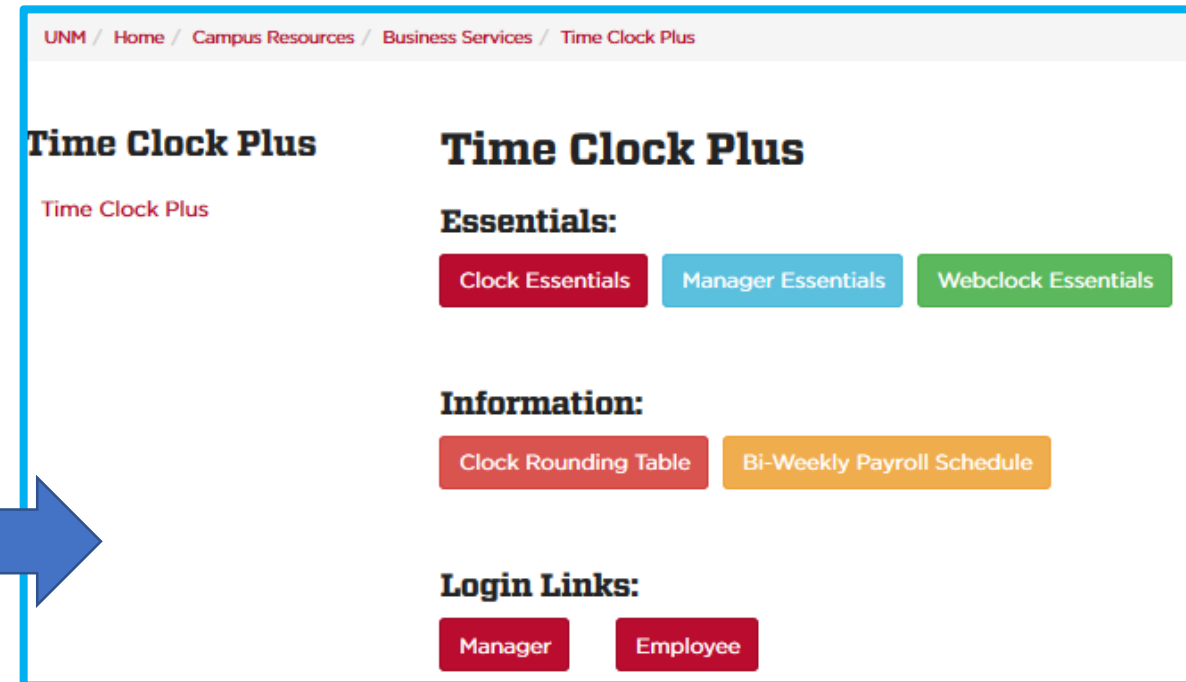
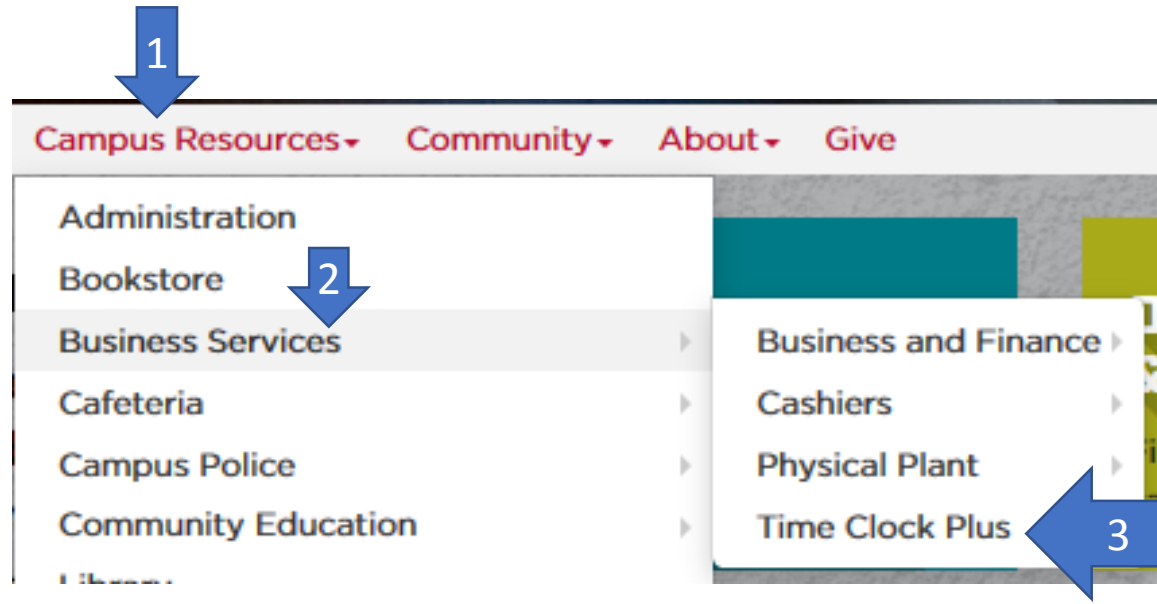




TimeClock Plus[®]

Non-Exempt Training

Where to find the login link, guides, and resources...



Rounding, Pay Period, and Closing Weeks

Minutes reported	Rounding to tenth
1-3 min	0=0 min
4-9 min	0.1=6 min
10-15 min	0.2=12 min
16-21 min	0.3=18 min
22-27 min	0.4=24 min
28-33 min	0.5=30 min
34-39 min	0.6=36 min
40-45 min	0.7=42 min
46-51 min	0.8=48 min
52-57 min	0.9=54 min
58-60 min	0.1=the next hr

CLOSE WEEK ☆

Close Week

Close week of 01/04/2020 - 01/10/2020

Please note that Valencia's bi-weekly schedule differs from Main Campus.



Bi-Weekly Payroll (2R)

December 21, 2019 thru December 18, 2020

If there are any changes to this schedule, you will be notified via e-mail.


Note 1: Due to the holiday, bi-weekly timesheets are due early.

Note 2: When three bi-weekly paydays occur within the month, only mandatory deductions are withheld.

2R	Pay Period				Timesheets Due	Payday
1	12/21/2019	-	1/3/2020		12/19/19	01/10/20
2	1/4/2020	-	1/17/2020	Note 1	01/14/20	01/24/20
3	1/18/2020	-	1/31/2020		01/29/20	02/07/20
4	2/1/2020	-	2/14/2020		02/12/20	02/21/20

Log on to Dashboard

ID Number = Banner ID



10/26/2021
9:48:32 AM

Select Company

UNM Valencia Campus 1

ID Number

180180180

CLOCK IN

CLOCK OUT

CHANGE EARNING CODE

LOG ON TO DASHBOARD

Employee Credentials

?


PIN

0180

Cancel


Log On

Dashboard Overview



Kathryn Kitcheyan
Clocked out
10/18/2021 12:01:04 PM

[Log Off](#)
[My Options](#)


 VIEW REQUESTS MANAGE TIME SHEET

MY DASHBOARD

?

Feedback


Refresh

 CLOCK OPERATIONS

CLOCK IN

CLOCK OUT

CHANGE EARNING CODE

 LEAVE REQUESTS

1/1

Date	Time	Leave Code	Approval
10/21/2021 8:00 AM	4.00	180 - Sick Leave	Approved

[Jump to Requests](#)

 MY HOURS
(4.00)

1/1

 Time	Earning Code	Total
<input type="checkbox"/> 10/21 8:00 A - << Time sheet >>	180 - Sick Leave	4.00

[Jump to View Hours](#)

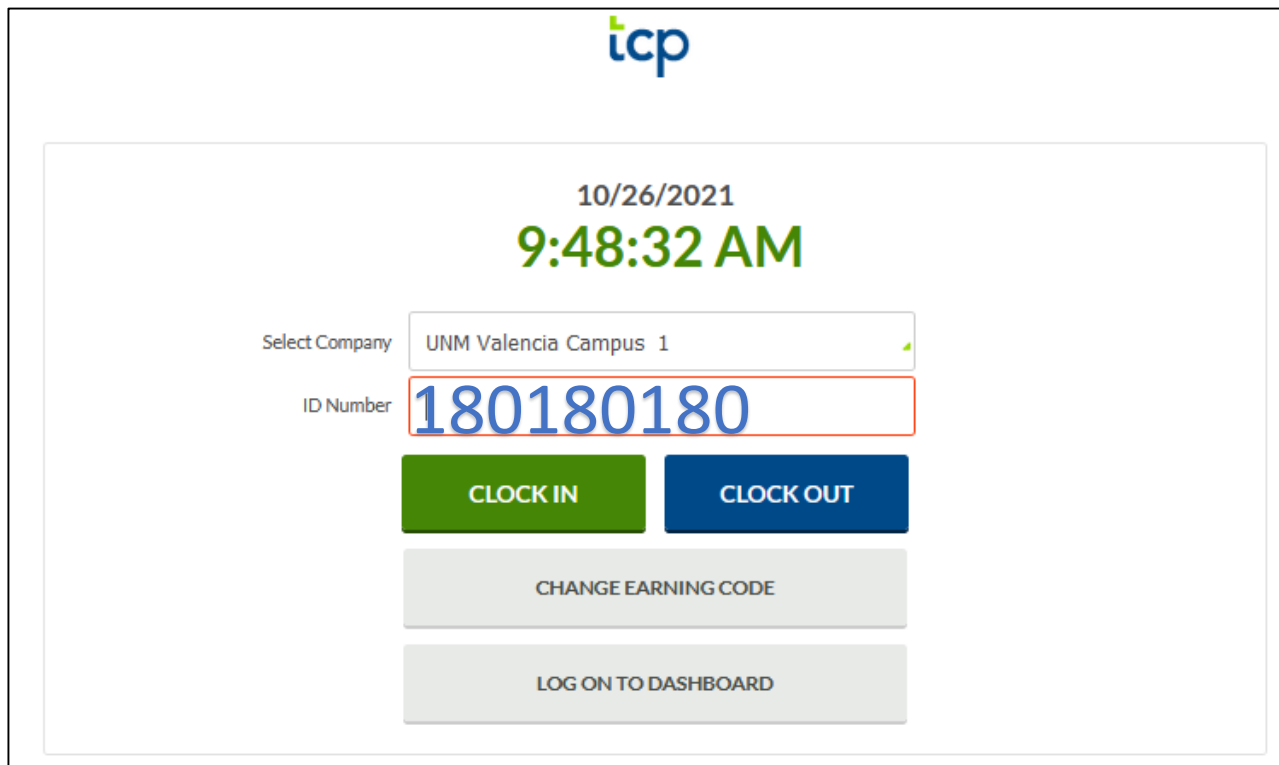
 LINKS

3/3

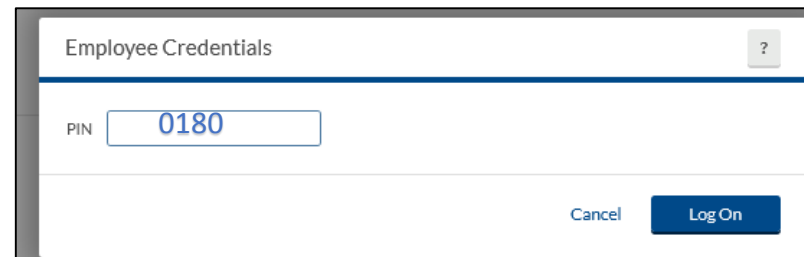
[UNM](#)
[UNM Valencia](#)
[UNM HR](#)

Change your PIN!!!

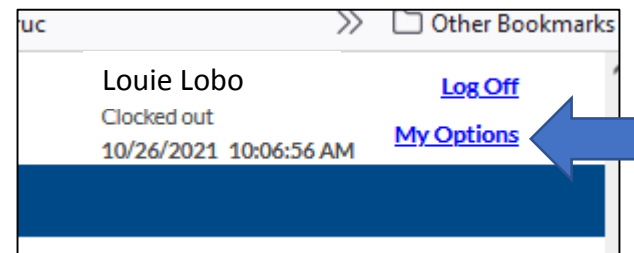
Employee = Banner ID



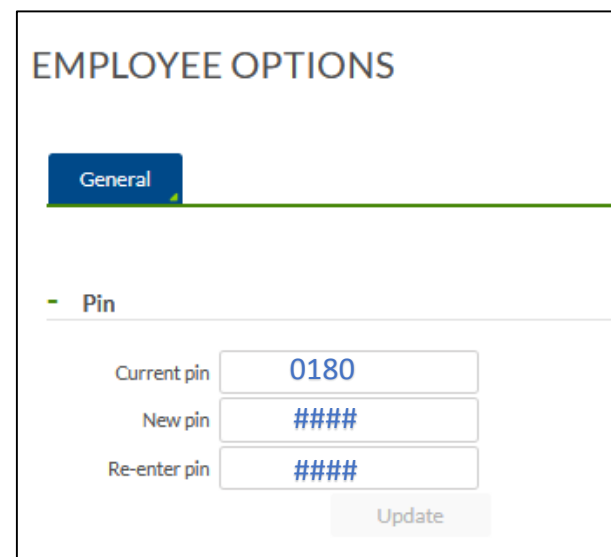
The screenshot shows the iCP login interface. At the top is the iCP logo. Below it, the date and time are displayed: 10/26/2021 9:48:32 AM. The main form includes a 'Select Company' dropdown menu with 'UNM Valencia Campus 1' selected. Below this is the 'ID Number' field, which contains the text '180180180' and is highlighted with a red border. Under the ID number field are four buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'CHANGE EARNING CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).



This is a login form titled 'Employee Credentials'. It features a 'PIN' input field with the value '0180'. At the bottom right, there are two buttons: 'Cancel' and 'Log On'.



The screenshot shows an employee profile card for 'Louie Lobo'. It indicates the employee is 'Clockd out' on '10/26/2021 10:06:56 AM'. There are two links: 'Log Off' and 'My Options'. A blue arrow points to the 'My Options' link.



The screenshot shows the 'EMPLOYEE OPTIONS' page with the 'General' tab selected. Under the 'Pin' section, there are three input fields: 'Current pin' with the value '0180', 'New pin' with '####', and 'Re-enter pin' with '####'. An 'Update' button is located at the bottom right of the pin section.

Clocking In and Out

tcp

10/26/2021
9:48:32 AM

Select Company

UNM Valencia Campus 1

ID Number

180180180

CLOCK IN

CLOCK OUT

CHANGE EARNING CODE

LOG ON TO DASHBOARD

Employee Credentials

PIN

0180

Cancel

Log On

10/26/2021 10:17:07 AM

Hello Kathryn Kitcheyan

[Not you?](#)

Confirmation (Clock In)

Cancel

Continue

10/26/2021 10:17:57 AM

Hello Kathryn Kitcheyan

[Not you?](#)

Select Earning Code (Clock In)

Search

Showing 3 records of 3

Select	ID↑	Description	Group
<input checked="" type="radio"/>	5	Bi-weekly Regular	
<input type="radio"/>	10	Projected Hours	
<input type="radio"/>	300	Paid Leave Counts OT	

Cancel

Continue

!

Clock In operation successful

Ok

?

Navigate Period

☒ Display weekends

Reject

Accept

<

>

1/11/2020



[Prev](#) [Next](#)

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	0.08	0.00	40.08

01/11 - 01/17

Approve Week

Regular	OT1	OT2	Comp Time	Leave	Total
40.00	0.00	0.00	0.08	0.00	40.08

Sat 01/11	Sun 01/12	Mon 01/13	Tue 01/14	Wed 01/15	Thu 01/16	Fri 01/17
0.00	0.00	8.75	7.08	8.75	7.08	8.42
<div>Add</div>	<div>Add</div>	<div><div>Approve</div></div>	<div><div>Approve</div></div>	<div><div>Approve</div></div>	<div><div>Approve</div></div>	<div><div>Approve</div></div>
		<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.75</div></div><div><div>7:15 AM</div><div><div></div></div><div>12:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.75</div></div><div><div>7:15 AM</div><div><div></div></div><div>12:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.75</div></div><div><div>7:15 AM</div><div><div></div></div><div>12:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.75</div></div><div><div>7:15 AM</div><div><div></div></div><div>12:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.75</div></div><div><div>7:15 AM</div><div><div></div></div><div>12:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>
		<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.00</div></div><div><div>1:00 PM</div><div><div></div></div><div>5:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>2.33</div></div><div><div>1:00 PM</div><div><div></div></div><div>3:20 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>4.00</div></div><div><div>1:00 PM</div><div><div></div></div><div>5:00 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>2.33</div></div><div><div>1:00 PM</div><div><div></div></div><div>3:20 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>	<div><div><div>Edit</div><div>Clear</div><div>Copy</div><div>3.58</div></div><div><div>1:00 PM</div><div><div></div></div><div>4:40 PM</div><div><div></div></div></div><div>10 - Projected Hours</div></div>
		<div>Add</div>	<div>Add</div>	<div>Add</div>	<div>Add</div>	<div>Add</div>

Missed Punches



1/8/2020 1:17:09 PM

Hello Kathryn Kitcheyan

[Not you?](#)

Confirmation (Missed Clock Out)

Cancel

Continue



1/8/2020 1:17:31 PM

Hello Kathryn Kitcheyan

[Not you?](#)

Missed Clock Out

Your last punch was a clock in at:

01/08/2020 1:02 PM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Back

Cancel

Continue



1/8/2020 1:18:24 PM

Hello Kathryn Kitcheyan

[Not you?](#)

Time Entry (Missed Clock Out)

Date in 1/8/2020 1:02 PM

Date out 1/8/2020 1:15 PM

Note forgot to clock

Back

Cancel

Continue

Submitting Leave Requests

TimeClock Plus®



VIEW

REQUESTS

MANAGE TIME SHEET

VIEW REQUESTS

Calendar

List

Status

+ Add

Manage

Refresh



January 2020



Sun		Mon		Tue		Wed	
» 29		30	Winter Break 12/30/19	31	Winter Break 12/31/19	1	Winter Break 01/01/20
» 5	+	6	+	7	+	8	+
				Approved (1) 7:15 AM 1.10 180 - Sick Leave			
» 12	+	13	+	14	+	15	+
» 19	+	20	+	21	+	22	+
		MLK Jr Day 01/20/20		Pending (1) 7:15 AM 8.00 170 - Annual Leave		Denied (1) 7:15 AM 8.00 170 - Annual Leave	
» 26	+	27	+	28	+	29	+
				Canceled (1) 8:00 AM 8.00 170 - Annual Leave			
» 2	+	3	+	4	+	5	+
						6	

Comp and Overtime

VIEW HOURS

Navigate Period

< | >

[Prev](#) [Next](#)

Download

01/11 - 01/17

Showing 10 records of 10

			Comp Time	Notes		Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Earning Code
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/13/2020 :								10 - Projected Hours
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/13/2020 :								10 - Projected Hours
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/14/2020 :								10 - Projected Hours
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/14/2020 :								10 - Projected Hours
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/15/2020 7:15 AM		1/15/2020 12:00 PM		4.75	4.75			10 - Projected Hours
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/15/2020 1:00 PM		1/15/2020 5:00 PM						
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/16/2020 7:15 AM		1/16/2020 12:00 PM						
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/16/2020 1:00 PM		1/16/2020 3:20 PM						
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/17/2020 7:15 AM		1/17/2020 12:00 PM						
	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1/17/2020 1:00 PM		1/17/2020 7:00 PM						

Navigate Period

< | >

[Prev](#) [Next](#)

Download

01/11 - 01/17

Showing 10 records of 10

			Comp Time	Notes		Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Earning Code
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/13/2020 7:15 AM		1/13/2020 12:00 PM		4.75	4.75			10 - Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/13/2020 1:00 PM		1/13/2020 5:00 PM		4.00	4.00	8.75		10 - Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/14/2020 7:15 AM		1/14/2020 12:00 PM		4.75	4.75			10 - Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/14/2020 1:00 PM		1/14/2020 3:20 PM		2.33	2.33	7.08		10 - Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/15/2020 7:15 AM								- Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/15/2020 1:00 PM								- Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/16/2020 7:15 AM								- Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/16/2020 1:00 PM		1/16/2020 3:20 PM		2.33	2.33	7.08		10 - Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/17/2020 7:15 AM		1/17/2020 12:00 PM		4.75	4.75			10 - Projected Hours
	X	<input type="checkbox"/>	<input type="checkbox"/>			1/17/2020 1:00 PM		1/17/2020 7:00 PM		6.00	6.00	10.75	42.42	10 - Projected Hours

Appendix II – Comp Time

Employee Type	Employee Class	Time limit to use	Maximum accrual	Restrictions	After time limit is up
CWA	SW	60 workdays from the date earned	240	none	must be converted to overtime pay
USUNM	SU	90 calendar days	120	may not earn both overtime pay and compensatory time for the same period	must be converted to overtime pay
POA	SP	none	240	none	overtime hours after 240 comp time hours are accrued must be paid at the overtime rate
Non-Exempt	SN	90 calendar days	120	cannot be used until the pay period following the date in comp time was earned	must be converted to overtime pay

[illegible]

Call Back

1/8/2020 1:29:43 PM

Hello Deputy Dog

[Not you?](#)

Select Earning Code (Clock In)

Showing 4 records of 4

Select	ID↑	Description	Group
<input checked="" type="radio"/>	5	Bi-weekly Regular	
<input type="radio"/>	10	Projected Hours	
<input type="radio"/>	300	Paid Leave	
<input type="radio"/>	430	Call-Back Pay	




Back

Cancel

Continue

Approving Time



VIEW

REQUESTS

MANAGE TIME SHEET

Hours

Schedules

Last Punch

Messages

VIEW HOURS

Navigate Period


















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01/04 - 01/10

Showing 6 records of 6

			Comp Time	Notes		Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Earning Code
	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>		[60u	1/6/2020 7:10 AM	1/6/2020 7:14 AM	1/6/2020 12:07 PM		4.95				5 - Bi-weekly Regular
	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>				1/6/2020 1:07 PM		1/6/2020 5:05 PM		3.97	8.92	8.92		5 - Bi-weekly Regular
		<input checked="" type="checkbox"/>					1/7/2020 7:15 AM		<< Time sheet >>		1.10	1.10			180 - Sick Leave
	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>				1/7/2020 10:30 AM		1/7/2020 3:40 PM	1/7/2020 3:36 PM	5.17	5.17	6.27		5 - Bi-weekly Regular
	X	<input checked="" type="checkbox"/>	<input type="checkbox"/>		[60u	1/8/2020 7:10 AM	1/8/2020 7:15 AM	1/8/2020 12:02 PM		4.87				5 - Bi-weekly Regular
	X	X	<input type="checkbox"/>				1/8/2020 1:02 PM	1/8/2020 1:03 PM	<< Clocked In >>		0.83	5.70	5.70	20.88	5 - Bi-weekly Regular

 Break

Regular	OT1	OT2	Comp Time	Leave	Total
20.88	0.00	0.00	0.00	1.10	20.88



FAQs

What if?

- I forgot to clock in or out for the day?
 - Clock in or out and send your supervisor an email requesting a correction. Be detailed.
 - If you forgot to clock out at the end of the day and you are trying to clock in the next day, the system will inform you and ask for your clock out time the day before.
- I forgot to clock out for lunch?
 - Send your supervisor an email requesting a correction. Be detailed.
- I forgot to clock in from lunch?
 - Send your supervisor an email requesting a correction. Be detailed.
- I'm going to be away from campus for a meeting or conference?
 - Use projected time and enter "off campus" in the note field.
- I'm out sick
 - Enter your leave the day you get back, if your supervisor hasn't already. If you are out over a payroll deadline, your supervisor will need to work with timekeeping.

Questions?



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Go live is January 15.

Any information entered in January
10-14 will be deleted on January 18.

2R2 will be paper timesheets
2R3 will be TCP (1/15 and forward)