



**Western Illinois
University**

TimePro Manager Training

Payroll Office, Human Resources, & University Technology

TimePro New User Login

- Open browser to <https://wiu.edu/timecardmgr>
- Type in username in User Name field
- Type something in Password field
- Click Change Password button (Not Request Password Reset)
- Type in new password in New Password field
 - Passwords should be 6 characters long
- Retype in Verify Password field
- Click OK button
- This takes you back to TimePro Dashboard Login screen
- Type in new password
- Click OK

TimePro Logins

- Managers: wiu.edu/timecardmgr
- Students: wiu.edu/timecard
- Passwords: Must be six (6) characters
- Enter your assigned User Name (Ecom User Name) and Password (Passwords must be at least 6 letters/digits long) and click Change Password button (not the password reset) and then you should be able to set your password. The password for Timepro is case sensitive so if you can't log in, the first thing to do is to check if the CAPS Lock key is on.
 - If you use your Ecom password, please remember when you change your Ecom password the TimePro password is NOT synced and will remain the same as your original password or you will need to change it in TimePro to match your updated Ecom password.

Please enter your credentials to continue.

User Name:

Password:

OK

Cancel

Change Password

Request Password Reset

Profit Center

1. Select the Period Date(s) for the week(s) you wish to view by clicking on the box to the left of the date. Use the scroll bar to access more weeks.
2. Click OK.

Logon Successful!

Select a profit center and period date to continue.

Profit Center

☒ Patroon

View Period Selections For The Current Year and 52 Weeks Prior

<input type="checkbox"/>	03/21/2021	
<input type="checkbox"/>	03/14/2021	
<input type="checkbox"/>	03/07/2021	
<input type="checkbox"/>	02/28/2021	
<input type="checkbox"/>	02/21/2021	
<input type="checkbox"/>	02/14/2021	
<input type="checkbox"/>	02/07/2021	
<input type="checkbox"/>	01/31/2021	
<input type="checkbox"/>	01/24/2021	
<input type="checkbox"/>	01/17/2021	

OK Cancel

Dashboard Functions

The screenshot displays the TimePro dashboard interface. At the top, the 'TimePro' logo is on the left, and 'My Dashboard All My Profit Centers' is in the center. Navigation tabs include 'Dashboard' (selected), 'Reports', 'Time Cards', 'Schedules', 'Employees', and 'Profit Center/Period Dates'. On the right, there are 'Options' and 'Log Off' buttons. Below the navigation bar, a date selector shows 'Day 11/02/2019 Day'. A summary bar indicates 'Employees: 32' and various counts for clock outs, approvals, requests, issues, exceptions, events, and custom items. A 'Filter records:' input field and a 'Summary View:' toggle are present. The main data table lists employees with columns for Name, Job, In Date, Status, In, Out, Lunch, Hours, Hired Date, Phone, Email, and Birth Date. The table is filtered by 'Jobs (All)' and shows 10 entries.

Select	Name	Job	In Date	Status	In	Out	Lunch	Hours	Hired Date	Phone	Email	Birth Date
	Allport, Elijah	10-Facilities Assistant		None:				0.000	01/16/2017			
	Altiermatt, Timothy	10-Assistant General Manager		None:				0.000	01/07/2019			
	Capes, Jon	10-Facilities 1	11/02/19	Out:	03:00PM	11:02PM		8.033	08/02/2017			
	Cheney, Shannon	10-Bartender Restaurant		None:				0.000	08/03/2019			
	Dagen, Lucy	10-Server Lane		None:				0.000	11/01/2000			
	Davis, James	10-Facilities 1		None:				0.000	11/02/2017			
	Gorton, Sara	10-Server Lane		None:				0.000	08/17/2014			
	Handrahan, Anthony	10-Assistant General Manager		None:				0.000	08/02/2015			

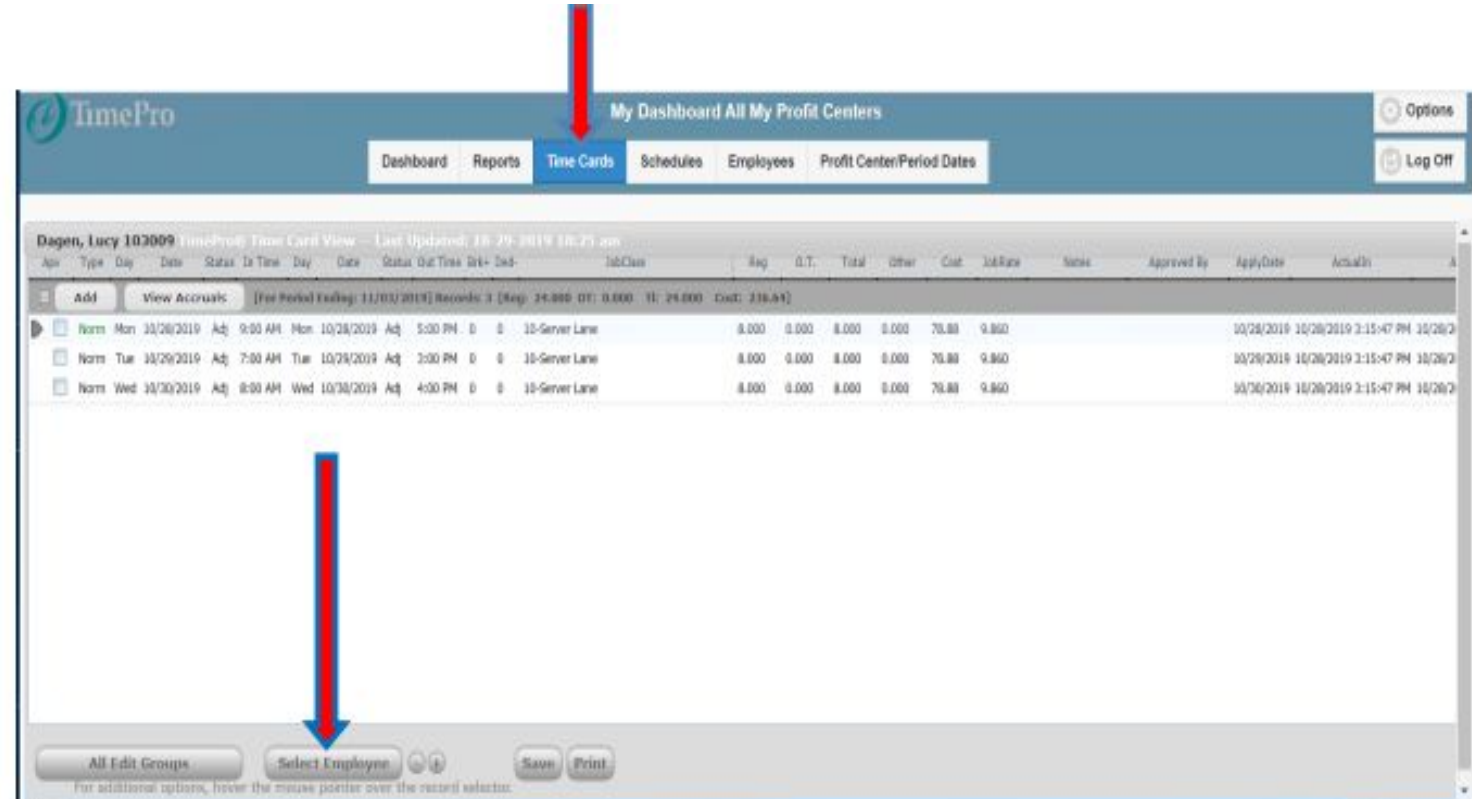
Dashboard Functions

- **Reports:** Click on the Reports tab to run reports.
- **Time Cards:** Click on the Time Cards tab to make time card edits.
- **Schedules:** Schedules created through *Hot Schedules* are imported into TimePro several times per day.
- **Employees:** Employee Maintenance is not accessible to Managers.
- **Profit Center/Period Dates:** Click on this tab to change the Profit Center or Week you wish to view.
- **Logoff:** Use the Log Off tab on the right hand side of the dashboard to log off TimePro.



Time Card Edits

- From the Dashboard click on **Time Cards**.
- It will default to the period you selected after signing in.
- Click on the **Select Employee** button.
- Choose the employee from the list by clicking on an individual's name.
- You can type the employee's last name and TimeProSQL will bring you to that employee.



Adding a Line in the Time Card for Missed Punch

- Click on **Add**
- Click on the first **date** field and enter the **IN date**.
- Tab (or press enter or mouse click) to the **IN Time** field and enter all four (4) digits of the time the employee is to be clocked in.
Example: 0700a for 7:00 a.m. or you can set a default time.
- When finished, click **SAVE** at the bottom of the time card.
- You can also add a line by hovering over the cursor symbol with your mouse. A list of available options will show.
- Click on **Add** enter the information as discussed previously.
- To remove an entire line click **Delete**.
- Click **SAVE** when you are finished.

TimePro Time Card View -- Last Updated: 05/06/2019 11:32 am

MITCHELL T 913

View Accruals [View Period Ending: 05/30/2019] Records: 5 [Reg: 15.000 TT: 15.000 Cost: 161.000]

Appl	Type	Day	Date	Status	In Time	Day	Date	Status	Out Time	Break	Job Class	Reg	Total	Other	Cost	Job Rate	Approved By	Apply Date	Actual In	Actual Out	In Device	Out Device	
Norm	Norm	Mon	05/06/2019	Norm	9:15 AM	Mon	05/06/2019	Norm	1:30 PM	0	0	081300510048 PA	4.250	4.250	0.000	42.50	10.000		5/6/2019	5/6/2019 9:19:00 AM	5/6/2019 1:24:00 PM		
Norm	Norm	Mon	05/06/2019	Norm	2:00 PM	Mon	05/06/2019	Norm	5:00 PM	0	0	081300510048 PA	3.000	3.000	0.000	30.00	10.000		5/6/2019	5/6/2019 2:05:00 PM	5/6/2019 4:56:00 PM		
Norm	Norm	Tue	05/07/2019	Norm	8:15 AM	Tue	05/07/2019	Norm	2:15 PM	0	0	081300510048 PA	6.000	6.000	0.000	66.00	11.000		5/7/2019	5/7/2019 8:15:00 AM	5/7/2019 2:16:00 PM		
Norm	Norm	Tue	05/07/2019	Norm	2:45 PM	Tue	05/07/2019	Norm	5:00 PM	0	0	081300510048 PA	2.250	2.250	0.000	22.50	10.000		5/7/2019	5/7/2019 2:52:00 PM	5/7/2019 5:01:00 PM		
Norm	Norm		05/08/2019	Norm	8:45 AM			Norm		0	0	081300510048 PA	0.000	0.000	0.000	0.00	11.000		5/8/2019	5/8/2019 8:42:00 AM			

Buttons: All My Profit Centers, Select Employee, Save, Print

For additional options, hover the mouse pointer over the record selector.

Approving a Time Card

- Check each time entry box to the left of each line.
- Click **SAVE** when you are finished.

My Dashboard All My Profit Centers

Dashboard Reports Time Cards Employees Profit Center/Period Dates

WESTERN, ROCKY 999999999 TimePro® Time Card View -- Last Updated: 09-12-2025 01:32 pm

Ap	Type	Day	Date	Status	In Time	Day	Date	Status Out Time	Brk+ Ded-	JobClass	Reg	O.T.	Dbl	Total	Cost	JobRate	Notes	Last Adj By	Appr
<input type="checkbox"/>	Add																		
<input checked="" type="checkbox"/>	Norm	Tue	09/02/2025	Adj	8:00 AM	Tue	09/02/2025	Adj	12:00 PM	0	0	CREC - 1010 Offic	4.000	0.000	0.000	4.000	0.000	0.000	knm126
<input type="checkbox"/>	Add																		
<input checked="" type="checkbox"/>	Norm	Tue	09/09/2025	Adj	8:00 AM	Tue	09/09/2025	Adj	12:00 PM	0	0	CREC - 1010 Offic	4.000	0.000	0.000	4.000	0.000	0.000	knm126
<input checked="" type="checkbox"/>	Norm	Wed	09/10/2025	Adj	8:00 AM	Wed	09/10/2025	Adj	12:00 PM	0	0	CREC - 1010 Offic	4.000	0.000	0.000	4.000	0.000	0.000	knm126
<input checked="" type="checkbox"/>	Norm	Wed	09/10/2025	Adj	2:00 PM	Wed	09/10/2025	Adj	4:00 PM	0	0	CREC - 1010 Offic	2.000	0.000	0.000	2.000	0.000	0.000	knm126
<input checked="" type="checkbox"/>	Norm	Fri	09/12/2025	Adj	5:00 PM	Fri	09/12/2025	Adj	10:00 PM	0	0	CREC - 1010 Offic	5.000	0.000	0.000	5.000	0.000	0.000	knm126

All Edit Groups Select Employee ☐ Terms ☐ Active **Save** Print

For additional options, hover the mouse pointer over the record selector.

Reporting Options

- From the Dashboard click on **Reports**.
- It will default to the period you selected in the beginning.
- The most common reports are:
 - **Detail Weekly Time Card Report.** Use this report to review employee hours, look for missing punches or errors.
 - **Auto Clocked Out Report.** Use this report to show your employees who clocked in for the shift, but forgot to clock out at the end of the shift. TimePro automatically auto-clocks out employees in the overnight hours who have open punches. Managers are responsible to adjust the out punch to reflect employees' actual out times or the employee will have 0 hours for the day.
- Click on the report you wish to view, confirm the dates and click **Submit Report Request**.

The screenshot shows the TimePro web application interface. At the top, there is a navigation bar with the TimePro logo and the text "My Dashboard All My Profit Centers". Below this is a menu bar with tabs: Dashboard, Reports, Time Cards, Schedules, Attendance, Time Off Approvals, Employees, Profit Center/Period Dates, and Log Off. The Reports tab is selected. Below the menu bar, there is a sub-menu bar with tabs: TotalHours, Actual vs Schedule, Active Lists, Labor Cost, Tardy, Employee, Events, Breaks, Payroll, and Schedule. The TotalHours tab is selected. The main content area displays a list of reports under the heading "Total Hours Reports Period: 05/10/2019". The reports listed are: Auto Clocked Out Report, Daily Time Card Report, Detail Weekly Time Card Report, and Detail Weekly w/Actual Time Card Rpt. Below this list, there is a form titled "Please Provide the Report Parameters for Detail Weekly Time Card Report Portait". The form has three rows: Report Format (with a dropdown menu set to "Generate PDF Report"), From Date (with a date input field set to 01/20/2019), and To Date (with a date input field set to 01/26/2019). At the bottom of the form, there are two buttons: "Submit Report Request" and "Cancel Report Request". An orange arrow points from the "Reports" tab in the menu bar to the "Detail Weekly Time Card Report" in the list. A pink arrow points from the "Submit Report Request" button to the bottom of the form.

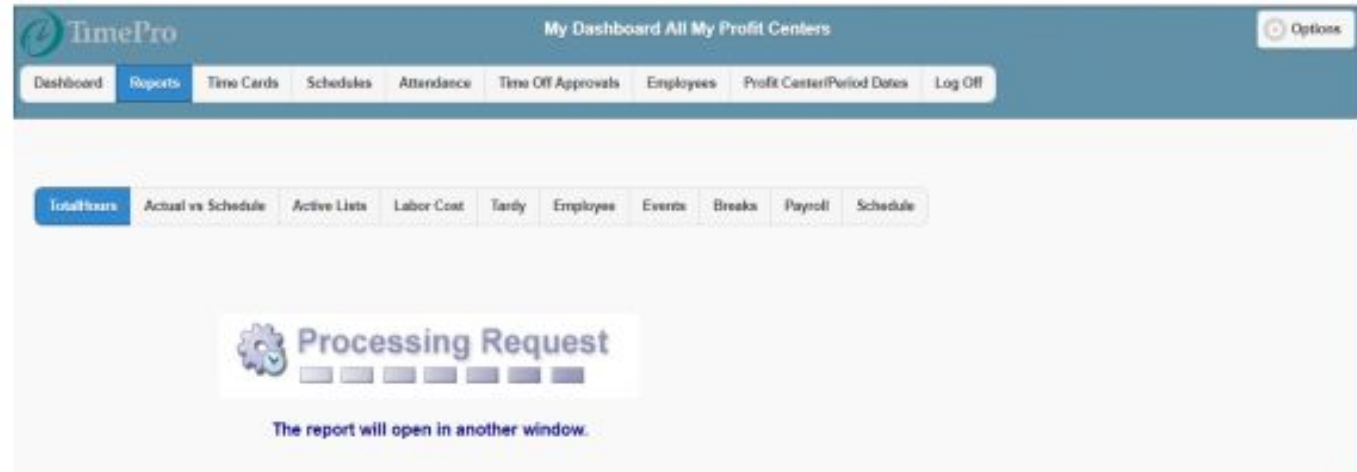
Total Hours Reports	
Period: 05/10/2019	
Auto Clocked Out Report	
Daily Time Card Report	
Detail Weekly Time Card Report	
Detail Weekly w/Actual Time Card Rpt	

Please Provide the Report Parameters for Detail Weekly Time Card Report Portait	
Report Format	Generate PDF Report ▼
From Date	01/20/2019
To Date	01/26/2019

Submit Report Request Cancel Report Request

Reporting Options

- The next screen will show **Processing Request** and the report will appear in a new window. Be sure that your internet browser is **not** blocking pop-ups.

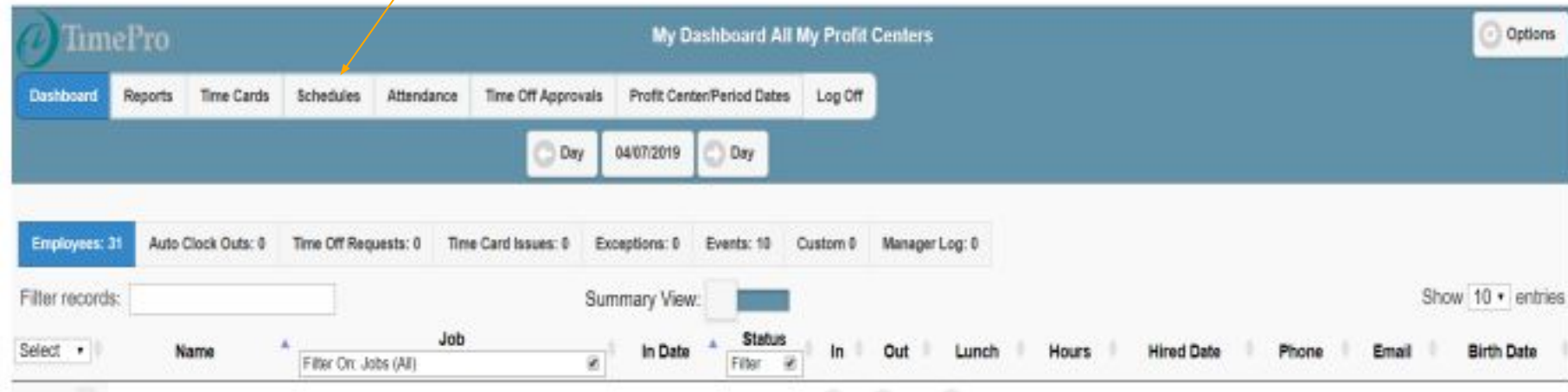


Detail Weekly Time Card Report

Crystal Lake Parks		All My Profit Centers				From: 05/04/2019 To: 05/10/2019				
Detail by Home Group										
Job Class	Day	PaidIn	PaidOut	Lun TL	+/-	Reg	OT	T/S/G/P	Other	Other \$
BORGES, MADISON A		1024								
Conc Staff BONC	Sun	05/05/19 1:00 PM	05/05/19 6:15 PM			5.25				
				Sun		5.25				
Totals for Week Ending: 05/10/2019						5.25				
Tips	String	Grip	Prior			Reg	OT	Dbl	Other	Other \$
				121104510047 Conc Staff BONC		5.25				
COSTELLO, EMMA C		1555								
Conc Staff BONC	Sat	05/04/19 8:00 AM	05/04/19 3:15 PM			7.25				
				Sat		7.25				
Conc Staff BONC	Sun	05/05/19 7:45 AM	05/05/19 2:00 PM			6.25				
				Sun		6.25				
Totals for Week Ending: 05/10/2019						13.50				
Tips	String	Grip	Prior			Reg	OT	Dbl	Other	Other \$
				121104510047 Conc Staff BONC		13.50				
DAY, BRAYDEN L		1761								
Conc Staff MAIN	Sat	05/04/19 8:00 AM	05/04/19 1:00 PM			5.00				
				Sat		5.00				
Totals for Week Ending: 05/10/2019						5.00				
Tips	String	Grip	Prior			Reg	OT	Dbl	Other	Other \$
				121101510047 Conc Staff MAIN		5.00				
FEUCHT, SKYLAR E		2740								
Conc Staff BONC	Sat	05/04/19 2:45 PM	05/04/19 8:45 PM			6.00				
				Sat		6.00				

Scheduling

From the main screen of your Dashboard click on the **Schedules** tab.



Scheduling

1. Select Profit Centers you wish to Schedule by clicking on the drop arrow key under **Schedule Selection Profit Center** and then clicking on the applicable Profit Center.
2. Select your preferred method of how you would like to see your employees listed by clicking on the drop arrow key under **Select the schedule view sort order.**
3. Click on the **circle** to the left of the date under **Select Schedule Date.**
4. Select the groups to schedule by clicking in the box **Schedule Groups.**
5. Click on **Begin Scheduling.** A list of your employees will appear for the week you have selected.
6. To set-up Schedule Default Times click on the **Utilities** button, then click on Schedule Default Times. See next slide.

The screenshot shows a scheduling interface with the following elements and annotations:

- Schedule Selection Profit Center:** A dropdown menu with a yellow arrow pointing to the drop arrow.
- Select the schedule view sort order:** A dropdown menu with a purple arrow pointing to the drop arrow.
- Select Schedule Date:** A date field showing "04/14/2019" with a pink arrow pointing to the left of the date.
- Schedule Groups:** A text input field with a green arrow pointing to it.
- Buttons:** "Begin Scheduling" (red arrow), "Utilities" (blue arrow), and "Cancel".

Instructions on the screen include: "Select the groups to schedule. Hold down the ctrl key to select multiple items."

Scheduling - Set Default Times

- To set-up **Schedule Default Times**, click on the **Utilities** button and then click on **Schedule Default Times**.

The screenshot displays two side-by-side panels from a scheduling software interface.

Left Panel: Schedule Selection Profit Center

- Schedule Selection Profit Center:** A dropdown menu showing "Profit Centers".
- Select the schedule view sort order:** A dropdown menu showing "By Group, Employee Name".
- Select Schedule Date:** A date input field showing "04/14/2019".
- Select the groups to schedule. Hold down the ctrl key to select multiple items.** A text input field labeled "Schedule Groups".
- Buttons at the bottom:** "Begin Scheduling", "Utilities", and "Cancel". A red arrow points to the "Utilities" button.

Right Panel: Schedule Utilities

- Buttons:** "Schedule Jobs", "Schedule Default Times" (circled in red), "Create New Schedule", "Transfer Groups to Schedule", "Copy Schedule", "Delete Schedule", and "Cancel".

Scheduling

1. You can enter the schedule by either clicking once in the TOP cell of the day/date and type in the start time and click directly below to enter the stop time OR by clicking once in the TOP cell of the date and selecting a pre-determined *Time Selection* from the list (default Time Selections)
 - a. Scheduling Default Times was covered on the previous screen.
2. Once you have finished entering your schedules, click **Save** at the bottom left of your screen.

TimePro® Schedule View and Edit for Week Ending On: 04/14/2019

Employee Job Class	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Reg Hours	O.T. Hours
IBJ11									
Bolhaus, Alyssa PT Buffalo Grove - Clinical Direct	8:00 am 5:00 pm	8:00 am 5:00 pm						0.00 0.00	0.00 0.00
Gray, Sheryl PT Buffalo Grove - Orthohealth Clinical								0.00 0.00	0.00 0.00
McAdoo, Danielle PT California - Orthohealth Clinical Dir								0.00 0.00	0.00 0.00
Tamillo, Jacob PT Common - Orthohealth Clinical Direct								0.00 0.00	0.00 0.00
Barnick, Jeremy PT Highland Park - Clinical Indirect								0.00 0.00	0.00 0.00
Gray, Sheryl PT Highland Park - Orthohealth Clinical								0.00 0.00	0.00 0.00
Kulzak-Taylor, Donna PT Highland Park - Orthohealth Clinical								0.00 0.00	0.00 0.00

Time Selections

- 8:00 AM - 5:00 PM
- 10:00 AM - 6:00 PM

Hide SJobs Print Budget **Save** Search... Close

Scheduling - Schedule Time Assignments

- Click on the drop arrow key below the **Schedule Times Assignments** and to the right of Select Job Class.
 - A list of your available job classes will appear. Click on the job class you wish to enter default times.
- Click in the cell under **In Time** and key in your start time. Repeat for the **Out Time**.
- Once you have all of your possible shift times for this specific Job Class, click on **Apply** and repeat the process for all of your available Job Classes.

The image displays two screenshots of the 'Schedule Times Assignments' form, illustrating the steps to assign default times for a specific job class.

Left Screenshot: The form is titled 'Schedule Times Assignments'. It features a dropdown menu labeled 'Select JobClass'. Below this menu are two columns: 'In Time' and 'Out Time'. The form is currently empty, with no job class selected.

Right Screenshot: The form is titled 'Schedule Times Assignments'. The dropdown menu now displays 'PT California - Orthohealth Clinical Dir'. Below the dropdown, a table shows the available time slots:

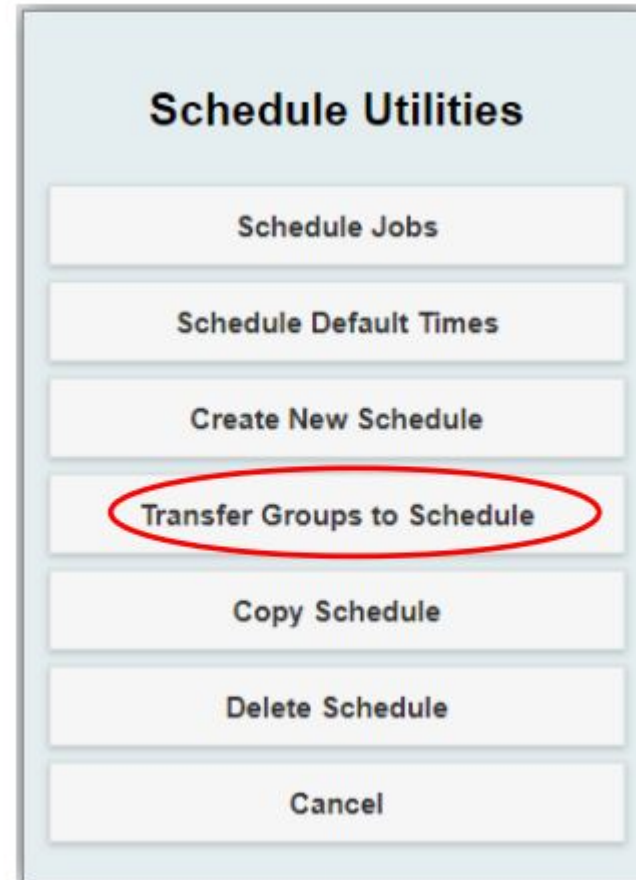
In Time	Out Time
8:00 am	5:00 pm
9:00 am	6:00 am

At the bottom of the form, there are two buttons: 'Apply' and 'Cancel'.

Red arrows indicate the sequence of actions: 1. Clicking the dropdown arrow to the right of 'Select JobClass'. 2. Selecting a job class from the dropdown list. 3. Clicking the 'Apply' button at the bottom of the form.

Scheduling - Transfer Groups to Schedule

- If you have Groups of employees that have the same schedule the following week(s), you can transfer the entire Groups of a schedule to any future schedule that has been created by clicking on the **Transfer Groups to Schedule** button.



Scheduling - Transfer Groups to Schedule

1. Once you have clicked on Transfer Groups to Schedule (previous screen) you can click on the box to the right of the group name you want to copy from one week to another.
2. Once you have your **Groups** selected, click to highlight the schedule week ending date you want to **transfer from**.
3. Next, click on the schedule week ending date you want to **transfer to**.
4. Click on the **Transfer** button.

The screenshot shows the 'Schedule Group Transfer' window. At the top, a table lists group names and their selection status. A red arrow points from the 'IBJI1' group name to its selection checkbox. Below the table, two calendar views for April 2019 are shown. A red arrow points from the 'Transfer From:' label to the first calendar, and another red arrow points from the 'Transfer To:' label to the second calendar. In the first calendar, the date 14 is highlighted. In the second calendar, the date 21 is highlighted. A red arrow points from the 'Transfer' button at the bottom left to the 'Transfer To:' label. A 'Cancel' button is located at the bottom right.

Group Name	Selected
IBJI1	<input checked="" type="checkbox"/>
IBJI11	<input type="checkbox"/>
IBJI13	<input type="checkbox"/>
IBJI16	<input type="checkbox"/>
IBJI17	<input type="checkbox"/>
IBJI2	<input type="checkbox"/>
IBJI4	<input type="checkbox"/>
IBJI5	<input type="checkbox"/>
IBJI7	<input type="checkbox"/>
IBJI8	<input type="checkbox"/>
IBJI9	<input type="checkbox"/>

Transfer From: April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Transfer To: April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Transfer Cancel



**Western Illinois
University**