

TimeClock Plus

After your FWS employee has turned in their Federal Work Study Form to Human Resources, HR will add the employee to your TimeClock Manager. From this page you will be able to keep track of your FWS employee's hours.

To access TimeClock Manager, type <https://go.pba.edu/TimeClockManager> into your search engine or visit myPBA.edu, navigate to the Human Resources department tab, and the link will be located on this page. Once you are logged on you have the option to view a tutorial by clicking the "Tutorial" button located in the middle of your page under the address bar.

Human Resources

Welcome



Welcome to the Department of Human Resources.



We invite you to explore the information and services we offer. Look around our website and get acquainted with us. We are here to serve you and welcome your questions or comments. If you don't find the information you are looking for in these pages, do not hesitate to call us at (561) 803-2171 or e-mail us [here](#). You are also welcome to stop by our office at 900 S. Dixie Hwy. We are located on the southeast corner of Okeechobee Road and Dixie Hwy .

Mission

Human Resources is committed to and exists to provide quality services and support in employment, training, employee relations, benefits, compensation and legal compliance beyond the expectations of all employees enabling them to better serve our customers.

TimeClock Plus V7

NEW Friday, April 6, 2018
Time Clock Plus Version 7

Employees:

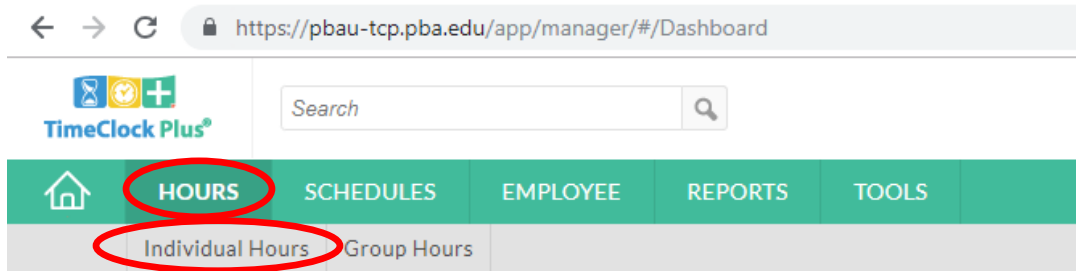
<https://go.pba.edu/TimeClock>

Supervisors:

<https://go.pba.edu/TimeClockManager>

Once you have accessed the TimeClock Manager website login with the credentials that are provided to you by Human Resources, navigate to the top left of the page and select "HOURS" and then "Individual Hours."

TimeClock Plus



MY DASHBOARD ☆

On this page on the left-hand side you will be able to see all of your employees. Select the FWS student you are approving hours for and under the “M column,” select the hours you want to approve.



2/17/2019 to 3/2/2019 Open Weeks

Showing 6 records of 6 Selected 0 records

<input type="checkbox"/>		M	E	D	Notes		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/18/2019 8:10 AM	2/18/2019 9:55 AM	1:45	1:45		9386 - SFP (FWS)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/20/2019 8:15 AM	2/20/2019 9:51 AM	1:36	1:36		9386 - SFP (FWS)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/21/2019 8:00 AM	2/21/2019 9:29 AM	1:29	1:29		9386 - SFP (FWS)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/22/2019 8:00 AM	2/22/2019 9:51 AM	1:51	1:51		9386 - SFP (FWS)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/22/2019 11:31 AM	2/22/2019 1:52 PM	2:21	2:21	9:02	9386 - SFP (FWS)
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/25/2019 8:02 AM	2/25/2019 9:51 AM	1:49	1:49	1:49	9386 - SFP (FWS)

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If you need to edit a shift that your FWS student has already worked, highlighted the shift you are wanting to adjust and then the “Manage” button will be available to you. Click on the “Manage” button and you will be able to adjust the hours.







2/17/2019  to 3/2/2019  Open Weeks Update

+ Add Manage Exceptions Processing Resolve Period

Manage dropdown menu:

- Edit
- Delete
- Split segment by length
- Split segment by percentage
- Add break
- Toggle break
- Audit Log

Showing 6 records

			Time In	Time Out	Hours	Shift Total	Week Total	Job Code
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For additional supporting with TimeClock Manager please contact Human Resources.