

Time Capture Tracking System Instructions

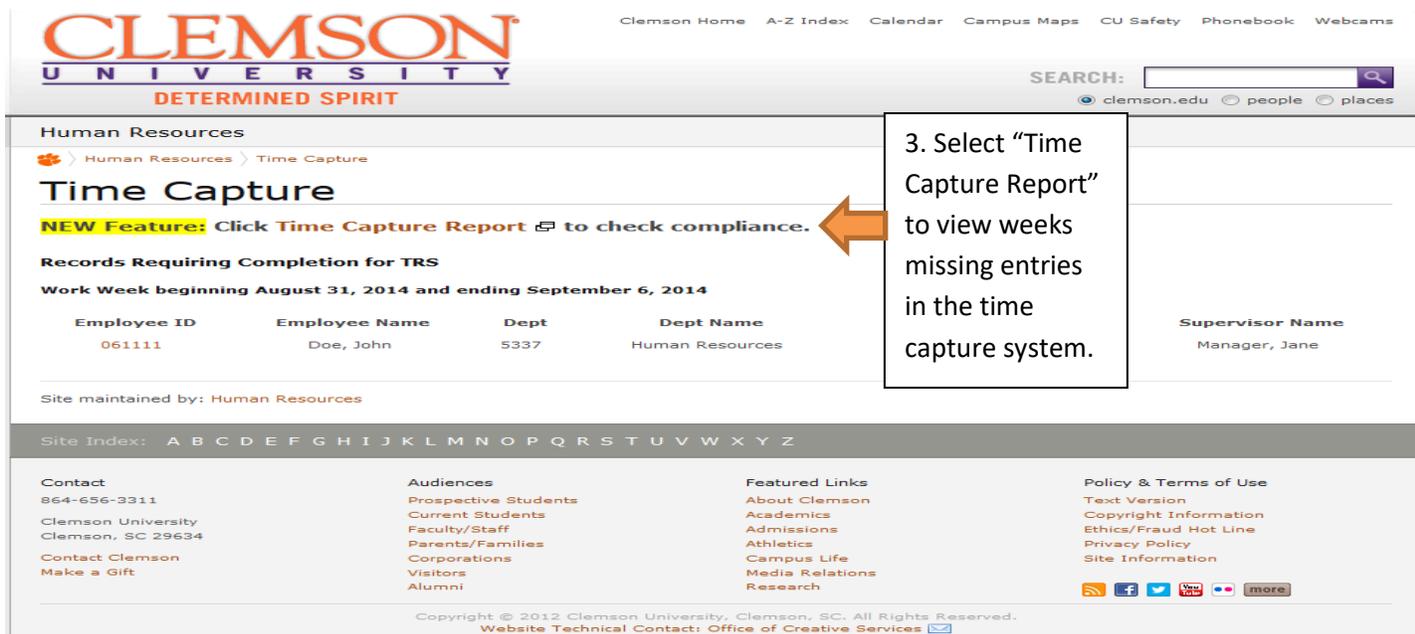
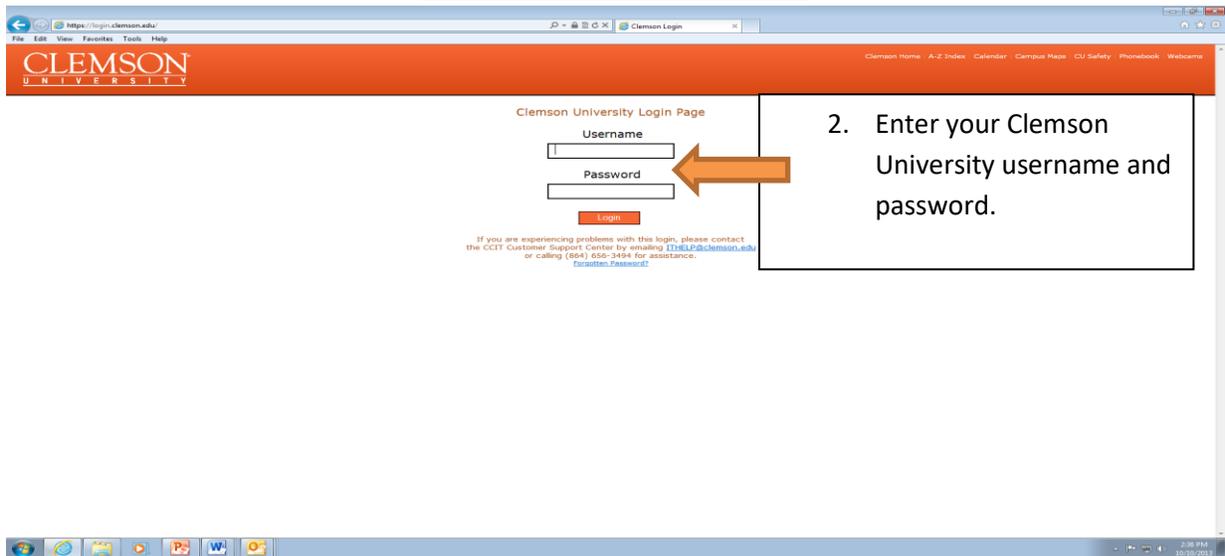
Before entering the time capture tracking system, please make sure that you are one of the individuals that need to track hours through this system.

Who needs to enter hours in the system:

- Graduate Assistants (GA)
- Resident Assistants (RA)

1. Please click the link below or cut and paste hyperlink provided into your web browser. Please bookmark link below to add to your favorites.

<https://hr.app.clemson.edu/tcs/>



Time Capture Tracking System Instructions



Time Capture Report: Weeks Not Compliant Run Date: September 1, 2014 02:59 PM

| Employee ID | Employee Name | Dept | Dept Name | Title | Supervisor Name |
|-------------|---------------|------|-----------------|--------------------|-----------------|
| 061111 | Doe, John | 5337 | Human Resources | Graduate Assistant | Manager, Jane |

Weeks Not Compliant for this job - Entries required immediately:
September 6, 2014

Report shows weeks of non-compliance. Weeks listed under "Weeks Not Compliant for this job" require entries in the time capture system immediately.



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Human Resources

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Time Capture

NEW Feature: Click [Time Capture Report](#) to check compliance.

Records Requiring Completion for TRS

Week beginning August 31, 2014 and ending September 6, 2014

| Employee ID | Employee Name | Dept | Dept Name | Title | Supervisor Name |
|-------------|---------------|------|-----------------|--------------------|-----------------|
| 061111 | Doe, John | 5337 | Human Resources | Graduate Assistant | Manager, Jane |

Maintained by: Human Resources

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4. Select "Employee ID" hyperlink to enter cumulative paid service hours worked. If multiple jobs listed, click on the appropriate position.

Time Capture Tracking System Instructions



Cumulative service **shall not exceed** 28 paid service hours per week.
Only Graduate Assistants and Resident Assistants need to enter hours at this time.

| Employee ID | Name (First, Middle, Last) | Dept | Dept Name | Title | Supervisor |
|-------------|----------------------------|------|-----------------|--------------------|---------------|
| 999999 | John Doe | 5337 | Human Resources | Graduate Assistant | Manager, Jane |

WEEK ENDING: November 23, 2013

| SUN | MON | TUE | WED | THU | FRI | SAT | Total for the Week (All Jobs) | Hours Remaining for the Week (All Jobs) |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|---|
| 11/17/2013 | 11/18/2013 | 11/19/2013 | 11/20/2013 | 11/21/2013 | 11/22/2013 | 11/23/2013 | 0.00 | 28.00 |
| <input type="text"/> | | |

I certify that I did not work this week.

Message from webpage

You may not exceed 28 paid service hours in a week. International workers may not exceed 20 paid service hours in a week.

When you enter system you will receive pop-up message reminding you not to exceed cumulative hours cap.

- Enter your actual paid service hours per day in the designated box on the left. Partial paid service hours should be entered as a decimal, eg. 4 hours and 15 minutes should be entered as 4.25.
- You are limited to working a cumulative total of **28 paid service hours per week**.
- **International workers are limited during fall and spring academic terms to 20 paid service hours per week, and 28 paid service hours per week during non-academic times.**
- If your position offer was less than 28 paid service hours per week, you are capped at the paid service hours included in your offer.
- "Paid Service Hours"
 - "Paid service hours" shall mean each hour for which the individual is paid or entitled to payment for the performance of his or her duties as directed or assigned by their supervising faculty or staff member.
 - "Paid service hours" do not include **independent, unpaid effort** required to maintain academic progress, professional development, or to complete a dissertation or thesis.
 - **Hours devoted to academic progress are not capped.**



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Only Graduate Assistants and Resident Assistants need to enter hours at this time.

| Employee ID | Name (First, Middle, Last) | Dept | Dept Name | Title | Supervisor |
|-------------|----------------------------|------|-----------------|--------------------|---------------|
| 999999 | John Doe | 5337 | Human Resources | Graduate Assistant | Manager, Jane |

5. Select work week from drop down menu.

WEEK ENDING: November 23, 2013

| SUN | MON | TUE | WED | THUR | FRI | SAT | Total for the Week (All Jobs) | Hours Remaining for the Week (All Jobs) |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|---|
| 11/17/2013 | 11/18/2013 | 11/19/2013 | 11/20/2013 | 11/21/2013 | 11/22/2013 | 11/23/2013 | 0.00 | 28.00 |
| <input type="text"/> | | |

I certify that I did not work this week.

Enter paid service hours worked by date.

Tracking Hours Guidelines

- Enter your actual paid service hours per day in the designated box on the left. Partial paid service hours should be entered as a decimal, eg. 4 hours and 15 minutes should be entered as 4.25.
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| Employee ID | Name (First, Middle, Last) | Dept | Dept Name | Title | Supervisor |
|-------------|----------------------------|------|-----------------|--------------------|---------------|
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WEEK ENDING: November 23, 2013

| SUN | MON | TUE | WED | THUR | FRI | SAT | Total for the Week (All Jobs) | Hours Remaining for the Week (All Jobs) |
|---|---|---|---|---|---|---|---|---|
| 11/17/2013 | 11/18/2013 | 11/19/2013 | 11/20/2013 | 11/21/2013 | 11/22/2013 | 11/23/2013 | 0.00 | 28.00 |
| <input style="width: 40px; height: 20px;" type="text"/> |

I certify that I did not work this week.

- Enter your actual paid service hours per day in the designated box on the left. Partial paid service hours should be entered as a decimal, eg. 4 hours and 15 minutes should be entered as 4.25.
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 - "Paid service hours" do not include **independent, unpaid effort** required to maintain academic progress, professional development, or to complete a dissertation or thesis.
 - **Hours devoted to academic progress are not capped.**
- Working beyond the cap per week and/or failing to record your actual paid service hours may result in disciplinary action.

6. If you did not work, check this box to certify no hours worked.



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| Employee ID | Name (First, Middle, Last) | Dept | Dept Name | Title | Supervisor |
|-------------|----------------------------|------|-----------------|--------------------|---------------|
| 999999 | John Doe | 5337 | Human Resources | Graduate Assistant | Manager, Jane |

WEEK ENDING: November 23, 2013

| SUN | MON | TUE | WED | THUR | FRI | SAT | Total for the Week (All Jobs) | Hours Remaining for the Week (All Jobs) |
|---|---|---|---|---|---|---|---|---|
| 11/17/2013 | 11/18/2013 | 11/19/2013 | 11/20/2013 | 11/21/2013 | 11/22/2013 | 11/23/2013 | 4.00 | 19.00 |
| <input style="width: 40px; height: 20px;" type="text"/> |

I certify that I did not work this week.

Message from webpage

You entered a value which caused your total hours to exceed 28 for the week. Contact Human Resources for further guidance.

- Enter your actual paid service hours per day in the designated box on the left. Partial paid service hours should be entered as a decimal, eg. 4 hours and 15 minutes should be entered as 4.25.
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 - **Hours devoted to academic progress are not capped.**
- Working beyond the cap per week and/or failing to record your actual paid service hours may result in disciplinary action.

If you enter hours that exceed the cumulative total hours cap, you will receive a pop-up message to contact The Office of Human Resources.

Time Capture Tracking System Instructions



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| Employee ID | Name (First, Middle, Last) | Dept | Dept Name | Title | Supervisor |
|-------------|----------------------------|------|-----------------|--------------------|---------------|
| 999999 | John Doe | 5337 | Human Resources | Graduate Assistant | Manager, Jane |

WEEK ENDING: November 23, 2013

| SUN | MON | TUE | WED | THUR | FRI | SAT | Total for the Week (All Jobs) | Hours Remaining for the Week (All Jobs) | |
|------------|------------|------------|------------|------------|------------|------------|-------------------------------|---|--------|
| 11/17/2013 | 11/18/2013 | 11/19/2013 | 11/20/2013 | 11/21/2013 | 11/22/2013 | 11/23/2013 | 9.00 | 19.00 | Submit |
| 4.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |

I certify that I did not work this week.

- Enter your actual paid service hours per day in the designated box on the left. Partial paid service hours should be entered as a decimal, eg. 4 hours and 15 minutes should be entered as 4.25.
- You are limited to working a cumulative total of **28 paid service hours per week**.
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7. As paid service hours are entered, cumulative hours worked for all jobs will populate.

8. Once hours are entered select the submit key.



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|-------------|----------------------------|------|-----------------|--------------------|---------------|
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|------------|------------|------------|------------|------------|------------|------------|-------------------------------|---|--------|
| 11/17/2013 | 11/18/2013 | 11/19/2013 | 11/20/2013 | 11/21/2013 | 11/22/2013 | 11/23/2013 | 9.00 | 19.00 | Submit |
| 4 | 5 | | | | | | | | |

I certify that I did not work this week.

Message from webpage

You have entered hours and certified that you did not work this week. Please make the necessary corrections.

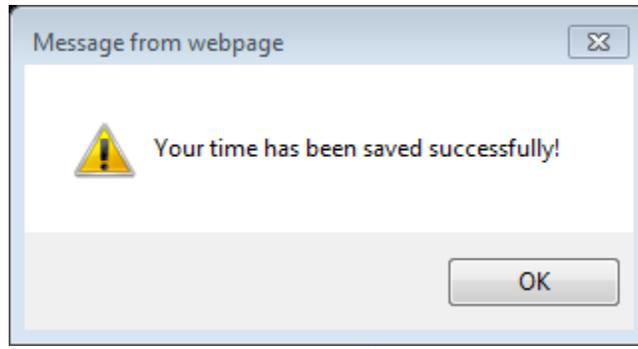
OK

- Enter your actual paid service hours per day in the designated box on the left. Partial paid service hours should be entered as a decimal, eg. 4 hours and 15 minutes should be entered as 4.25.
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If you enter hours and check box that you did not work, you will receive this pop up after hitting "submit".

Note: The system will save the paid service hours entered. To certify that you did not work, you will need to go back into the appropriate work week, delete hours entered, and recheck certification box.

Time Capture Tracking System Instructions



9. When paid service hours are entered and "Submit" key is selected, a pop-up message will appear confirming successful entry. The pop-up message serves as your confirmation that data entry is completed and you can log off system.