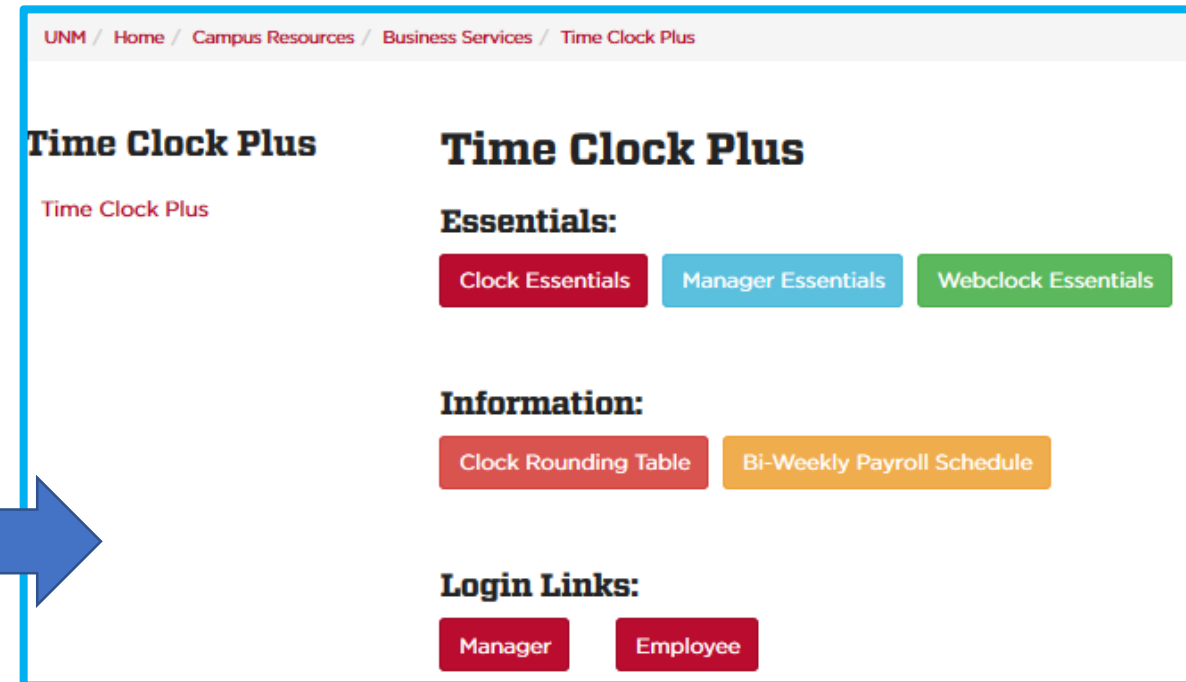
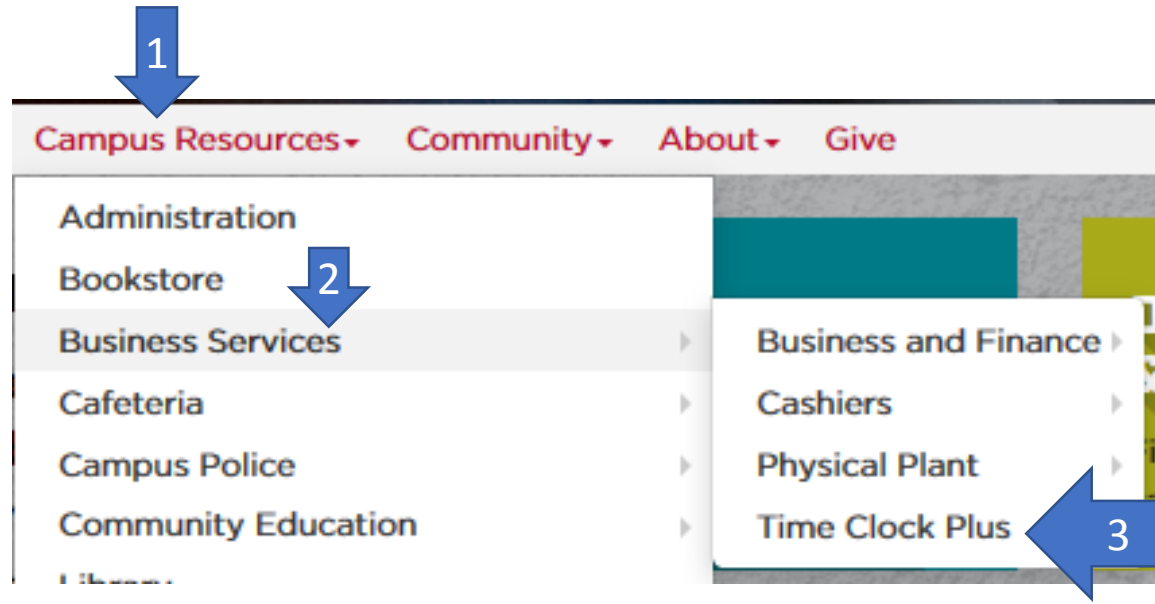




TimeClock Plus[®]

Supervisor 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

Manager/Supervisor vs Employee Log in

Manager = NetID



Manager

Select Company

UNM Valencia Campus 1

User ID

LouieLobo

Password

123456

Log On

[Forgot password?](#)

Employee = 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

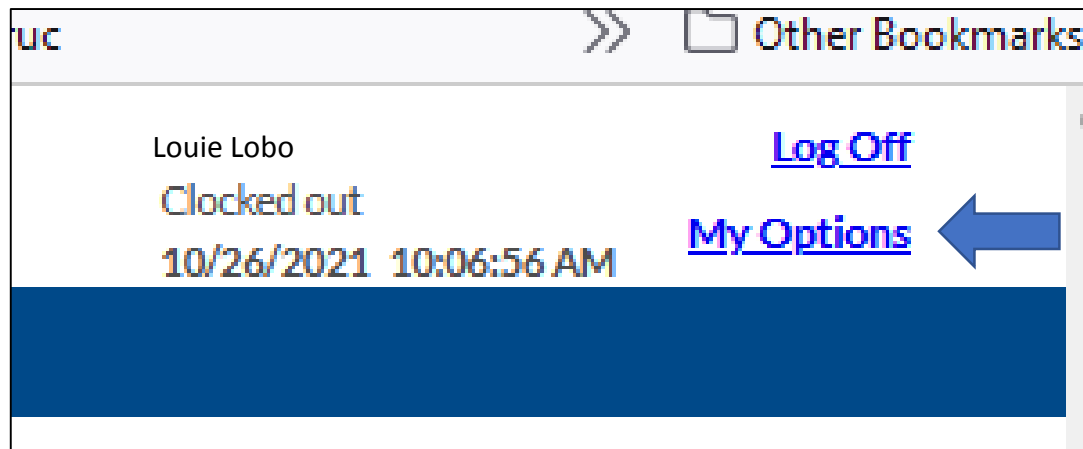
PIN

0180

Cancel

Log On

Change your Password in Manager and your PIN in Employee



EMPLOYEE OPTIONS

General

Pin

Current pin

New pin

Re-enter pin

Dashboard

Company: UNM Valencia Campus

Week: 1/4/2020

Angel Kitcheyan

Home

Hours

Employee

Reports

Tools

MY DASHBOARD ☆

Matching 8 of 8 Employees

Refresh

Edit

?

REQUIRED APPROVALS

24

?

Name	Type	Date	✓
Amanda Thompson	Employee Approval	01/06 7:30 A - 1:00 P	✓
Amanda Thompson	Manager Approval	01/06 7:30 A - 1:00 P	✓
Amanda Thompson	Employee Approval	01/06 1:30 P - 5:00 P	✓
Amanda Thompson	Manager Approval	01/06 1:30 P - 5:00 P	✓
Amanda Thompson	Employee Approval	01/07 7:40 A - 12:01 P	✓
Amanda Thompson	Manager Approval	01/07 7:40 A - 12:01 P	✓
Amanda Thompson	Employee Approval	01/07 12:31 P - 5:10 P	✓
Amanda Thompson	Manager Approval	01/07 12:31 P - 5:10 P	✓
Eric Vargas	Manager Approval	01/06 11:00 A - 5:00 P	✓
Eric Vargas	Manager Approval	01/07 3:00 P - 5:00 P	✓
Linda Garcia	Manager Approval	01/06 7:00 A - 1:00 P	✓
Linda Garcia	Manager Approval	01/07 6:40 A - 12:00 P	✓
Linda Garcia	Manager Approval	01/07 12:30 P - 5:30 P	✓
Linda Garcia	Manager Approval	01/08 6:40 A - 12:00 P	✓
Linda Garcia	Manager Approval	01/08 12:30 P - 5:30 P	✓

[Jump to Group Hours](#)

MISSED PUNCHES

0

?

PENDING TIME OFF REQUESTS

0

?

APPROACHING OVERTIME (CLOCKED IN)

0

?

OVERTIME

0

?

CONFLICTING SEGMENTS

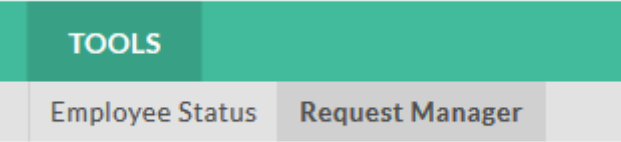
4

?

Name	Type	Date	✓
Linda Garcia	Conflicting Shifts	01/07 6:40 A - 12:00 P	✓
Linda Garcia	Conflicting Shifts	01/07 6:40 A - 9:14 A	✓
Linda Garcia	Conflicting Shifts	01/07 12:30 P - 5:30 P	✓
Linda Garcia	Conflicting Shifts	01/08 6:40 A - 12:00 P	✓

[Jump to Group Hours](#)

Approving Leave Requests



REQUEST MANAGER ☆

Calendar List

Status

Employee Filter Earning Code Filter

Requests per calendar day 10 Apply

+ Add Manage << >> January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2 Approved (1) Paulette Tafoya 8:00 AM 8:00 170 - Annual Leave	3 Approved (1) Paulette Tafoya 8:00 AM 8:00 170 - Annual Leave	4
5	6	7	8	9	10 Approved (1) Paulette Tafoya 8:00 AM 4:00 170 - Annual Leave	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2						

MY DASHBOARD ☆

REQUIRED APPROVALS

24

Name	Type	Date	
Amanda Thompson	Employee Approval	01/06 7:30 A - 1:00 P	✓
Amanda Thompson	Manager Approval	01/06 7:30 A - 1:00 P	✓
Amanda Thompson	Employee Approval	01/06 1:30 P - 5:00 P	✓
Amanda Thompson	Manager Approval	01/06 1:30 P - 5:00 P	✓
Amanda Thompson	Employee Approval	01/07 7:40 A - 12:01 P	✓
Amanda Thompson	Manager Approval	01/07 7:40 A - 12:01 P	✓
Amanda Thompson	Employee Approval	01/07 12:31 P - 5:10 P	✓

MISSED PUNCHES

0

PENDING TIME OFF REQUESTS

0

REQUEST MANAGER ☆

Calendar List

Status

Group by Request Date

10/1/2019 to 2/29/2020 Manual Update

+ Add Manage Expand all Collapse all

Showing 17 records of 17 Selected 0 records

ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
- 10/02/2019 (1 of 1 requests)													
101366448	Amanda Thompson	10/01/2019	1	10/02/2019	8:00 AM 6:00	6.00	Approved	N/A	N/A	Leave Code	170 - Annual Leave		
- 10/08/2019 (1 of 1 requests)													
101366448	Amanda Thompson	10/08/2019	0	10/08/2019	7:30 AM 2:50	2.50	Approved	N/A	N/A	Leave Code	180 - Sick Leave		
- 10/10/2019 (1 of 1 requests)													
101366448	Amanda Thompson	10/08/2019	2	10/10/2019	7:30 AM 4:50	4.50	Approved	N/A	N/A	Leave Code	170 - Annual Leave		
- 10/11/2019 (1 of 1 requests)													
100615476	Linda Garcia	10/15/2019	-3	10/11/2019	8:00 AM 10:00	10.00	Approved	N/A	N/A	Leave Code	170 - Annual Leave	Appt.	
- 10/25/2019 (1 of 1 requests)													
100615476	Linda Garcia	10/15/2019	10	10/25/2019	7:00 AM 10:00	10.00	Pending	N/A	N/A	Leave Code	180 - Sick Leave		Dentist
- 11/01/2019 (1 of 1 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

to

Start date Stop date Period

Showing 4 records of 4 Selected 0 records

<input type="checkbox"/>					Notes		Break Length	Shift	Time In	Actual Time In
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			30u	1	1/6/2020 7:30 AM	1/6/2020 7:33 AM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1	1/6/2020 1:30 PM	1/6/2020 1:29 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			30u	1	1/7/2020 7:40 AM	1/7/2020 7:39 AM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1	1/7/2020 12:31 PM	

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

to

Start date Stop date

Requires Approval

- Employee
- Manager

Selected 0 records

<input type="checkbox"/>					Notes	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

☒ Break ☐ Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
18.00	0.00	0.00	0.00	0.00	18.00

Actual Time Out	Hours	Shift Total	Week Total	Earning Code
	5.50			5 - Bi-weekly Regular
1/6/2020 4:58 PM	3.50	9.00		5 - Bi-weekly Regular
	4.35			5 - Bi-weekly Regular
	4.65	9.00	18.00	5 - Bi-weekly Regular

Approving Exceptions

Manage

Exceptions

Resolve Period

Showing 4 records of

<input type="checkbox"/>		
- 100615476 -		
<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Unapprove

Approve

Conflicting Shifts

Employee

Manager

Missed Break

Apply

Questions?



LaVern Rodriguez
HR Administrator 3
5-8531
vern@unm.edu

Angel Elam
HR Tech
5-8530
elam112@unm.edu



Go live is January 17th

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