Approving Work Study Time

For Work Study Supervisors

Accessing TimeClock PLUS to approve time

- Access Timeclock Plus (TCP) by logging on via the Connect Lehigh gateway to the Lehigh Portal using your User ID (your email ID) and password

- TCP links are located in the "Employee Links" box under "Employee Tools"
  - Click on "TimeClock Plus – Managers"

Approving Time Using the Hours Tab

- In TCP, click on the Hours Tab to see Individual Hours for a single employee
  - Select "Hours" on the left-hand menu and then select "Individual Hours"
  - Select the name of the work study student whose hours you want to review and approve
  - Adjust the Start and Stop Date to view appropriate pay period
  - Click on the box in the column labeled "Manager Approval" ( ) to approve each time entry

Editing Time Entry

- If the work study student missed a time entry, the text "Missed" will be displayed in the appropriate field (i.e. student clocked in, but failed to clock out; "Missed" will appear in the Time Out column
- There are three ways to edit time entry in TCP
  - Double-click on the appropriate entry
  - Right-click on the appropriate entry and select "Edit"
  - Place a checkmark in box at the lefthand side of the menu for the appropriate entry; Select the "Manage" box at the top of the page and then "edit"

Adding Time in Timeclock Plus

- Click on "Hours" and "Individual Hours" to access the student workers' time entries
- Click on the green "+ Add" button
- Click the "Time Sheet Entry" button
- Enter the appropriate information for Time In
- Repeat steps to enter the appropriate information for Time Out

Questions about Timeclock Plus?

Contact the payroll office for any questions about Timeclock Plus?

Payroll Office

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