Salaried Employees Monthly Exception Reports – Due on 3rd business day of the month

<u>Cheat Sheet – sign into TimeClock Plus with same credentials as MyOCC</u>

				tcp
				NIEW MANAGE TIME SHEET
				MANAGE TIME SHEET
tcp: TimeClock Plus*				05/09/2021 - 05/15/2021 Navigate Period
	tcp [*]	TimeClock	Plus	Reject Accept Next
12:52:01 PM			- Ido	05/09 - 05/15
Select Company Oakland Community College 1 . Enemail 0 eagross				Mon 05/10
Log On To Dashboard	Dashboard	View Requests	Manage Time Sheet	
		_		
05/09 - 05/15 Approve Week		Edit Segment		?
1.05/10	- 		Segment Length: 8:00	
Mon 05/10		Time in 5/10/20	21 💼 08:30 AM 💽	
		Hours 8:00		
Edit Clear Copy Notes		Position Leave ID	onal Business Sa	
08:30 AM 0.00		Cost Code	Jelect	
9168 - FIS91SUAP (DO)		1100		
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A VIEW MANAGE TIME SHEET				
MANAGE TIME SHE				
05/09/2021 - 05/15/2021 Navigate Period	Display weekends			
Reject Accept 5/9/2021				
Mon 05/10 8.00 Tue 05/11				
C Approve				
Edit Clear Copy Notes 08:30 AM Image: Copy and the second				
<u>8 - Personal Business Salaried</u> Leave				
Add				

Ensure you have done the following

- Either your leave time (*Vacation/sick/PB time*) or "No Exceptions" entered for each month holidays do not count as leave time.
- Have selected a leave time the employees position should NOT be showing
- Entered the hours
- Approved and accepted your time
- If you have an entry you need to delete, click "CLEAR"
- Go to View/Hours and navigate through the weeks of the month to ensure your time is correct, leaves are selected and you approved correctly.

Full Directions - Go to: https://myocc.oaklandcc.edu

MyOCC/Employees

			⊠ ¢ ©
Wednesdays, counselors are available for same day sessions. Use the link below to sign-up. 1 of 3 Join a wattlet	Complete FAFSA by 7(31 for free tuition regardless of family income. New & existing funds available! 2 of 3 Learn more about eligibility	Fail payment deadline has been extended to August 7th. 3 of 3 <u>Academic Calendar</u>	
Faculty	Pre-Registration Steps 1 Image: Student Orientation/Title DL Training Image: Student Orientation Image: Student Orientation	Employee Tax Information 1 R Strated 200559 Votane your Federal IN-4 Votane your Federal IN-4 Stotene your Michigen IN-4 Central: City Tex. Form Fanniac City Tex. Form	Time Reporting 1 Ø WebClock Ø WebClock Manager Ø (ResCrock Manager) Ø ResCrock Manager Ø ResCrock Manager

Click on the tutorial that pertains to you.



Enter your OCC ID:

Select "LOG ONTO DASHBOARD"

tcp" | TimeClock Plus"

	10.50.01 0	
	12:52:01 PI	M
Select Company	Oakland Community College 1	
External ID	eagross	/
h	Log On To Dashboard	

Enter your OCC password

	tcp" TimeClock Plus"
	11/17/2021 12:52:47 PM
Select Company External ID	Oakland Community College 1
	Log On To Dashboard
Password	Entry ?
Password	
	Cancel Log On

Select MANAGE TIMESHEET to enter exception hours.



My Dashboard

One week at a time will be displayed.

If no leave time is taken in a MONTH, proceed to last day of the Calendar month and select 99-No Exceptions

icp [*]	Time	Clock	Plus®						Elizabeth Gross Clocked out 11/17/2021 12:38:16 PM	My Optio	ns	l	Log Off	
 Dashboard	⊘ View	2+ Requests	Manage Time Sheet	1										
Manage	e Time	Sheet 0/2021	Navigate Period		 Display weekends 					Regular	011	?	Feed	back
Reject	11/20	ccept	Prev Next	[21]						Regular	011	0T2	Leave	Total
Mon 11/1	5		0.00 Add	Tue 11/16	0.00	Wed 11/17	0.00 Add	Thu 11/18	0.00 Fri 11/19				A	0.00

Navigate through the weeks with the arrows

Employees are able to enter your exceptions **anytime during the month** (daily, by the week or by the month) – but all Monthly Exception Reports should be completed by the employee by the **3rd** business day **of the following month**. This will allow the Supervisor time to approve all Monthly Exception Reports by the 5th business day of the following month so that the Payroll Department can import the leave time into Colleague for all salaried employees.

To enter leave time:

The salaried employee is required to enter any leave time taken for the month. This includes Personal, Sick and Vacation time which have hours allocated to each employee based on their employee group and length of service. These leave balances should never be negative.

This also includes other leave time as follows that should be entered when used:

College Business Jury Duty Bereavement Emergency closing (ex. Snow days) Holiday (These are pre populated – no need to add them) Unpaid Worker's Comp

Navigate to the date with exception hours, and click on ADD.

cp	Time	eClock	Plus®					
Dashboard	⊘ View	2+ Requests	Manage Time Sheet					
Manage	e Time	Sheet						
11/14/20 Reject)21 - 11/	20/2021 Accept	Navigate Period C > 11/14/202 Prev Next		🗌 Display weeke	nds		
11/14-	11/20		/					
Mon 11/1	5		0.00 T	ue 11/16			0.00	Wed 11/1
			Add				Add	

Then click Edit and the Edit Segment box will populate:

11/14/2021 - 11/20/202 Reject Accept	Navigate Period	Display weekend	8			
11/14 - 11/20 App Mon 11/15	0.00 Tue 11/16	Edit Segme	ent Segm	ent Length: 0:00	? Feedback) 0.00 Thu 11/11
Edit Clear Cr 08:30 AM	ev Notes 0.00	Time in Hours Position Leave ID	11/15/2021 08:30 Al 0:00 910004 - FIS91MAPA	0		Add
	Add	Cost Code Note	<< NONE >>	Select]	/
		3			Cancel Save	

The employee's primary position will be displayed on the day. It is necessary to indicate what type of leave time by double clicking inside the Position ID box and choose from the list of leave codes.

Manage Time Shee	t			C		?	Feedback
11/28/2021 - 12/04/202 Reject Accept	Display week	ven dis			Regular 0T1 8.00 0.00	0T2 La 0.00 8	eave Total 1.00 8.00
11/28 - 12/04 App	rove Week				Regular 071 8.00 0.00	072 L 0.00	Leave Total 8.00 8.00
Mon 11/29	8.00 Tue 11/30	0.00 Wed 12/01	0.00 Thu 12/02	0.00 Fri 12/03			0.0
	Approve	Add	Add	Add			Add
Edit Clear Cr DS:30 AM 9 - Managemen Leave	ere Notes 8.00 4 Vacation Add						

Enter the hours and type of Leave. Then save.

You never leave your primary position in this box, you are only reporting leave time.

The number of hours will be displayed in the top right hand corner of the date and there will be a notation of LEAVE on the date.

In addition, in the top right hand corner of the screen, a cumulative total of leave time for the week is indicated – this is not update nor accurate. Go to MyOCC to see your leave time.

If a note is necessary, please enter FAMILY or FMLA in all caps in the notes. Save. Once the segment is saved, you will no longer see the note, but it's there for your supervisor to see.

More than one leave type on same day:

To enter more than one leave type for the day, enter the first type and number of hours , then click on ADD to add a 2nd leave code and hours.

Thu 03/15	2.00
	Approve
Edit Clear Copy 08:30 AM (© 2:00	
3 - Oper Eng Sick	
Leave	¥
	Add

Following the same process as above, enter hours and click edit to select another leave type.

Example of more than one leave type selected for the same day -

Thu 03/15	8.00
	Approve
Edit Clear Copy 08:30 AM O 2:00 3 - Oper Eng Sick Larve	
Edit Clear Copy 08:30 AM () 6:00	
6 - Oper Eng Vacation Leave	
	Add

Remember to **APPROVE WEEK** and **ACCEPT** in order for it to go to your supervisor.

These notes along with number of hours and leave codes will be sent directly to your supervisor for approval once you click save and apply, downloaded and imported into Colleague.

When you are done entering your month and Approving week/Accepting, go into View/Hours and navigate through the weeks to ensure the days are approved (under the E) the leave is correct and you have hours associated with the leave (no hours for 99-No Exceptions).

Corrections:

If corrections are needed after entering leave hours and codes, click EDIT and make any necessary changes. If you'd like to delete and start over, then click on **Clear** and start over for that date. **It is important to clear any boxes showing with zero hours, otherwise payroll will question if leave time should have been selected**.

Thu 03/15	1	2.00
		Approve
	Edit Clear Copy	
	08:30 AM (C) 2:00	
	3 - Oper Eng Sick	
	Leave	
		Add

Copying leave codes/time off:

To enter 2 or more days in a week with the same leave code, you can use the COPY feature.

Enter the first day with your leave time - hours and code. Click on COPY and then select the day/days to copy it to, then select PASTE.

Mana	ge Time Sheet						
11/21/ Rejec	2021 - 11/27/2021 Na t Accept B	wigate Period	Display weekends				
11/21 Mon 11	- 11/27 Approve Wee /22 Edit Clear Copy Not 08:30 AM () 0.00 9-Management Vacation Leave	Add	Copy Segment	Nov 2021 Su Mo Tu We Th 31 1 2 3 4 7 8 9 10 11 14 15 1 18 18 21 22 23 24 25 28 29 30 1 2	 ? Feed Freed 5 6 12 13 19 20 26 27 3 4 	iback 0.00 Add	Thu 11/25
Deshboard V Manage T 11/21/2021		Display weekends					7 Feedback Regular 0110 072 Laws Total
Reject 11/21 - 11/2 Mon 11/22	Accept Press Accept 11/21/2 27 Approve Week 0.00	Tue 11/23	0.00 Wed 11/24	0. Approv	00 Thu 11/25	0.00 Fri 11/26	Regular OT1 OT2 Lasve Total 0.00 0.00 0.00 0.00 0.00 Add Add Add Add
	Edit Clear Copy Notes D8:30 AM 0 0.00 0.00 2 - Management Vacation Leave Add	Edit Clear Scory N DS:30 AM () 0.00 9-Management Vacat Leave	Add	Edit Clear Coox Notes D8:30 AM O 0.00 9- Management Vacation Leave Add			

No Exception Time:

If no leave time is taken in a month, on the last day of the month select 99 –No Exceptions Salaried, zero hours, save, and accept. Holidays are not considered Leave time.

		Segment Length: 0:00
Time in	6/29/20	
Hours	0:00	
Position ID	- No Exceptions-Salaried	
Cost Code	<< NONE >>	Select
Note		

Once you have completed your Exception reporting, remembered to **APPROVE WEEK** and **ACCEPT**, then you can log off.



Trouble Shooting

Please try starting from MyOCC, using your userid and password to get in

Then click on the WebClock link and ensure it is using Google Chrome. Use same User name and your same password for MyOCC to get into TCP.

If that doesn't work, please change your password in MyOCC to 8 characters including both uppercase, lowercase, and number(s). Sometimes this is needed.