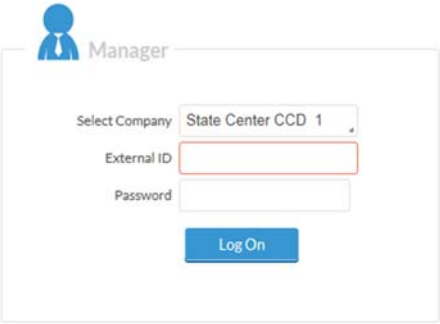
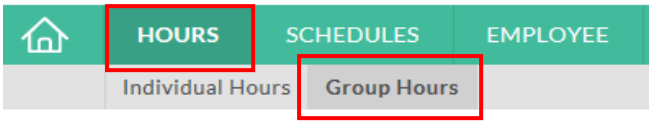
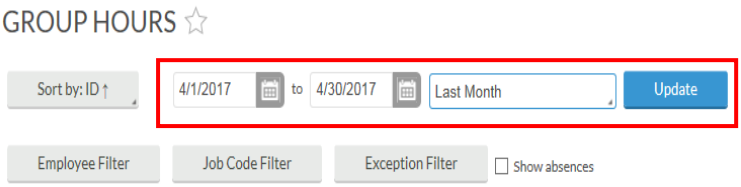
TimeClock Plus – Manager Approval

You can log onto TCP through the **link** https://sdotcplus.scccd.net/app/manager/#/ManagerLogOn, through the **FCC Website** (Faculty & Staff → TimeClock Plus Online Timesheet → TimeClock Plus – Manager Log In) or though the **Intranet** (Payroll → Website Links → Time Clock Plus – Manager). Sign onto TCP by entering your computer log-in.

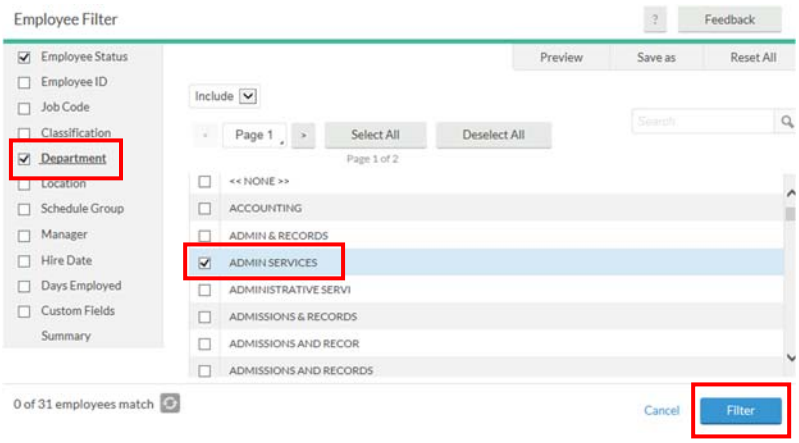


Select "Hours" and then "Group Hours". Enter the time frame you want to approve. If you are approving the entire month on the 1st of the following month, select "Last Month" on the drop down menu. Select "Update".





If you are assigned to more than one department and want to filter a specific department, select "Employee Filter", check the "Department" box (where a list of departments will be listed) and check the appropriate department(s). This feature is especially helpful if you serve as a backup to another department in which you do not oversee and you will only be approving your students. Select "Filter".



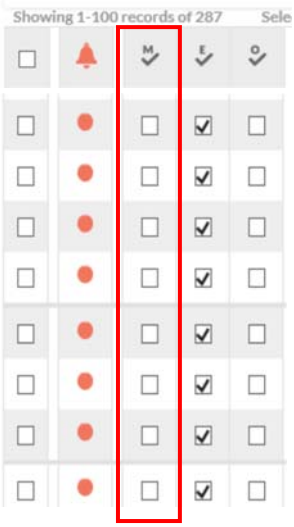
Here, you can see all student punches and approvals. By the end of the month, the student should have approved all their hours. You know they have done so if there is a check mark under the "E" (Employee) column. Administrative support should have already corrected any exceptions/errors and approved all students' hours. If hours were approved by administrative support, there will be a check mark under the "O" (Other) column.

To approve the hours as the manager, there are two ways to do so:

1) Select each box under the Manager column "M". You may have students on more than one page. Advance to the other pages if needed. **Do NOT select the "Approval All" button. If selected and you delete a segment, you will DELETE ALL SEGMENTS/HOURS.**

2) Or, if you want to approve all hours at the same time, select “Resolve period”, click the “Approve” bubble next to Manager Approval and then click “Apply”.

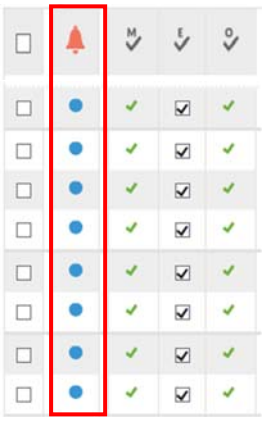
1)



OR

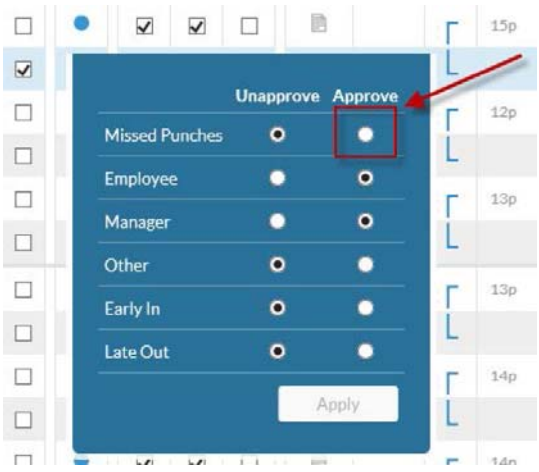
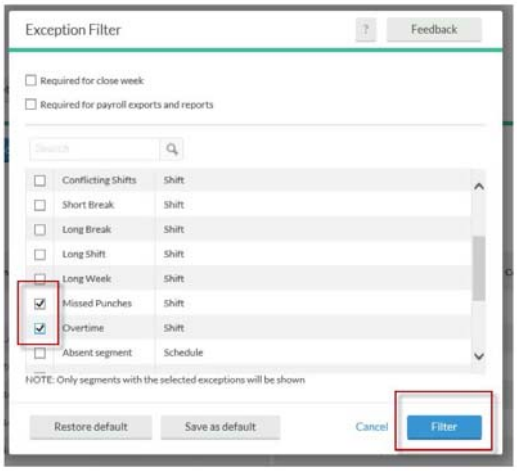
2)

The approval process is complete when all the RED dots have turned to BLUE. If you have remaining RED dots, additional approval is required.



Overtime and Missed Punches need **additional** Manager approval. You can either (1) hover your mouse over EVERY red dot to see the missing approval. Then, right click and select the bubble that needs approval. OR, (2) select “Exception Filter”, select the “Missed Punches” and “Overtime” check boxes and then select “Filter”. Ensure ALL dots have turned Blue. Again, all blue dots indicate that all approvals have been completed. If there are any unapproved segments, the employee will not be paid for ANY hours in the pay period.

1)



2)