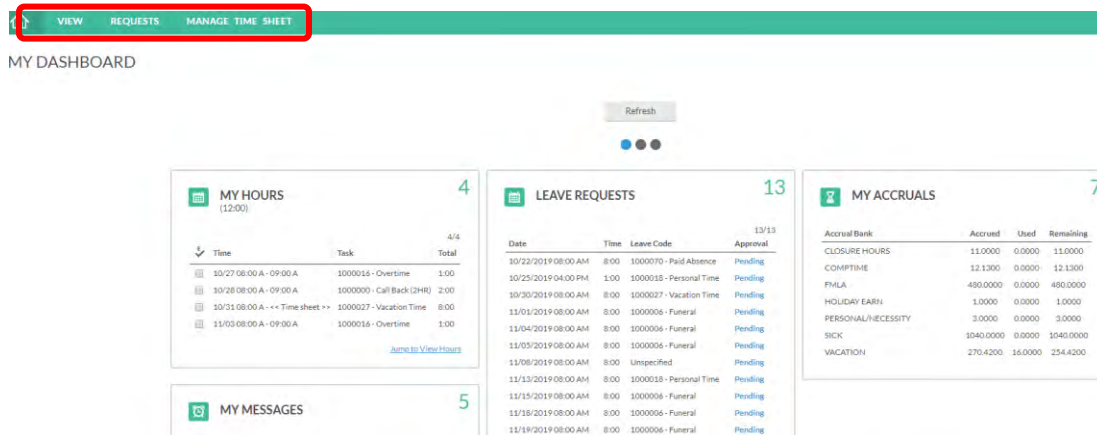


EMPLOYEE GUIDE TO MAINTAINING YOUR OWN TIMECARD (updated 12/14/19)

Only exception time will be reported. There is no requirement to sign off on a blank timecard.

1. Log on to TimeClock Plus employee dashboard: <https://tcp.apps.cmich.edu>
2. Enter your CMU Global ID and Password
3. Upon login, you will see MY DASHBOARD which gives you an overview of your information



MY DASHBOARD

Time	Task	Total
10/27 08:00 A - 09:00 A	1000016 - Overtime	1.00
10/28 08:00 A - 09:00 A	1000000 - Call Back (2HR)	2.00
10/31 08:00 A - 11:00 A	1000027 - Vacation Time	8.00
11/03 08:00 A - 09:00 A	1000016 - Overtime	1.00

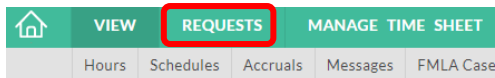
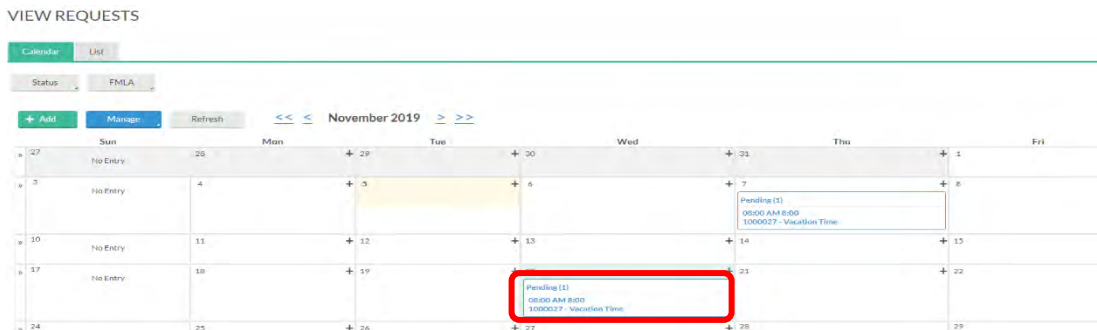
Date	Time	Leave Code	Approval
10/22/2019 08:00 AM	8:00	1000070 - Paid Absence	Pending
10/25/2019 04:00 PM	1:00	1000018 - Personal Time	Pending
10/30/2019 08:00 AM	8:00	1000027 - Vacation Time	Pending
11/01/2019 08:00 AM	8:00	1000006 - Funeral	Pending
11/04/2019 08:00 AM	8:00	1000006 - Funeral	Pending
11/05/2019 08:00 AM	8:00	1000006 - Funeral	Pending
11/08/2019 08:00 AM	8:00	Unspecified	Pending
11/13/2019 08:00 AM	8:00	1000018 - Personal Time	Pending
11/15/2019 08:00 AM	8:00	1000006 - Funeral	Pending
11/16/2019 08:00 AM	8:00	1000006 - Funeral	Pending
11/19/2019 08:00 AM	8:00	1000006 - Funeral	Pending

Accrual Bank	Accrued	Used	Remaining
CLOSURE HOURS	11.0000	0.0000	11.0000
COMP TIME	12.1300	0.0000	12.1300
FMLA	480.0000	0.0000	480.0000
HOLIDAY EARN	1.0000	0.0000	1.0000
PERSONAL/NECESSITY	3.0000	0.0000	3.0000
SICK	1040.0000	0.0000	1040.0000
VACATION	270.4200	16.0000	254.4200

4. You can select **VIEW** to see the following: hours, schedules, accruals, messages, or FMLA case
5. You can select **REQUESTS** to record time off
6. You can select **MANAGE TIME SHEET** to record additional working time

Time off Request

1. Select **REQUESTS**
2. Double click on the day you are requesting off

VIEW REQUESTS

Calendar	List
Status	FMLA
+ Add	Manage Refresh
November 2019	
27	28
29	30
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30

3. Use a template on the left or manually enter the start time, hours, days & leave code fields
 - a. The only leave codes that appear will be what you are eligible to use
 - b. If you have an approved FMLA case, change leave code drop down to **FMLA Case**
4. Select **SAVE**
 - a. Requested time will appear as pending until approved
 - i. Employee will receive an email confirmation once request is approved
 - ii. Only the supervisor, department designated approver or Payroll can delete requests once approved
5. The home icon in the upper left-hand corner will take you back to My Dashboard

Add Employee Request ?

Employee: DEBBRA'

Date requested: 11/25/2019

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Code: 1000027 - Vacation Time

Leave Code dropdown menu:

Employee: KATHERINE

Date requested: 11/4/2019

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Code: 1000027 - Vacation Time

Description:

Accruals Cancel Save

Wed			
+ 30			+ 31
+ 6			+ 7
+ 13			+ 14
+ 20			+ 21
+ 25	+ 26	+ 27	+ 28
+ 2	+ 3	+ 4	+ 5

Pending (1)
 CARY
 08:00 AM 8:00
 1000027 - Vacation Time

Recording Additional Time

1. Select **MANAGE TIME SHEET**



2. Select + Add
3. Select Edit

	Edit	Delete	Date In	Time In	Time Out	Task	Hours	Note
<input type="checkbox"/>			11/17/2019	08:00 AM	09:00 AM	1000000 - Call Back (2HR)	2:00	

4. Change times in/out
5. Select Task
 - a. Tasks are specific to you and based on your employee group
 - b. Will only show what is available for you to use
6. Select Save

?

Segment Length: 1:00

Time in: 11/17/2019 08:00 AM

Time out: 11/17/2019 09:00 AM

Break type: << NONE >>

Task: 1000000 - Call Back (2HR)

Work Order: 1000000 - Call Back (2HR)

Note:

- 1000010 - Work Legal Holiday
- 1000016 - Overtime
- 1000071 - Holiday Hours Earned
- 1000073 - Closure Hours Earned
- 1000074 - Compensatory Time Earned

Cancel
Save

Manage Time Sheet (When to use each task)

Each employee, depending on which employee group they belong to, will use different tasks on this screen. Please refer to this key when determining which task to use.

- **Additional Regular Hours** – Part time and salaried hourly employees will use this task when working additional regular hours
- **Call Back** – use when you have been called back to work by employer (see employee contract/handbook for additional information)
- **Closure Hours Earned** – if you work when the university is closed (typically weather related) you bank time to use at a later date
 - Go to REQUEST tab and use leave code “Closure Hours Used” when using this time later
- **Compensatory Time Earned** – use to record comp time that has been earned rather than overtime
- **Holiday Hours Earned** – if you work on an *additional* holiday you bank time to use at a later date
 - Go to REQUEST tab and use leave code “Use Holiday Banked Hours” when using this time later
- **Holiday Pay** – employees who are given holiday pay up front should use this task when taking a holiday
- **Overtime** – use when recording overtime hours worked
- **Second Shift Differential** – use when working in second shift (if you don’t normally work this shift)
- **Third Shift Differential** – use when working in third shift (if you don’t normally work this shift)
- **Work Legal Holiday** – if you work on the *legal* holiday (you will be paid based on your contract)

Time Off Requests

- **Closure Hours Used** – use when recording previously banked time from working when the university was closed
- **Compensatory Time Used** – use when recording previously banked time
- **Funeral** – when choosing this leave code, system will prompt you to select the relationship of the deceased
 - The number of days employee can take is shown next to the description
- **Paid Absence** – examples of times when you may use this are: Union leave, Court service, Family illness fund, Volunteer release time
- **Personal Time** – use when recording personal time
- **Sick** – use to record all sick time (self and family)
 - Refer to contract/handbook for additional information
- **Use Holiday Banked Hours** – use when recording previously banked time from working when the university was closed for a holiday
- **Vacation Time** – use when recording vacation time

Select the relationship of the deceased.

|<< NONE >>|

Spouse - 3 days

Other eligible individual - 3 days

Child - 3 days