

# Using the Employee Portal

## Web Version

<https://clock.payrollservers.us/#/clock/web/login>

Employee Portal

## Approve Your Time Card

You must approve your time weekly. If you don't approve your card, we cannot verify the hours worked and may affect payment.

From the Time Card tab in the Employee Portal:

1. Click the checkmark in the E column to approve a single day.
2. Alternatively, click Approve All to approve all days in the pay period.
3. Days that have been approved will be indicated with a green checkmark.

Actions	APPROVAL		Date	Time			Category	Hours	Location	Department	Lunch
	S	E		In	Meal	Out					
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mon, Nov 18	8:25am	Meal	12:17pm	Regular	3.87	Hailey		
				1:00pm	Meal	5:06pm	Regular	4.60	Hailey		
	<input type="checkbox"/>	<input type="checkbox"/>	Tue, Nov 19	9:27am	Meal	1:14pm	Regular	3.78	Hailey		
				1:45pm	Meal	6:26pm	Regular	5.18	Hailey		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wed, Nov 20								
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu, Nov 21	9:00am	Meal	12:36pm	Regular	3.60	Hailey		
				1:10pm	Meal	5:40pm	Regular	5.00	Hailey		
	<input type="checkbox"/>	<input type="checkbox"/>	Fri, Nov 22	8:53am	In		Regular		Hailey		
	<input type="checkbox"/>	<input type="checkbox"/>	Sat, Nov 23								

**Time cards can be approved day-by-day or for an entire pay period.**

- **IF YOU CANNOT APPROVE A TIME CARD**, the pay period has likely been finalized, which prevents further changes from being made. In that case, you will need to speak with your supervisor about any discrepancies on your time card.
- The approval column also displays whether the day has been approved by your supervisor, which is indicated by an **S** in the column header.

# Using the Employee Portal

## Mobile App Version

App Name: "TimeWorksPlus Employee"

For help on downloading the app, visit <https://helptwp.payrollservers.info/s/article/employee-mobile-app---timeworksplus-employee>

## Approve Your Time Card

1. Select the Time Card tab at the bottom of the screen.
2. Select the day you want to approve. This will open a detailed view of the day's entries.
3. Tap the Approve button at the bottom of the screen. Approved days will show in green.

You also have the option to approve the entire pay period using the checkmark on the lower right of the time card.

The screenshots illustrate the steps to approve a time card in the mobile app:

- Screenshot 1:** Shows the main 'Timecard' screen for the period Nov 1 - Nov 15. The 'Timecard' tab is selected at the bottom (1). The entry for Thursday, Nov 7, is highlighted with a red box (2).
- Screenshot 2:** Shows the detailed view for Thursday, Nov 7. The 'APPROVE' button is highlighted with a red box (3).
- Screenshot 3:** Shows the main 'Timecard' screen with a checkmark icon on the right side of the screen, indicating that the time card has been approved.

# Using the Employee Portal

## Web Version

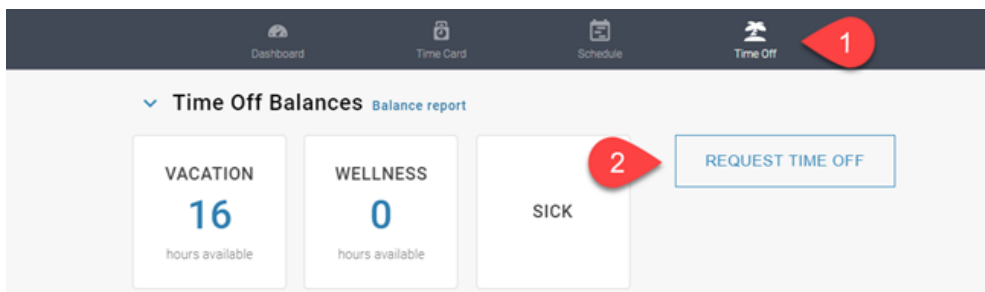
<https://clock.payrollservers.us/#/clock/web/login>

Employee Portal

## Requesting Time Off

When you request time off, you can check your balance and see a calendar with your upcoming shifts, as well as your approved time off. Also, the system notifies your manager, via email, that you've asked for time off. And you can receive an email yourself once a decision has been made on your request.

1. Select the Time Off tab.
2. Select Request Time Off.



3. Enter the dates, category, and hours per day of your request. You can also add a comment regarding your request.

The screenshot shows the 'Time Off Request' form. A red callout bubble with the number '3' points to the form fields. The form has three input fields: 'Date(s)' with the value 'Dec 5, 2019', 'Time off type' with the value 'Vacation', and 'Hours per day' with the value '8'. Below these fields is a radio button labeled 'Edit hours manually (enter times)'. Below that is a summary line: 'Total requested time off: 8 hours'. At the bottom of the form is a text input field for 'Comment (optional)'. At the very bottom are two buttons: 'CANCEL' and 'REQUEST TIME OFF'.

*(optional)* If you are making a multi-day request and need to edit the amount of hours on individual days, or you need to enter the actual time of day you want off, select **Edit hours manually**.

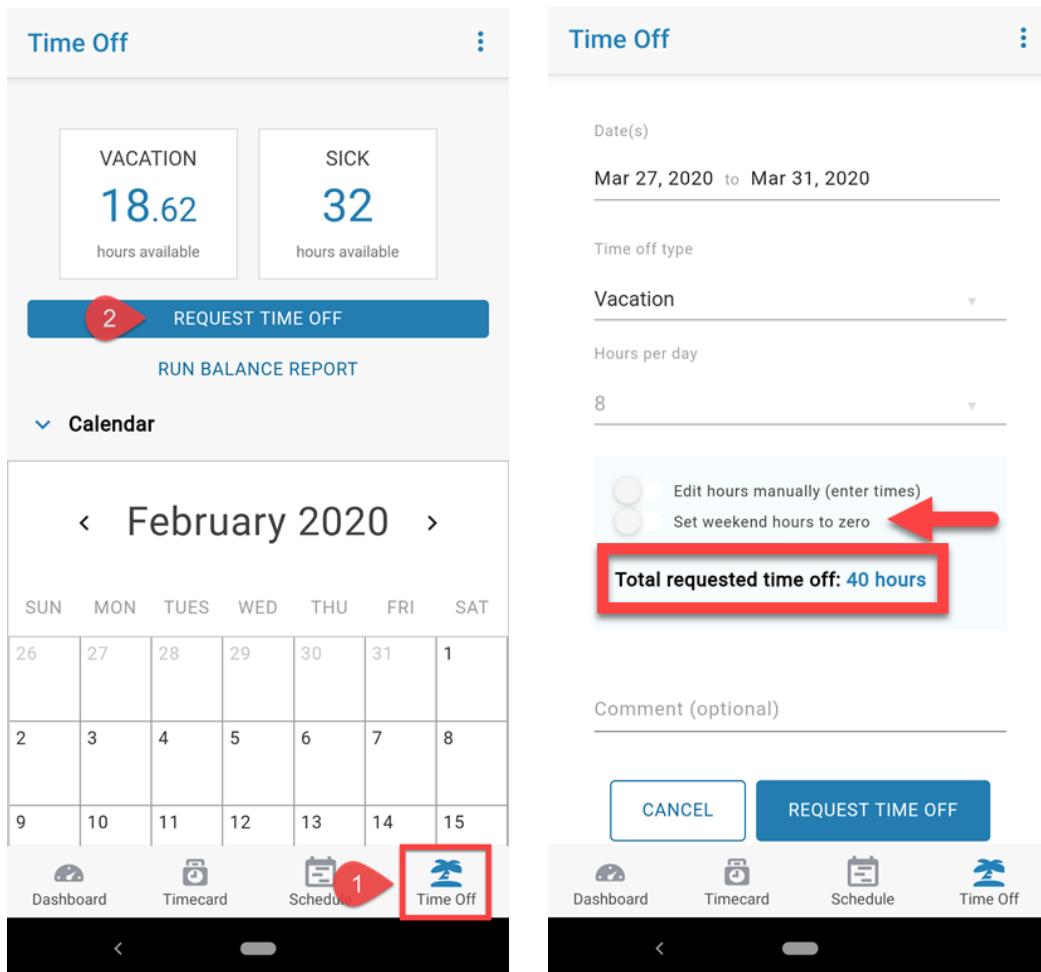
# Using the Employee Portal

## Mobile App Version

App Name: "TimeWorksPlus Employee"

### Requesting Time Off

1. Select the Time Off tab.
2. Select Request Time Off.
3. Enter the dates, time off type, and hours per day of your request.
4. (optional) Use Edit hours manually (enter times) if you:
  - a. Need to enter a specific time of day for your request.
  - b. Are making a multi-day request and need to use different amounts of hours on certain days.
5. For requests that include a weekend, Saturday and Sunday will not be included by default. Disable Set weekend hours to zero if you want to use time off on Saturday and Sunday. Your Total requested time off amount will be adjusted accordingly.
6. (optional) Include a comment that will be visible to your supervisor.
7. Tap Request Time Off.



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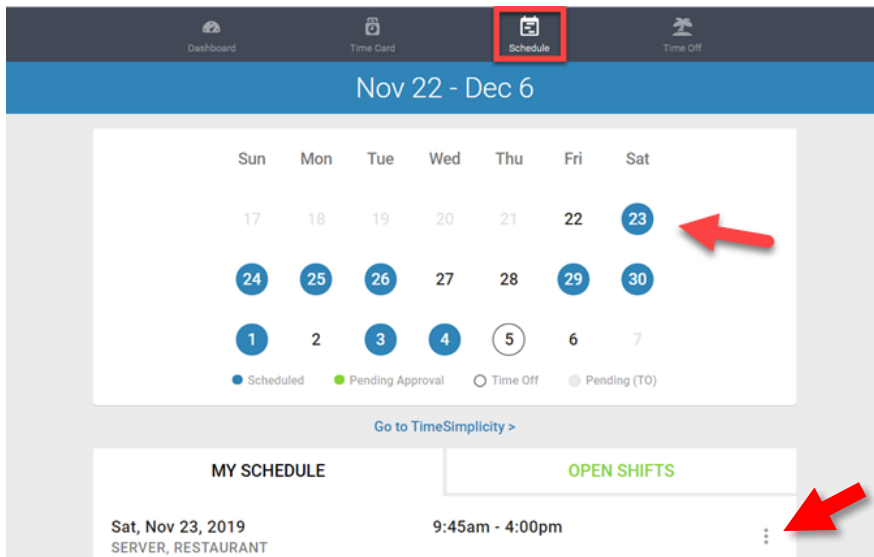
## Web Version

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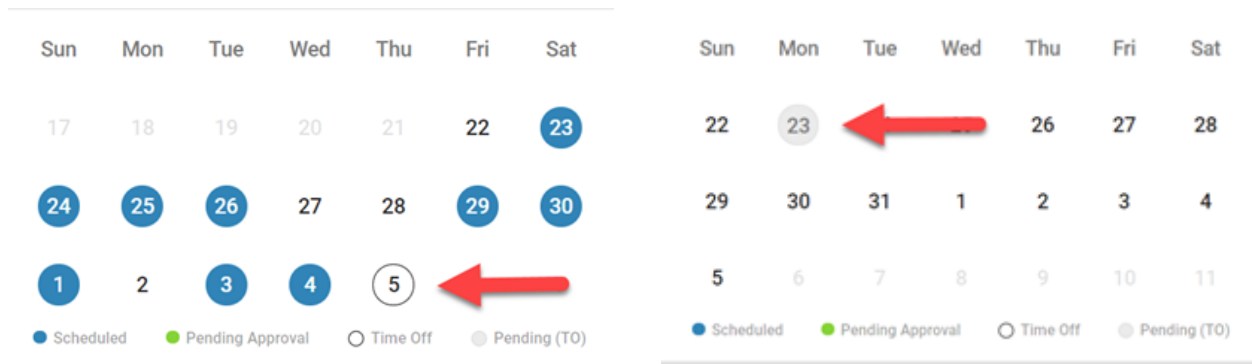
Employee Portal

## Check Your Schedule

- On the calendar, dates when you are scheduled are indicated with blue circles.



- You can select a single shift from the My Schedule tab to view additional details
- Time off will also appear on both the My Schedule tab and the calendar. Approved time off will show on the calendar with the date circled. Dates with time off pending approval will be circled in grey.



# Using the Employee Portal

## Mobile App Version

App Name: "TimeWorksPlus Employee"

### Check Your Schedule

- The Schedule tab displays upcoming shifts while also showing time off—both approved requests and those pending approval.
- Additionally, view additional shift details (i.e. Workgroup, Position, additional Schedule Levels) by tapping the shift.

