Alabama State University

Monthly

TimeClock Plus

Frequently Asked Questions

Employee login:

- ➢ Clock-In & Clock-Out at your reporting location with your supervisors.
- ➢ Click on the link to watch the https://transcripts.gotomeeting.com/#/s/1bf87a5f375203e0d98d5a8de94efc5af6bf267a636d72c62c1b46503748e860

Where do I go to clock-in?

Step 1 - Go to the ASU website and click on "**My Hornets Access**"

Step 2 - Click on the "TimeClock Plus (All Employees)

Step 3 - Use your student # to clock-in and clock-out

What New in Payroll

Exempt Employees (Monthly, Faculty, F10 & Staff) Full-Time

- ➢ Record Leave time Via Web Clock. (Sick, Vacation, Bereavement).
- ➢ No Physical Clock.
- ➢ Recurring Schedule.
- ➢ Request, view leave & accrual on dashboard.

Monthly Hierarchy Approval

1. Adjuncts & Faculty report to Chair
2. Chair report to Dean
3. Dean report to Provost
4. Monthly report to Immediate Supervisor

Exempt Employees Monthly Part-Time

- ➢ Report Time Via Web Clock
- ➢ Clock-In & Clock-Out
- ➢ No Leave.
- ➢ No Holidays.
- ➢ No Overtime.

Adjuncts

- ➢ Adjuncts are not required to access the time clock plus. You will be paid your monthly stipend based on your contract per the Payroll schedule. Supervisors will have to approve the recurring schedule.
- ➢ Cancellations must be submitted to the Provost Office & Human Resources promptly.

FREQUENTLY ASKED QUESTIONS

Q. Who uses Time Clock Plus?

A. All employees must use the TimeClock Plus system.

Q. How do I use Time Clock plus?

A. The system will automatically generate a recurring schedule for all full-time exempt employees.

Q. I am an exempt (Monthly), employee. Do I have to clock in and out?

A. Exempt employees will not have to clock in and out. However, they will report leaving time in TimeClock Plus.

Q. How do I request leave time?

A. If you clock in via the web clock, it is your responsibility to request and submit it to your supervisor for approval. Leave hours used by an employee during a particular pay period (for example, vacation, sick, bereavement).

Q. I am a monthly part-time employee, will I have to clock-in and out?

A. Yes.

How do I Clock-In & Clock-Out?

A. There are 2 ways:

a. Physical Clock

b. Web-Clock-using your campus-wide ID#

A. Q. Where do I enter my leave time hours?

A. Requests.

Q. Administrative Days are approved by the President (i.e. weather days, virtual days, extended holidays, etc).

A. Administrative Days are only authorized by the President. Payroll will update a Mass Update load on these days.

Q. How will I know when the payroll cycle begins and ends?

A. Please refer to the Payroll Schedule.