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

2. Navigate to the Campus Resources section and click "Business Services".
3. Select "Time Clock Plus" from the Business Services menu.

Once on the Time Clock Plus page, you will find the login links for both managers and employees.
Rounding, Pay Period, and Closing Weeks

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.

<table>
<thead>
<tr>
<th>2R</th>
<th>Pay Period</th>
<th>Timesheets Due</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/21/2019  - 1/3/2020</td>
<td>12/19/19</td>
<td>01/10/20</td>
</tr>
<tr>
<td>2</td>
<td>1/4/2020     - 1/17/2020</td>
<td>01/14/20</td>
<td>01/24/20</td>
</tr>
<tr>
<td>3</td>
<td>1/18/2020    - 1/31/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2/1/2020     - 2/14/2020</td>
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</tr>
</tbody>
</table>
Manager/Supervisor vs Employee Log in

Manager = NetID

Employee = Banner ID

Select Company: UNM Valencia Campus 1
User ID: LouieLobo
Password: 123456
Log On

10/26/2021
9:48:32 AM

ID Number: 180180180
CLOCK IN  CLOCK OUT

Employee Credentials
PIN: 0180
Log On
Change your Password in Manager and your PIN in Employee

Manager

Select Company: UNM Valencia Campus

User ID

Password

Log On

Forgot password?
### REQUIRED APPROVALS

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Date</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Thompson</td>
<td>Employee Approval</td>
<td>03/09 7:30 A - 1:00 P</td>
<td>✓</td>
</tr>
<tr>
<td>Amanda Thompson</td>
<td>Manager Approval</td>
<td>03/09 7:30 A - 1:00 P</td>
<td>✓</td>
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<tr>
<td>Amanda Thompson</td>
<td>Employee Approval</td>
<td>03/09 1:30 P - 5:00 P</td>
<td>✓</td>
</tr>
<tr>
<td>Amanda Thompson</td>
<td>Manager Approval</td>
<td>03/09 1:30 P - 5:00 P</td>
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<td>Amanda Thompson</td>
<td>Employee Approval</td>
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<tr>
<td>Amanda Thompson</td>
<td>Employee Approval</td>
<td>03/09 12:31 P - 5:30 P</td>
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</tr>
<tr>
<td>Amanda Thompson</td>
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</tr>
<tr>
<td>Eric Vergas</td>
<td>Manager Approval</td>
<td>03/06 11:00 A - 5:00 P</td>
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<tr>
<td>Eric Vergas</td>
<td>Manager Approval</td>
<td>03/07 5:00 P - 5:00 P</td>
<td>✓</td>
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<tr>
<td>Linda Garcia</td>
<td>Manager Approval</td>
<td>03/09 7:40 A - 12:00 P</td>
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<td>Manager Approval</td>
<td>03/09 7:40 A - 12:00 P</td>
<td>✓</td>
</tr>
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<td>Linda Garcia</td>
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<td>Manager Approval</td>
<td>03/09 12:30 P - 3:30 P</td>
<td>✓</td>
</tr>
</tbody>
</table>

### MISSED PUNCHES

- 0 punches missed

### APPROACHING OVERTIME (CLOCKED IN)

- 0 employees approaching overtime

### PENDING TIME OFF REQUESTS

- 0 time off requests pending

### OVERTIME

- 0 total overtime

### CONFLICTING SEGMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Date</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Garcia</td>
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<td>03/07 6:40 A - 12:00 P</td>
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<tr>
<td>Linda Garcia</td>
<td>Conflicting Shifts</td>
<td>03/09 6:40 A - 12:00 P</td>
<td>✓</td>
</tr>
</tbody>
</table>

[Link to See More](#)
Approving Leave Requests
Correcting Time

The employee will send the supervisor an email advising of:

• What the error is (date/time, missed clock, etc.)
• What caused the error
• What the correction needs to be made

The supervisor will respond via email of the approval, with a cc: to timekeeping

Timekeeping will make the correction
Approving Time

- Start date: 1/4/2020
- Stop date: 1/10/2020
- Open Weeks: [ ]
- Break Length: 30u
- Shift: 1
- Time In: 1/6/2020 7:30 AM
- Actual Time In: 1/6/2020 7:30 AM
- Break Length: 30u
- Shift: 1
- Time In: 1/6/2020 1:30 PM
- Actual Time In: 1/6/2020 1:30 PM
- Break Length: 30u
- Shift: 1
- Time In: 1/7/2020 7:40 AM
- Actual Time In: 1/7/2020 7:39 AM
- Break Length: 30u
- Shift: 1
- Time In: 1/7/2020 12:31 PM
- Actual Time In: 1/7/2020 12:31 PM

- Break: [ ]
- Show absences: [ ]

Actual Time Out:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Earning Code</th>
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</thead>
<tbody>
<tr>
<td>1/6/2020 4:50 PM</td>
<td>3.50</td>
<td>9.00</td>
<td>18.00</td>
<td>5 - Bi-weekly Regular</td>
</tr>
<tr>
<td>1/7/2020 8:25</td>
<td>4.25</td>
<td></td>
<td></td>
<td>5 - Bi-weekly Regular</td>
</tr>
<tr>
<td></td>
<td>4.65</td>
<td>9.00</td>
<td>18.00</td>
<td>5 - Bi-weekly Regular</td>
</tr>
</tbody>
</table>
Approving Exceptions
Go live is January 15th

Any information entered in January 10-14, will be deleted on January 18. You will still receive an email for any practice submissions for this week. You can ignore the email, or practice approving/deny.

2R2-2022 will be paper timesheets 2R3-2022 which begins on 01/15 will be TCP.

Salaried employees will use TCP for leave dated 2/1/22 and forward.

LaVern Rodriguez
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5-8531
vern@unm.edu

Angel Elam
HR Tech
5-8530
akitcheyan@unm.edu