



TimeClock Plus – Making Corrections after Pay Period is Locked

The Supervisor or someone with the Department HR role cannot approve or make edits to an employee's shifts/segments after a pay period has been locked in TimeClock Plus. Payroll will lock the pay period in order to process payroll. A lock icon on Individual Hours (between the Notes and Edited columns) indicates that the segment is in a locked period. A red X in the manager approval column indicates that the supervisor or someone with the Department HR role can no longer approve those shifts/segments.

<input type="checkbox"/>			Notes		Edited		Time In	Time Out	Hours
<input type="checkbox"/>					Y		1/29/2024 9:00 AM	1/29/2024 5:00 PM	8:00
<input type="checkbox"/>					Y		1/30/2024 9:00 AM	1/30/2024 5:00 PM	8:00
<input type="checkbox"/>					Y		1/31/2024 9:00 AM	1/31/2024 5:00 PM	8:00
<input type="checkbox"/>					Y		2/1/2024 9:00 AM	2/1/2024 5:00 PM	8:00
<input type="checkbox"/>					Y		2/2/2024 9:00 AM	2/2/2024 5:00 PM	8:00
<input type="checkbox"/>					Y		2/16/2024 9:00 AM	2/16/2024 5:00 PM	8:00

Likewise, if leave requests are not approved before the pay period is closed, the Supervisor and Department HR role are unable to approve the requests.

14	+	15	+
Pending (1)		Pending (1)	
Hikaru Sulu 8:00 AM 8:00 1 - Annual Leave		Hikaru Sulu	
21			+
28			+
4			+

Unapproved segments for both hourly (bi-weekly) and salaried (monthly) employees may prevent the employee from being paid correctly. Salaried (monthly) employees will be paid their monthly salary but exceptions like overtime, shift differential, etc. may not be paid properly without submitting a correction to HR Payroll.

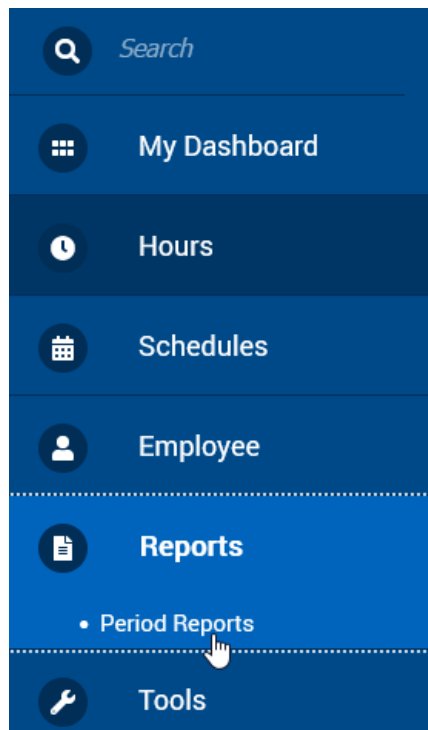
Pending leave request are not processed and will results in incorrect leave balances in both TimeClock Plus and the HR system.

Payroll Corrections

If time worked shifts/segments were unapproved or not entered in a locked pay period or if a segment needs to be corrected, the Supervisor or Department HR role will need to create a Complete Payroll report for the employee for the locked pay period. This includes any corrections involving Comp Time, and Comp Time Taken. If the employee had no time or leave recorded in the pay period, the instructions below will not generate a Complete Payroll report for the employee. In this case, create a spreadsheet of the time worked including dates, start and stop time per day, job code or assignment number and account number. The employee and supervisor or Department HR role should sign the report before sending the report to HR Payroll.

Identify the changes on the Complete Payroll report. Make sure to include the account number to be charged and the assignment number when sending this information to HR Payroll.

To create a Complete Payroll report, select **Reports → Period Reports**.



Choose the category '**Payroll**', and the report '**Complete Payroll**'.

Categories




Payroll
Scheduler
Project
Accruals

Select a report

Approaching Overtime
Complete Payroll
Employee ID *
Employees Without Exceptions

* = Custom Report

Set the **Start date** and **Stop date** to the full pay period (either the bi-weekly period or the full month).

1/1/2024  to 1/31/2024  Last Month 
Start date Stop date Period

Select the **“Employee Filter”** button.

Sort Key Settings **Employee Filter** Job Code Filter Project Filter

Select the **“Employee ID”** checkbox and enter the employee’s HR employee number. If the number is unknown, click the **“Select”** button.

Employee Filter ? Feedback

Employee Status Preview Save as Reset All

Employee ID

Job Code


Classification

Department

Location

Employee Role

Schedule Group


Include 

123456 Select


Example: 1-5,8,10-1000

Click **“Deselect All”** and enter the employee’s name in the search box

Select Employees ?

 Active only < Page 1 > Select All Deselect All
Page 1 of 12

Showing 1-100 records of 1155 Selected 1155 records

<input checked="" type="checkbox"/>	ID 	First Name	Last Name	Export Code	Department	Classification	Role
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Select the checkbox next to the employee’s name and click the **“Select”** button

Select Employees

hds ✕

Active only

Showing 1 records of 1

Selected 1 records

<input checked="" type="checkbox"/>	ID	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	9999963	Hds	Three				23



Cancel

Select

Click the “**Filter**” button.

Cancel

Filter

Then click the “**Download**” button and select ‘**PDF**’.

Download ▾

- HTML
- PDF
- OpenXML

Print

Create Saved Report

Once the report has completed processing, click the “**Download**” button.



Process complete.

100%

Elapsed **0:01**
Remaining **0 min**

Close

Download



Identify all approvals and corrections on the report. The employee needs to sign the report if time is being added, subtracted, or edited from what the employee entered or clocked. In all cases, either the Supervisor or the Department HR role must sign the form and email it to [HR Payroll](#). Corrections to time worked will be reflected in the employee's following paycheck unless a special check is specifically requested by the department. For more information about requesting special checks, see [Out of Cycle Check Requests](#).

Leave Corrections

A Leave Correction is required to update leave balances if leave was taken in a pay period and not approved prior to the deadline or if leave was not entered in TimeClock Plus prior to the deadline. Unapproved or unentered annual, sick, or other leave types in a locked pay period will need to be updated through the [Leave Corrections](#) batch. Leave entries that need to be corrected in a locked pay period would need to be corrected in the Leave Corrections batch. An example would be if the employee requested 8 hours of Annual Leave and only took 4 hours of leave. If the leave entry is in a locked pay period, a correction to reduce the leave taken from 8 hours to 4 hours would need to be entered in the Leave Corrections batch. Corrections will be reflected in both the HR system and TimeClock Plus. All Comp Time corrections, including changes to Comp Time Taken, should be processed using the Complete Payroll report, not through the Leave Corrections batch.

Employee Clocked In – Pay Period Locked

When you run a Complete Payroll report and the employee is still clocked in, the report will show the employee as an exception since they are still clocked in and not create a Complete Payroll report.

The employee would not be paid for a pay period if they are still clocked in during that pay period.

On **Individual Hours**, set the **Start date** and **Stop date** to the pay period **beginning** and **ending** dates. Search for the employee and click the **Download** button and select **PDF**. Identify the correct clock out time on the report for the employee and send the information to [HR Payroll](#). HR Payroll will be able to enter the correct clock out time. The Download option on Individual Hours will show the entry that is still clocked in.