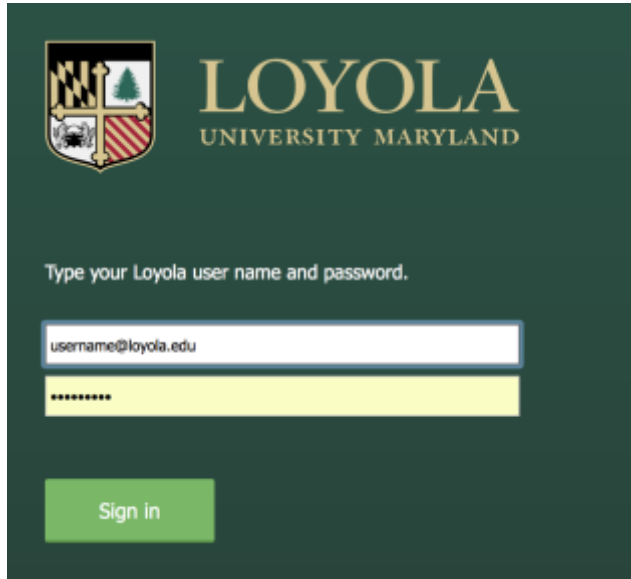


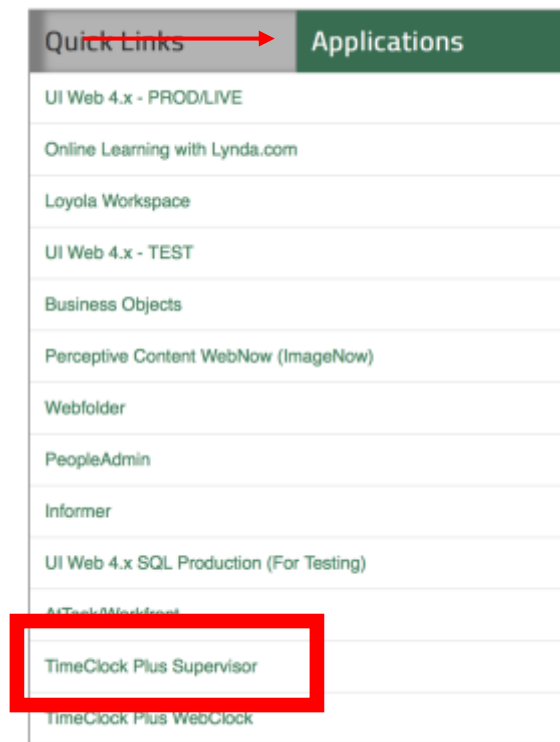
TimeClock Plus – Supervisor Approval

Log into Inside Loyola (inside.loyola.edu):



The image shows the login page for Loyola University Maryland. It features the university's crest and logo at the top. Below the logo, there is a prompt: "Type your Loyola user name and password." There are two input fields: the first contains the placeholder text "username@loyola.edu" and the second contains a series of asterisks. A green "Sign in" button is located at the bottom of the form.

From Inside click on **APPLICATIONS** then click on **TIMECLOCK PLUS SUPERVISOR**:




The image is a screenshot of a web application menu. At the top, there are two tabs: "Quick Links" and "Applications". A red arrow points from the "Quick Links" tab to the "Applications" tab. Below the tabs is a list of application links. The link "TimeClock Plus Supervisor" is highlighted with a red rectangular box.

| Quick Links | Applications |
|-------------|---|
| | UI Web 4.x - PRODLIVE |
| | Online Learning with Lynda.com |
| | Loyola Workspace |
| | UI Web 4.x - TEST |
| | Business Objects |
| | Perceptive Content WebNow (ImageNow) |
| | Webfolder |
| | PeopleAdmin |
| | Informer |
| | UI Web 4.x SQL Production (For Testing) |
| | ATask/Wed/foot |
| | TimeClock Plus Supervisor |
| | TimeClock Plus WebClock |

Enter your Loyola Username and Password then click **LOG ON**:



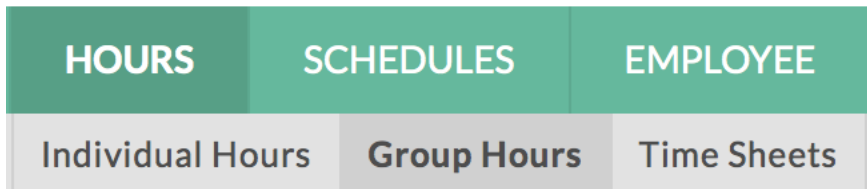
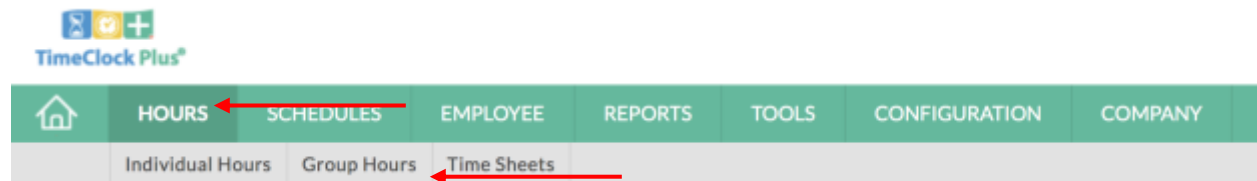
 **Manager**

Select Company

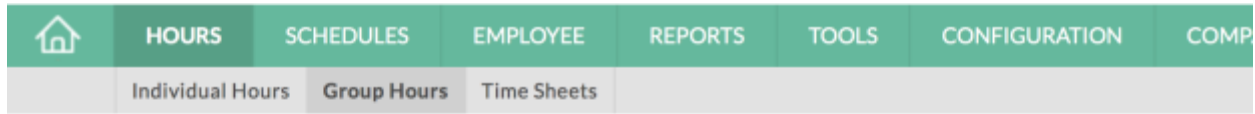
External ID

Password

To approve hours for your employees click HOURS then click on **GROUP HOURS**:



From GROUP HOURS page click the UPDATE button to populate your employees:



GROUP HOURS ★

Sort by: ID ↑ | 2/18/2017 to 3/31/2017 Open Weeks

Show absences

Adjust the settings above and click "Update"

This will list all employees that you approve time for, confirm that the time is correct :

Expand All Collapse All

Showing 47 records of 47 Selected 0 records


| <input type="checkbox"/> | | | | Notes | Edited | | Break Length | Time In | Time Out | Hours | Shift Total | Week Total | Job Code | Cost Code |
|--------------------------|--|--------------------------|-------------------------------------|-------|--------|--------------------------|--------------|--------------------|--------------------|-------|-------------|------------|---------------------------------------|-----------|
| - 1436887 - Ryan Burton | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | <input type="checkbox"/> | | 3/27/2017 08:00 AM | 3/27/2017 04:30 PM | 8.50 | 8.50 | | 7522 - Technology Training Consultant | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | Y | <input type="checkbox"/> | | 3/28/2017 08:00 AM | 3/28/2017 04:30 PM | 8.50 | 8.50 | | 7522 - Technology Training Consultant | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | Y | <input type="checkbox"/> | | 3/29/2017 08:00 AM | 3/29/2017 04:30 PM | 8.50 | 8.50 | | 7522 - Technology Training Consultant | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | Y | <input type="checkbox"/> | | 3/30/2017 08:00 AM | 3/30/2017 04:30 PM | 8.50 | 8.50 | | 7522 - Technology Training Consultant | |
| <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | Y | <input type="checkbox"/> | | 3/31/2017 08:00 AM | 3/31/2017 04:30 PM | 8.50 | 8.50 | 42.50 | 7522 - Technology Training Consultant | |















Once you've ensured that time is accurate click RESOLVE PERIOD, then the MANAGER APPROVAL button and then click APPLY to approve all the hours:

Resolve period

| | Unapprove | Approve |
|-------------------|----------------------------------|----------------------------------|
| Employee Approval | <input type="radio"/> | <input checked="" type="radio"/> |
| Manager Approval | <input type="radio"/> | <input type="radio"/> |
| Early Out | <input checked="" type="radio"/> | <input type="radio"/> |
| Late Out | <input checked="" type="radio"/> | <input type="radio"/> |
| Early In | <input checked="" type="radio"/> | <input type="radio"/> |

Apply

You can also manually check each box Under the  (Manager Approval) individually:

| <input type="checkbox"/> |  |  |  | Notes | Edited |  |
|--------------------------|---|---|---|---|--------|---|
| <input type="checkbox"/> | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  | |  |
| <input type="checkbox"/> | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  | Y |  |
| <input type="checkbox"/> | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  | Y |  |
| <input type="checkbox"/> | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  | Y |  |
| <input type="checkbox"/> | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  | Y |  |

Once you've changed all of the RED dots to BLUE the time has been approved for that period:

Before:

| | | |
|---|---|---|
| ● | ☐ | ☑ |
| ● | ☐ | ☑ |
| ● | ☐ | ☑ |
| ● | ☐ | ☑ |
| ● | ☐ | ☑ |

After:

| | | |
|---|---|---|
| ● | ☑ | ☑ |
| ● | ☑ | ☑ |
| ● | ☑ | ☑ |
| ● | ☑ | ☑ |
| ● | ☑ | ☑ |

You no longer have to submit a sheet to Payroll, you just have to approve all the time for your employees.