Reviewing Employee Attestation Job Aid

The purpose of this job aid is to explain how to review Employee Attestations in TCP. The Employee Attestation is how A&P, Classified Exempt, and Faculty employees agree to their time's accuracy. Since they do not perform clocking functions, employees with the classification of A&P, Classified Exempt, and Faculty are not required to approve their timesheet. Therefore, each month employees with these classifications will need to attest that "Yes, my time is correct. I have entered all leave time for the current month." Or, if it is not correct, their leave will be entered. A response of "Accepted" indicates that the employee attests that all hours and leave have been entered into TCP. A response of "Rejected" indicates that there are hours or leave requests to be entered and that the current timesheet is not complete.
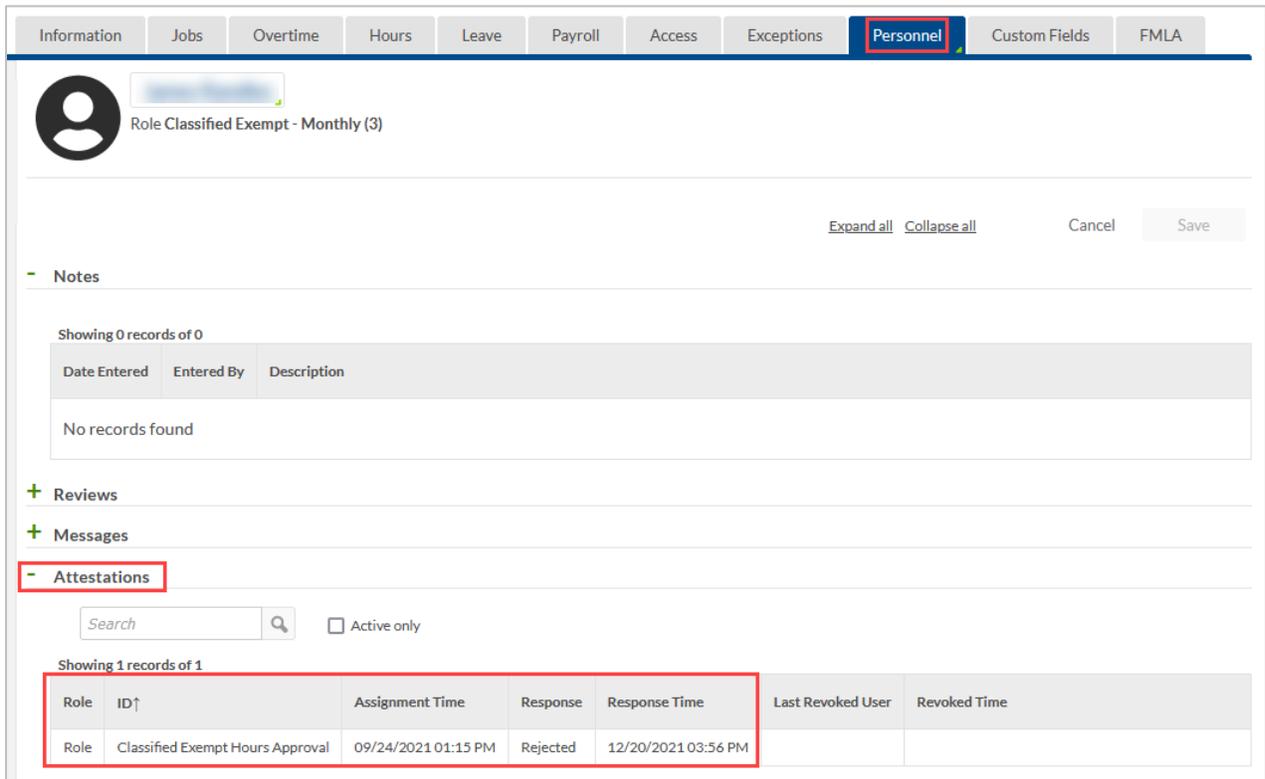
The Attestation in TCP appears once a day, upon the first login. Employees will need to attest that they have accurately represented their hours for the current pay period through today.

There are two ways to view an employee's attestation:

- Through the employee's profile (single employee)

- Running the Employee Attestation report (multiple employees)

Employee Attestation in Employee Profile

1. Go to Employee, then Employee Profiles.

2. Click on an employee in the Employee List or search for an employee by typing their name, or a portion of their name, or their 10-digit employee ID number in the search box.

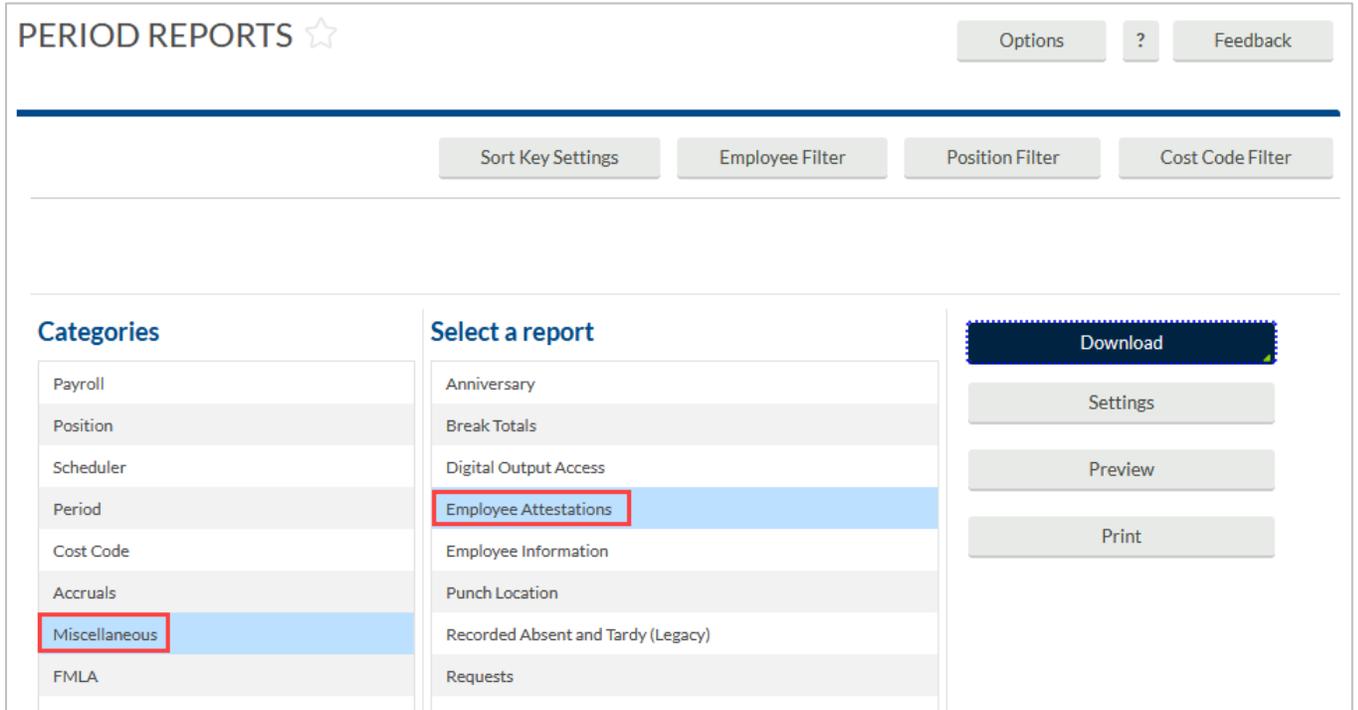3. Click on the Personnel tab and open the Attestation section.

Employee Attestation Report

The Attestation Report can be used to validate multiple employees' attestation.

1. Go to Reports, then Period Reports.

2. The Employee Attestations report can be found under the Miscellaneous category.

The report can be downloaded as an HTML file viewed on-screen or downloaded as a PDF or OpenXML document.

Employee ID	Name	Attestation ID	Department	Response	Response Time
10		Classified Exempt Hours		Accepted	01/03/2022 08:25 AM
10		Classified Exempt Hours		Rejected	12/27/2021 05:14 PM
10		A&P		Accepted	01/03/2022 06:15 PM
10		Classified Exempt Hours		Accepted	01/04/2022 08:27 AM
10		Classified Exempt Hours		Accepted	01/04/2022 09:38 AM
10		A&P		Accepted	12/06/2021 12:16 PM
10		A&P		Accepted	12/31/2021 05:43 PM
10		A&P		Rejected	12/23/2021 09:37 PM