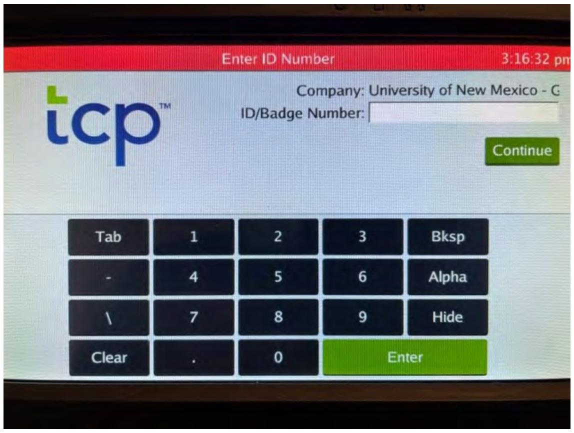
TimeClock Plus Operating Manual

Remote Data Terminal (RDT) Operations

Edited 10/09/2023

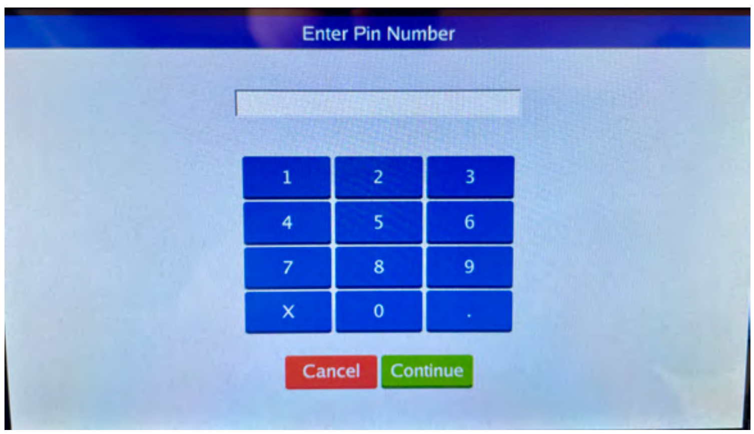
Contents

RDT Essentials



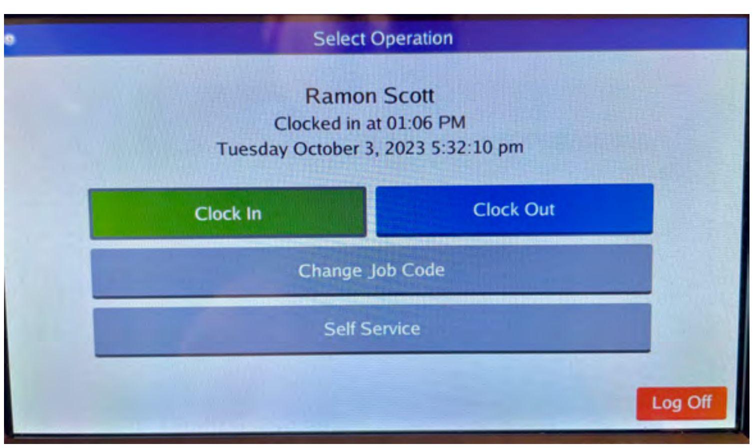
Logging into Remote Data Terminal (RDT)

1. Tap the screen to activate the login as seen above.
2. Enter your employee/Banner ID number, then select **Enter**
3. Enter your PIN, the default is "1234", then select **Continue.**

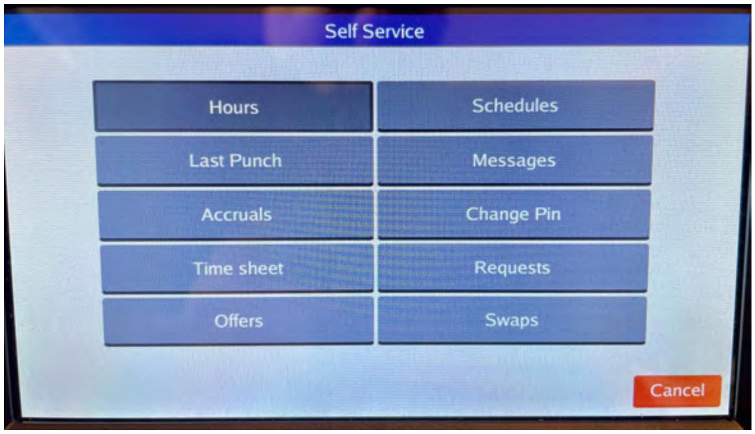


Changing Your PIN

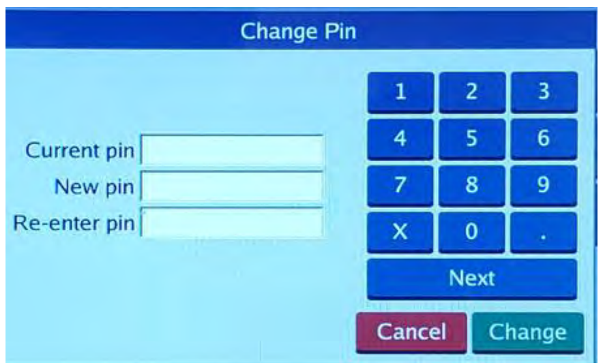
1. After you have logged into the RDT, and you have entered your originally assigned PIN, select **Self Service**.



2. Select **Change PIN**.

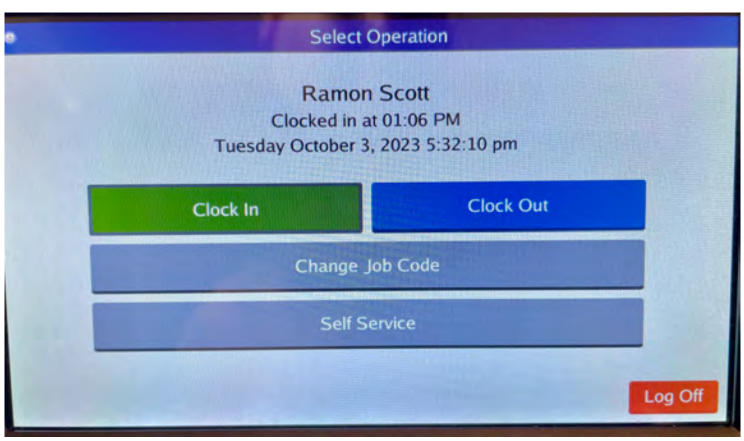


3. Enter your current PIN in the top box. Enter your new PIN in the middle box, and then re-enter it again in the bottom box. Then select **Change**.



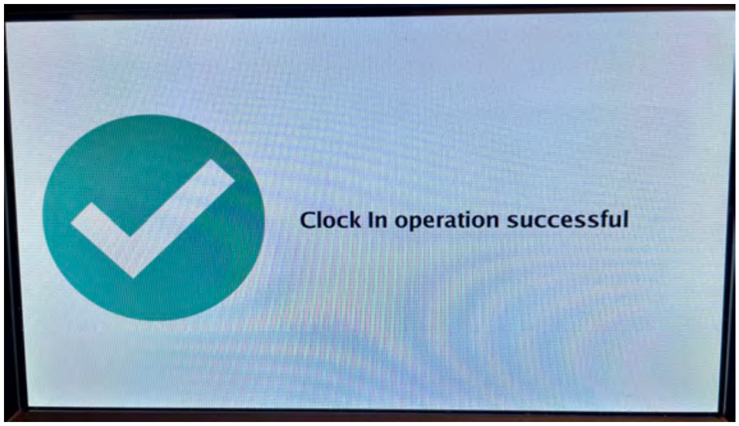
Clocking In

1. Once you are logged into the RDT, select **Clock In**.



2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, select **Continue**.

3. You will receive a successful operation notice and the RDT will return itself to the login screen.



Lunch Break

Going to Lunch

1. After logging into the RDT, select **Clock Out**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. select **Continue**.
3. You will receive a successful operation notice and the RDT will return itself to the login screen.

Returning From Lunch

1. After logging into the RDT, select **Clock In**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. select **Continue**.
3. You will receive a successful operation notice and the RDT will return itself to the login screen.

Clocking Out

When you are ready to end your day, you must clock out in TimeClock Plus. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

1. After logging into the RDT, select **Clock Out**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. select **Continue**.
3. You will receive a successful operation notice and the RDT will return itself to the login screen.

Self Service

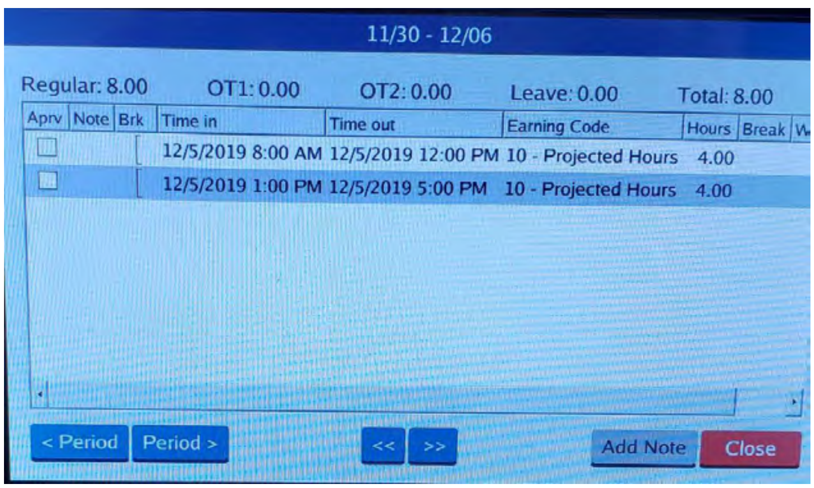
The Self Service is a menu screen that operates the same as the Dashboard in WebClock to access other functions.

Hours

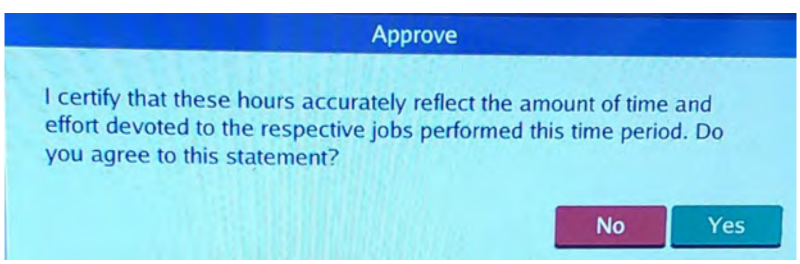
The Hours option allows you to view the hours worked in any given week. You will use this feature to approve your hours and job codes when submitting your time sheet each pay period.

Approving time segments

1. After logging into RDT, select **Self Service**, then **Hours**.
2. Select the appropriate week with the “<Period” and “Period>” buttons.
3. Find the segment you want to approve and select on the box in the “**Aprv**” column next to that time segment.



4. Read the certification statement, then select **Yes** (if hours are correct).



Last Punch

The Last Punch option allows you to view the last time you clocked in. After selecting Last Punch, you will be able to see the time of your last punch as well as the job code assigned to it. From Self Service, click on **Last Punch**.

Requests (Leave)

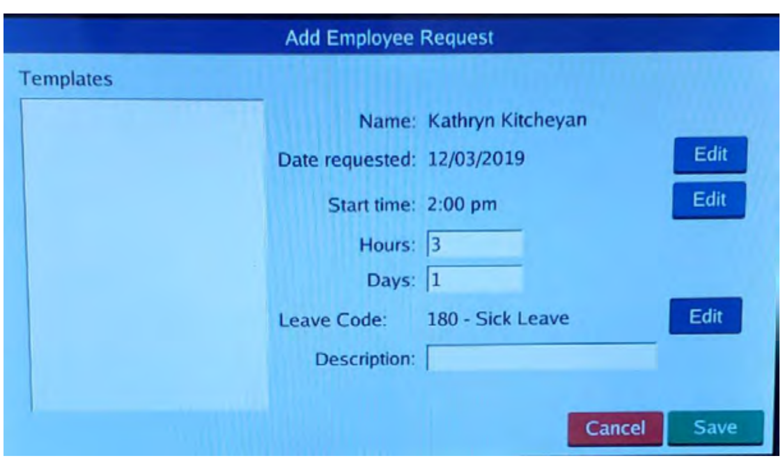
The Requests feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of leave for annual, sick, comp-time taken, or other reasons. These requests can be made in any leave code the employee has access to. **Note**: that this software will not yet carry balances of your leave. Please continue to use the Employee Dashboard located in LoboWeb to see your leave balances.

Adding a Request

To create a request:

1. After logging in, select **Self Service**, then **Requests**, then **Add**.
2. Select **Edit** next to Date requested.
    1. Select the appropriate start date, then **Ok**.
3. Select **Edit** next to Start time.
    1. Enter the time you want your leave to begin, then select **Ok**. (Be sure the appropriate AM or PM is selected.)
4. Select the **Hours** field.
    1. Key in the number of hours you are requesting for each day, then select **Hide**. (You can use a decimal or colon to enter the amount of time.)
5. **Ex**: If you want to create a leave request for 8 hours and you start at 8:00 AM. You would enter a start time of 8:00 AM and a length of 8:00 hours.
6. Select the **Days** field.
    1. Key in the number of day(s) you are requesting, then select **Hide**. (By default, the request will only be entered for the initial date requested. To create identical requests for subsequent days, select multiple days from drop down.)
7. Select **Edit** next to Leave Code.
    1. Choose the appropriate leave code, then press **Select**.
8. You may add a description to the leave request for clarification.
    1. Select the **Description** field to enter a description, then select **Hide**.
9. Press **Save** to submit the request.
10. You will receive a message pop up box that indicates the request has been submitted for review, press **Ok.**
11. Press **Close**.
    1. You can then use other functions, or choose **Cancel** to return to the main menu and **Log Off** to leave the system.

Note: Pending leave request can be removed/deleted on the RDT, however, approved leave request can only be canceled on WebClock (computer).



Time sheet

The Time Sheet feature allows you to enter projected time for future days of the pay period or for days worked off campus. This is used for projecting time not yet worked (actual hours to be worked, **NOT** leave), as well as comp-time @ 1.0 earn, comp-time payout, and pager stand-by.

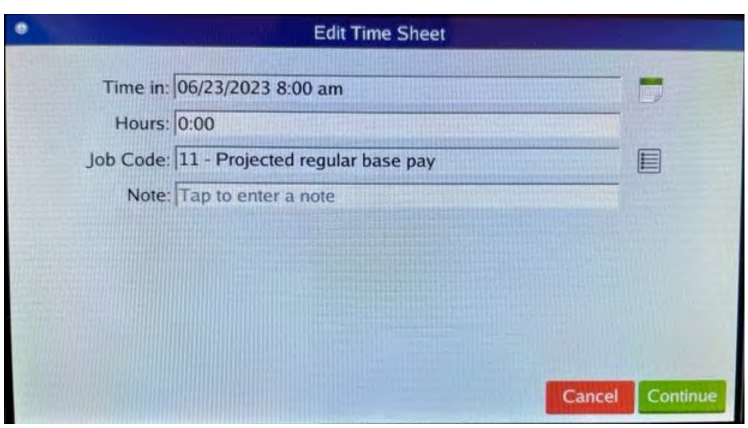
For projected hours, enter the time you will clock-in and the amount of time before you take lunch. Another time segment will be created for after lunch hours. For comp-time and pager standy-by, enter the time you started earning comp-time or pager stand-by and the amount of time earned. For payout, enter a start time outside of your normal shift and the amount of comp-time to be paid out.

Adding a Time Entry

To create a time entry:

1. Once you are logged in, select **Self Service,** then **Time sheet,** then **Add.**
    1. Choose the appropriate date, then select **Ok**.
    2. When prompted to edit the added time sheet, select**Yes**.
2. Select the **calendar icon** to the right of Time In.
    1. Enter the time you will start your shift, then select **Ok**. (Be sure the appropriate AM or PM is selected.)
3. Select the **Hours** field.
    1. Enter the amount of hours and minutes. (**Note**: that that the symbol is a colon and not a decimal), then select **Hide**.
4. Select the **icon** to the right of Job Code.
    1. Choose the appropriate job code, then press **Select**.
5. You may add a note to the time entry for clarification.
    1. Select the **Note** field to enter a note, then select **Hide**.
6. Press **Continue**.
7. Check the **box** in the **Approve** column next to the date you just added.
8. If you agree that the date, hours, and job code are correct, select **Yes**.
9. Press **Accept** to finalize time sheet entry.
    1. You can now use other functions, or choose Cancel to return to the Self Service menu, and then Log Off to leave the system.

Note: Time sheet entry can only be delete from the WebClock (computer).



Selecting Comp vs Overtime

This functionality must be completed using WebClock (computer).

Missed In-Punch

A missed-in punch occurs when an employee forgets to clock in and is attempting to now clock out. In this case, the system will prompt you to enter the time you should have clocked in. The software then allows the clock-out. This type of punch is flagged in the system and will be reviewed/approved by your supervisor.

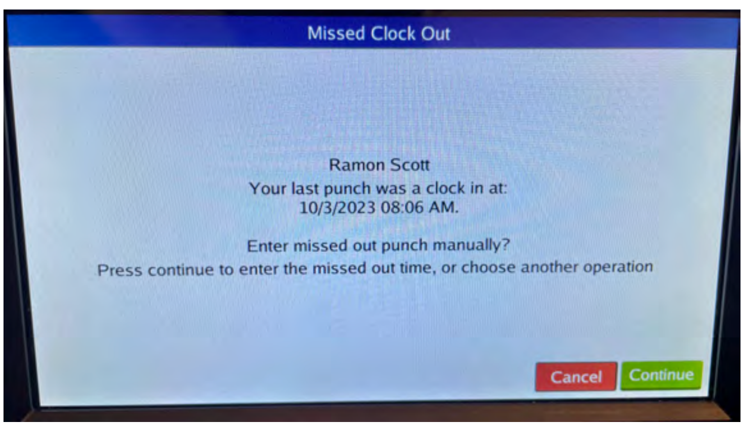
Missed Out-Punch

A missed-out punch occurs when an employee forgets to clock out and is attempting to now clock in. In this case, the system will prompt you to enter the time you should have clocked out. The software then allows the clock-in. This type of punch is flagged in the system and will be reviewed/approved by your supervisor.

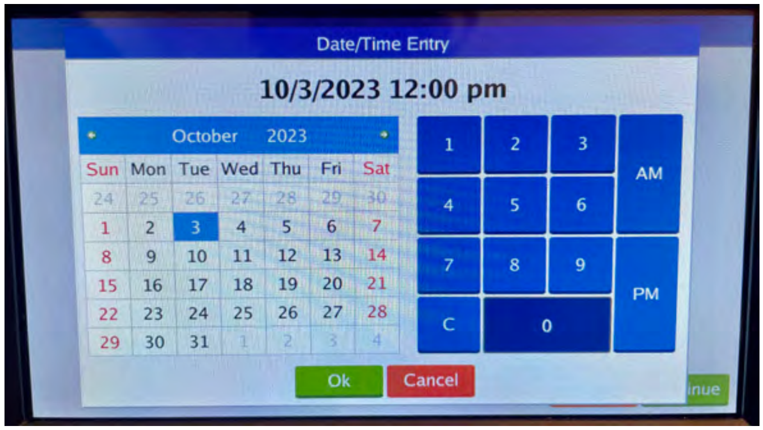
Adding a Missed Clock Out

To create a missed clock out:

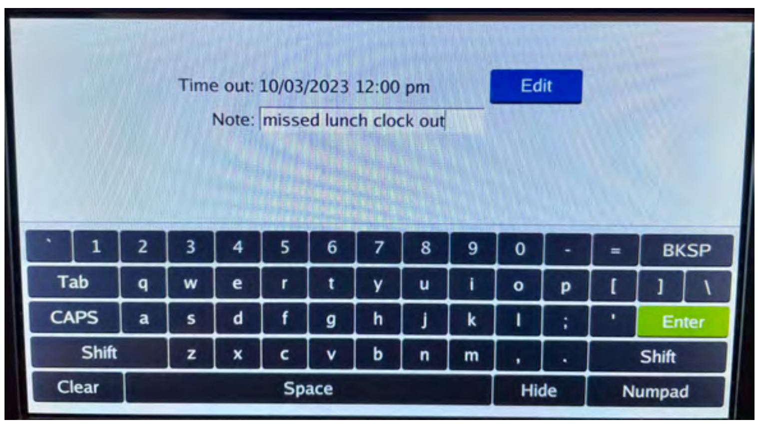
1. When asked/prompted to enter a missed out punch manually, select **Continue.**



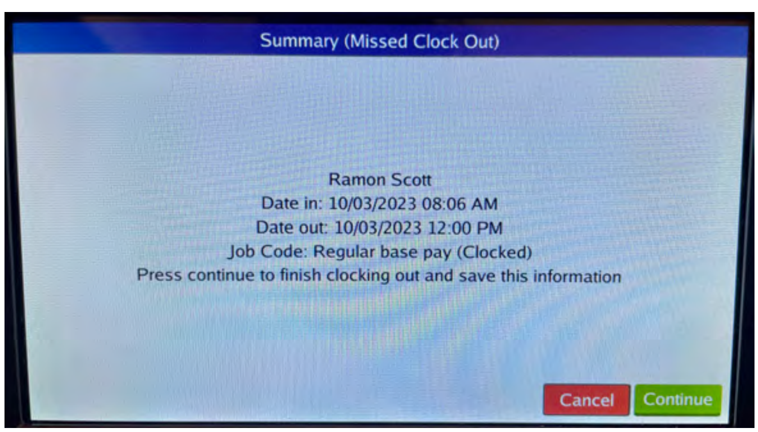
2. Enter the date and time entry.
   1. Confirm/select the appropriate date.
   2. Enter the missed clock out time (either for lunch for end of day). (Be sure the appropriate AM or PM is selected.)
3. Press **Ok.**



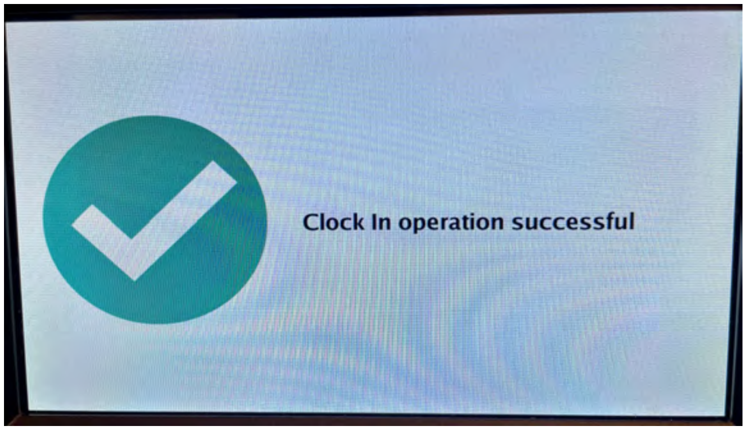
4. You may add a note to the time entry for clarification.
    1. Click in the **Note** field to enter a note, then select **Hide**.
5. Press **Continue.**



6. Select **Continue**.



7. You will receive a successful operation notice and the RDT will return itself to the login screen.



Note: Just like other time segments, the manager will approve missed clock outs and missed clcock ins.

Missed Meal Break

If you missed clocking out for lunch or back in from lunch, you would complete the same steps as a missed out-punch or missed in-punch. If you missed **both** clocking out and in from lunch, then you can complete a missed clock out and a missed clock on the WebClock. Or you can remain clocked in till the end of your shift and email your supervisor, CC UNMGTimeCards@unm.edu, with the date, clock out time and clock in time from lunch. If approved, your supervisor will forward that email to UNMGTimeCards@unm.edu for adjusting entry.

Changing Earning Codes

Change earning codes is used for student employees who work in two departments and have back-to-back shifts. This feature is currently disabled for staff and faculty.