



CLIENT BASED TIME ENTRY
FOR APPROVERS

SOUTHERN NEW HAMPSHIRE UNIVERSITY
May 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 TimePro before the Monday 9am deadline.

LOGGING INTO TIMEPRO

TimePro 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 logo 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

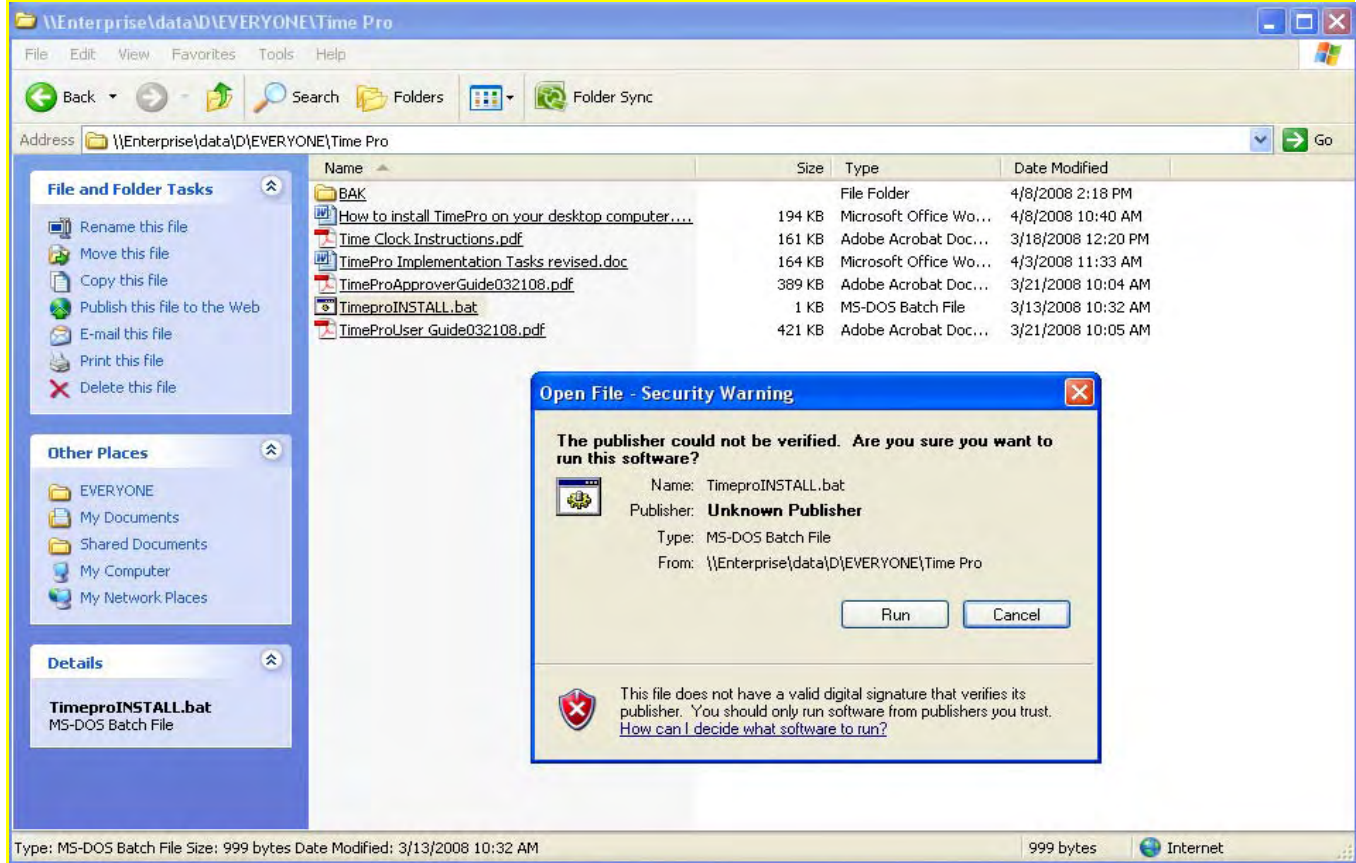
- ▶ Payroll Services
- ▶ Employee Benefit Lounge
- ▶ Training & Organizational Development
- ▶ Professional Enrichment Program (PEP)

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

Check here for TimePro updates and materials.

TO LOAD THE MOST RECENT VERSION OF TIMEPRO:

If you do not already have the TimePro icon on your computer or need to load the latest version of TimePro, go to the 'Everyone' drive and look in the 'TimePro' folder for the 'TimeproINSTALL.bat' file.



Click on the 'TimeproINSTALL.bat' file. Click run. After the file is done loading, click 'OK'.



When the install is successful, the TimePro icon will appear on your desktop.

To log into TimePro

CLIENT VERSION TIMEPRO MAIN PAGE: Log into TimePro

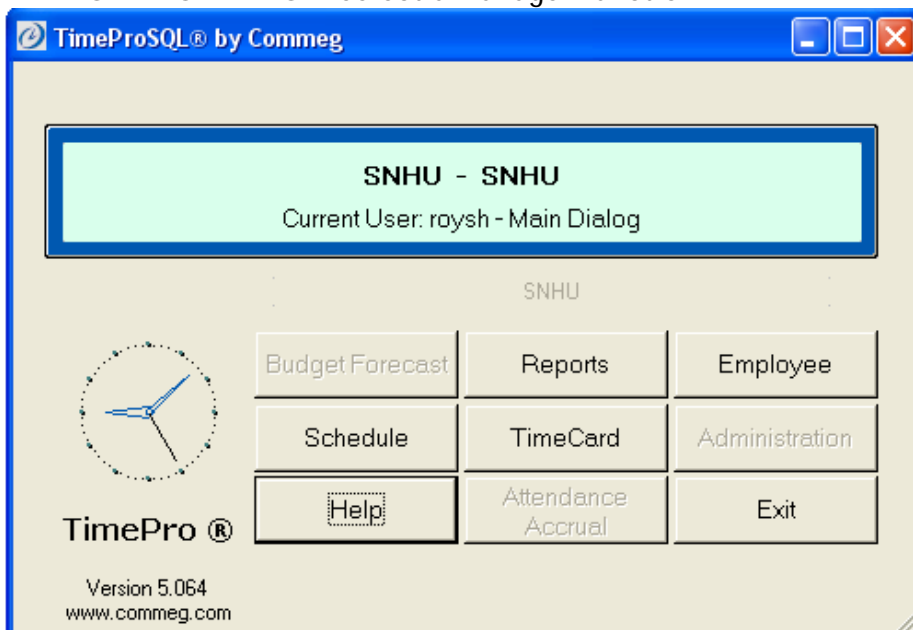


The image shows the TimePro login interface. On the left is the TimePro logo, a stylized blue clock face with the text 'TimePro®' below it. Underneath the logo is the tagline 'Innovative Automated Systems for Labor Planning, Tracking and Forecasting' and the Commeg Systems, Inc. logo with the website 'www.commeg.com' and phone number '(630) 833-3305'. On the right, there are four buttons: 'Begin', 'Exit', 'Change Password', and 'User List'. In the center, there are two input fields: 'User Name:' and 'Password:'.

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 TimeProSQL Manager Mode Page. The window title is 'TimeProSQL® by Commeg'. The main content area has a green header box with 'SNHU - SNHU' and 'Current User: roysh - Main Dialog'. Below this, the text 'SNHU' is centered. A grid of buttons is displayed: 'Budget Forecast', 'Reports', 'Employee', 'Schedule', 'TimeCard', 'Administration', 'Help', 'Attendance Accrual', and 'Exit'. A clock icon is on the left side of the button grid. The bottom left corner shows 'TimePro®', 'Version 5.064', and 'www.commeg.com'.

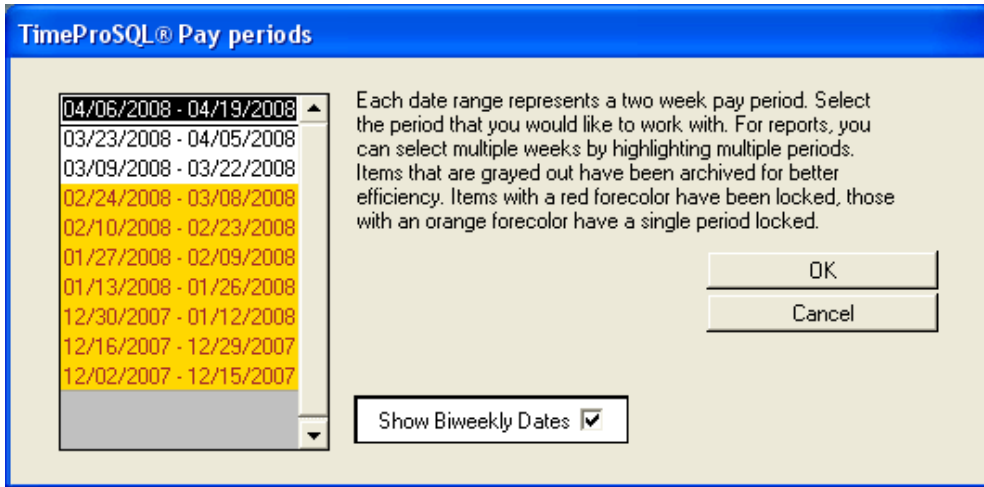
Click 'Timecard' button to review timesheets and do approvals. (pg 5)

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.



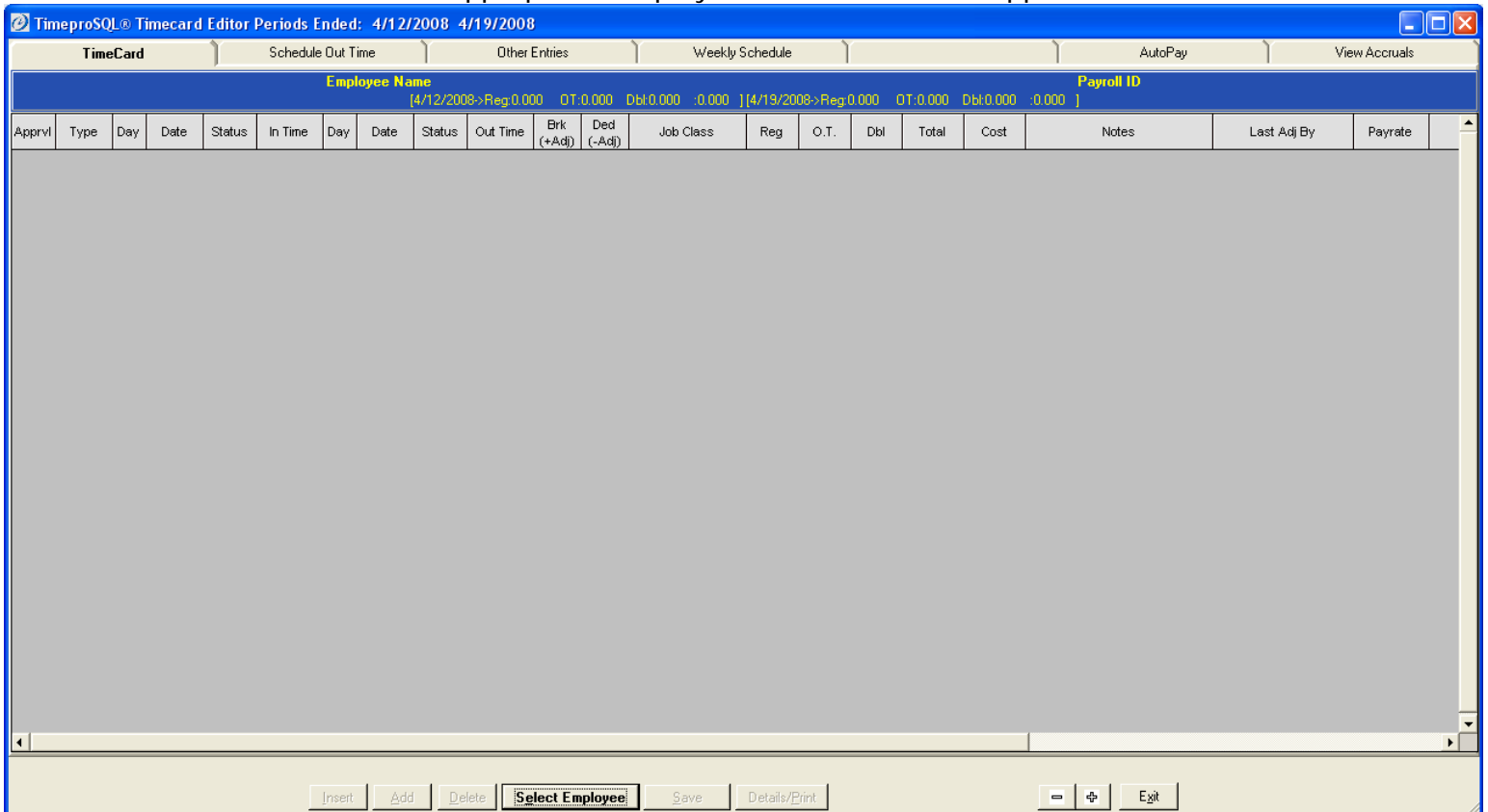
Click on the pay period you wish to view and click 'OK'.

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.

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 'Apprvl' 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:

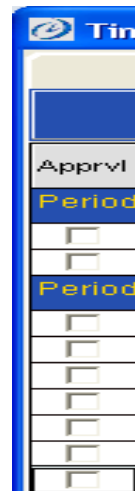
- **Is the job class correct?** Some employees work in multiple departments and forget to change the job class for the time they are entering. Approve only hours for your own job classes.
- **Are the days and hours correct?** You may add, insert, delete and make corrections as necessary. Include the 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'.

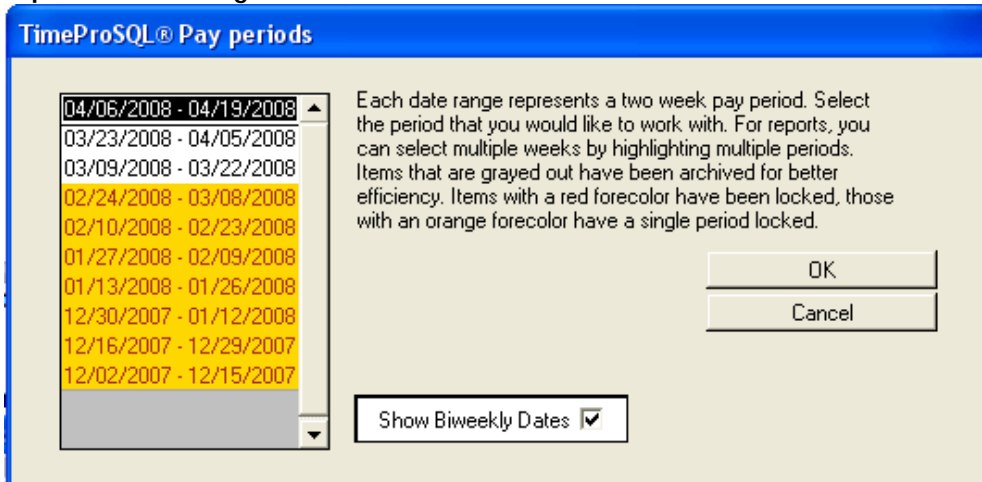
Pay 'Types': (Not currently used as valid 'Type' codes:

[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.

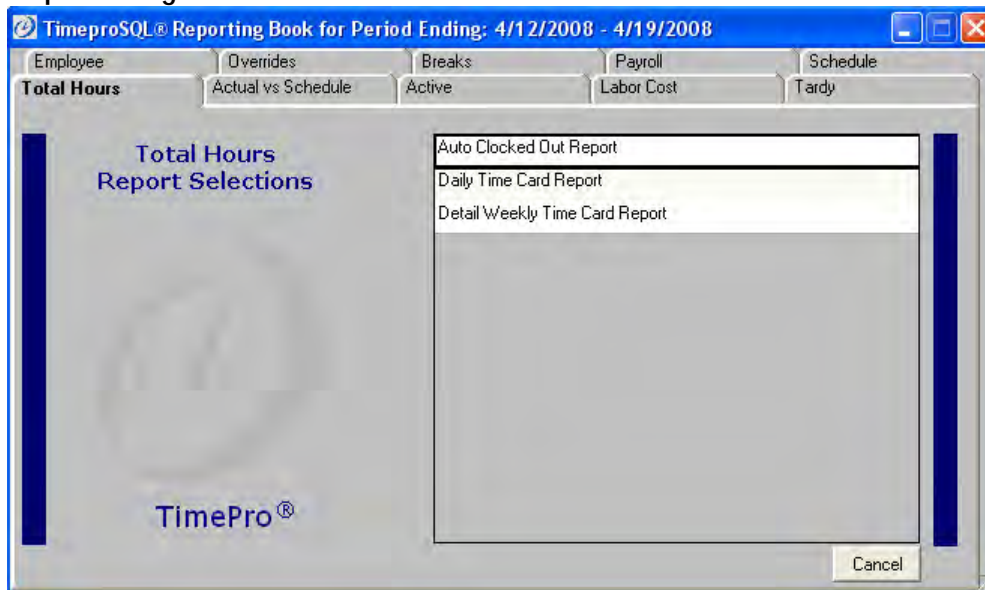
Reports Mode Page



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!

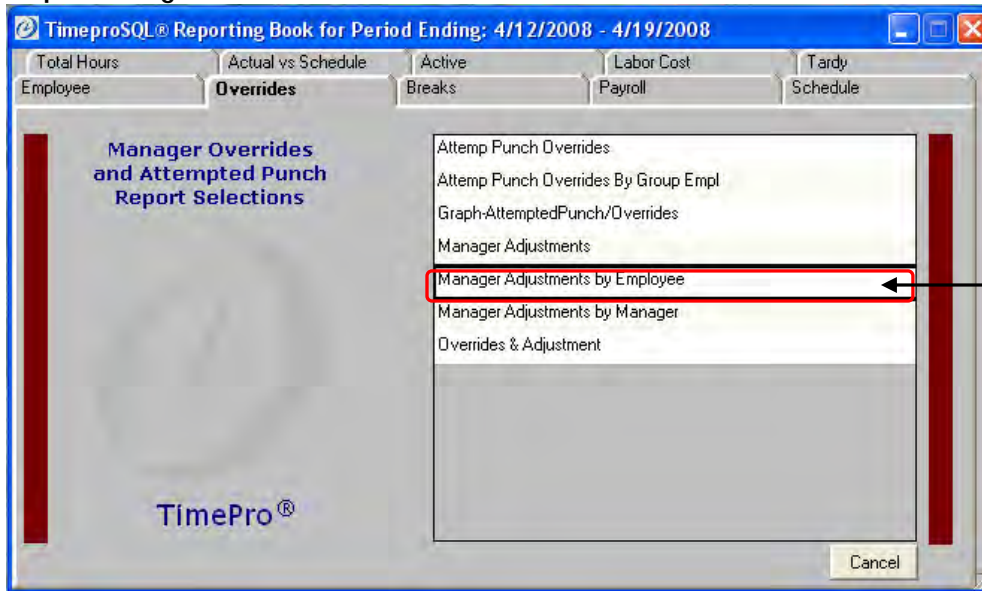
Click 'Active Lists' to show employees actively clocked in.

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

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

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

Reports Page: Continued

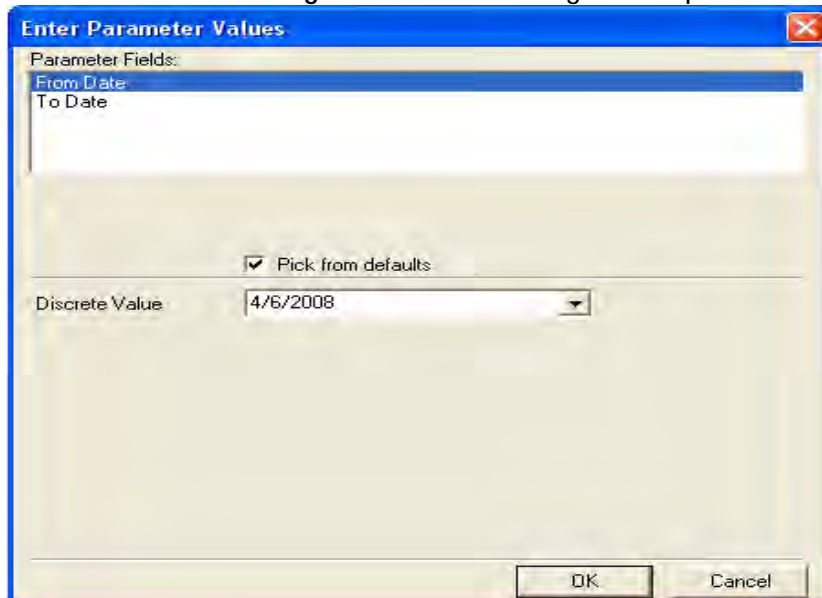


Click 'Manager Adjustments by Employee' and then click 'Request Report'.

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.

Parameters Value 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.

