

TimeClock Plus® Terminology

Dashboard: A homepage for widgets, that allow quick access to an area within TimeClock Plus.

Earning Code: See Job Code.

Employee Approval: Equates to a signature from the employee that they agree with the hours/time listed.

Employees: Anyone who can perform clock operations in WebClock (the feature of TimeClock Plus shown on clock devices and used by most employees).

Feature: A screen where users access data and change settings as required.

Group Hours: The hours clocked for a group of employees.

Individual Hours: The Individual Hours screen contains options for the Manager to add, edit, and review employee hours. Optionally, tie together segments through breaks, approve segments, and manage missed punches from this screen.

<input type="checkbox"/>				Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total
<input type="checkbox"/>							8/5/2018 09:00 AM	<< Time sheet >>	8:00	8:00
<input type="checkbox"/>					Y	75u	8/6/2018 08:00 AM	8/6/2018 10:00 AM	2:00	
<input type="checkbox"/>					Y	90u	8/6/2018 11:15 AM	8/6/2018 11:30 AM	0:15	
<input type="checkbox"/>					Y		8/6/2018 01:00 PM	8/6/2018 05:00 PM	4:00	6:15

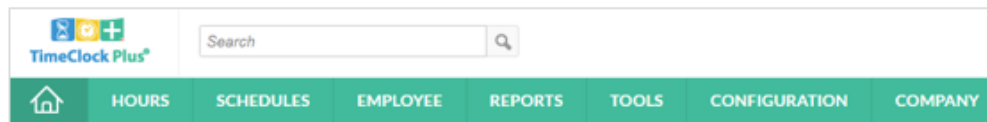
Job Codes: This feature classifies how employees spend time. They include both clockable (employees can clock in and out of them as required) and non-clockable (managers must clock them in and out).

Leave Request / Request: Area of TimeClock Plus that allows an employee to request time-off.

Manage: Allows employee or User to add, edit, delete, approve, or deny time and requests.

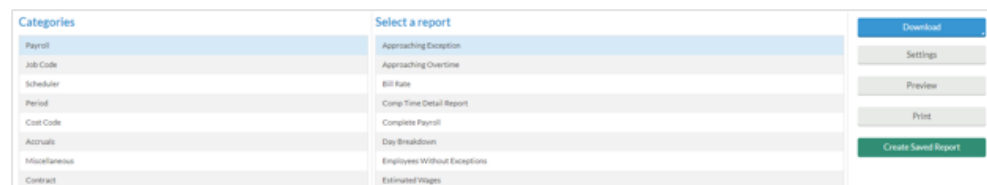
Manager Approval: Equates to a signature form the supervisor that they agree with the hours/time submitted.

Menu: A category that contains several features.



Navigate: Allows employee or User to set specific time frames for reviewing or entering information.

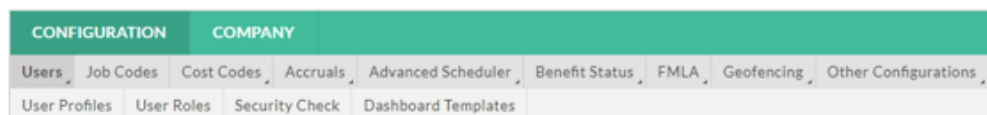
Reports: These contain different options for the manager to bring certain information out of TimeClock Plus, typically for tracking purposes. Configure each report via the Settings button.



Request Manager: Allows the user to view and approve any time-off requests that have been submitted by employees through either the **WebClock** on a **Remote Data Terminal**. Additionally, employee time-off requests can be manually added through this feature.

Role: Employee Class, e.g. a Non-Exempt employee is NE

Segments: A segment represents labor, and has a time in and time out. It ends either with a break, or the end of the shift. **Sub-Menu:** Some categories include an arrow which, when clicked, opens up additional features.




Shift: A shift can be two or more segments tied together.

Time Sheet: Another way to clock time. It has a time in, but not a time out. Instead, it has an amount of hours.

Users: An employee registered as a user with TimeClock Plus (typically a manager) has a user name and password for logging in, access to employees, job code access, and access to various features (all of which can be expanded or limited).


Widgets: A utility displayed on the Dashboard when a user logs in. Optionally, they may be configured show punch exceptions, reminders, employees approaching overtime, pending time off requests, and employee events.

 **PENDING TIME OFF REQUESTS** 6

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Name	Date	Request	X	✓
Eddie Sanchez	08/09	Leave - 08:00 AM to 04:00 PM	X	✓
Jack McCann	08/08	Leave - 08:00 AM to 04:00 PM	X	✓
Jack McCann	09/10	Leave - 08:00 AM to 04:00 PM	X	✓
James Ellison	08/10	Leave - 08:00 AM to 04:00 PM	X	✓
Jodie Fisher	08/13 - 08/17	Leave - 08:00 AM to 04:00 PM	X	✓
Rudy Gonzalez	08/07	Leave - 08:00 AM to 04:00 PM	X	✓


[Jump to Request Manager](#)

USER PROFILES 

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Users: Anyone with access to TimeClock Manager; they must be assigned a User Profile (Supervisor Access).