

# TCP TIME ENTRY

## FOR NON-EXEMPT POSITIONS

Presented by Payroll





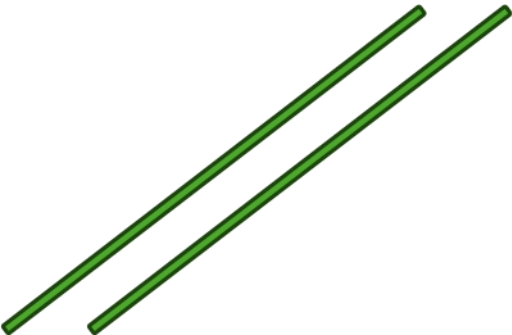
# GENERAL INFORMATION



- All Non-Exempt employees are required to complete a time record (or time sheet) in TimeClock Plus (TCP) by clocking in and out or by using the Manage Time Sheet option (recently set up for those changed from Exempt to Non-Exempt due to the new FLSA guidelines). The time sheet is the official record of time worked by a non-exempt employee and is considered a legal document.
- Time sheets are to be completed by the employee and approved by the employee's supervisor every two-week pay period. The supervisor's approval indicates that he/she has checked all the information on the time record, and it is accurate.
- The deadline for completion and approval of the time record for each two-week pay period is the end of the day on the next working day (usually a Monday) following the end of the pay period.

# GENERAL INFORMATION

- **West Virginia state guidelines set the work week as Saturday through Friday. To comply with FLSA (Fair Labor Standards Act) guidelines for calculating overtime, time is calculated for each Saturday through Friday work week separately.**
- **The time for both weeks of the pay period are processed for payment two weeks after the end of the pay period. Payment two weeks in arrears is also per West Virginia state guidelines.**
- **Non-exempt employees are considered hourly employees and are paid based on the number of hours worked, any leave and/or comp time used, and any university holidays that occur during the pay period.**



## FULL-TIME EMPLOYEES (37.5 HOURS PER WEEK)

- A Non-Exempt full-time employee's appointment is for a 37.5-hour work week. Normal university office hours are 8:00 AM-4:30 PM with a one-hour unpaid lunch period, Monday - Friday each week, which is 7.5 hours per day, 5 days per week. Some departments/offices work different schedules and times; however, full-time Non-Exempt employees must account for 37.5 hours per week.
- Any time not worked must be charged to the appropriate leave (or comp time) usage or a holiday if a university holiday occurs during the week. For Non-Exempt employees who don't work a traditional Monday - Friday schedule, 37.5 hours must be accounted for during the Saturday through Friday work week.
- For full-time Non-Exempt employees, all university holidays are automatically entered in TCP for 7.5 hours. Holiday entries in TCP are not to be changed or deleted. If a university holiday occurs on an employee's regular day off, that employee's schedule should be adjusted so the employee receives holiday pay and works (or uses leave or comp time) to account for 37.5 hours for the Saturday through Friday work week.



—  
**Full-Time  
Employees**

# FULL-TIME EMPLOYEES (37.5 HOURS PER WEEK) cont.

- **ALL time worked MUST be clocked in/out or recorded in Manage Time Sheet in TCP. Time sheets are to be a true and accurate reflection of actual hours worked. If the employee works the entire day, TCP will automatically deduct the lunch period; the employee does not need to clock out for lunch, then clock back in.**

tcp | TimeClock Plus

Manage Time Sheet

10/18/2024 10:24:01 AM My Options Log Off

10/19/2024 - 10/25/2024 Navigate Period

Reject Accept Print Next 10/19/2024 Display weekends

Regular	OT1	OT2	Leave	Total
0.00	0.00	0.00	0.00	0.00

10/19 - 10/25 Auto Fill

Regular	OT1	OT2	Leave	Total
0.00	0.00	0.00	0.00	0.00

Mon 10/21	Tue 10/22	Wed 10/23	Thu 10/24	Fri 10/25
0.00	0.00	0.00	0.00	0.00
Add	Add	Add	Add	Add

- **If the employee reports for work for a period of time, leaves, and then returns, the employee should clock out when leaving and then clock back in when returning to work.**
- **TCP is set up to automatically deduct the lunch period (30 or 60 minutes) if an employee works at least 6.0 hours in a day. If an employee works less than 6.0 hours but takes their lunch period, then the employee should clock out for lunch (do not use the “Leave on Break” box), and then clock back in so the actual times worked and the lunch period show on the time record.**



Full-Time  
Employees



## REMINDERS

- Please make sure time accurately reflects the employee's correct lunch period of 30 or 60 minutes. If the lunch period is incorrect, the supervisor should e-mail Carla Adkins, [cadkins1@marshall.edu](mailto:cadkins1@marshall.edu), noting the correct lunch period, so the set-up in TCP can be changed.
- All time worked and all leave used are to be reported in quarter-hour increments.
- When clocking in and out in TCP, the system automatically rounds the times to the nearest quarter hour, using a 7-minute grace period. If time is being recorded using the Manage Time Sheet Option, time is to be entered in quarter-hour increments.

### Examples:

- Arrive at 8:04AM, record 8:00AM
- Arrive at 8:08AM, record 8:15AM
- Leave at 4:33PM, record 4:30PM
- Leave at 4:20PM, record 4:15PM



## REMINDERS cont.

- All hours actually worked by a full-time Non-Exempt employee in excess of 37.5 hours in a Saturday through Friday work week must be compensated, either by payment or compensatory time (Comp Time).
- Only time actually worked above 37.5 hours can be paid (or comp time given) as overtime. Hours actually worked from 37.5 through 40.0 hours are paid (or Comp Time Earned given) at the employee's straight overtime rate.
- FLSA laws require that only actual hours worked in excess of 40.0 during a work week or work performed on a university holiday can be compensated at time-and-a-half (X 1.5).



## PART-TIME PERMANENT EMPLOYEES (20.0-37.0 HOURS PER WEEK)

- Some positions are set up as permanent part-time positions. To be benefits-eligible, these positions must work at least 20 but less than 37.5 hours each week.
- For those Non-Exempt employees whose FTE (Full-Time Equivalency) is less than 37.5 hours per week (1.00 FTE) but at least 20.0 hours per week, their holiday hours are based on their FTE (7.5 x FTE).

Some examples:

0.53 FTE 20.0 hours/week 4.0 holiday hours  
0.60 FTE 22.5 hours/week 4.5 holiday hours  
0.80 FTE 30.0 hours/week 6.0 holiday hours

- 
- Holiday times for part-time permanent employees are automatically entered in TCP.
- 



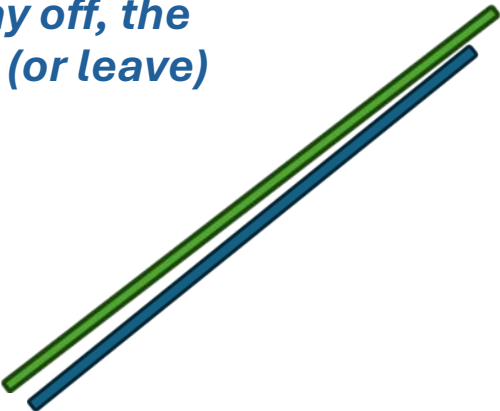


## PART-TIME PERMANENT EMPLOYEES (20.0-37.0 HOURS PER WEEK)


- If the part-time employee's schedule is divided evenly to work the same number of hours 5 days per week, the employee would work their normal work hours (or charge leave) for the other days that week and be paid the holiday hours as indicated based on their FTE.
- If the employee's work schedule is for less than 5 days per week and a holiday occurs on the employee's regular day off, the following information regarding holidays and work hours is applicable:

Based on hours scheduled for the week, the employee would receive the number of holiday hours based on their FTE and would work the remaining hours of their schedule over the days they are actually scheduled to work.

*For example, if a permanent part-time employee is 0.53 FTE (20.0 hours per week) and normally works 5.0 hours per day four days per week and a holiday falls on his/her scheduled day off, the employee would receive 4.0 holiday hours for the holiday and would reduce their work (or leave) hours to 16.0 for the other four days of the week.*



# CLOCKING IN AND OUT IN TCP

- Non-Exempt employees with a CN E-Class (Classified Non-Exempt Employee Classification) must clock in and out in TCP (TimeClock Plus) through [www.marshall.edu](http://www.marshall.edu), then selected muMU at the top right side of the screen. Once the employee has logged in and selected muMU, at the bottom of the Quick Links box on the right, select TCP Time Report (employee). This will bring up the clock in screen. There will either be a 'Clock In' box in green at the top of the screen OR the Clock In button will be under the  symbol in the upper right-hand corner (due to a recent TCP upgrade).



**Favorites** Add Favorites

- Dynamic Forms ★
- Important University Forms ★
- Payroll Calendar ★

**Microsoft Quick Links**

- OneDrive
- Outlook

**Student/Employee Self-Service**

- > Academic Resources
- > My Account Center
- > Forms and Resources

**Academic Overview**

**Student Courses**

Course Details Faculty Email  
We do not show any active courses for you. View Courses in Blackboard

**Student Holds**

You have no active holds at this time

**Marshall University News**

- Prevention Empowerment Partnership recognized as "Program of Prominence"
- Marshall to present 'Virtuoso Violin'
- Fellowship-trained orthopaedic and sports medicine specialists join Marshall Health Network
- National Prescription Drug Take Back Day Oct. 26
- Marshall School of Music teams up with Huntington Symphony Orchestra to present Mendelssohn's 'Elijah'


**Events**

**Quick Links**

- Advocate - Submit a Report
- Banner9
- Blackboard
- DegreeWorks
- Event Scheduling - Astra
- HerdLink
- Libraries
- MILO
- MU Alert
- MU BERT
- My Pay
- My Retirement
- MyApps
- New myMU Feedback
- Outlook
- PeopleAdmin
- SSC Navigate
- TCP Time Report (Employee)**
- TCP Time Report (Manager)

tcp | TimeClock Plus®

My Dashboard

 Clocked out  
Missed clock in? **Clock In**

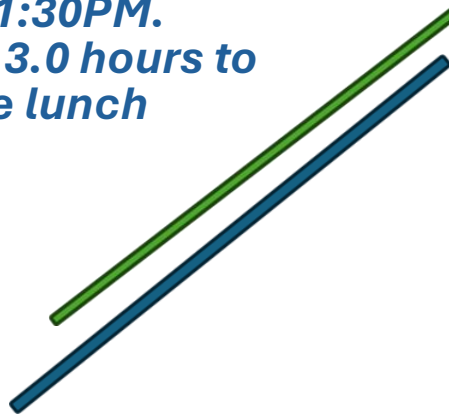


## CLOCKING IN AND OUT IN TCP cont.



- When 'Clock In' is selected, TCP will automatically enter the time rounded to the nearest quarter hour (using a 7-minute grace period).
- Full-Time Non-Exempt employees must take either a 30- or 60-minute unpaid lunch period. TCP will automatically deduct the lunch period after 6.0 hours have been worked. Any time an employee knows they're going to work less than 6.0 consecutive hours but are taking their lunch period, they should clock out for lunch (do not use the "Leave on Break box") and then clock back in after lunch, then clock out when they leave for the day; this will give them the correct total work hours for the day.

*For example, if an employee normally works 8:00AM-4:30PM each day with a 60-minute lunch period and needs to leave at 1:30PM for some reason, if the employee still takes their 60-minute lunch period, they will need to clock out for lunch, clock back in after lunch, then clock out at 1:30PM. TCP would then correctly calculate their work hours at 4.5. The employee would charge 3.0 hours to leave for the remainder of the day. If the employee does not clock out and back in for the lunch period, TCP would calculate the work hours at 5.5 hours.*



## CLOCKING IN AND OUT IN TCP cont.



- If an employee's time is calculating incorrectly using the wrong lunch period, please contact Carla Adkins, [cadkins1@marshall.edu](mailto:cadkins1@marshall.edu), to request the lunch period set-up be corrected.
- When leaving for the day, the employee needs to go back to the TCP Time Report (Employee) box in myMU and click the 'Clock Out' box. TCP will automatically record the Out time rounded to the nearest quarter hour (again with a 7-minute grace period).
- For any leave time used, the employee should submit leave requests following the leave request instructions given in the 'Leave' section of this training. If no leave is available to use, the supervisor should enter Leave Without Pay on the employee's time record to account for time up to 37.5 hours.

# MANAGE TIME SHEET OPTION IN TCP



- For those employees recently impacted by the change in FLSA guidelines, a new method of reporting work time was established which gives more flexibility and autonomy in managing work hours. Most of these employees have an NN E-class (Non-Classified Non-Exempt Employee Classification).
- Instead of clocking in and out, employees will report hours worked on an electronic time sheet, Manage Time Sheet. Time worked is to be recorded in quarter-hour increments (using a 7-minute grace period). The 30- or 60-minute unpaid lunch period will automatically deduct, so the employee does not need to split their time to show the lunch period.
- If the employee always works the same schedule, those times can be entered in advance; however, the employee (and supervisor) need to remember to make any necessary changes when leave is taken or the schedule changes for some reason. ALL time worked must be recorded.

MANAGE TIME SHEET

05/19/2019 - 05/25/2019 Navigate Period  Display weekends

Reject Accept < > 5/15/2019

05/19 - 05/25 Auto Fill

Mon 05/20	Tue 05/21
8:00	8:00
<input type="button" value="Edit"/> <input type="button" value="Clear"/> <input type="button" value="Copy"/> 6:00	<input type="button" value="Edit"/> <input type="button" value="Clear"/> <input type="button" value="Copy"/> 6:00
08:00 AM <input type="button" value="Clock In"/> 04:00 PM <input type="button" value="Clock Out"/>	08:00 AM <input type="button" value="Clock In"/> 04:00 PM <input type="button" value="Clock Out"/>
3 - Office LANDSCAPING/PLUMBIN...	3 - Office LANDSCAPING/PLUMBIN...
<input type="button" value="Add"/>	<input type="button" value="Add"/>

If a supervisor prefers that their employees clock in and out, instead of using Manage Time Sheet, the supervisor needs to send a request to [tcp@marshall.edu](mailto:tcp@marshall.edu)

# OVERTIME AND COMP TIME



- Marshall University follows federal FLSA guidelines for calculating payment for overtime (or comp time).
- Non-Exempt employees are eligible for additional pay or compensatory (comp) time for all hours actually worked over 37.5 in a Saturday through Friday work week.
- Holiday time, Annual Leave used, and Sick Leave used (or any other time not actually worked) are not included in the computation of overtime. Overtime or Compensatory Time starts after an employee has actually worked 37.5 hours in a Saturday through Friday work week.
- Hours actually worked between 37.5 and 40.0 in the work week will be paid (or awarded compensatory time) at 1.0 times the employee's hourly rate. (The Annual Experience Increment is included when calculating paid overtime rates.)

## OVERTIME AND COMP TIME cont.



- Hours actually worked over 40.0 in the Saturday through Friday work week will be paid (or awarded compensatory time) at 1.5 times the employee's hourly rate. (The Annual Experience Increment is included when calculating paid overtime rates.)
- Any overtime must be approved in advance by the employee's supervisor. There is a form on the HR website for approval of overtime pay or compensatory time.

[www.marshall.edu/human-resources/files/Overtime\\_Compensation-Time-Pre-Authorization-Form.pdf](http://www.marshall.edu/human-resources/files/Overtime_Compensation-Time-Pre-Authorization-Form.pdf).

- Non-Exempt employees who work overtime without approval must be compensated for time worked but may be subject to disciplinary action.
- Actual time worked in excess of 37.5 hours will be paid unless the time is coded as Comp Time Earned by the supervisor. This must be done by the supervisor/approver prior to approving the employee's time for the pay period. To convert work hours to Comp Time Earned, see the instructions in the 'TIME CLOCK PLUS EARNED COMP.TIME' document:

[https://livemarshall-my.sharepoint.com/personal/contreras2\\_marshall\\_edu/Documents/Desktop/TIME%20CLOCK%20PLUS%20EARNED%20COMP\\_TIME.docx](https://livemarshall-my.sharepoint.com/personal/contreras2_marshall_edu/Documents/Desktop/TIME%20CLOCK%20PLUS%20EARNED%20COMP_TIME.docx)



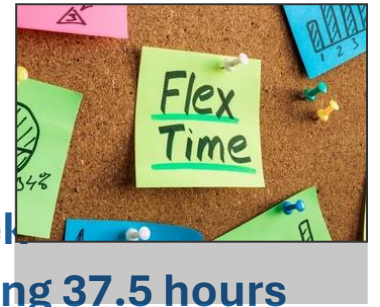
## OVERTIME AND COMP TIME cont.



- Supervisors needs to keep in mind that when making the change from regular work hours to Comp Time Earned hours, TCP does not deduct the lunch period from Comp Time Earned hours. If the time being designated as Comp Time Earned covers more than 6.0 hours, the time must be split to show the lunch period taken.
- Comp Time Earned may be used in lieu of Annual or Sick Leave (and is requested in the same way as Annual and Sick Leave).
- Comp Time Earned expires after 1 year from the date it was earned if not used.
- Comp Time can accrue up to a maximum of 240.0 hours (480.0 hours for police officers).
- If the department has no overtime budget, compensatory time may be the only option available when overtime work is needed.



# FLEX TIME



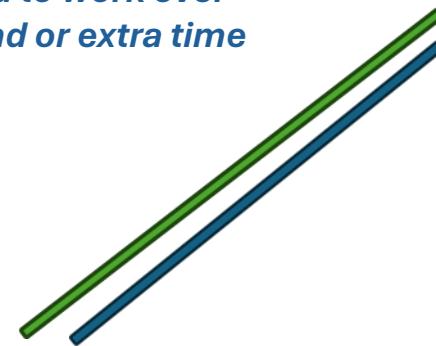
- Flex time is allowed when an employee works a flexible schedule during a Saturday through Friday work week. This allows employees to work varying hours throughout the week and is a way of adjusting an employee's hours per day to prevent the employee from exceeding 37.5 hours in any single work week.
- This allows the employee to rearrange their work schedule (with supervisory/department approval) to meet departmental demands while not exceeding 37.5 hours for the week.
- Flex time can only be worked within the same Saturday through Friday work week; extra time one week cannot be used for another week.
- Depending on departmental needs, schedules can be adjusted at different times throughout the year to prevent or limit overtime.

## *Examples of flex time due to department needs:*

DAY	HOURS/DAY	HOURS/DAY
SATURDAY	5.0	8.0
SUNDAY	0	3.0
MONDAY	10.0	7.5
TUESDAY	5.0	7.5
WEDNESDAY	8.0	7.5
THURSDAY	4.5	4.0
FRIDAY	5.0	0



*This gives the employee 37.5 hours for each week with no overtime or comp time but allows coverage for the need to work over the weekend or extra time other days.*

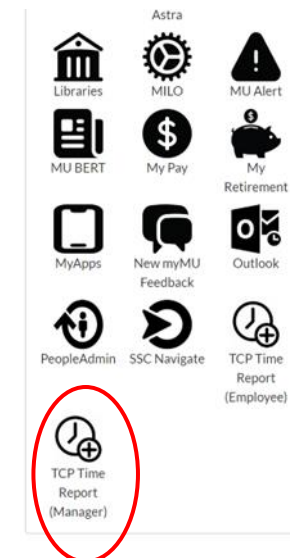


# SUPERVISORY APPROVALS



SUPERVISOR

- Time worked and recorded in TCP for each two-week pay period must be approved by the supervisor by the end of the day on the next working day after the end of the pay period (usually a Monday) for the employee to be paid that time two weeks later (pay is two weeks in arrears).
- Due to holidays, deadlines may occasionally change. In the event of deadline changes, a notice will be posted in myMU/TCP and in the university newsletter or an e-mail announcement will be sent.
- The supervisor/approver checks and approves time in myMU under TCP Time Report (Manager).



## SUPERVISORY APPROVALS cont.



SUPERVISOR

- Supervisors should review each employee's time to make sure it is accurate, that there is no "missed" time, and also that the employee has accounted for at least 37.5 hours each week of the two-week pay period.
- If the employee has more than 37.5 hours, the extra time must have been approved in advance.
- If the actual hours worked are more than 37.5 and the employee is to be paid for the overtime, no action is needed; TCP will calculate the overtime, and it will interface to the pay file when Payroll runs the process for the next pay date.
- If Comp Time is to be accrued for the extra time worked, the supervisor must convert the hours worked after 37.5 to Comp Time Earned before approving that employee's time.

# SUPERVISORY APPROVALS cont.



SUPERVISOR

• If an employee who clocks in and out has any missed time during the pay period, the missed time must be added as follows:

1. Navigate to Hours -> Individual Hours
2. Right click on the segment to be adjusted and click Edit
3. Select the check box for 'Edit actual time'
4. Adjust the time in/time out for the blank missed punch



*Please check work and leave times each day of the pay period to make sure they are complete and accurate. Keep in mind that TCP does not automatically deduct the lunch period if the employee works less than 6.0 hours in a day, so if the lunch period was taken, times may need to be split to show the lunch period.*

Regular	OT1	OT2	Leave	Total
55.00	0.00	0.00	11.00	55.00

Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate
60u	10/21/2024 08:00 AM	10/21/2024 08:00 AM	10/21/2024 04:30 PM	10/21/2024 04:30 PM	7.50	7.50	7.50		2587-	0.00
60u	10/22/2024 08:00 AM	10/22/2024 08:00 AM	10/22/2024 04:30 PM	10/22/2024 04:30 PM	7.50	7.50	7.50			0.00
60u	10/23/2024 08:30 AM	10/23/2024 08:30 AM	-- Time sheet --		1.00	1.00			999995- Sick Leave	0.00
60u	10/23/2024 09:30 AM	10/23/2024 09:30 AM	10/23/2024 05:00 PM	10/23/2024 05:00 PM	6.50	6.50	7.50			0.00
60u	10/24/2024 08:00 AM	10/24/2024 08:00 AM	10/24/2024 04:30 PM	10/24/2024 04:30 PM	7.50	7.50	7.50			0.00
60u	10/25/2024 08:00 AM	10/25/2024 08:00 AM	10/25/2024 04:30 PM	10/25/2024 04:30 PM	7.50	7.50	7.50	37.50		0.00
60u	10/28/2024 08:00 AM	10/28/2024 08:00 AM	10/28/2024 04:30 PM	10/28/2024 04:30 PM	7.50	7.50	7.50			0.00
	10/30/2024 02:30 PM	10/30/2024 02:30 PM			2.50	2.50	2.50		999995- Sick Leave	0.00
	11/1/2024 08:30 AM	11/1/2024 08:30 AM			7.50	7.50	7.50	17.50	999998- Annual Leave	0.00

Segment Length: 8.50

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 10/28/2024 08:00 AM

Time out: 10/28/2024 04:30 PM

Break type: << NONE >>

Job Code: [Job Code]

Cost Code: << NONE >> [Select]

Rate: 0.00

Note: [Text Area]

[Extra] [Cancel] [Save]



## SUPERVISORY APPROVALS cont.



SUPERVISOR

- Employees are NOT allowed to approve their own time.
- Payroll does not have the time or manpower to check every Non-Exempt employees' time to make sure 37.5 hours each week is reported. It is the responsibility of both the employee and the supervisor to check time recorded in TCP each pay period to make sure it is complete and accurate.
- If less than 37.5 hours each week (75.0 hours each pay period) is recorded, the employee's pay is reduced and leave accruals and seniority time are also reduced.

# SUPERVISORY APPROVALS cont.



SUPERVISOR

- After the deadline for approvals, the pay period is locked. Any errors/additions/changes/corrections for full-time (or permanent part-time) employees for the pay period that are discovered after the deadline should be sent immediately in an e-mail to Carla Adkins, [cadkins1@marshall.edu](mailto:cadkins1@marshall.edu), including the employee's name, MUID number, and the dates and information to be added or changed.

Every effect will be made to make any needed additions or changes on the payroll for that pay period. However, because of Payroll's strict deadlines for payroll submission, changes may have to be made on a future pay date.

- After the pay period is locked for the pay period, a report is generated showing any unapproved, missed, or conflicting time in TCP for the pay period. The report will only show time as conflicting if both entries for a date start at the same time; for example, an 8:00AM starting work time and an 8:00AM leave entry for the same day.

# SUPERVISORY APPROVALS cont.



SUPERVISOR

- For any unapproved, missed, or conflicting time, Payroll may need to contact the supervisor/approver for further information or for authorization to approve/add any unapproved or missed time as that time in TCP cannot be processed for payment. This can delay or slow the payroll process, so it is important that all time/leave issues are resolved and time is approved by the deadline.

**Tip!**

A payroll calendar is available at <https://www.marshall.edu/finance/payroll-calendar> which lists pay period dates and pay dates for each pay period. Using each pay period end date, it might be helpful to set up some type of reminder of the deadlines for approvals of time for each pay period.



## QUESTIONS OR PROBLEMS RECORDING TIME IN TCP

- If the employee or supervisor has problems accessing myMU or TCP, e-mail [tcp@marshall.edu](mailto:tcp@marshall.edu) as soon as the problem occurs. Don't wait until the pay period has ended to try to resolve the problem.
- Please e-mail Carla Adkins at [cadkins1@marshall.edu](mailto:cadkins1@marshall.edu) with specific questions about TCP time entry, overtime, comp time, flex time, or any other matter related to time entry in TCP.

(For any questions relating to hourly part-time employees—student employees, hourly Graduate Assistants, Classified Temporary employees—contact:  
Elizabeth Rexroad at [rexroade@marshall.edu](mailto:rexroade@marshall.edu).)



# RESOURCES

- **Carla Adkins, Senior Payroll Representative**

[cadkins1@marshall.edu](mailto:cadkins1@marshall.edu) ,304-696-6458

- **MU Payroll Homepage:**

<https://www.marshall.edu/finance/payroll-services/>

- **Additional information on the FLSA Changes and the Manage Time Sheet option is available at:**

[www.marshall.edu/human-resources](http://www.marshall.edu/human-resources)

- Fair Labor Standards Act (FLSA) Resources
- Time Management for Non-Exempt Employees
- Instructions for Timesheet Mode Salary/Non-Exempt Staff
- Training for Supervisors and Employees
- FLSA FAQ's

