

Macomb Community College



Reference Guide for Supervisors and Managers To Approve Leave Time and Employee Hours

To Manage employee approval and requests log into **TimeClock Plus** for Managers located at the **My Macomb** page under **Campus Applications** listed as:

TimeClock Plus—Manager

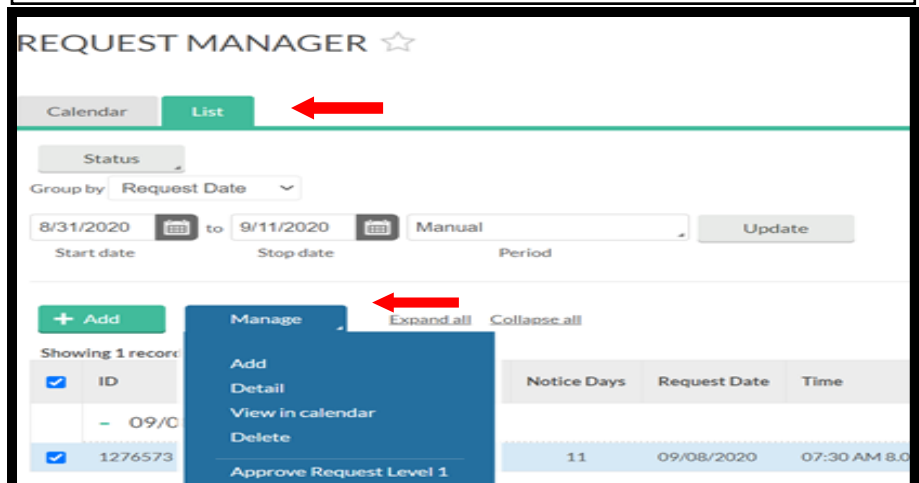
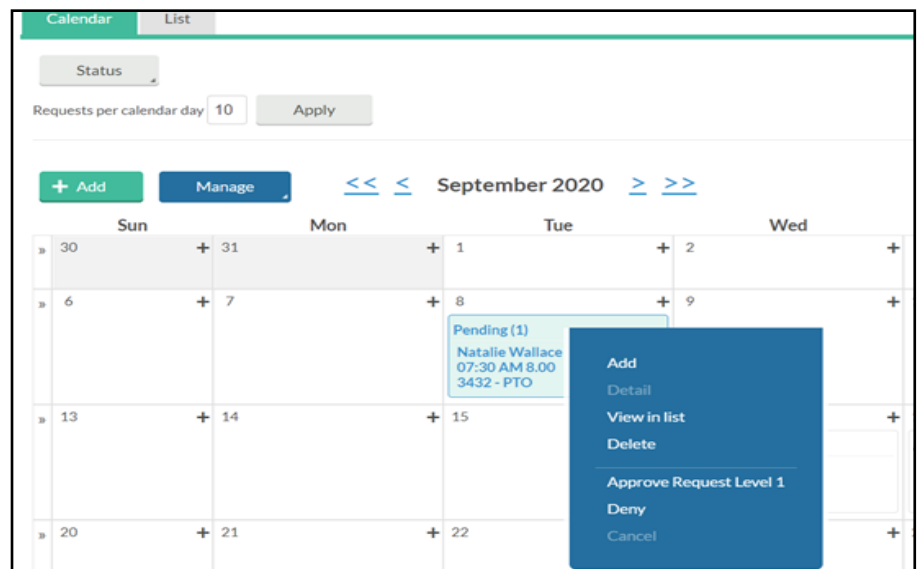
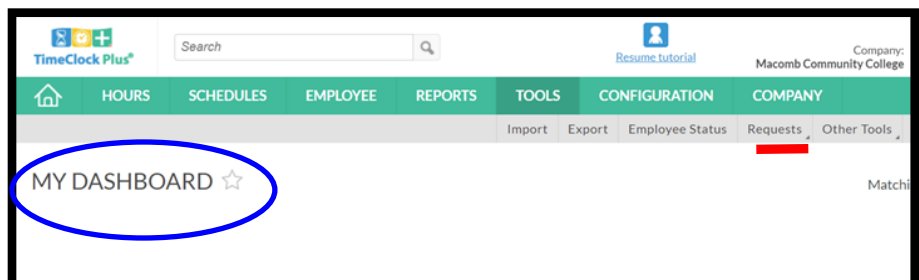
Log in ID = First Initial Last Name (i.e. JDoe)

Password = Blank the first time you log in then you will be able to set your own password.

TimeClockPlus will open to your Management Dashboard.

If you need to approve leave time, from the menu ribbon at the top of the screen choose **Tools>Requests**. The **Request Manager** will open to the calendar view. Then right click on the employee's name to approve, or deny, time off.

Quick Tip: *Change from Calendar to List view then all PTO requests will be listed and can be clicked for approval. Be sure to change date range. Once list shows correctly simply click far left box and click Manage to complete approval.*



Macomb Community College



TimeClock Plus[®]
a better sense of timeSM

Quick Tip Approving Employee Hours

Questions contact:

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Log into: Manager Dashboard:

It is best practice for a Supervisor to log in and approve the employees hours every Tuesday morning. Approving hours weekly will assist the Manager in reporting accurate time for the employees based on the prior weeks activity.

To approve an employee's weekly timecard, choose "**Hours**" and then "**Individual Hours**" from the menu ribbon at the top of the Management Dashboard.

You can also click on "**Jump to Group Hours**" from the "**Required Approvals**" box. This will open up all your employees at one time.

Always be sure to update the start date and end date. Once you have selected the date range be sure to click on the "Update" button.

To approve individual hours click on the employee's name. Verify the "**Weekly Total**" hours worked are correct. Click in column "**M**" to approve time and then choose "**Apply Changes**".

INDIVIDUAL HOURS ☆

Sort by: Last name ↑ Employee Filter

Search

Hours Schedules Accruals

Showing 3 records of 3

Employee	Start date	Stop date	Period	Update
Kristy Doherty				
Natalie Wallace	8/23/2020	8/29/2020	Manual	Update
Andrea Wangelin				

8/23/2020 to 8/29/2020 Manual Update

Start date Stop date Period

+ Add Manage Exceptions Processing

Showing 6 records of 6 Selected 0 records

Employee	Start date	Stop date	Period	Time In	Time Out	Hours	OT1	OT2	Job Code
Natalie Wallace	8/24/2020 07:00 AM	8/25/2020 07:27 AM							
	8/25/2020 07:31 AM	8/26/2020 07:30 AM							2600 - C5049FINA
	8/27/2020 07:00 AM	8/27/2020 03:00 PM	8.00	8.00	8.00				2600 - C5049FINA
	8/28/2020 07:00 AM	8/28/2020 03:00 PM	8.00	8.00	8.00	40.07			2600 - C5049FINA

Resolve Period

Unapprove Approve

Employee Approval

Manager Approval

Short Shift Gap

Overtime

Apply