

Display Actual and Rounded Punch Times Job Aid

The purpose of this job aid is to explain how to display actual and rounded punch hours.

TCP has been configured so that in and out punches will round to the next 15-minute increment. Actual hours can be displayed by changing the Display Options on both the Individual and Group Hours pages.

1. Click the Options button.

The screenshot shows the 'GROUP HOURS' interface. At the top right, there are buttons for 'Options', 'Download', '?', and 'Feedback'. The 'Options' button is highlighted with a red rectangular box. Below these buttons are filters for 'Start date' (6/1/2021), 'Stop date' (8/29/2021), and 'Period' (Manual), along with an 'Update' button. At the bottom, there are several filter buttons: 'Employee Filter', 'Position Filter', 'Cost Code Filter', 'Exception Filter', and a checkbox for 'Show absences'.

2. Under the Display section, click the box for “Display actual punch times in addition to rounded times”
 - a. To keep actual punch times on hours screens, also click the box for “Always display actual times”.

The screenshot shows the 'Options' dialog box. The 'Display' section is expanded. Under 'Worked Hours', there are several checkboxes. Two checkboxes are highlighted with red boxes: 'Display actual punch times in addition to rounded times' and 'Always display actual times'. Other checkboxes include 'Combine rates and shift premiums in the list', 'Display position description in the list', 'Display total hours for each day', 'Display day of week for each time in/out', 'Display manager next to employee name (Group Hours Only)', 'Show the user ID of the user that granted approval', and 'Show cost code description in list'. At the bottom right, there are 'Cancel' and 'Apply' buttons, with the 'Apply' button highlighted by a red box.

3. Click the Apply button to apply the change.

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Before:

<input type="checkbox"/>					Notes	Edited		Break length	Time in	Time out	Hours	Shift total
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				5u	6/8/2021 10:00 AM	6/8/2021 10:25 AM	0:25	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			[6/8/2021 10:30 AM	6/8/2021 10:30 AM	0:00	0:25
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			c		6/8/2021 11:30 AM	6/8/2021 11:30 AM	0:00	0:00
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			c		6/8/2021 12:45 PM	6/8/2021 12:45 PM	0:00	0:00
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				17u	6/8/2021 12:45 PM	6/8/2021 12:45 PM	0:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			6/8/2021 01:02 PM	6/8/2021 01:15 PM	0:13	

After:

<input type="checkbox"/>					Notes	Edited		Break length	Time in	Actual time in	Time out	Actual time out	Hours	Shift total
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				5u	6/8/2021 10:00 AM	6/8/2021 10:00 AM	6/8/2021 10:25 AM	6/8/2021 10:25 AM	0:25	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			[6/8/2021 10:30 AM	6/8/2021 10:23 AM	6/8/2021 10:30 AM	6/8/2021 10:23 AM	0:00	0:25
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			c		6/8/2021 11:30 AM	6/8/2021 11:23 AM	6/8/2021 11:30 AM	6/8/2021 11:25 AM	0:00	0:00
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			c		6/8/2021 12:45 PM	6/8/2021 12:38 PM	6/8/2021 12:45 PM	6/8/2021 12:39 PM	0:00	0:00
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				17u	6/8/2021 12:45 PM	6/8/2021 12:39 PM	6/8/2021 12:45 PM	6/8/2021 12:45 PM	0:00	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			6/8/2021 01:02 PM	6/8/2021 01:02 PM	6/8/2021 01:15 PM	6/8/2021 01:09 PM	0:13	