



Glossary

Common Payroll Terms

SE- Salaried Exempt: Salaried exempt employees are contract employees that are paid by spreading their annual salary over the period of their contract and are not entitled to overtime pay. A SE does not clock in/out for their daily contracted job.

SNE - Salaried Non Exempt: Salaried Non Exempt employees are contract employees that are paid by spreading their annual salary over the period of their contract and ARE entitled to overtime pay. A SNE must clock in and out daily to reconcile their hours worked to, the salary paid to them, and to track and pay overtime.

HNE – Hourly Non Exempt: Hourly employees are employees that work on an as needed basis and are paid by the hours they work during a given pay-period. An HNE must clock in to a job code in order to be paid and are entitled to overtime pay.

Pay period – All hourly work is paid for hours worked during a particular time period or set of pay weeks.

Pay-Week – A pay-week is a seven day period that begins at 12am Sunday and ends at 11:59pm Saturday.

Common TCP Terms

TimeClock Manager – This is the main program within the TimeClock Plus system. Manager allows users to input and track employee information, job information and hour information.

User – A user is someone who logs into the management side of the software (TimeClock Manager), someone who performs clock operation edits and/or approvals for employees. Usually a user is a manager or supervisor.

Variance - The difference in worked hours and scheduled hours.

WebClock – This is the web based utility that employees will use to perform clock operations, as well as view hours, see schedules, read messages, and enter leave through the WebClock's Dashboard.



Other Useful TimeClock Plus Terms

Approvals

Employees, managers, and other parties can verify that the employees' hours are correct via the Individual, Manager, and Other approval levels. Any other employee exceptions can also be approved/un-approved, and these can optionally be set as a requirement before running a payroll export or closing the week.

Audit Log

TimeClock Plus keeps a meticulous record of any modifications that are made to the information contained within. These logs are accessible in case you need to audit your edit records, or view a previous record in case of an accidental edit.

Automatic Rounding

Automatic rounding will round Clock In and Clock Out operations to the nearest $\frac{1}{4}$ hour.

Break

A break is a measured space between two segments. When an employee uses the Break button, then they are clocked out on a break. When the employee clocks back in, a new segment is created and tied to the previous one, and a break length is recorded. Breaks can also be set up as automatic deductions if needed (Auto Lunch Deduction).

Clock Operation

Clock operations are actions an employee performs that affect their hours worked, such as clocking in, clocking out, or changing jobs.

Close Week

Whenever the Payroll department closes the week, the week's hours are archived and new accruals are posted. This is done before the payroll is processed. Because of the importance of this operation, weeks will need to be closed regularly.

Contract

If a worker is contracted for a set number of hours, a contract will be created that defines these hours per day, then is assigned to the employee's profile. Once the employee has clocked hours in the system, the employee's actual hours can then be compared to the contracted hours within a Contract Variance Report.



Dashboard

This is the main page within TimeClock Manager and can be accessed by the house icon in the toolbar. It is also the first page that opens when a user logs in, so it is possible to configure this page to include widgets to show the user a variety of useful information at a glance.

Dashboard Widget

This is a mini-Utility that can be configured to display on the Dashboard when a user logs in. These can be configured to show punch exceptions, reminders, employees approaching overtime, pending time off requests, and employee events.

Employee Filter

The Employee Filter button is used to filter employees. Filtering can be performed for many categories of information. By Default, all suspended and terminated individuals are filtered out; and regardless of any filtering, features will only display the employees that the logged-in user has access to.

Employee Messaging

Messages can be sent to all employees, a selection of employees or a single employee. The employees typically can view messages when performing a clock operation.

Employee Role

Employee Roles are settings that will be shared among certain employees, such as job codes, departments, overtime settings, and exceptions.

Employee Schedule

A schedule is the potential hours that an employee could work. Schedules are typically entered to allow the employees to know what they are working, but can also be used to set restrictions on clock operations, and track tardies and absences.

Employee Status

Employee Status provides a quick overview of which employees are clocked in, where they clocked in, as well as which employees may be absent or on leave.

Exception Filter

The exception Filter allows users to filter employee segments to only include those that have certain unapproved exceptions. This filter can also be used to quickly see what segments require approval before the week can be closed or those or those hours can be exported.

**Individual**

An employee is an individual whose time and information is tracked within TimeClock Plus. Generally, the term “Employee” is also synonymous with “individual.”

Job Code

A job code will correspond to the task that an employee works during a period of time. However, a job code can also be used to track any kind of time in TimeClock Plus (e.g. any worked time, as well as any leave time), aside from breaks, which are tracked separately.

Job Costing

A job that has more than one Cost Location, will allow the employee to choose the location that they are performing their task. For example, a Substitute Teacher can choose the school location that they are working.

Leave Code

A leave code is a job code that has been marked as leave in the Job Code List. This is typically done to make these codes available for employees entering a time-off request, but it can also be used to define the code as leave.

Missed Punch

TimeClock Plus relies on continuity for its punches, meaning that a Clock In must always be partnered with a Clock Out or a Break operation. If one of these punches is missed, then the continuity is not maintained, and the system will need to know how to handle the error.

My Quicklinks

Quicklinks are shortcuts to features within TimeClock Manager.

Other Approval

Other is an optional approval category used for a third person to sign off on an employee’s hours. For example, a Funding or HR Administrator.

Overtime

Over time is paid when an employee works over 40 hours per week. Paid Leave or Holidays do not count towards worked hours. Overtime corresponds to time-and-a-half (x1.5).

**PIN (Personal Identification Number)**

This is an employee's second form of verification at the clock. An employee's PIN is the last 4 digits of their SSN.

Punch

This refers to a singular operation that either begins or ends a segment. For example, Clock In or Clock Out.

Reminder

If a user needs to remind themselves to perform a task, then they can make use of the Reminder Widget. This allows the user to post a reminder not and tie it to a date, and then mark the reminder as complete.

Resolve Period

The Resolve Period button will automatically approve all selected exceptions that fall within the viewed date range

Segment

When referring to hours within TimeClock Plus, a Segment describes just that: a singular segment of time. A basic segment will be comprised of a single line within Group or Individual hours, and typically contains a start time and end time, as well as a job code. Segments can be tied together to create Shifts

Shift

A Shift is one or more segments tied together by break(s) or job code changes that constitute an employee's work during the day.

TimeClock Week

The current week within TimeClock Plus. This can be different than the actual current calendar week. The Time Clock Week will correspond with the payroll calendar.

Widget

This is a mini-utility that can be configured to display on the Dashboard when a user logs in. These can be configured to show punch exceptions, reminders, employees approaching overtime, pending time off requests, and employee events.