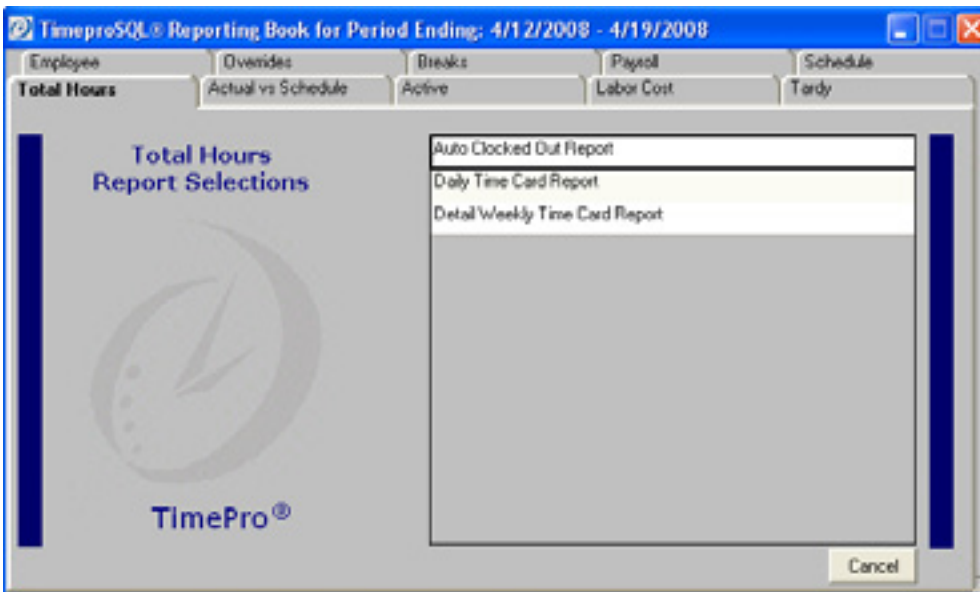
Reports Mode page



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

Reports Page



Frequently Used Reports:

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

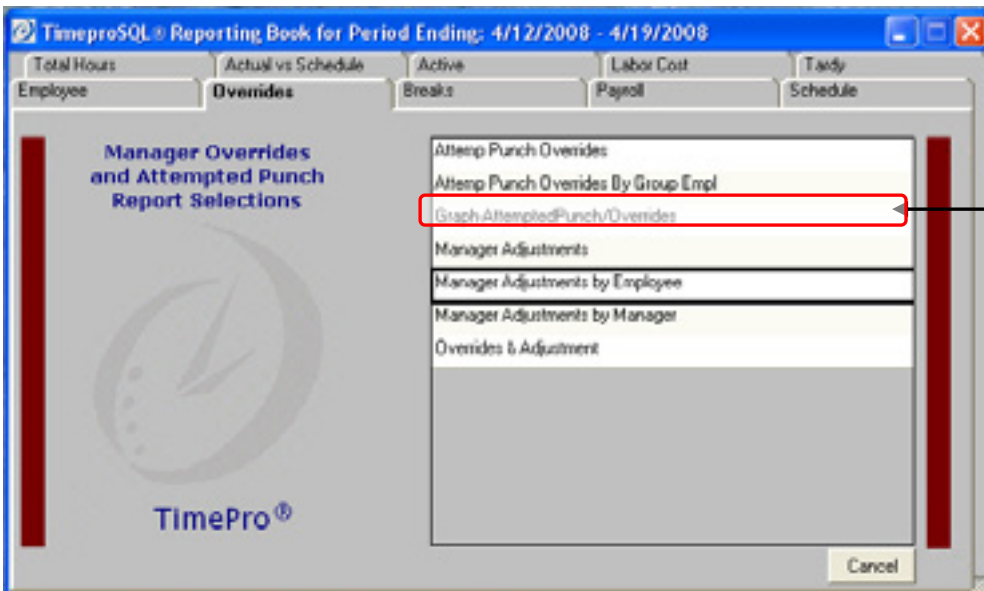
Click 'Active Lists' to show employees actively clocked in.

Click 'Overrides' to show several reports of manager adjustments made on employee timesheets. See page 10 below.

Select the category of the report on the top tabs and then select the actual report you wish to run. You may need to print reports to your local printer, export for email distribution or download as needed.

A variety of reports are available so you may choose which ones best meet your needs.

Reports Page: Continued



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

A variety of reports are available so you may choose which ones best meet your needs.

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.

Reports Parameter Page: Enter date range for report

When report is run, you can choose to print it or export it as a .pdf to e-mail.

Employee Maintenance Page: To see an employee's record.

If all documents are submitted to and processed by the Office of Payroll Services in a timely manner, this information will be downloaded automatically from Datatel into TimePro.

Employee ID Information			
Payroll ID:	User ID/PIN:	SSN:	User Name
		--	

Employee Status		TimeClock Management	VT UserGroup
Uses TimeClock			

JobClass	Rate	Req. MGR	Future Rate	Future Re Date
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Date	1	2	3	4	5	6
Hired Date:						
Birth Date:						
Last Review Date:						
Terminated Date:						
Date 2						
Date 3						

Buttons: New Hire Form, Reset Password, Add New, Delete, Availability, Documents, Select Employee, Save, Cancel

Use 'Search Employee' to find employees for whom you may approve time entries. Scroll as needed.

Employees will be loaded into TimePro when all paperwork is received in the Office of Payroll Services and that employee is brought over from the Datatel Payroll system.

Datatel downloads to TimePro occur daily at 3am.

To rehire an employee that was previously terminated, send all necessary paperwork to the appropriate office prior to the employee's first day of work. Payroll or HR will then reinstate that employee to appear in TimePro.

Paperwork requirements:

- Student paperwork to Payroll
- Part-time paperwork to HR

Employees must have at least one 'home job' in Job Class. All positions held by this employee will be listed here.