UNIVERSITY OF TEXAS ARLINGTON

KNOWLEDGE SERVICES

TCP for Managers

Table of Contents

Introduction to TCP

TCP is a workforce management solution for time collection, leave requests, and workforce scheduling, all in one application. This software platform is being used to streamline time reporting across UTA, replacing the mixture of time reporting practices at the University. To meet the needs of employees, this solution provides multiple options for reporting time and absences.

TCP will be where employees will clock in and out for work shifts, report and review hours worked, and request to take leave. What an employee is required to complete in TCP is dependent upon their position's Employee Classification.

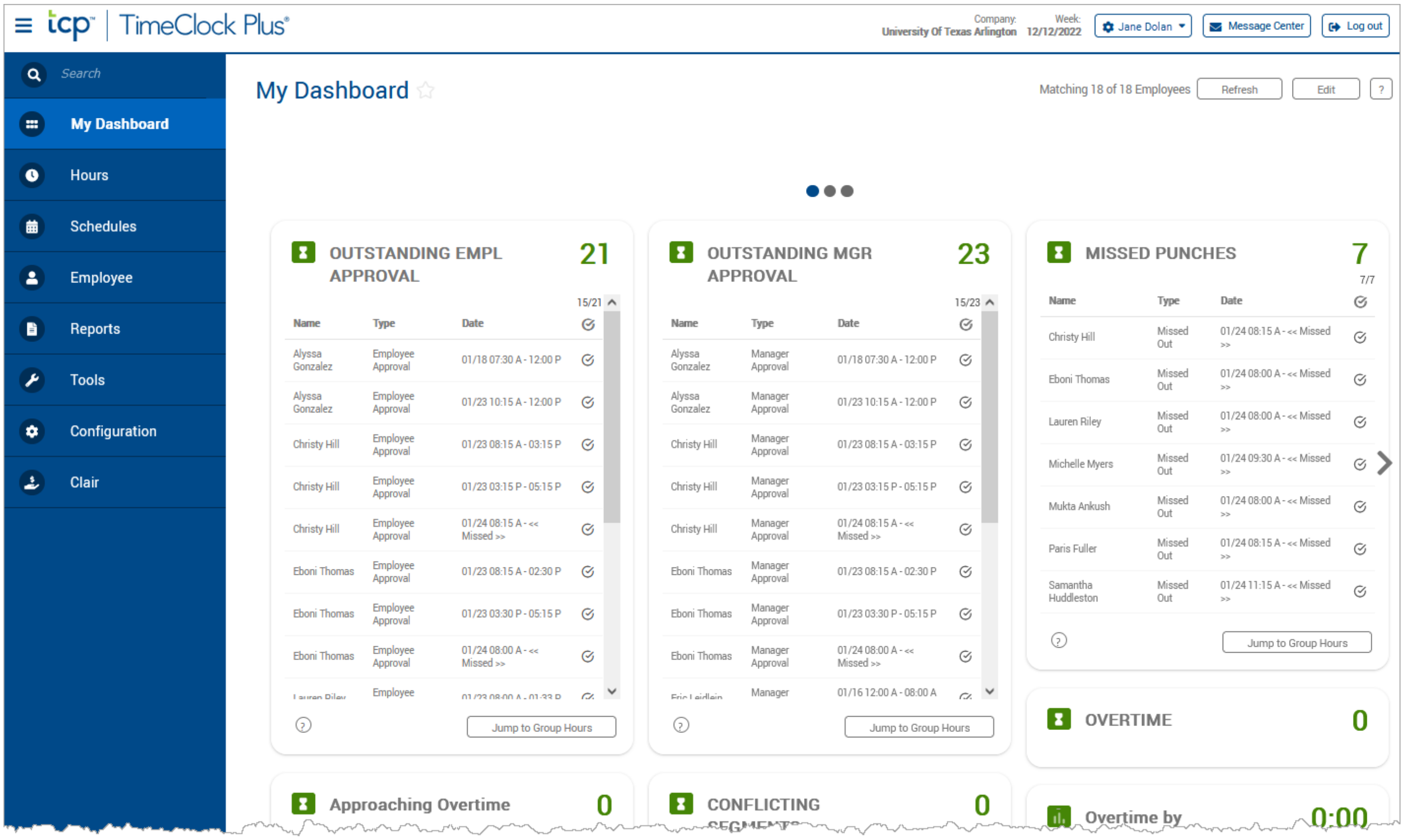
Accessing TCP

TCP will be accessible from the UTA Apps page and will use Single Sign-on. On the UTA Apps page will be two TCP icons: "Time-Employee" and "Time-Manager". These icons will populate on an employee's UTA Apps page once they have completed the corresponding TCP Canvas course.

- The "Time-Employee" icon should be used to access the TCP Employee Portal where employees will manage and review their own time. This should be used if you need to add hours or submit a leave request for yourself.
- The "Time-Manager" icon should be used to review and approve time for others.

TCP Dashboard

The first page you see when you login to TCP is the Dashboard. Dashboards contain boxes, or "widgets", that display various information. Dashboards differ by position classification, and the dashboard seen on Time-Manager view will differ from what is seen on Time-Employee view. You will not be able to clock in or out through the Manager view.

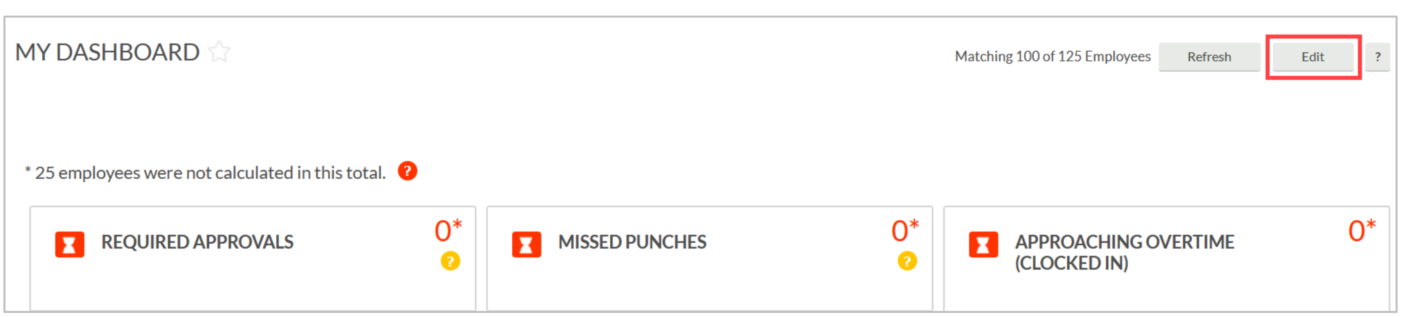


Most widgets have a button to jump to specific features in TCP. For example, in the Outstanding Empl Approval widget, there is a button to jump to Group Hours. This will take you to the Group Hours page and apply an Exception Filter to display only segments that require an Employee Approval. To return to your dashboard at any time, click My Dashboard in the left-side menu.

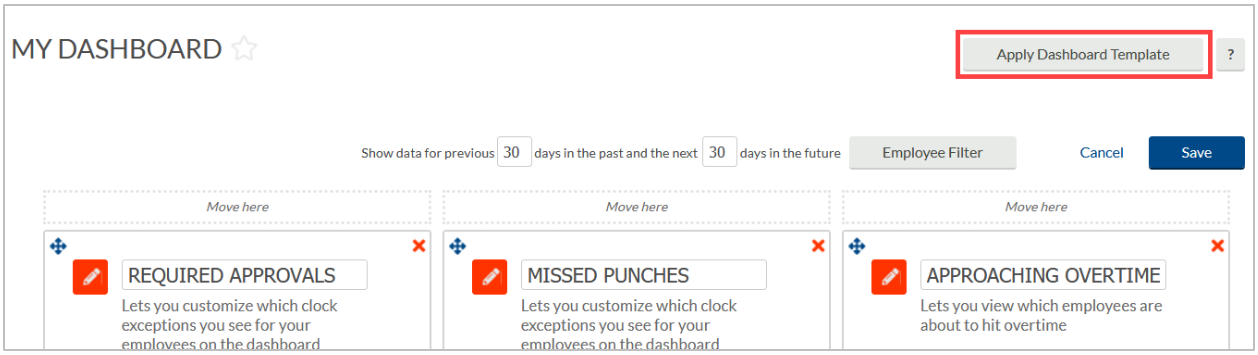
Apply Custom Manager Dashboard

Managers can apply a Manager-specific dashboard to make their TCP experience more efficient. This customized dashboard will display the widgets that are in-line with Manager responsibilities.

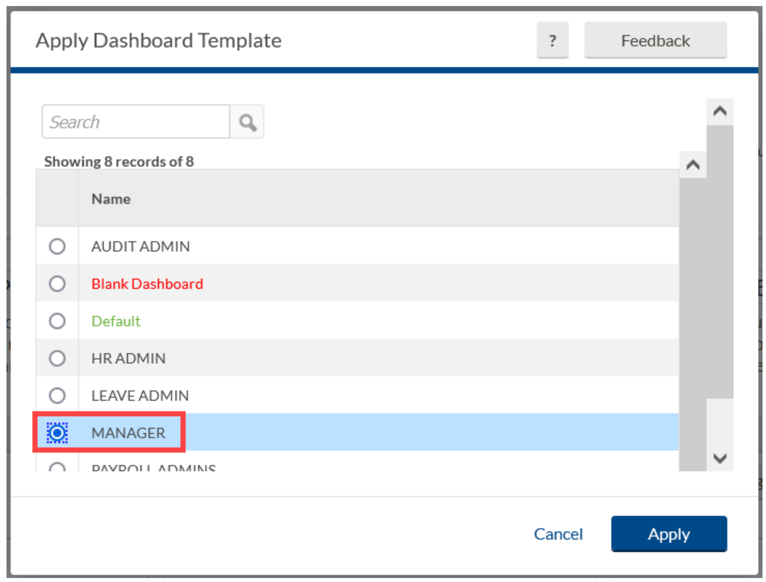
1. From the Default Dashboard, click the Edit button.



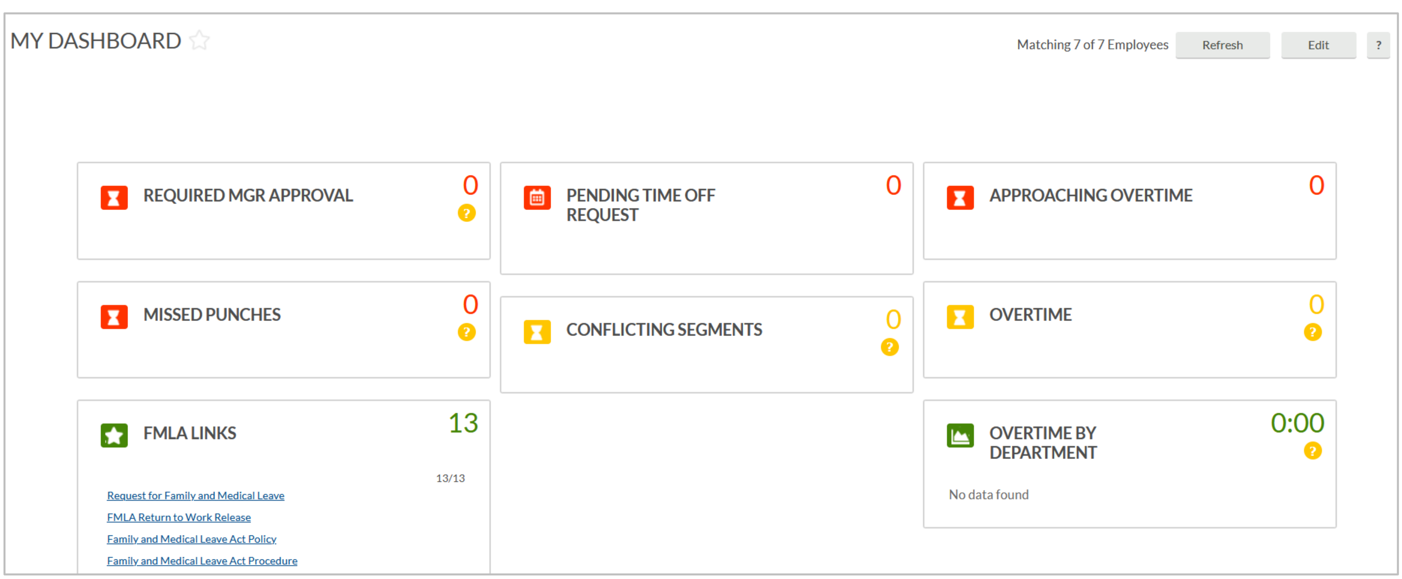
2. Click the Apply Dashboards button.



3. Select the Manager dashboard and click the Apply button.

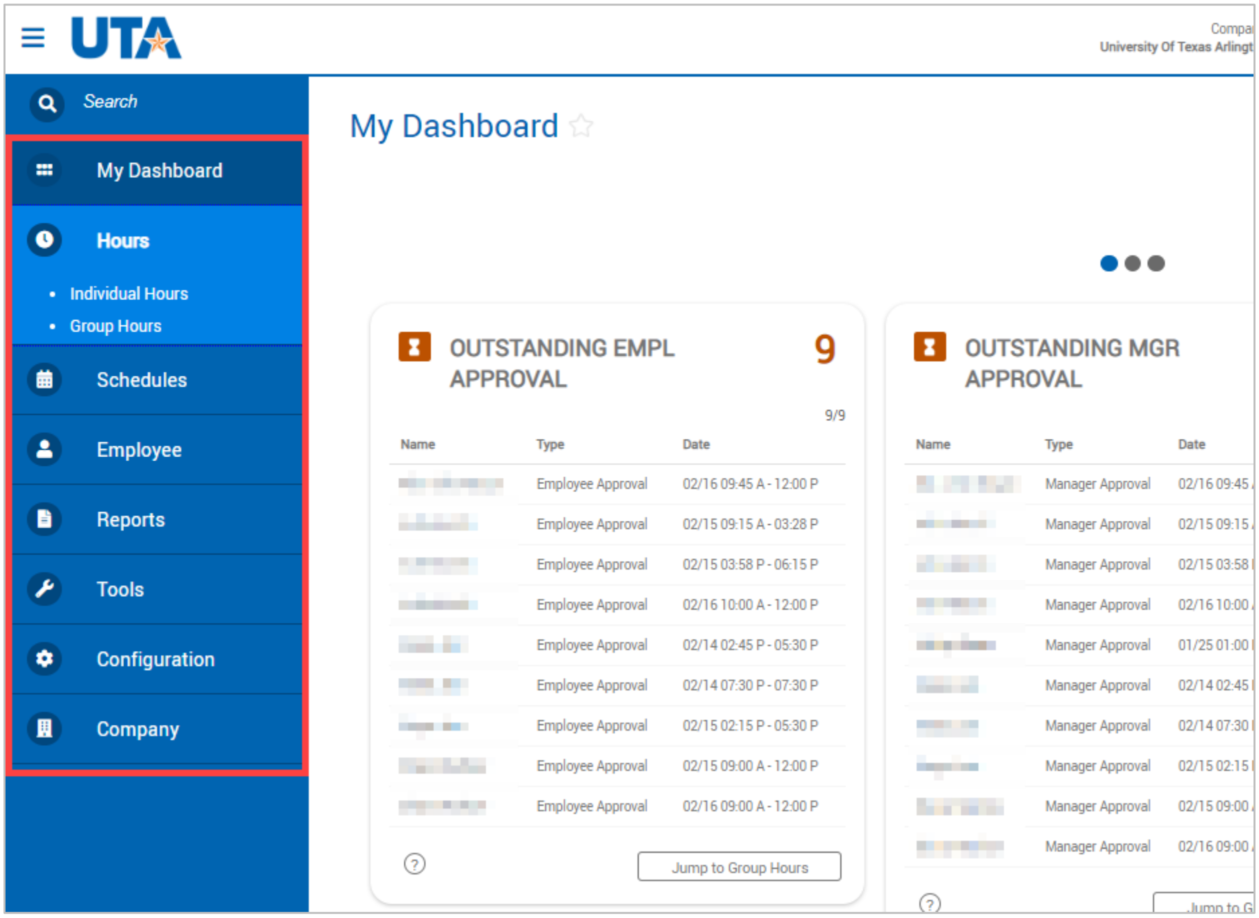


4. The Manager dashboard will now display, showing the Manager-related widgets.

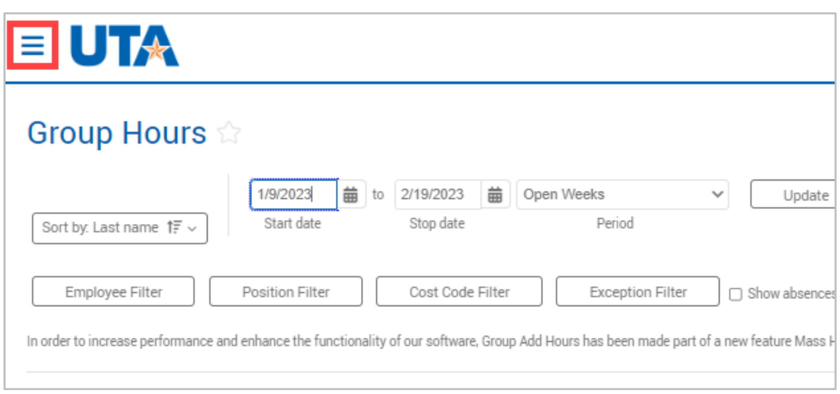


TCP Menu

The TCP Menu displays on the left side of the TCP page. Clicking on a main menu option will display the sub-menu options.



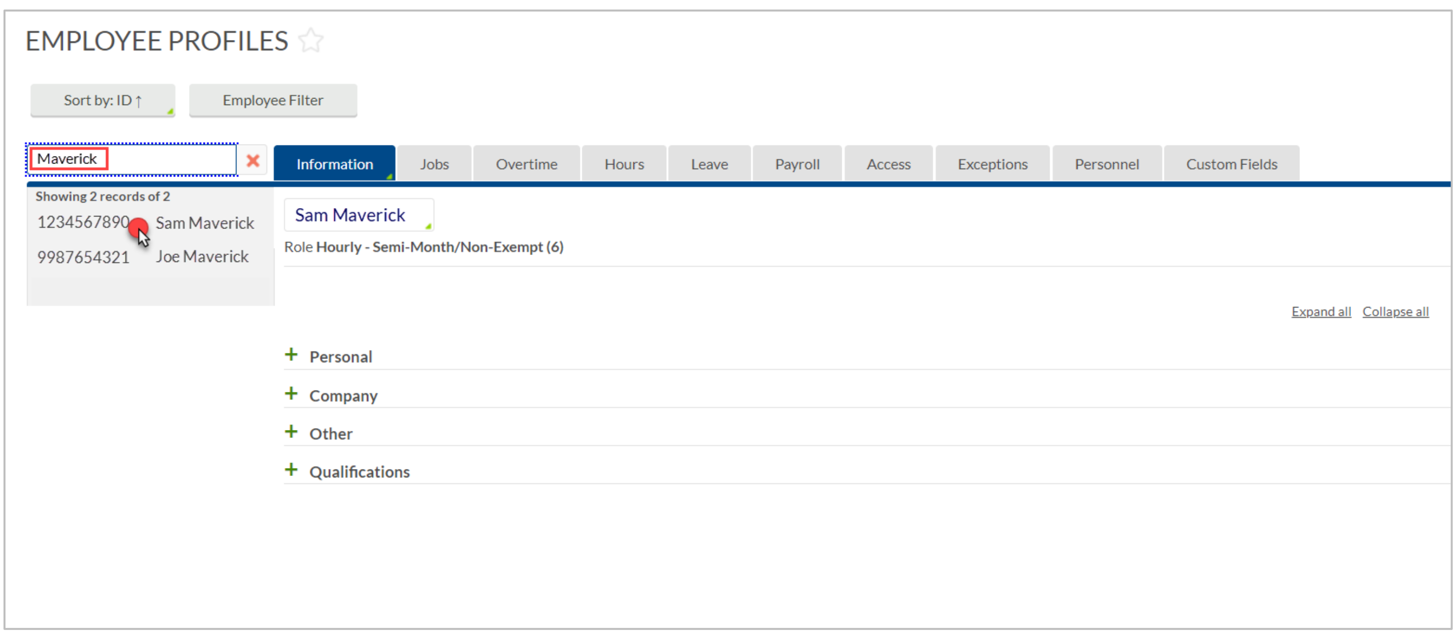
The menu will collapse when you navigate away from the dashboard, but it can be reopened to navigate to a different page by using the hamburger menu at the top-left of the



Employee Profiles

As a Manager, you have access to view employee profiles, however, you do not have access to make any changes to profiles.

1. To access employee profiles, 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. In Employee Profiles, you can view the employee's:
    a. General information
    b. Department assignment
    c. Location assignment
    d. Position assignments
    e. Recurring schedule assignment (if applicable)
    f. Automatic break assignment (if applicable)
    g. Leave bank assignments
    h. Shift differential assignment
    i. Message history



The information is organized in tabs and expandable sections. To expand all sections on a tab, use the Expand all link on the right side of your screen.

Note: *There are several TCP-delivered fields that are not used by UTA that will, appropriately, be blank.*

TCP Employee Timelines

The timelines below will detail when an employee will be loaded into TCP, when managers and timekeepers will be able to access them, and when actions will occur on terminated employees.

Please note, as TCP data comes from the Job Data page in UTShare, these timelines do depend on the timing of the UTShare eForm completion. eForms can be submitted up to 30 days in advance to ensure all approvals can be obtained and the eForm completed in a timely manner. If the addition or update has not yet been updated on the Job Data page, it will not yet be seen in TCP.

New Hire Timeline

Before Start Date
• eForm is created for a new hire.
• eForm is approved by all listed approvers.
• eForm is completed: New employee is added in UTShare and MyMav.
• Staff NetID and Email address are created. ○ Email is sent to Reports To manager with new employee's Staff account details. **Note**: *If it is a student worker they will not get a new EmplID but they will get a staff NetID and email address. All employees will access TCP with their staff email address.*
Start Date
• New employee will have access to UTShare, email, Canvas, most other systems accessible to employees.
• New employee will not have access to TCP.
Start Date +1 Business Day
• New employee will be added in the TCP application. ○ The Manager of the new employee will have access to them. ○ The Timekeeper will not have immediate access.
• After noon the new employee will be enrolled in the correct TCP Canvas course. ○ Once TCP Canvas course is complete the employee will have access to the Time-Employee application.

Week After Start Date
• On the Monday after the start date the departmental Timekeeper(s) in TCP should now have access to the new employee: If the start date was a Friday, the Timekeeper access may be delayed another week.
• New employee will be enrolled in New Employee Compliance Training in Canvas: If Compliance training is not completed in required time the new employee account will be disabled.

Employee Transfer Timeline

Before Start Date
Important: *Timekeepers and Managers of the previous position will need to ensure all time is correct and approved in TCP prior to the new start date.* ***Access to correct or approve time and leave for the old position will not be available in TCP after the new start date.***
• eForm is created for a transfer.
• eForm is approved by all listed approvers.
• eForm is completed: New position is added in UTShare. **Note**: *Emails related to a new employee including EmplID, NetID, or email address are not generated when an employee transfers within UTA.*
Transfer Date
• The employee will still be active in the former position.
Best Practice: *Given that the employee will be unable to clock hours on the new position on day 1, maintain their hours outside of TCP. The Manager or Timekeeper can add the hours later on the correct position.*
Transfer Date +1 Business Day
• The employee will be active in the new position in TCP. • The Manager will be able to access the employee in the new position. • The Manager will not be able to edit/approve any time segments for the former position.

Week After Start Date
• On the Monday after the start date the departmental Timekeeper(s) in TCP should now have access to the employee: If the start date was a Friday, the Timekeeper access may be delayed another week.

Employee Termination Timeline

Before Termination Date
Important: *Timekeepers and Managers of the previous position will need to ensure all time is correct and approved in TCP, and, if necessary, vacation balance obtained, PRIOR to the termination date.* ***Access to an employee's time and leave will not be available in TCP after their termination date.***
• eForm is created for a termination.
• eForm is approved by all listed approvers
• eForm is completed: Appointment termination is added in UTShare.
Termination Date
• The employee will still have access in TCP to review and approve hours.
Termination Date +1 Business Day
• The employee will be terminated in TCP. • The Manager will not be able to access the employee in TCP. • The Timekeeper will still be able to see the employee in TCP but will need to remove the "Exclude terminated" and "Exclude suspended" Employee Filters.
Week After Start Date
• On the Monday after the transfer date the Timekeeper(s) will no longer have access to the employee in TCP.

Manager Responsibilities in TCP

Managers will be responsible for reviewing and approving employee worked hours, and ensuring hours and leave requests are appropriate and approved. In addition, Managers have the ability to view employee schedules and edit and add hours for employees, however departmental Timekeepers are primarily responsible for these tasks.

Schedules for Employees

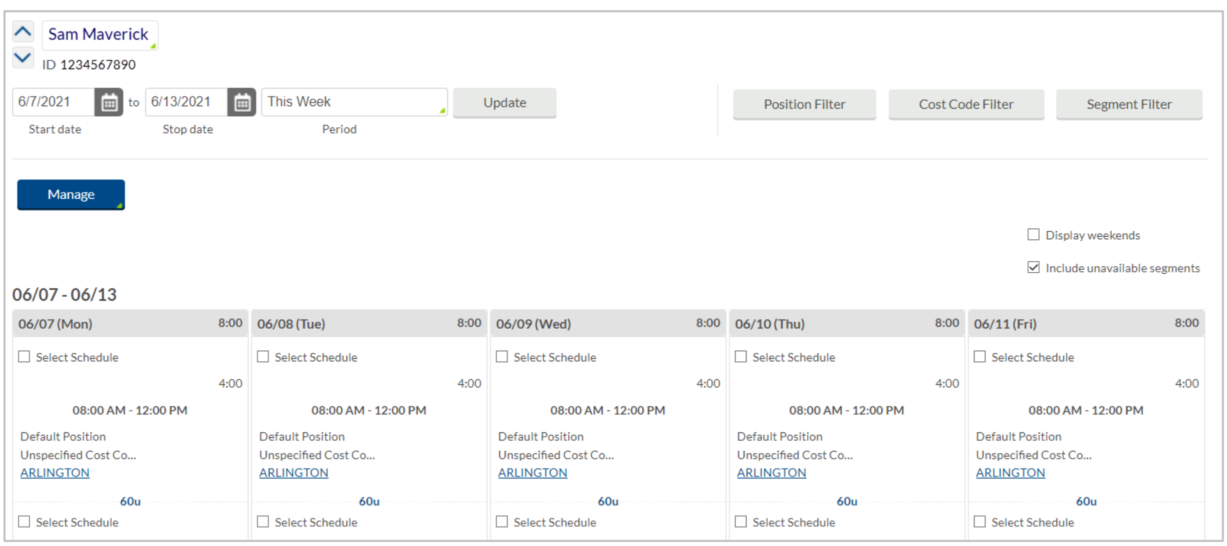
Schedules for each employee will need to be kept up to date because the attendance policy and occurrences depend on accurate scheduling. Employees will have a default schedule added in TCP, based on their position classification, that can be modified by Timekeepers if necessary.

- Faculty, A&P and Classified Exempt: 12:00am-8:00am
- Classified Non-Exempt and Hourly: 8:00am-5:00pm with 1-hour lunch break
- Casual, Student Worker and Workstudy: no schedule

Note: *Since Faculty, A&P, and Classified exempt employees are paid according to their monthly salary and not actual hours worked, attendance policies and occurrences do not apply to them. This schedule is in TCP to ensure leave is accounted for correctly.*

Viewing Employee Schedules

1. Click on Schedules, then Employee.
2. Click on an employee in the Employee List or search for an employee by typing their name or portion of their name, or their 10-digit employee ID number in the search box.
3. Adjust the Start Date and End Date to view schedules for a specified date range and click update.



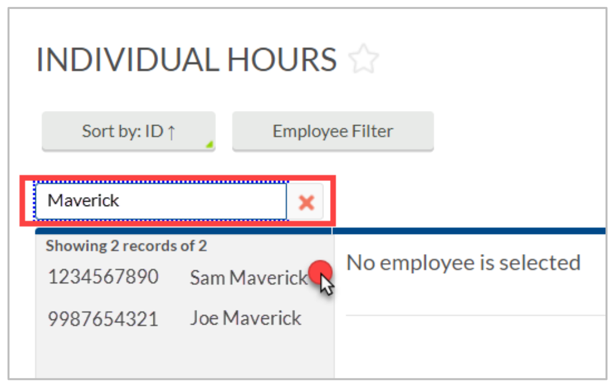
Reviewing Employee Hours

Managers will need to review and approve employee hours so they can be sent to UTShare for payroll processing. If you identify errors, including missed punches or incorrect entries, notify your Timekeeper of the error so they can make the correction to the hours.
Employee Hours can be reviewed using two features in TCP: Individual Hours or Group Hours. From these screens, you can add, edit, delete, and approve hours. Most functions are performed the same way on both screens.

Individual Hours

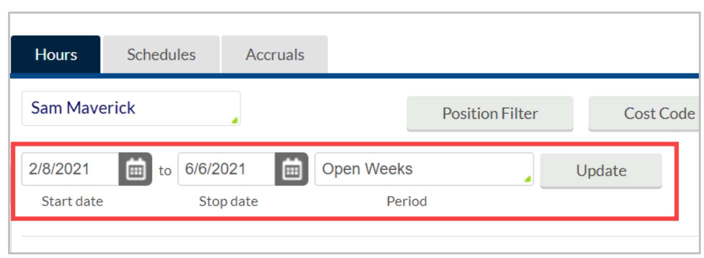
The Individual Hours screen is used to view one employee's hours at a time.

1. Click on Hours, then Individual Hours.
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.

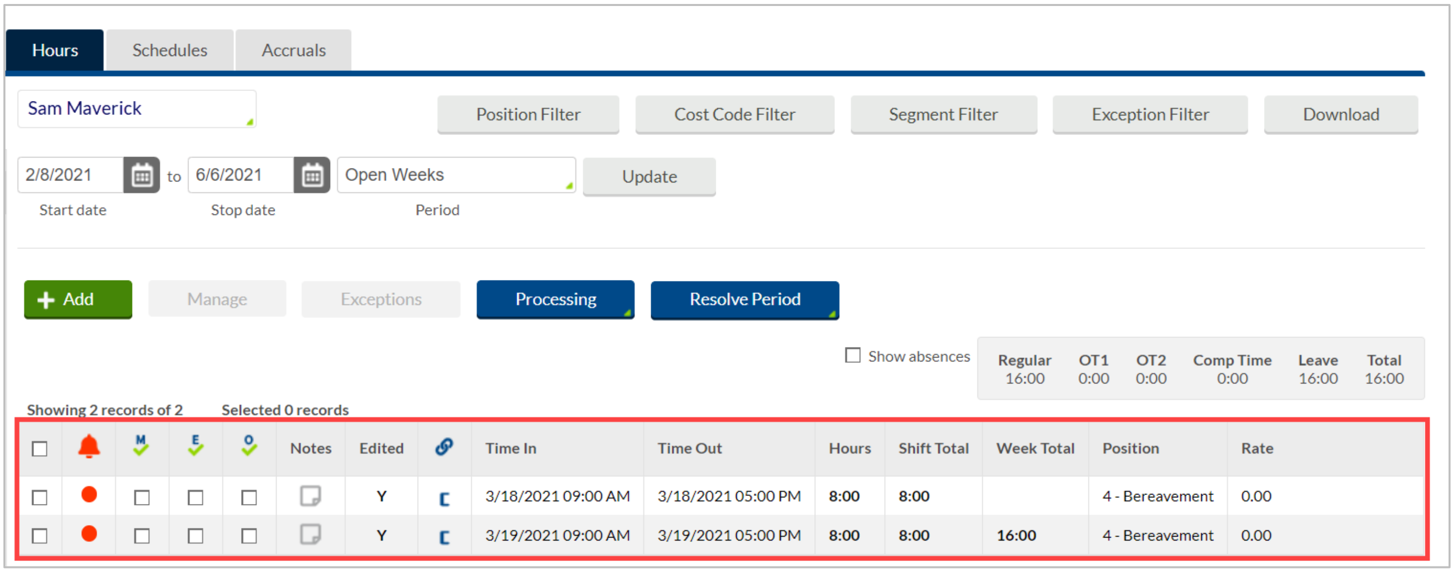


Note: *If you only want to see a specific group of employees, you can use the Employee Filter button to filter to that group. This function allows you to filter by attributes such as employee classification and department.*

3. On the Hours tab, set the Date Range to the to the Start Date of your pay period and the End Date of your pay period and click Update or choose a predefined Period range from the drop-down menu.



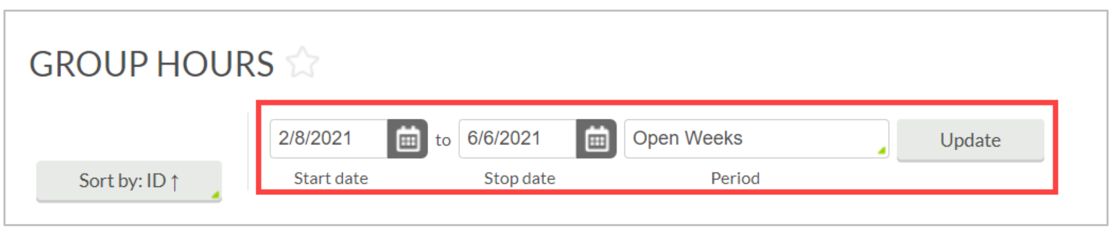
4. Hours will display in the table below.



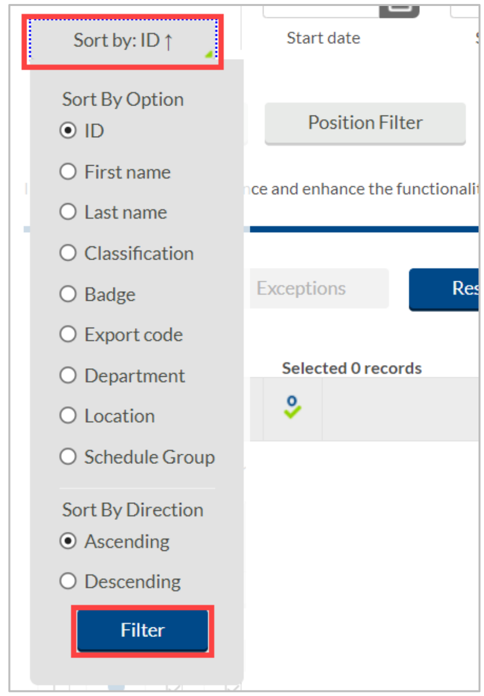
Group Hours

Group hours allows you to view hours for all your employees in one location. This makes the review process easier as you can review hours on a mass scale, filter for specific employee groups, filter for specific exceptions, and approve hours for multiple employees from the same screen.

1. Click on Hours, then Group Hours.
2. Set the date range you want to review hours for and click Update.



3. You can use the Sort by option to change the order in which employees are displayed in Group Hours. After selecting a Sort By Option and Direction, click the Filter button to update the results table.



4. Group Hours has many useful filters that can be used to display specific subsets of information when viewing hours.

Note: *The Cost Code Filter is not used at UTA.*

a. The Employee Filter allows you to filter hours for only specific employees.

b. The Position Filter allows you to filter to see segments with specific positions.

c. The Exception Filter allows you to filter to see segments with only specific exceptions. For example, if you are required to approve all missed punches before processing payroll, you can filter all the segments worked that week to see just those segments that have unapproved missed punches.

   There are three categories of exceptions you can review:

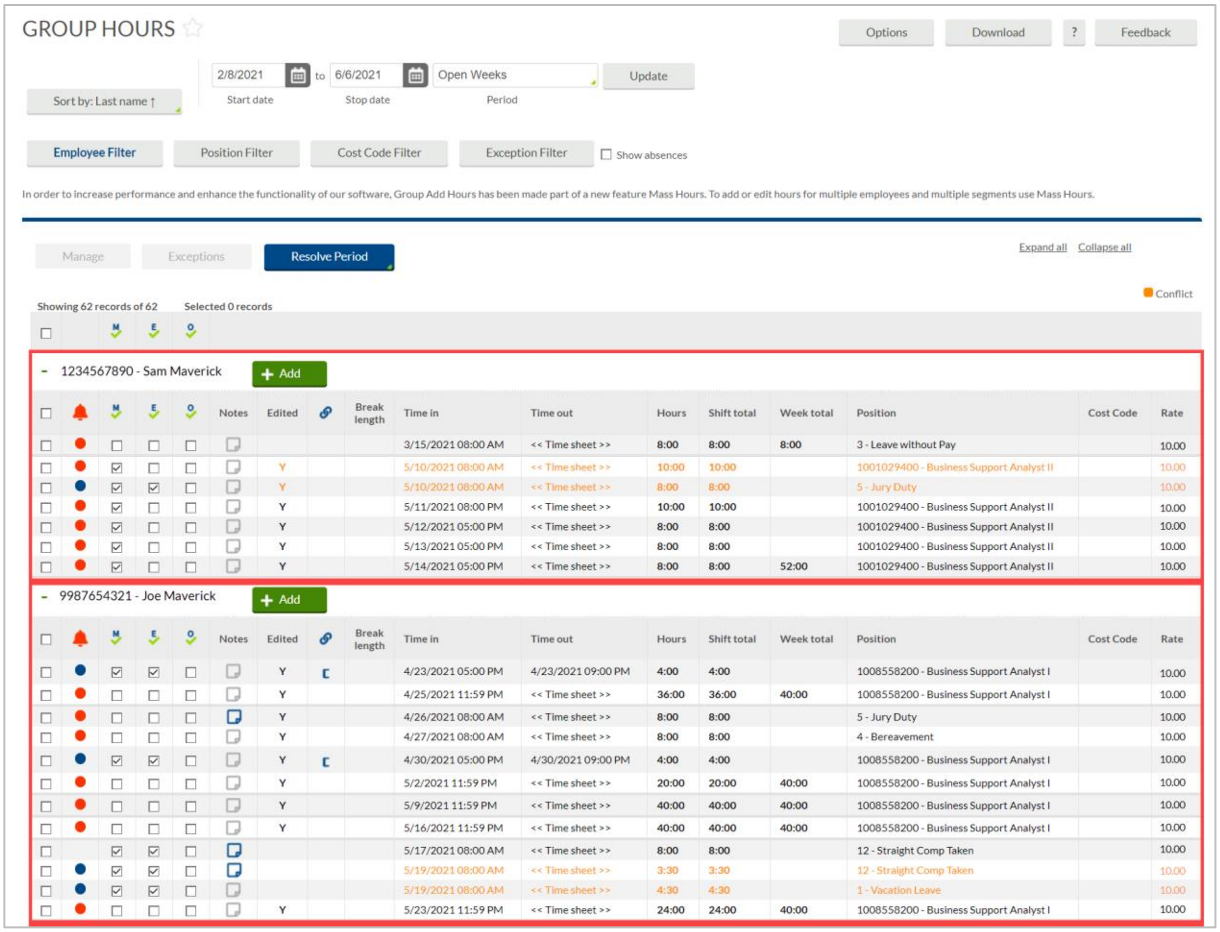
   i. Approvals – shift segments missing employee or manager approval.

   ii. Shift - segments that share time with another segment (e.g., clocking in while already clocked in)

   iii. Schedule – shift segments that conflict with the employee's schedule (e.g., clocking in early or late)

Note: *As you address exceptions that are included in the exception filter, those segments will no longer be shown. This is a useful way to know that all segments with the selected exceptions have been addressed. It is recommended to click on the Exception Filter again and select new exceptions to filter by or click the Restore Default option to reset the filter and display all hours again.*

5. The hours per employee will display in the table below, organized by employee according to the sort and filters applied.

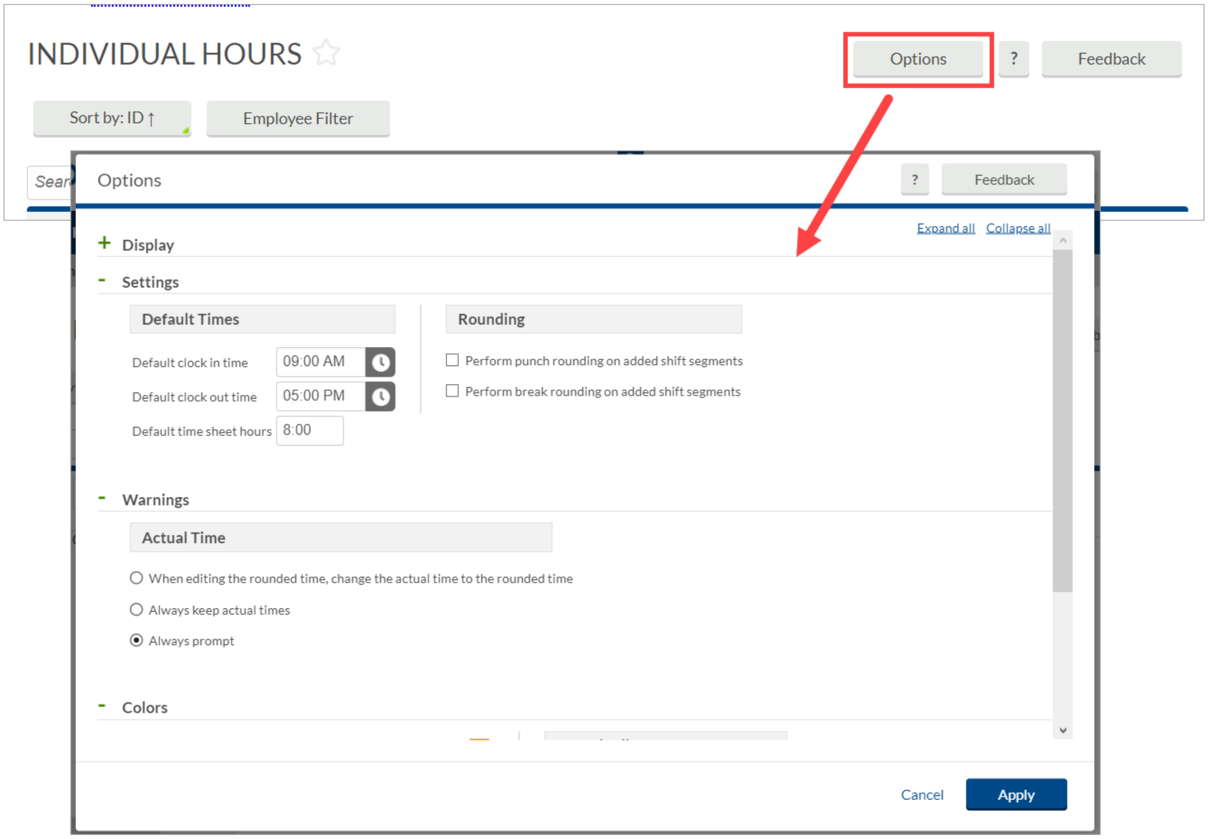


Additional Display Options

There are many other display options that can be changed by clicking the Options button in Individual Hours. These options will persist throughout the software once selected. Additional options that can be adjusted include:

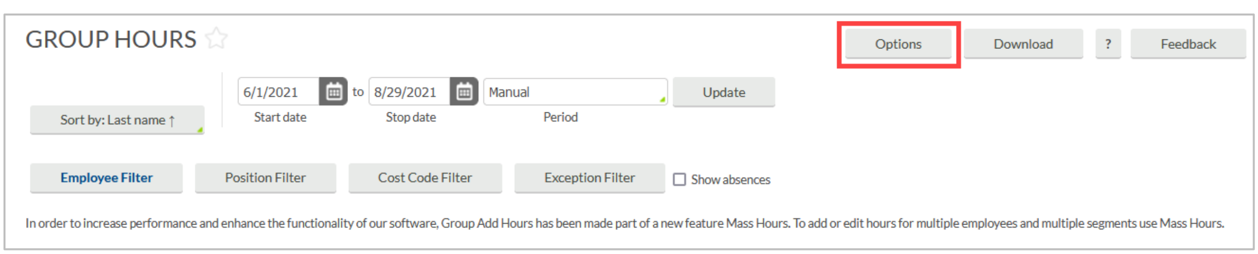
- Time, Date and Hour display formats
- Default Period for viewing hours
- Displaying the Manager name next to the Employee name
- Displaying the day of the week for each time in/out
- Displaying the user ID that granted approval for each segment
- Setting default clock in and clock out times (used when adding hours manually)
- Changing the highlight colors for the segment based on:
    - Missed punches
    - Absent segments
    - Row shading

- Conflicting segments

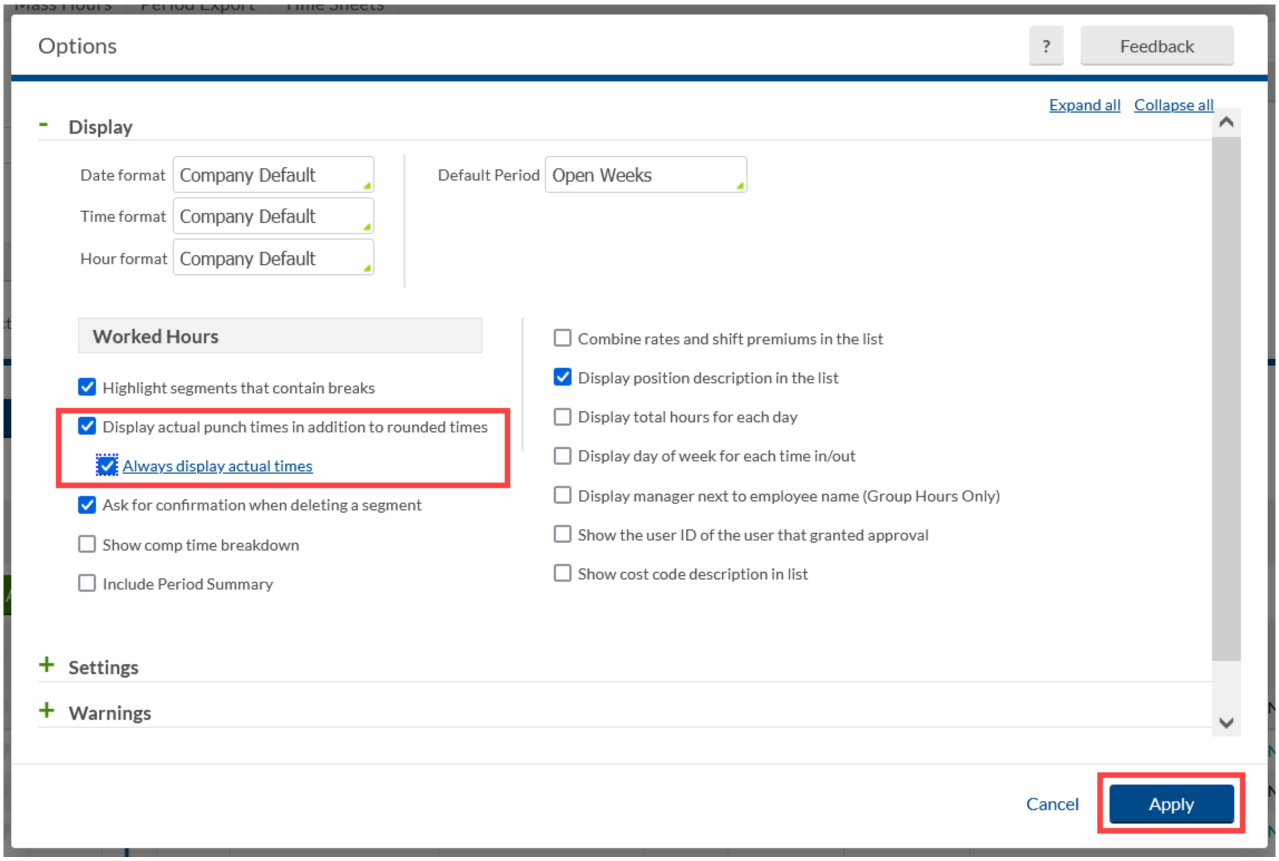


Rounding Punch Hours

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.
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".



3. Click the Apply button to apply the change.

Hours Screen Before:

					Notes	Edited		Break length	Time in	Time out	Hours	Shift total
								5u	6/8/2021 10:00 AM	6/8/2021 10:25 AM	0:25	
									6/8/2021 10:30 AM	6/8/2021 10:30 AM	0:00	0:25
									6/8/2021 11:30 AM	6/8/2021 11:30 AM	0:00	0:00
									6/8/2021 12:45 PM	6/8/2021 12:45 PM	0:00	0:00
								17u	6/8/2021 12:45 PM	6/8/2021 12:45 PM	0:00	
						Y			6/8/2021 01:02 PM	6/8/2021 01:15 PM	0:13	

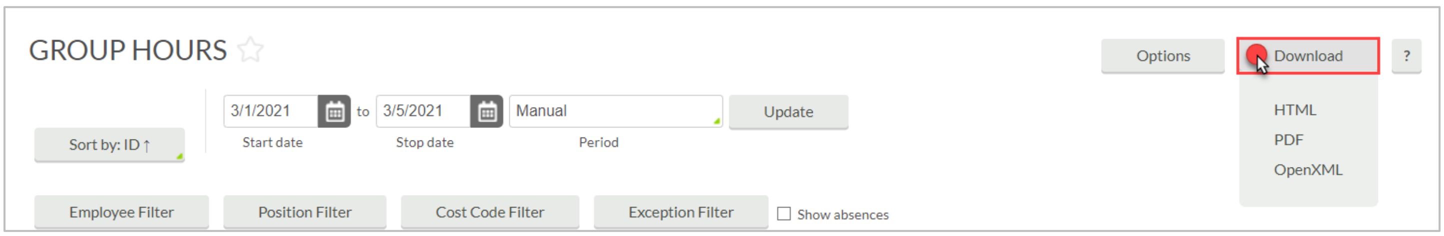
Hours Screen After:

					Notes	Edited		Break length	Time in	Actual time in	Time out	Actual time out	Hours	Shift total
								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	
									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
									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
									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
								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	
						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	

Download Hours

Both the Individual Hours and Group Hours screens allow you to download hours from TCP.

1. Populate the hours you wish to download.
2. Click the Download button.
3. Select the format for the download
    a. HTML: The output is produced in a .html file that can be opened by a web browser.
    b. PDF: The output is produced in a .pdf file that can be opened in Adobe Reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.
    c. OpenXML: The report is produced in a .xml file that can be opened in Microsoft Excel or OpenOffice.



Punch Location Report

The Punch Location report will return the information regarding where the entries on an employee's timesheet were performed or requested. If the entry is a time segment, the report will display the location for their clock in and the location for their clock out, as indicated with the red boxes. If the entry is for timesheet hours (a quantity of hours) the report will display where that was entered and show "<Time sheet>" for the Time Out, as seen on the entry for 11/8.

Punch Location
For the period of 11/1/2021 to 11/16/2021

Number	Name	Week	Time In	Location	Time Out	Location
1234567890	Sam Maverick	1	11/1 07:00 AM	tcplscfi1c6	11/1 04:30 PM	WebClk - Clk Op on 172.225.16.207
			11/1 05:30 PM	WebClk - Clk Op on 172.225.16.207	11/1 09:30 PM	WebClk - Clk Op on 104.28.50.183
			11/2 07:00 AM	tcplscfi1c6	11/2 07:00 PM	tcplscfi1c6
			11/3 07:00 AM	tcplscfi1c6	11/3 03:00 PM	tcplscfi1c6
			11/4 07:00 AM	tcplscfi1c6	11/4 07:45 PM	tcplscfi1c6
			11/7 07:00 AM	tcplscfi1c6	11/7 01:00 PM	tcplscfi1c6
		2	11/8 07:00 PM	Manager - Req Ent on 129.107.42.206	<Time sheet>	
			11/9 07:00 PM	Manager - Req Ent on 129.107.42.206	<Time sheet>	
			11/10 07:00 PM	Manager - Req Ent on 129.107.42.206	<Time sheet>	
			11/11 07:00 PM	Manager - Req Ent on 129.107.42.206	<Time sheet>	
			11/13 09:00 AM	tcplscfi1c6	11/13 11:30 AM	tcplscfi1c6
			11/13 01:30 PM	tcplscfi1c6	11/13 07:00 PM	tcplscfi1c6
			11/14 07:00 AM	tcplscfi1c6	11/14 03:00 PM	tcplscfi1c6
		3	11/15 07:00 AM	tcplscfi1c6	11/15 03:00 PM	MblClk - Clk Op on 172.58.109.171
			11/16 07:00 AM	tcplscfi1c6	11/16 03:00 PM	tcplscfi1c6
			11/16 05:30 PM	Manager - Dshbr on 129.107.42.214	<Time sheet>	
			11/16 05:30 PM	tcplscfi1c6	11/16 10:00 PM	tcplscfi1c6

Punch Locations
- WebClock (internet browser)
- RDT Timeclock
- Timekeeper or Manager Entry
- Mobile Clock (Smart Phone App)

All RDT timeclocks have been assigned names in TCP. To determine the location of the RDT, please see the "TCP RDT Clock Locations" document posted on the Knowledge Services Business Apps page.

Managing an Employee's Time

Upon reviewing an employee's hours, it may be necessary to submit adjustments on the employee's behalf. Typically, it is the responsibility of the Departmental Timekeeper to make adjustments to employee's time.

Time Entry Rounding

When adding or editing time, it is necessary to input the employee's time according to the University's rounding standard. The standard involves rounding down if the actual time is within seven minutes of the nearest 15-minute increment, or quarter hour. Alternatively, round up if the employee's time is within 8 minutes of the nearest 15-minutes, or quarter hour.

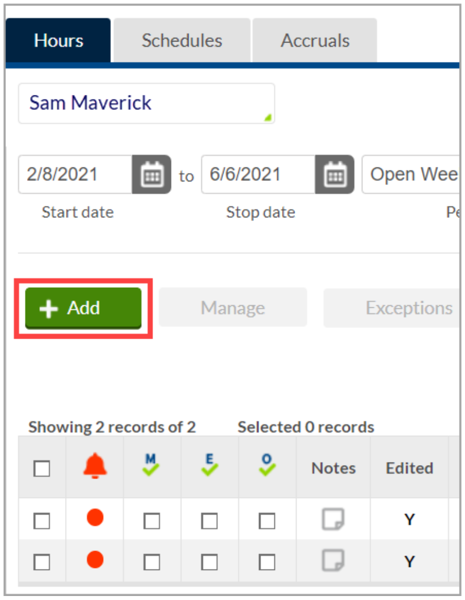
This standard applies for all time entries; start in time, lunch out time, lunch in time, and out time for day.

Actual Punch	Rounded Time
8:07	8:00
8:08	8:15
8:34	8:30
8:38	8:45

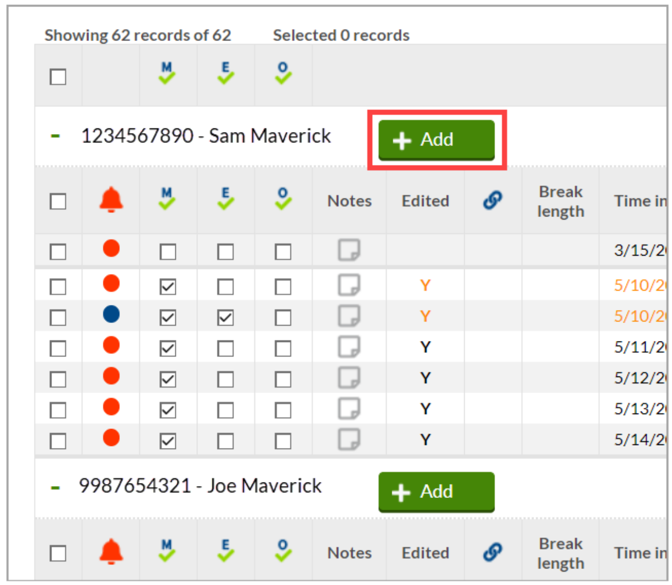
Adding Hours for Employee – Hourly Employee

1. On either the Individual or Group Hours screen, navigate to the employee for which the hours need to be entered. See the Individual Hours or Group Hours section for additional instruction.
2. Adjust the Start and Stop dates if necessary.
3. Click on the green Add button.

Individual Hours Screen



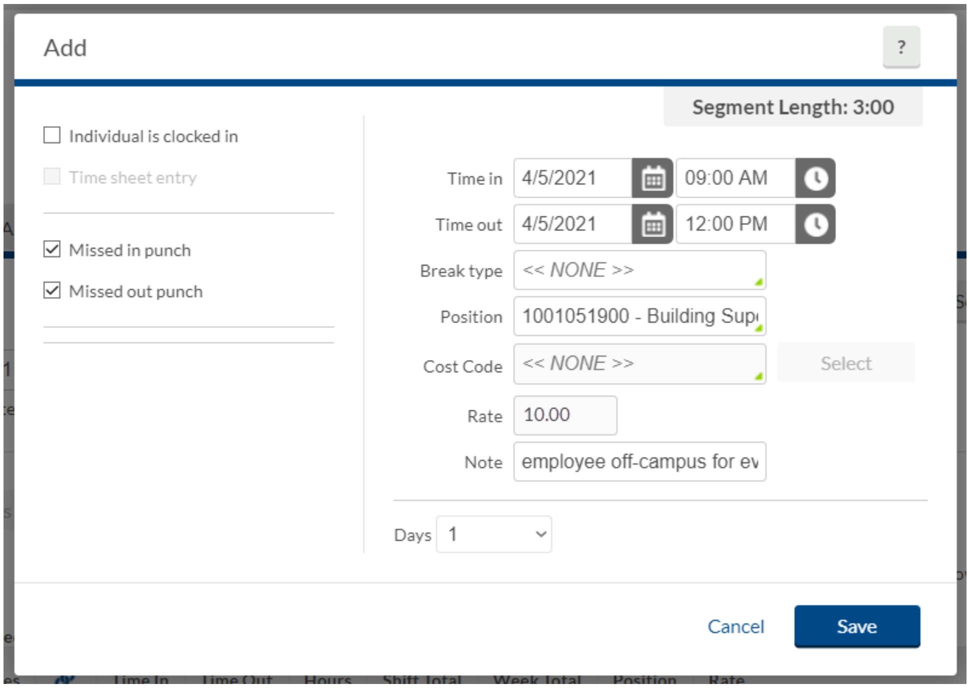
Group Hours Screen



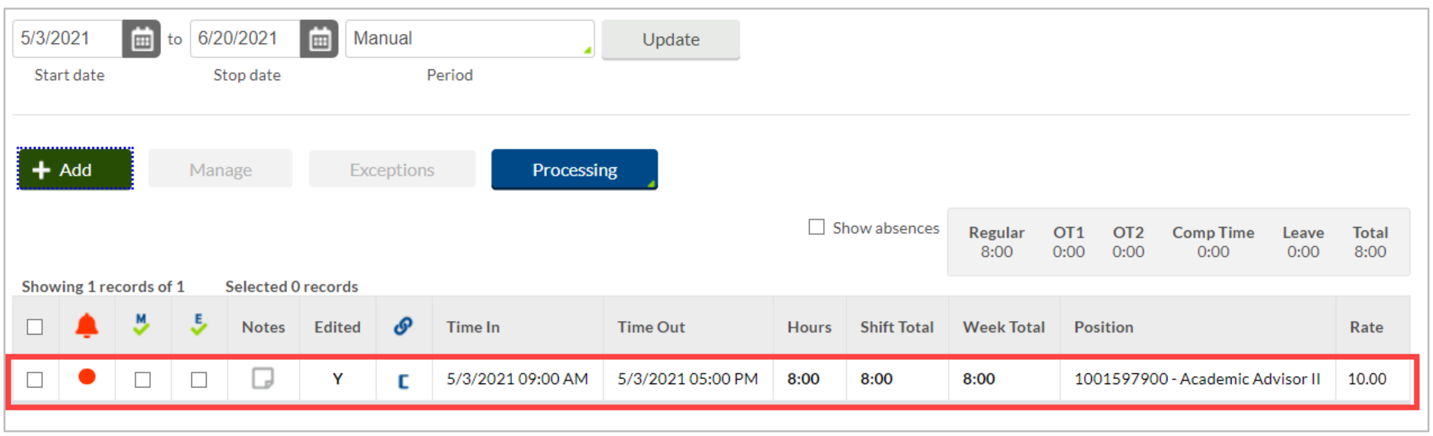
4. Enter the date and time in the fields for Time in and Time out.
5. If you are clocking an employee in on their behalf, check Individual is clocked in and click Save. This will update the employee's current status to Clocked In. Use this option only if the employee is currently working and will clock out for the shift.
6. Specify the position worked for this shift by clicking the Position drop-down and selecting the appropriate position.
7. If the segment was the result of a missed punch, you can indicate this by selecting Missed in punch and/or Missed out punch.
8. Enter a note for the added segment if in the Note field.

Note: *Anytime a Manager or Timekeeper adds time on an employee's behalf, a note should be entered.*

9. If you are adding segments for multiple days in a row with the same Time In and Time Out, you can change the number of days using the Days drop down menu.
10. Click Save.



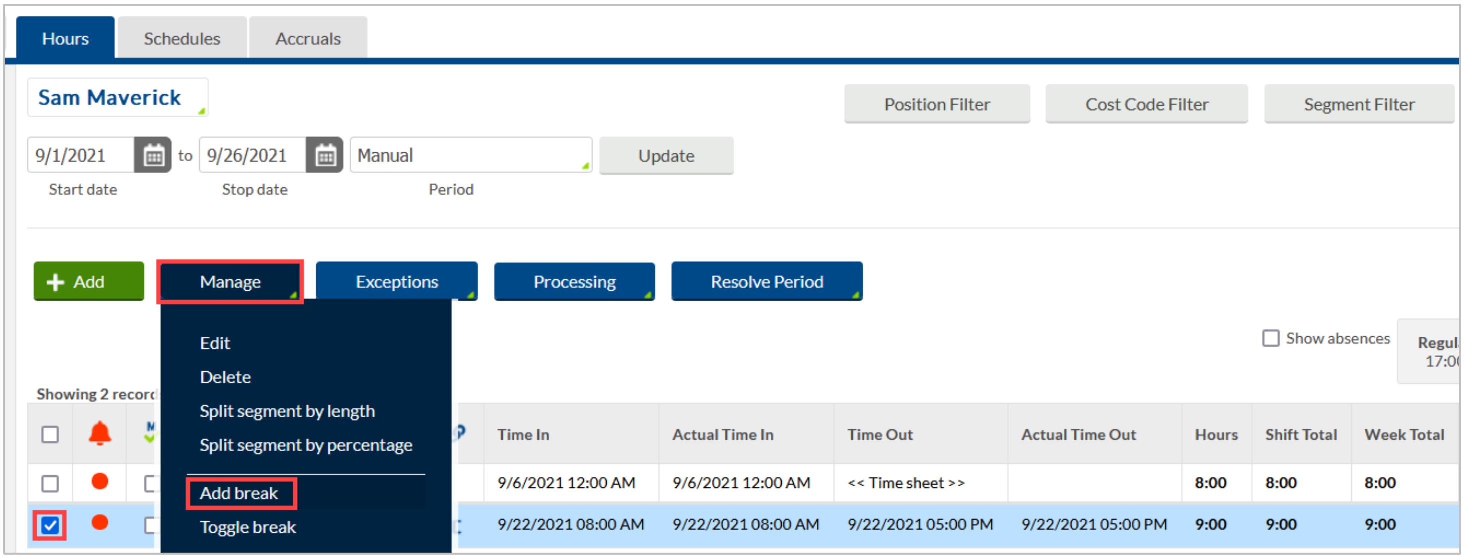
The hours will now appear as a row for the employee. The added hours will require an approval by the employee and Manager.



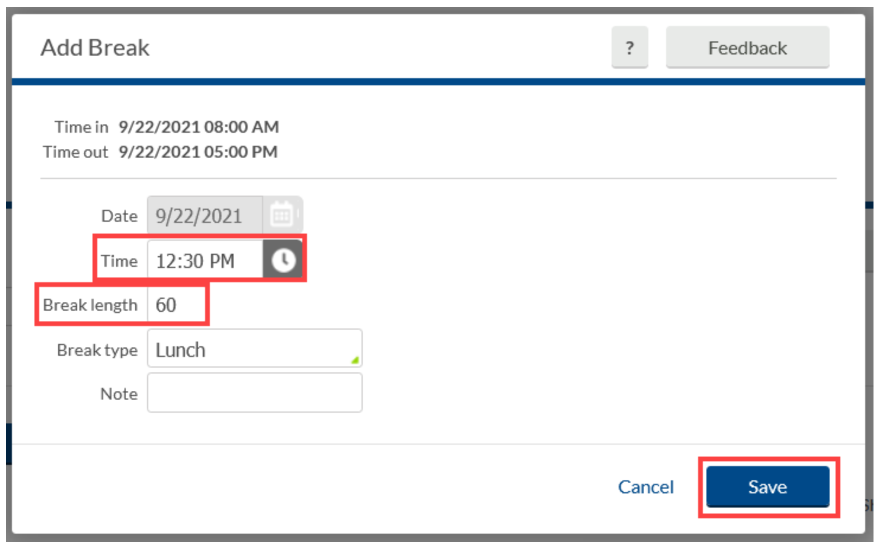
Adding Lunch Break to Employee Hours

When adding hours to an employee that includes a lunch break, add the hours following the above instructions, Adding Hours for Employee, then use the steps below to add the break to the hours.

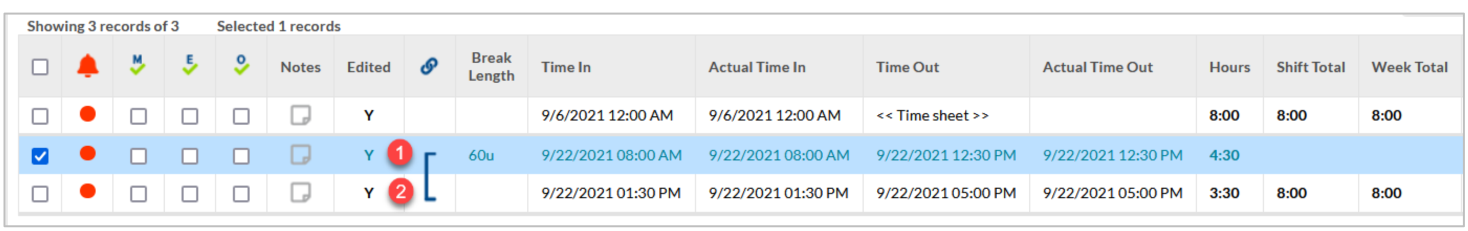
1. Select the hours segment needing the break using the checkbox.
2. Click on the blue Manage button
3. Click Add break.



4. If necessary, adjust the time the break started.
5. Enter the Break length as the number of minutes to be recorded for the break.
6. Click Save.



7. There will now be two rows for the day, separated by the indicated break.

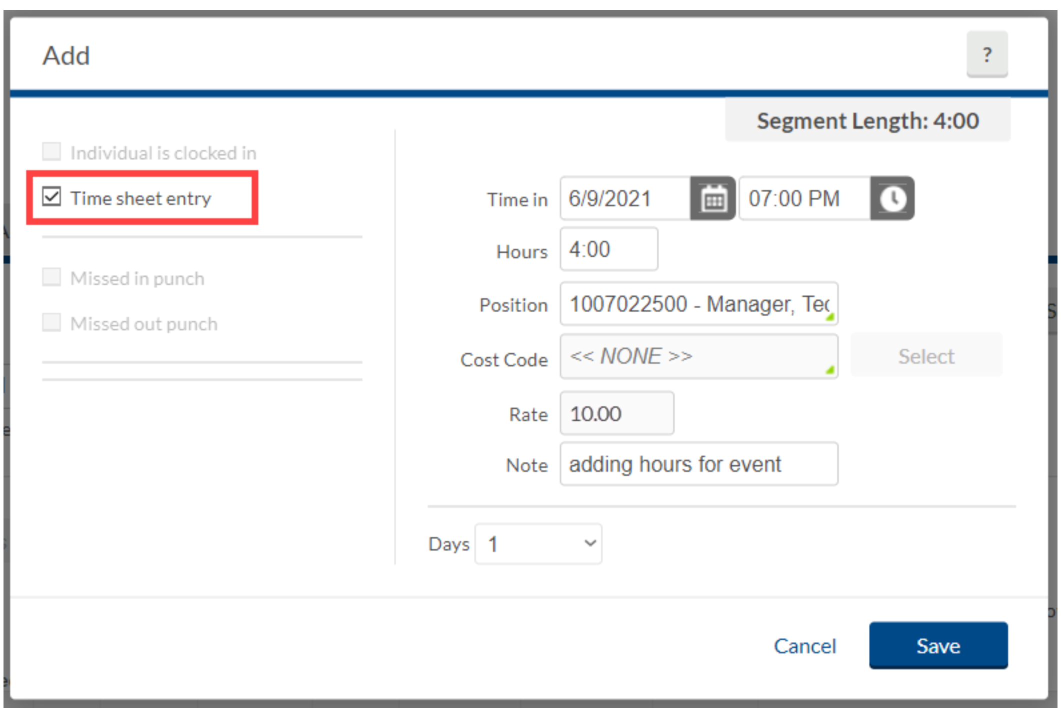


Adding Hours for Employee – Salaried Employees

1. On either the Individual or Group Hours screen, navigate to the employee for which the hours need to be entered. See the Individual Hours or Group Hours section for additional instruction.
2. Adjust the Start and Stop dates if necessary.
3. Click on the green Add button.
4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
5. Enter the date and time in the fields for Time in.
6. Enter the quantity of Hours to be added.
7. Specify the position worked for this shift by clicking the Position drop-down and selecting the appropriate position.
8. Enter a note for the added segment if in the Note field.

Note: *Anytime a Manager adds time on an employee's behalf, a note should be entered.*

9. If you are adding segments for multiple days in a row with the same quantity, you can change the number of days using the Days drop down menu.
10. Click Save.



Editing Hours for Employee

1. Click on the segment to highlight it, click Manage, and then Edit to access the Edit Segment window. Or, double-click on the segment or right click and select Edit.
2. The same options that are available in the Add dialog box are available in the Edit Segment dialog box.

Deleting Hours for Employee

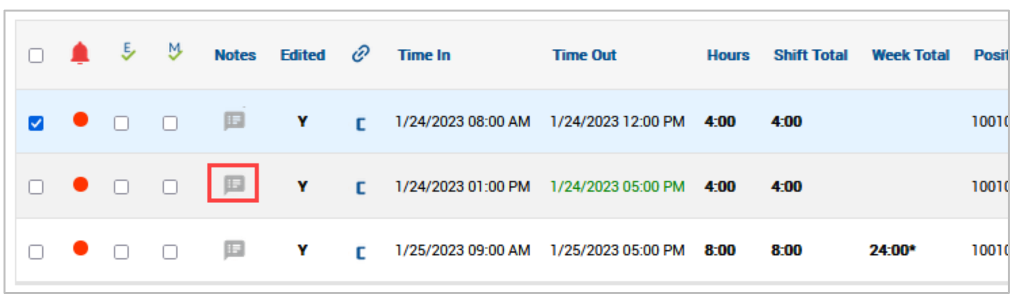
1. To delete a segment already in the system, click on the segment to highlight it, click Manage and Delete. Or, right click on the segment and select Delete.
2. This will bring up a prompt asking you to verify that you want to delete the segment. To delete the segment, click Ok.

Note: *If a segment is deleted, it is captured in the Audit Log as a permanent record of its removal. This also applies to Add and Edit on segments.*

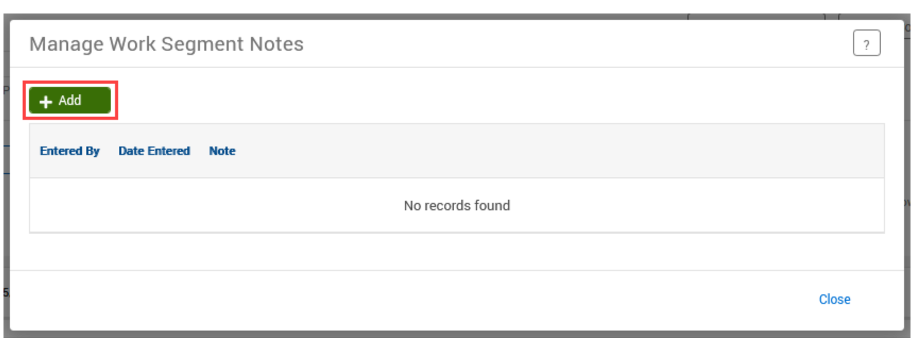
Adding Shift Notes

Timekeepers and Managers can enter a note for a segment if needed.

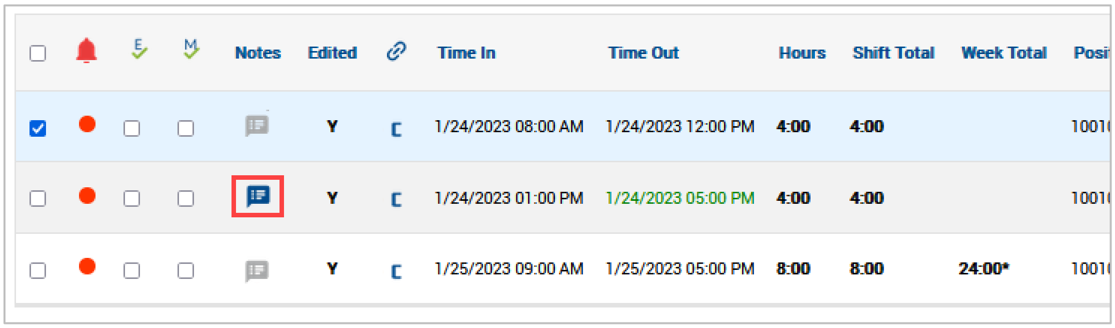
1. Click the Note icon on the segment.



2. The Manage Work Segments Notes dialog box will pop up if a note has not already been entered.
3. To add a shift note, click Add.



4. Enter a note.
5. Click Save.
6. Click Close to close the Notes window.
7. After a note has been entered, the note icon will turn blue to indicate that a note has been entered for the segment.
8. To view the notes that have been entered on the segment, click the blue icon.

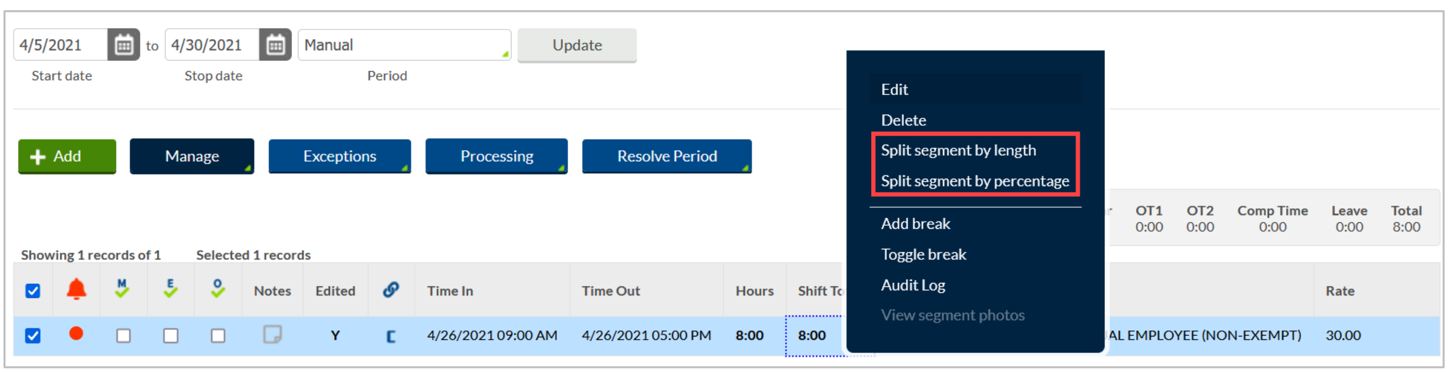


Note: *You cannot edit or delete notes. You can only add additional notes.*

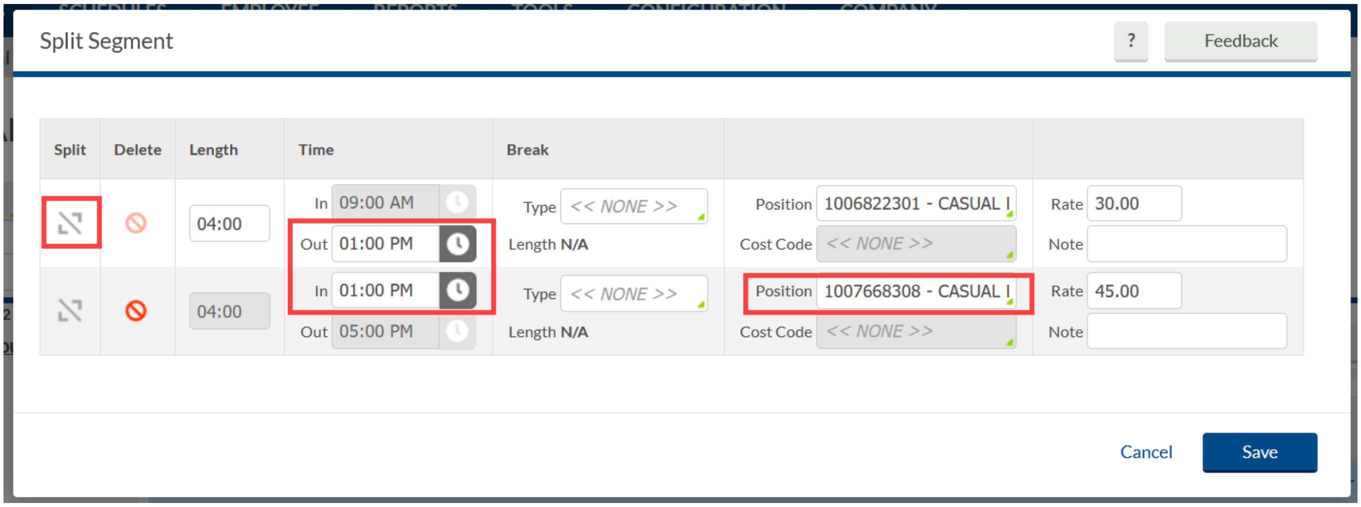
<u>Splitting Segment</u>

If an employee works multiple jobs in one shift, you may be required to change the position for part of the shift.

1. Right click on the segment. You have the option to split the segment by length or percentage.



2. Click the Split icon.
3. Adjust the times as necessary.
4. Change the Position as necessary.
5. Click Save.



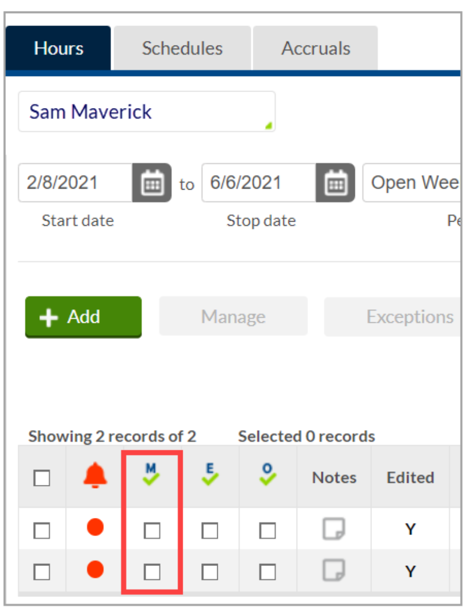
Approving Hours

Hours must be approved by both the employee themselves and their Manager. It is suggested that Managers review and approve hours on a weekly basis.

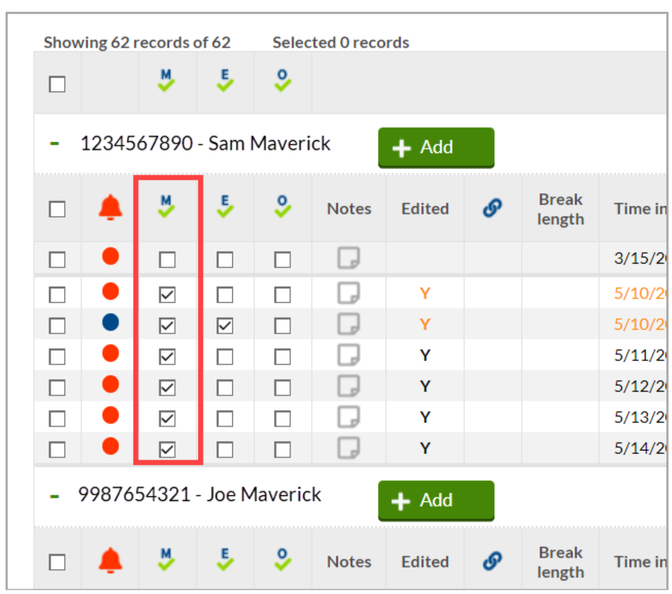
1. Navigate to the hours using either the Individual Hours or Group Hours screen. See the [Individual Hours](#) or [Group Hours](#) section for additional instruction.

2. Once the hours have been reviewed, and amended if necessary, and found to be correct, click the individual checkboxes in the column below the "M" to approve the hours within that segment.

Individual Hours Screen

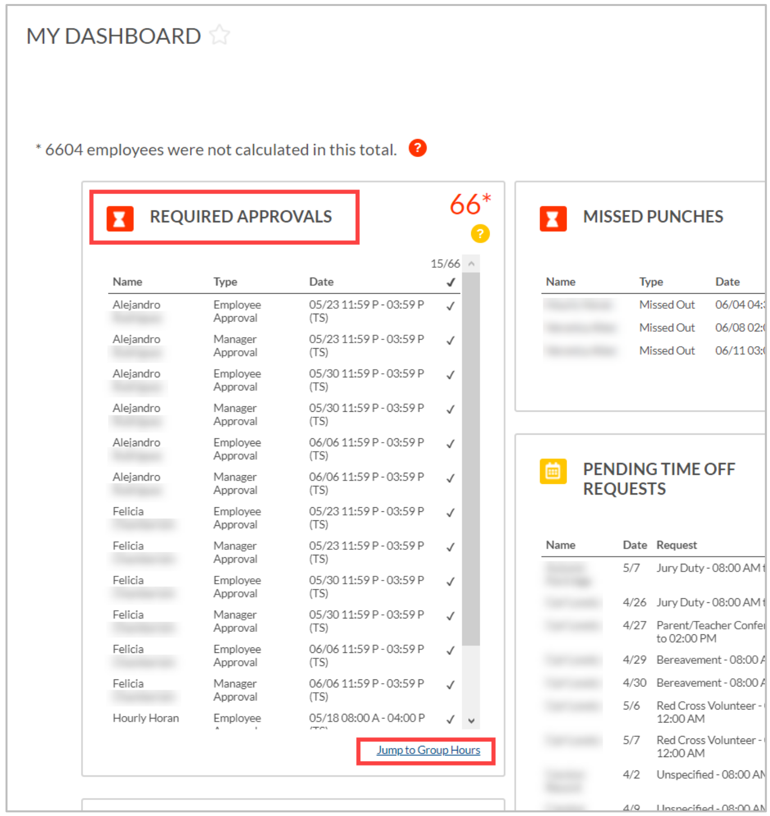


Group Hours Screen



Alternately, click the Manager icon to approve all hour segments for an employee. 

Managers can also review the Required Approvals widget on the Manager Dashboard for any hours that need approval. The Jump to Group Hours link will go to the Group Hours screen and display only the employee hours that need approval.

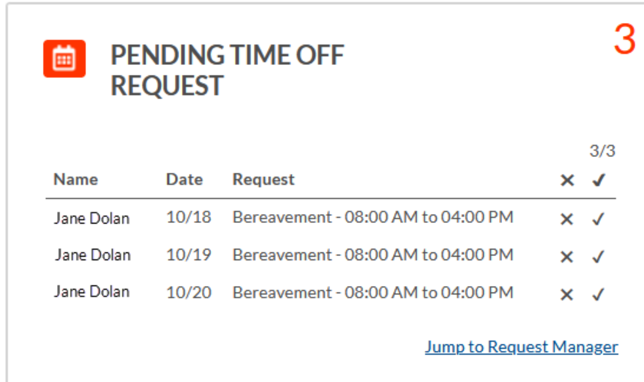


Managers can approve hours from this widget using the checkmark beside the hours to be approved.

Managing Leave Requests

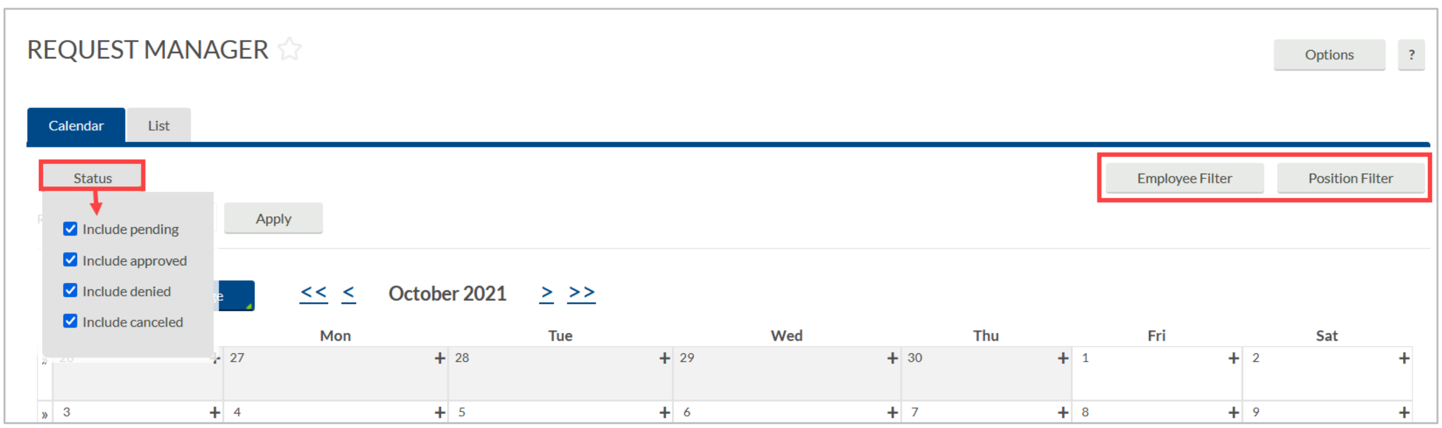
The Request Manager screen allows Managers to view, edit, and approve employee time off requests.

Managers will also be able to see and respond on Leave Requests pending their approval on their Dashboard. To respond, use the "x" for "Deny" and the "✓" for "Approve". The "Jump to Request Manager" link will go directly to the Request Manager page.

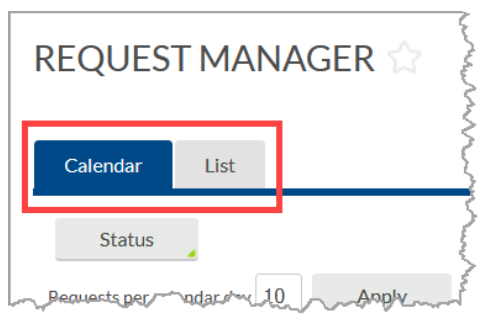


Request Manager

The Request Manager screen (Tools > Requests) allows for flexible view options when reviewing employee Leave Requests. You can use filters or select the Leave Request status to display the desired information.

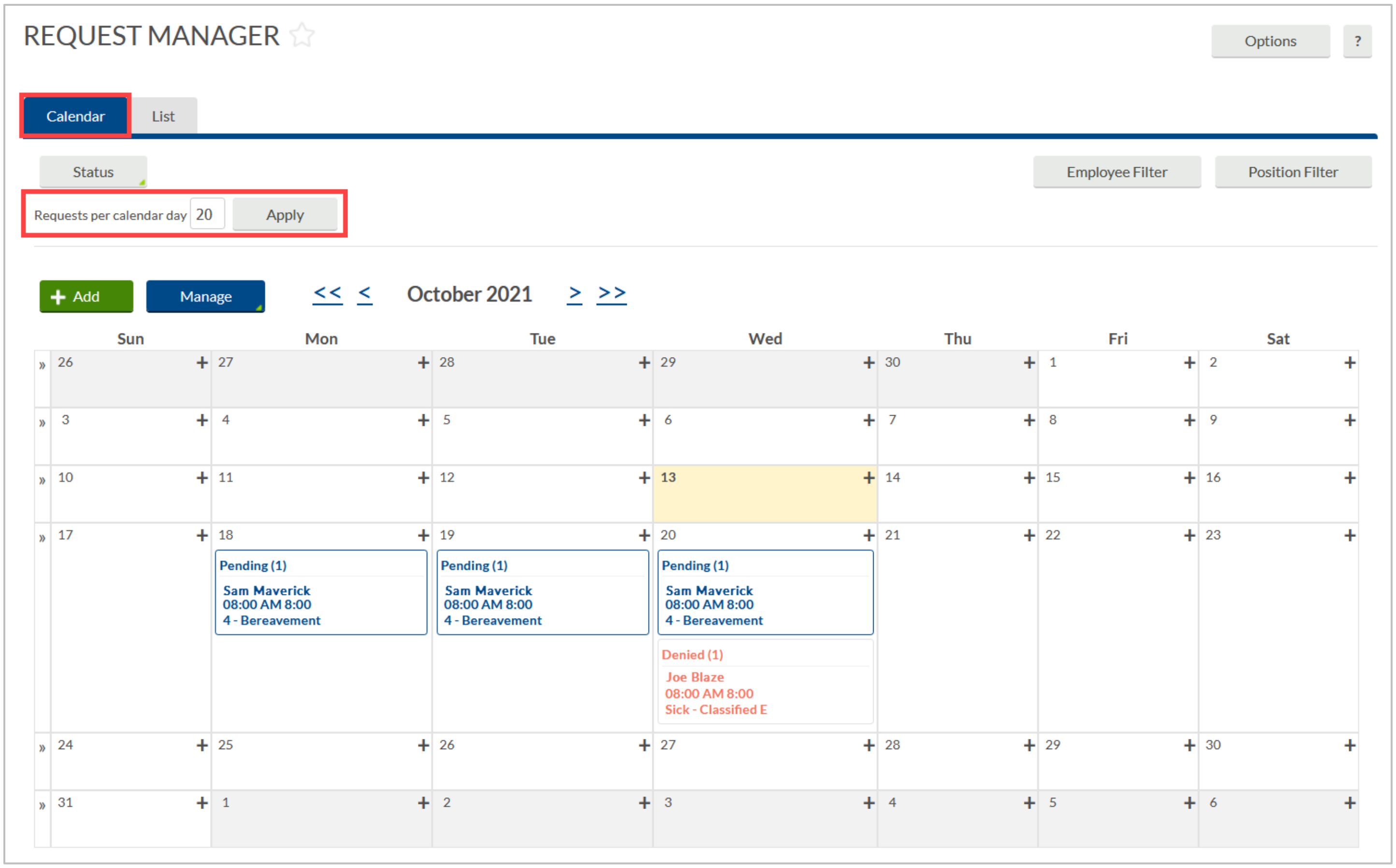


There are two ways to view Leave requests in Request Manager: Calendar and List.

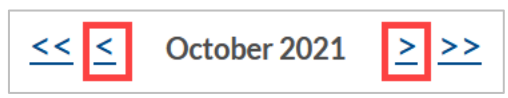


Calendar View

Calendar view displays a monthly calendar. Requests are displayed on the date of the requested leave. By default, Calendar view displays 10 requests per day; this can be adjusted by entering the desired number of requests to display and clicking the Apply button. Through the Calendar view, Managers can respond to Leave Requests one at a time.



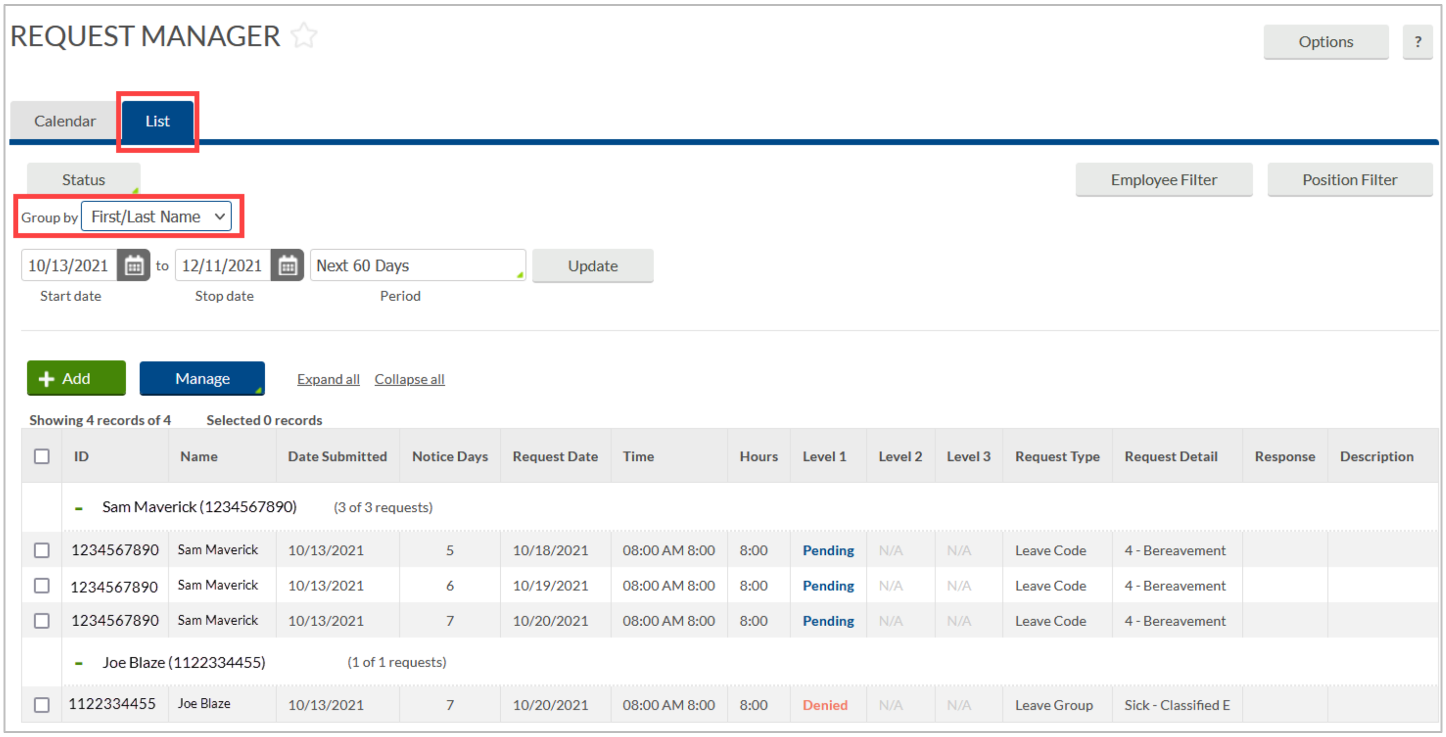
To move to a different month in Calendar view, use the single arrow to the left or right of the month.



Note: *The double arrow will go back or forward one calendar year.*

<u>List View</u>

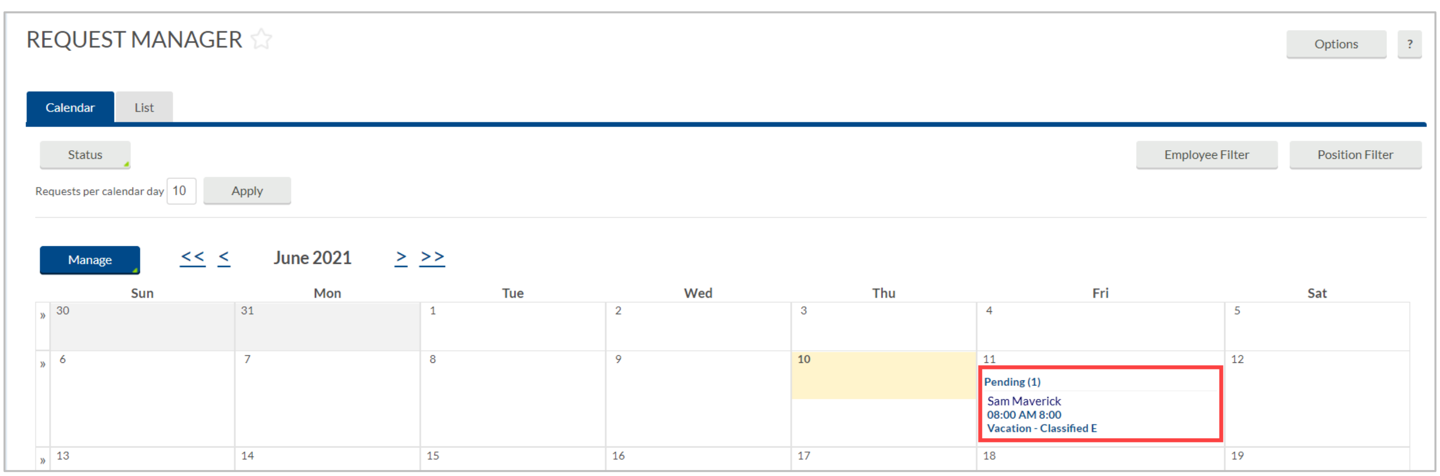
List view displays all requests in a list format and is, by default, grouped by Request Date. Managers can change the "Group By" option to view the requests grouped in other ways. From the List view, managers can respond to multiple requests at once using the checkbox to select the request(s) and the Manage button, or right-click menu, to indicate the action to be taken.



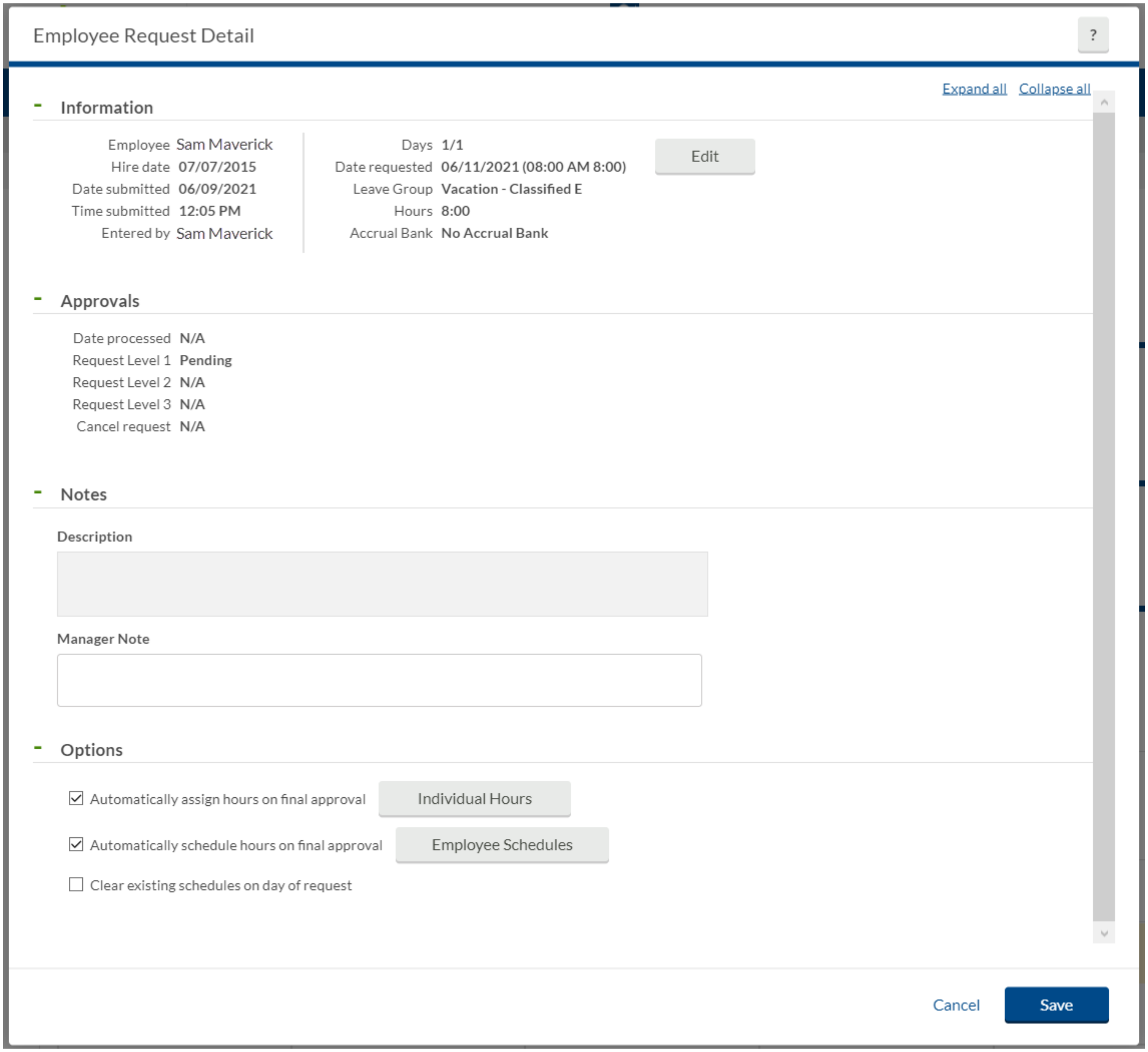
View Submitted Requests

Note: *Calendar view will be used for the following steps but these actions can be taken through List View also.*

1. Click on Tools, then Requests.
2. By default, requests for all employees will display. To limit the visible requests to one or certain employees, use the Employee Filter or the Position Filter.



3. To view detailed information on a submitted request and how its approval will be handled, right-click, and select Detail. Alternatively, click the request and then click the Manage button, or double click on the request.

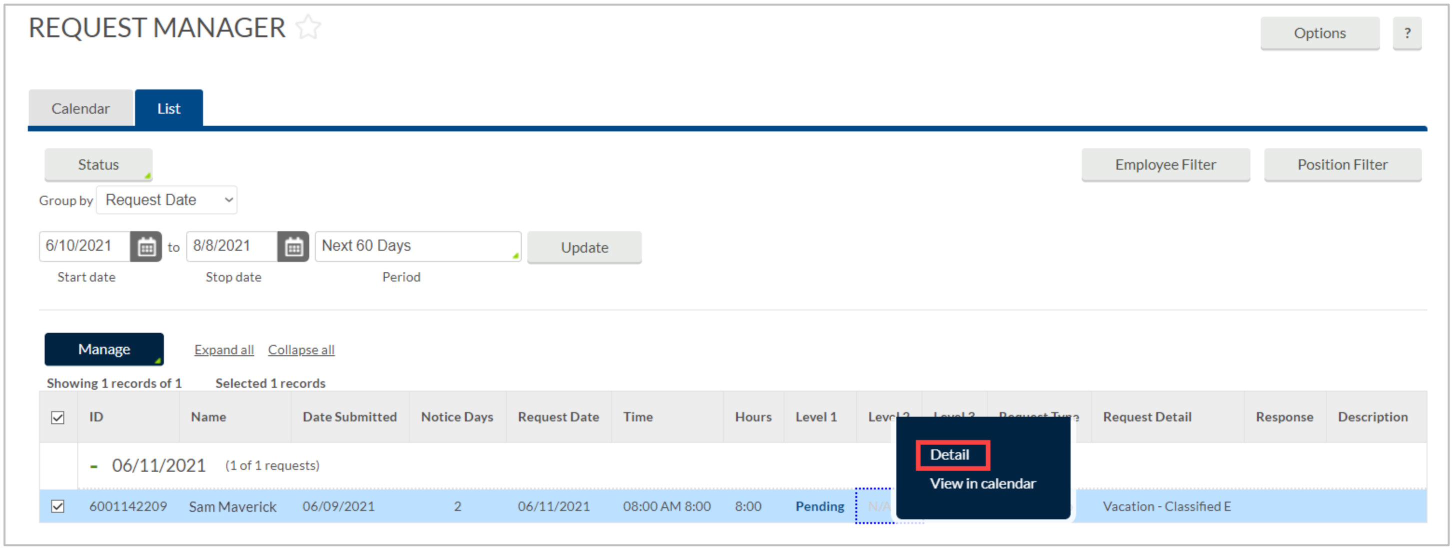


Editing a Request for an Employee

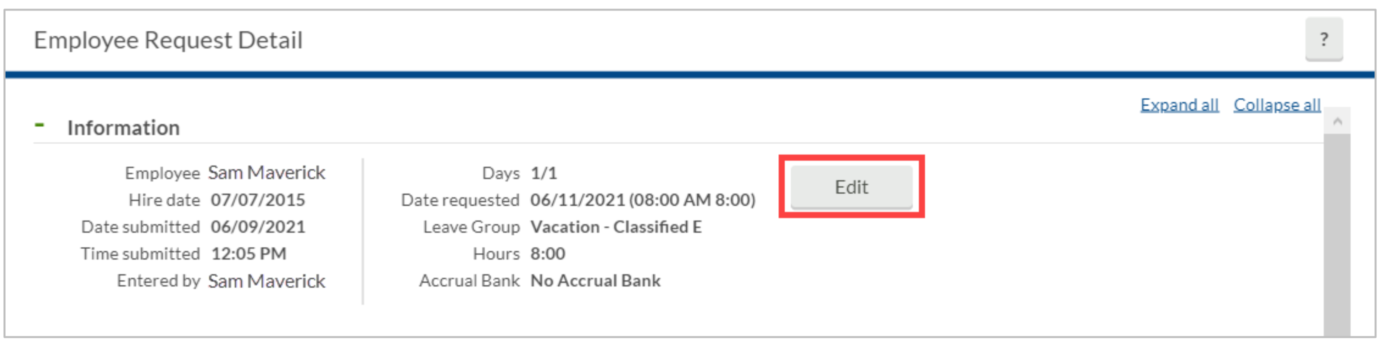
Employees are responsible for creating their own leave requests. Managers and Timekeepers have access to edit leave requests for employees if the request has not yet been approved.

Note: *Leave requests cannot be edited after they have been approved. If it has been approved, the leave request must be cancelled by a Manager or Timekeeper and a new one entered.*

1. Navigate to the pending leave in either Calendar or List view.
2. Access the request details by right-click on the request and select Detail. Alternatively, click the request and then click the Manage button, or double click on the request.



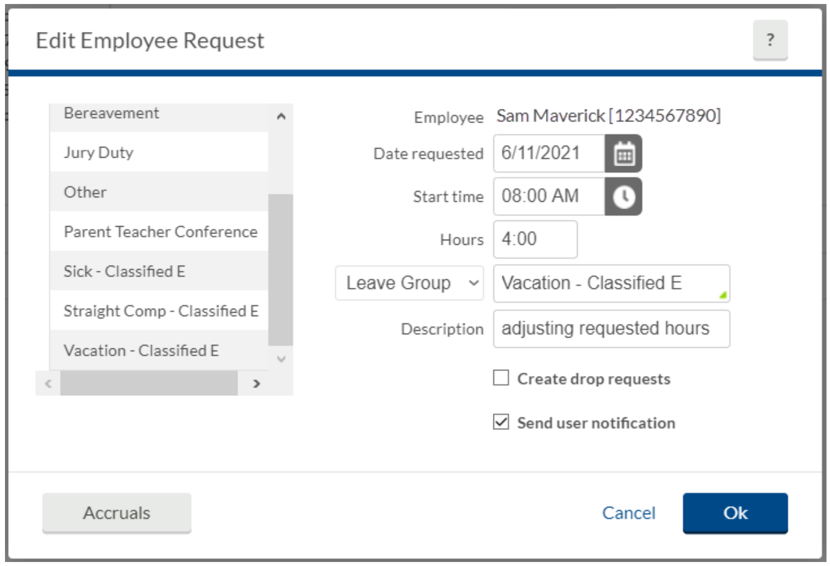
3. On the Request Details page, click Edit.



4. Adjust the leave request details as necessary.

Note: *Anytime a Timekeeper or Manager adjusts a leave request on an employee's behalf, a note should be entered in the Description field.*

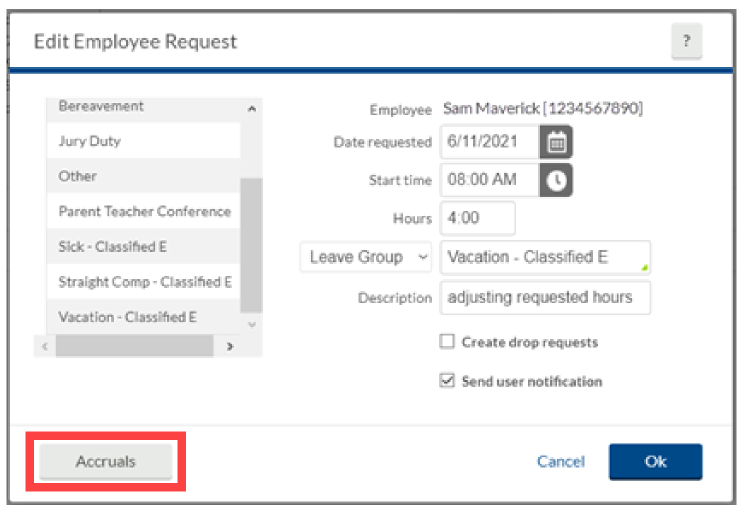
5. Click Ok to update the request.



Viewing Employee Leave Accruals

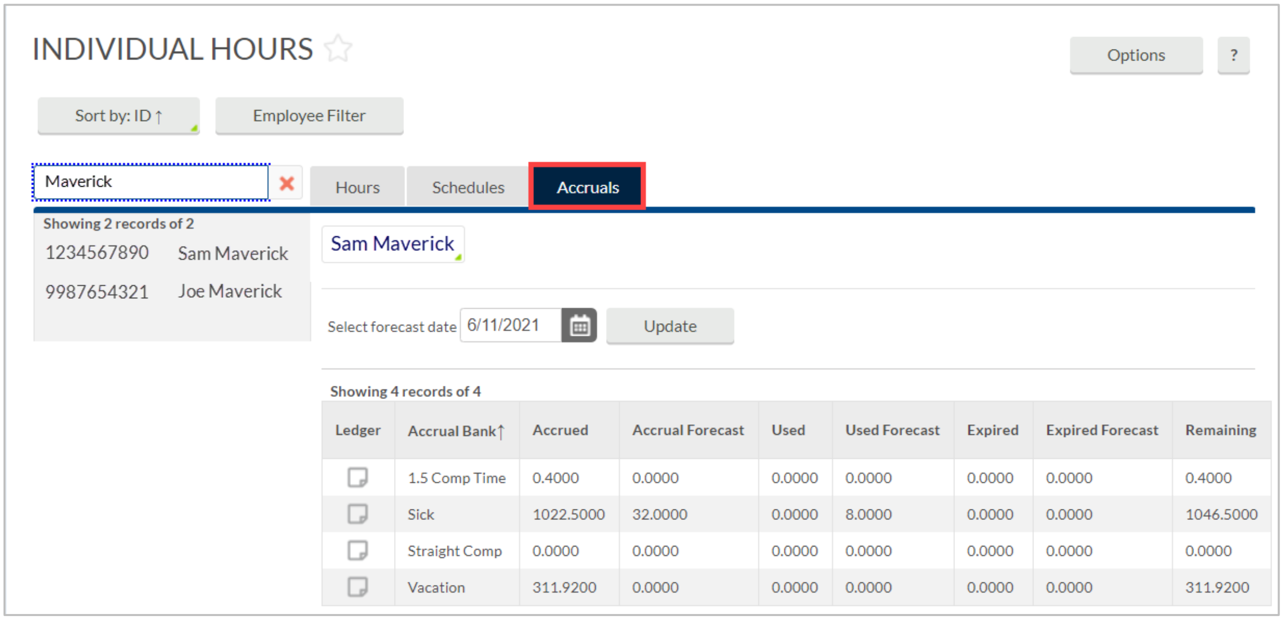
Managers can view the leave balance accruals for employees on the Individual Hours screen.

1. If a Manager is already reviewing a leave request, accrual balances can be viewed using the Accruals button on the Edit Employee Request screen.



2. Alternately, or to view accruals independently of a request, navigate to the Individual Hours screen and select the employee. See the Individual Hours section for additional instruction.
3. Click on the Accruals tab. The accruals tab displays several columns.
    a. Accrual Bank – type of leave
    b. Accrued – amount accrued to-date
    c. Accrual Forecast – monthly accrual that will be earned
    d. Used – amount of leave used

e. Used Forecast – any leave that has been approved but has not been through the close process to reconcile the total
f. Expired – for straight comp, number of hours that have expired
g. Expired Forecast – for straight comp, number of hours that will be expiring
h. Remaining – usable number of hours



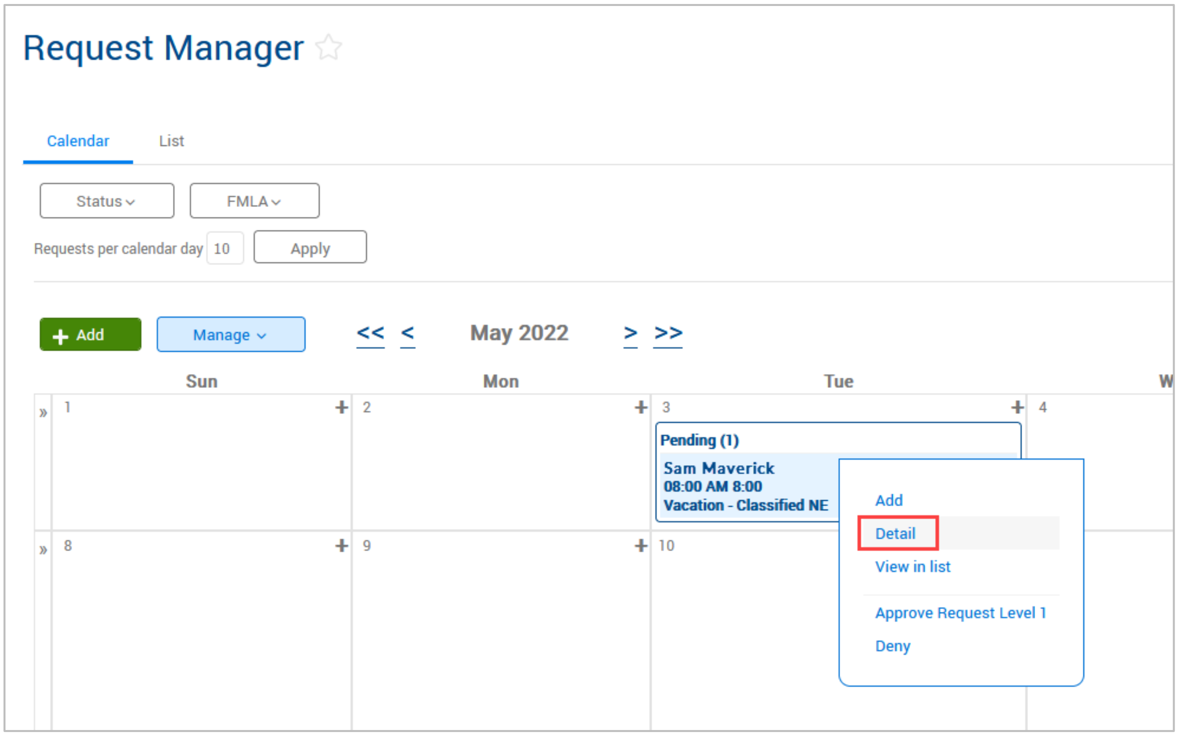
Ledger	Accrual Bank ↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
	1.5 Comp Time	0.4000	0.0000	0.0000	0.0000	0.0000	0.0000	0.4000
	Sick	1022.5000	32.0000	0.0000	8.0000	0.0000	0.0000	1046.5000
	Straight Comp	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
	Vacation	311.9200	0.0000	0.0000	0.0000	0.0000	0.0000	311.9200

Vacation Requests from New Hires

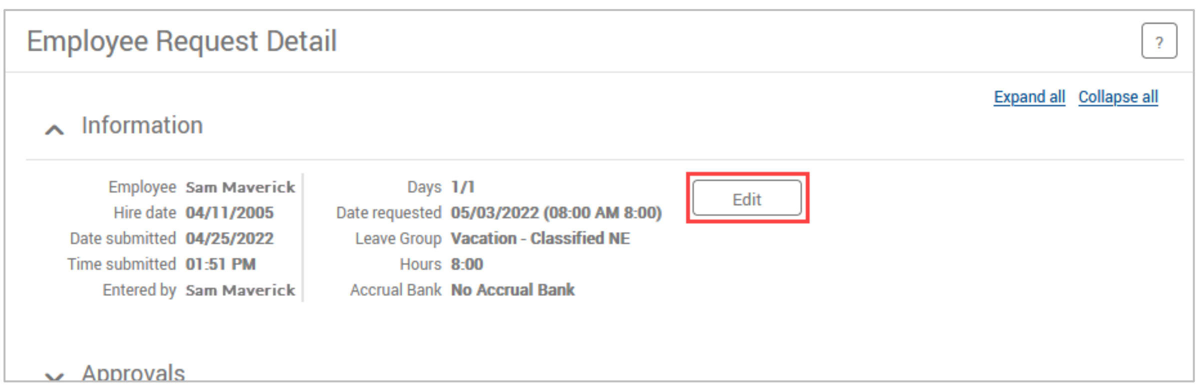
Newly hired employees must have six months of continuous state employment before they can use vacation leave. TCP is not configured to monitor this conditional vacation usage and all accruals will begin at the date of hire, not the date of eligibility for use. TCP will not prevent an employee from submitting a vacation request.

It is the responsibility of the Department to ensure that, if an employee submits a Vacation Leave Request within their first six months of employment, the Leave Request is edited and changed to Leave without Pay.

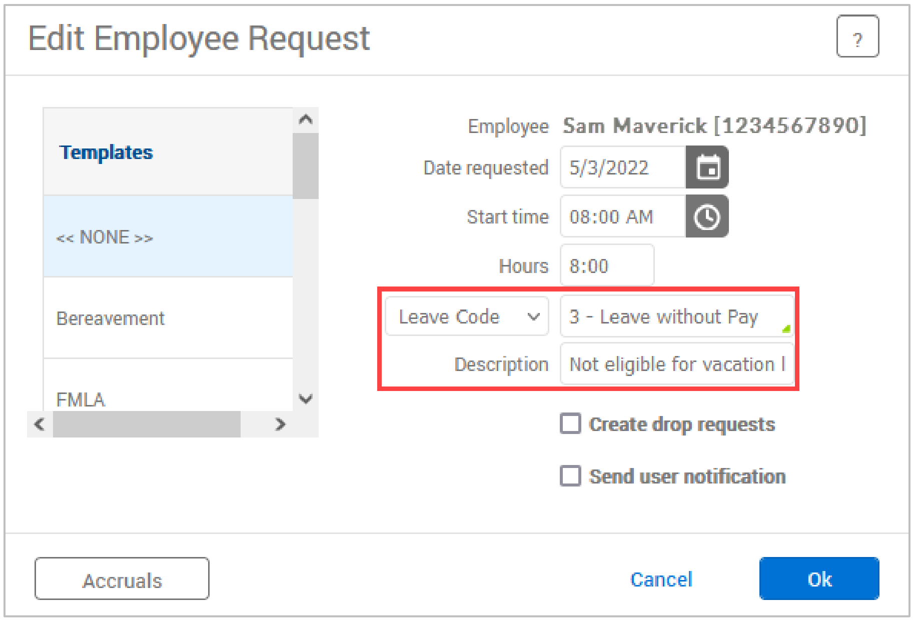
1. Navigate to the pending leave in either Calendar or List view.
2. Access the request details by right-click on the request and select Detail. Alternatively, click the request and then click the Manage button, or double click on the request.



3. On the Employee Request Details page, click Edit.



4. Change the Leave Group drop-down to Leave Code
5. For the Leave Code, select 3-Leave without Pay.
6. For the Description, enter a note regarding the employee being within their first six months of employment.
7. Click Ok to update the request.



8. On the Employee Request Detail, with the changed Leave Code, click Save.
9. The processing window will display the completion rate. When complete, click the OK button.
10. The Leave Request will now be updated on the Request Manager page.
11. To approve the Leave without Pay entry, right-click on the amended Leave Request and select Approve Request Level 1.
12. The processing window will display the completion rate. When complete, click the OK button.
13. The Leave without Pay entry will now be seen on the Hours screen.

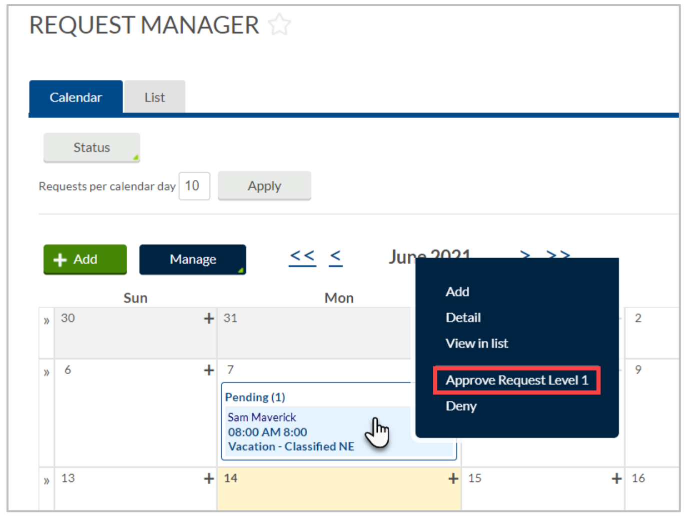
Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position
5/3/2022 08:00 AM	5/3/2022 08:00 AM	<< Time sheet >>		8:00	8:00	8:00	8:00	3 - Leave without Pay

Approving Leave Requests in Request Manager

Once a leave request is entered by either the employee, Timekeeper, or the Manager, the employee's Manager will need to approve or deny the request. Approving or denying a leave request also removes the ability to edit that request.

Note: *Requests can also be approved using the Pending Time Off Request Dashboard widget.*

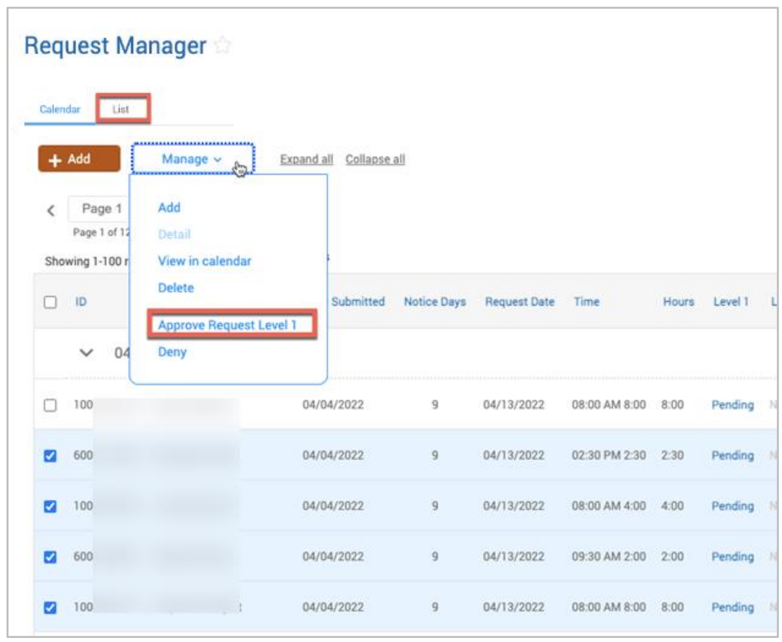
1. From the Request Manager screen (Tools > Requests), select the leave request from either Calendar or List view.
    a. In Calendar view, click on the request. It will turn blue when selected.



    b. In List view, click the check box or boxes for the request(s) to be approved.

    Note: *Use the list view to select and action multiple requests.*

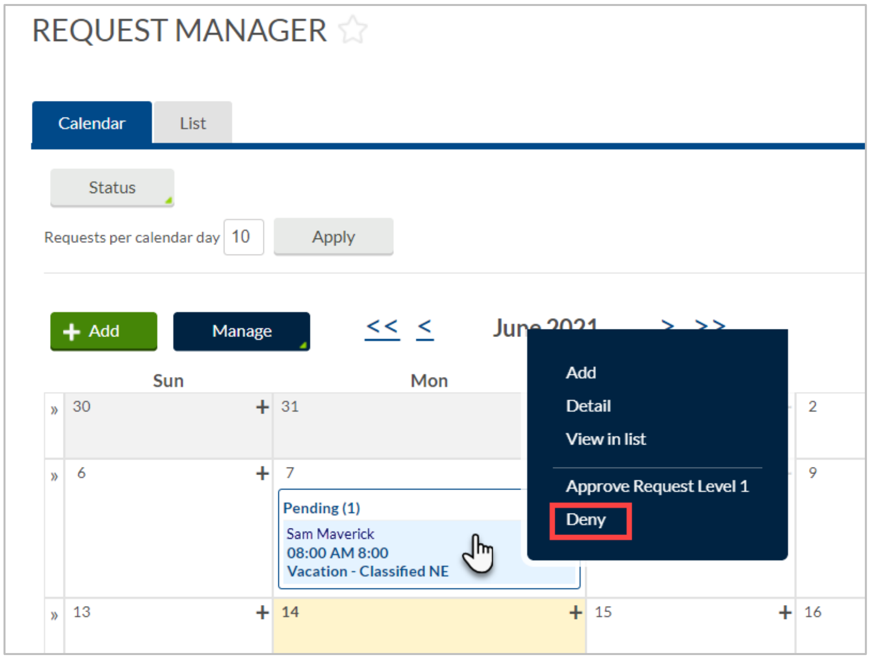
2. Right-click on the request, or, select the Manage dropdown.
3. Select Approve Request Level 1.



Note: *Approving the request will transfer the leave request to the employee's timesheet, where it will need to be reviewed and approved by both the employee and manager.*

Denying a Leave Request in Request Manager

1. Select the request entered from either Calendar or List view.
2. Right click on the segment, or, select the Manage dropdown.
3. Select Deny from the list to mark the request as denied and prevent further editing.

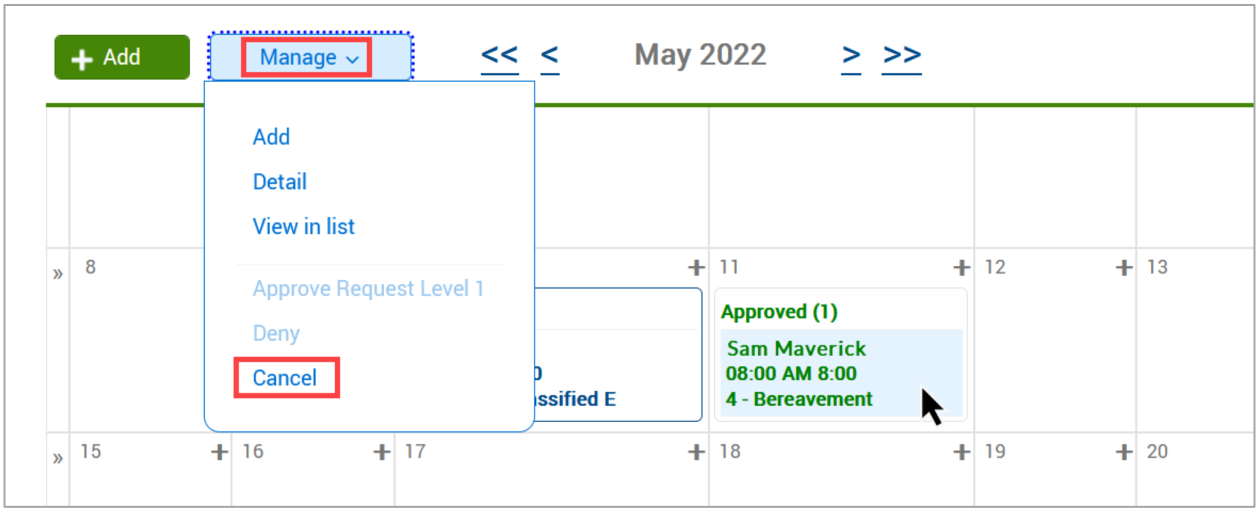


Cancel a Leave Request in Request Manager

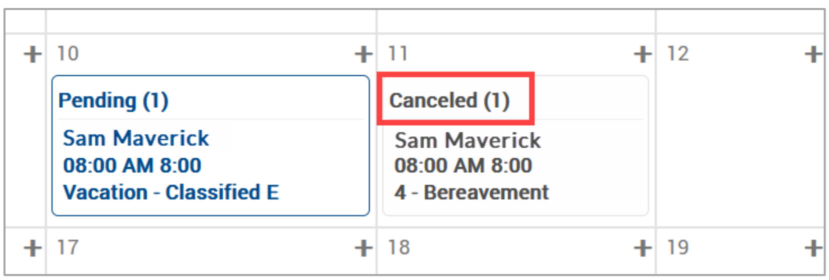
Timekeepers and managers can cancel a Leave Request in "Approved" status. If the Leave Request has not yet been approved and remains in "Pending" status, either the employee can delete their own request or the manager can Deny the request.

Note: *Calendar view will be used for the following steps, but these actions can be taken through List View also.*

1. Click on Tools, then Requests. The Request Manager page will populate.
2. By default, requests for all employees will display. To limit the visible requests to one or certain employees, use the Employee Filter or the Position Filter.
3. Click on the request to be cancelled, click the Manage button, then select Cancel. Alternately, right-click on the request and select Cancel in the menu.



4. A window will pop-up asking if you are sure you want to cancel the request. Click OK to proceed.
5. A processing window will populate. Once the processing is complete, click the OK button. This process will cancel the Leave Request and remove the time segment from the employee's Hours timesheet.



Monitoring Leave Accrual Balances

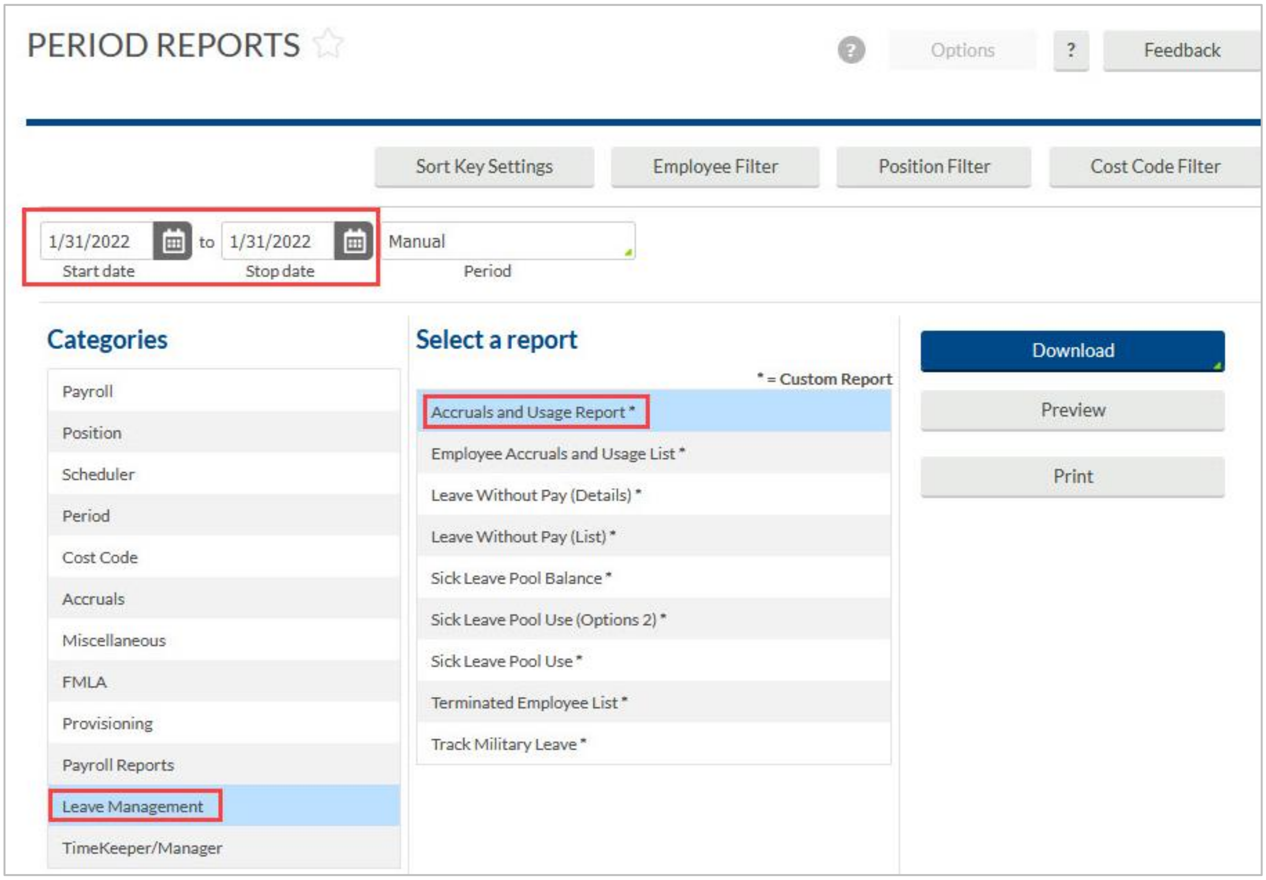
As per HR policy, employees must work one day in the month for their vacation and sick accruals to be used. This means that an employee may not use the monthly accrual on the first day of that month (i.e. An employee cannot use the August Vacation accrual on August 1st. They may use any previously banked accrual for that day.)

Timekeepers and Managers are responsible for monitoring accrual balances to ensure that employees who submit vacation or sick leave requests for the first day(s) of a month have a sufficient accrual balance prior to the accrual for that month. If it is found that an employee does not have a sufficient balance to cover the requested leave, action should be taken.

- If the insufficient balance is found prior to the employee taking the leave, the leave request should be canceled by the employee.

- If the insufficient balance is found after the employee takes the leave but prior to the manager approving the leave request, the manager should deny the leave request.
- If the insufficient balance is found after the employee takes the leave and the leave request has already been approved by the manager, please notify Payroll that the hours will need be corrected to “Unpaid” hours.

The Period Report titled “Accruals and Usage Report” in the Leave Management category can be run for the last day of the month and used to monitor the balances of employees who have requested leave for the first day(s) of the month.

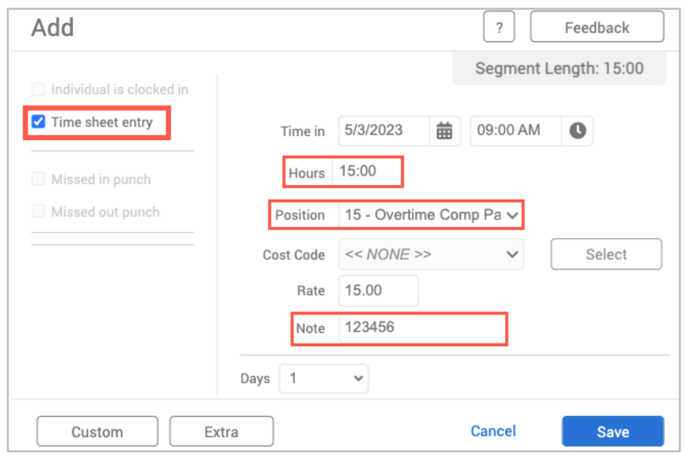


Overtime Compensatory Time Payout

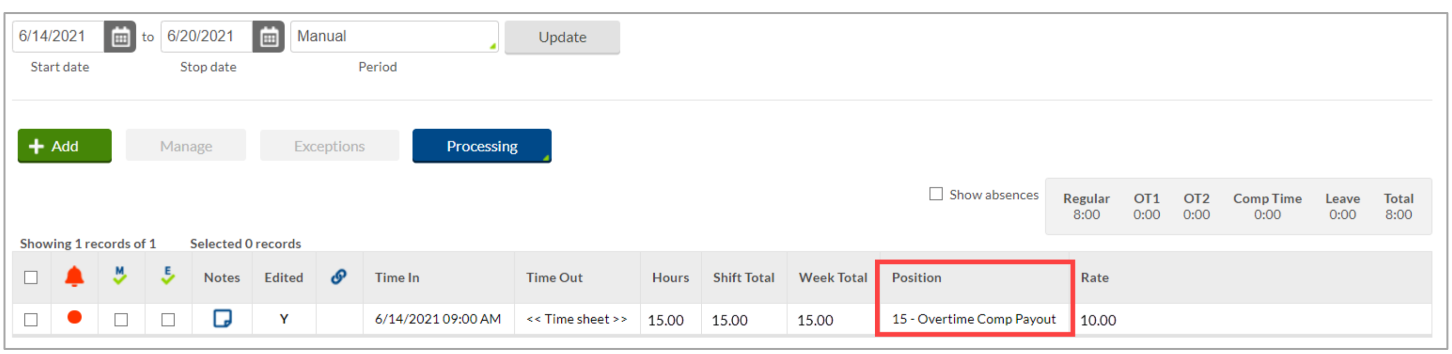
When a Manager approves for overtime compensatory time to be paid to an employee in lieu of the hours being banked to take later, the Overtime Comp Payout will need to be entered into TCP. Typically, Timekeepers will be responsible for entering the Payout, however Managers will also have access to enter if needed. Please note, if the Manager enters the time, they will still need to approve the hours in TCP.

Note: *Please ensure the hours show as accrued for the employee before entering the Overtime Comp Payout. See the Viewing Employee Leave Accruals section for additional instruction.*

1. Navigate to the employee's hours using the Individual Hours screen. See the [Individual Hours] section for additional instruction.
2. Adjust the Start and Stop dates if necessary.
3. Click on the green Add button.
4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
5. Enter the date and time in the fields for Time in. Ensure the entry is made on a date after the end of the FLSA week when the overtime being paid was earned.
6. Enter the quantity of Hours to be paid out.
7. Specify the position worked for this shift by clicking the Position drop-down and selecting Position 15-Overtime Comp Payout.
8. Enter a note for the added segment if in the Note field. The note for Overtime Comp Payout entries should include:
    a. The cost center or project on which the Overtime Comp Payout should be charged.
    b. If OT Comp Payout is from the employee's default cost center, input "same" in place of the cost center.
9. Click Save.



10. The hours will now show on the Hours screen.



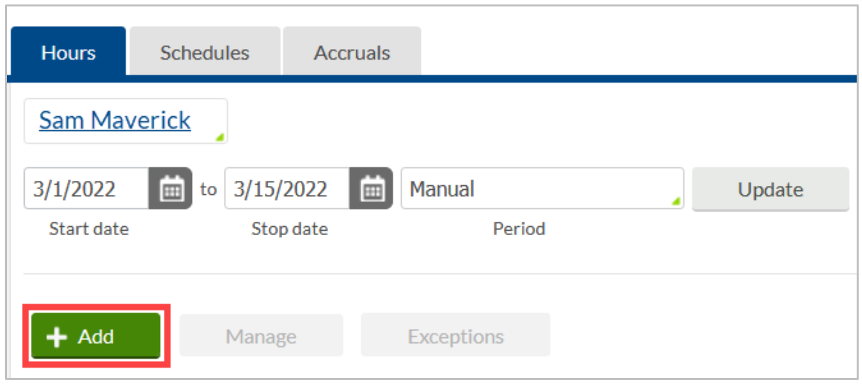
11. These hours will need to then be approved by the employee and Manager.

On-Call Compensatory Time Entry

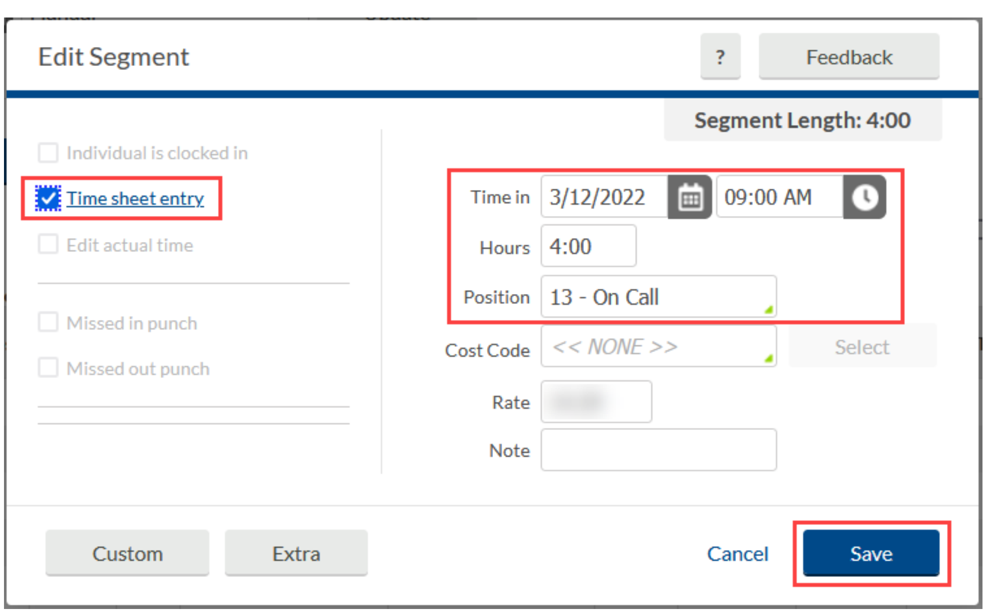
Timekeepers and Managers will be responsible for entering On-Call hours for employees who work on-call. On-Call pay will be calculated as Straight Compensatory time in TCP and will be banked for future use or for Straight Compensatory Time payout (handled outside TCP on the Payment Voucher form).

Note: *If the on-call comp time is to be paid-out, it must first be entered in the timesheet to generate the Straight Compensatory time that will be paid-out.*

1. Navigate to the Individual Hours screen (Hours > Individual Hours) and select the employee.
2. Adjust the Start and Stop dates if necessary.
3. Click on the Add button.



4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
5. Enter the on-call date and time in the fields for Time in.
6. Enter the quantity of Hours to be recorded.
7. Specify the position worked for this shift by clicking the Position drop-down and selecting Position 13 – On-Call.
8. Click Save.



9. The on-call hours will now show on the Hours screen.

Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
40:00	0:00	0:00	4:00	4:00	44:00

Showing 11 records of 11 Selected 0 records

		M	E	O	Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position	Rate
						Y		3/7/2022 08:00 AM	3/7/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
						Y		3/7/2022 01:00 PM	3/7/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
						Y		3/8/2022 08:00 AM	3/8/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
						Y		3/8/2022 01:00 PM	3/8/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
						Y		3/9/2022 08:00 AM	3/9/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
						Y		3/9/2022 01:00 PM	3/9/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
						Y		3/10/2022 08:00 AM	3/10/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
						Y		3/10/2022 01:00 PM	3/10/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
						Y		3/11/2022 08:00 AM	3/11/2022 12:00 PM	4:00	4:00			1001336200 - Building Attendant I	
						Y		3/11/2022 01:00 PM	3/11/2022 05:00 PM	4:00	4:00	8:00		1001336200 - Building Attendant I	
						Y		3/12/2022 09:00 AM	<< Time sheet >>	4:00	4:00	4:00	44:00	13 - On Call	

10. These hours will need to then be approved by the employee and the manager.

Note: *If an employee is "called-in" they should still punch in and punch out, or, if an exempt employee, add the worked hours to their timesheet. There should be separate timesheet entries for the on-call pay and the physical on-call hours worked (if any).*

Managing Exceptions

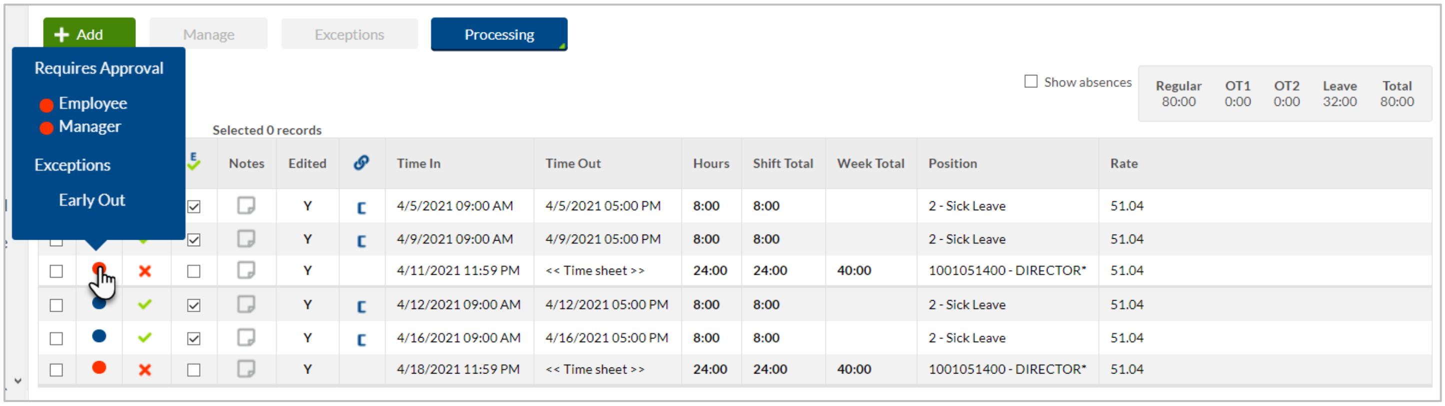
Exceptions are used to track any inconsistencies in worked segments, such as absences, missed punches, or segments awaiting approval. Exceptions will need to be addressed and or approved prior to the close of the pay period.

Viewing Exceptions

1. Navigate to the hours using either the Individual Hours or Group Hours screen. See the Individual Hours or Group Hours section for additional instruction.
2. To view a segment's exceptions, hover over the red or blue dot on the individual segment.
3. A red dot indicates that the segment requires an approval (Requires Approval) and includes:
    a. Missed Punches
    b. Employee Approval
    c. Manager Approval
4. A blue dot indicates that an exception is being tracked on the segment but does not require approval (Exceptions) and includes:
    a. Late In

b. Late Out

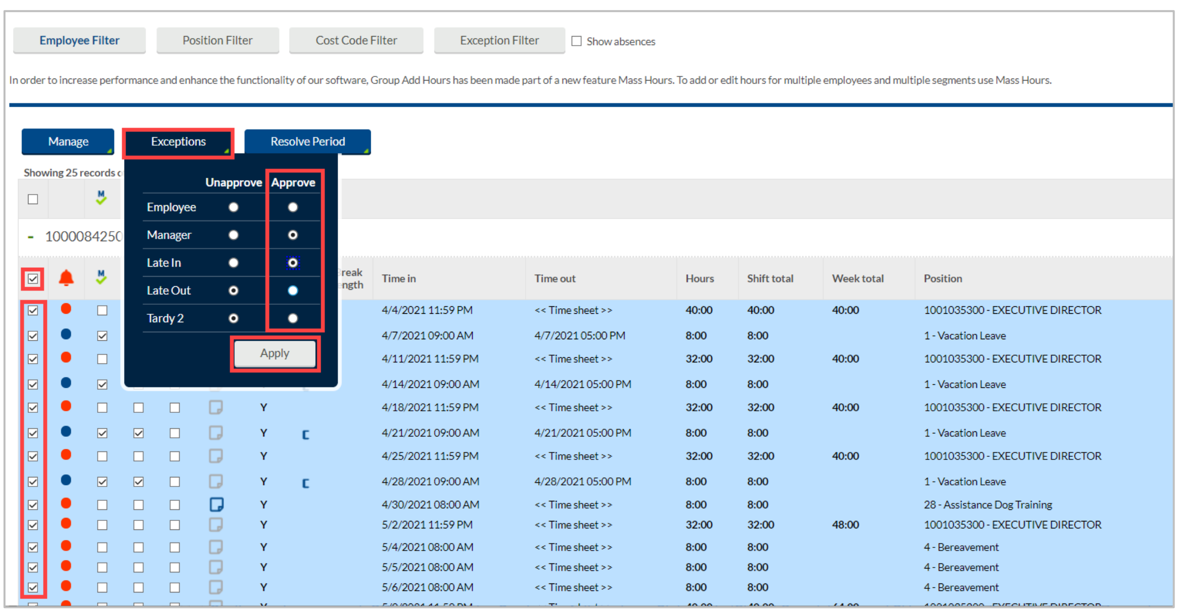
c. Tardy



Note: *It is recommended to view all exceptions for all segments before approving time to ensure the accuracy of the time before the week is closed.*

Approving Exceptions

1. To approve exceptions for segments on an employee's timecard, click the checkbox for each time segment for which the exception is to be approved, or use the top, header-level checkbox to select all segments.
2. Click the Exceptions button.
3. Click the radio button in the Approve column.
4. Click Apply.



Reviewing Employee Attestations

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. 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.

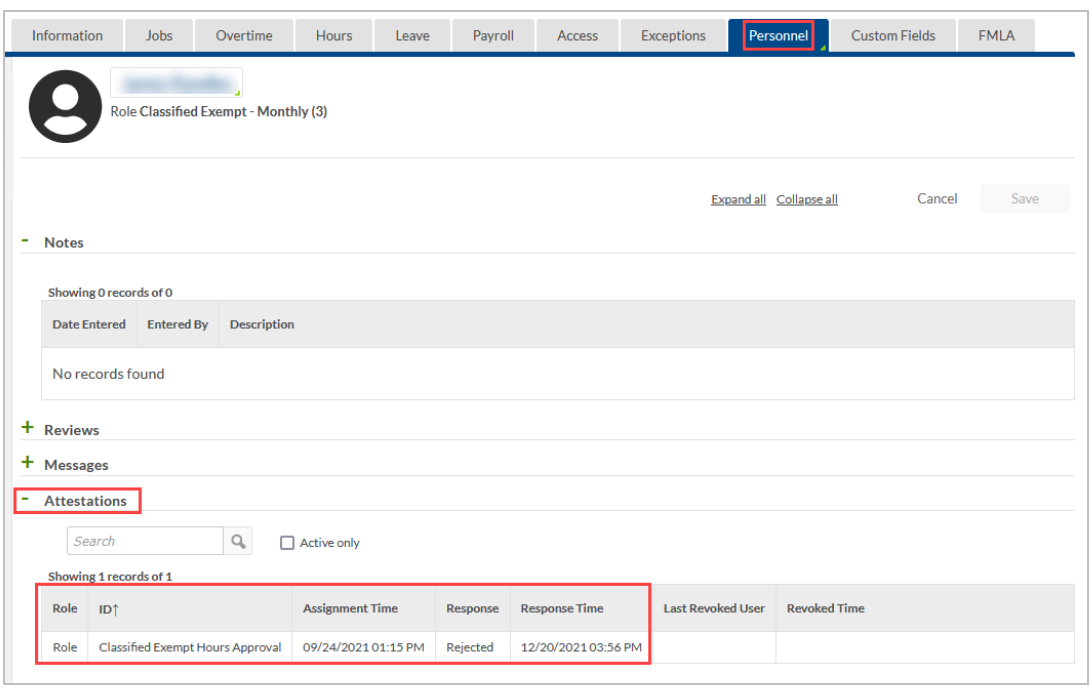
There are three ways a Timekeeper can validate an employee's attestation:

- Through the employee's profile (single employee)
- Running the Employee Attestation report (multiple employees)
- Through the Audit Log (multiple employees)

Employee Attestation in Employee Profile

As a Timekeeper, you can validate an employee's attestation within their profile, under the Personnel tab. This reflects the employee's last attestation response.

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.

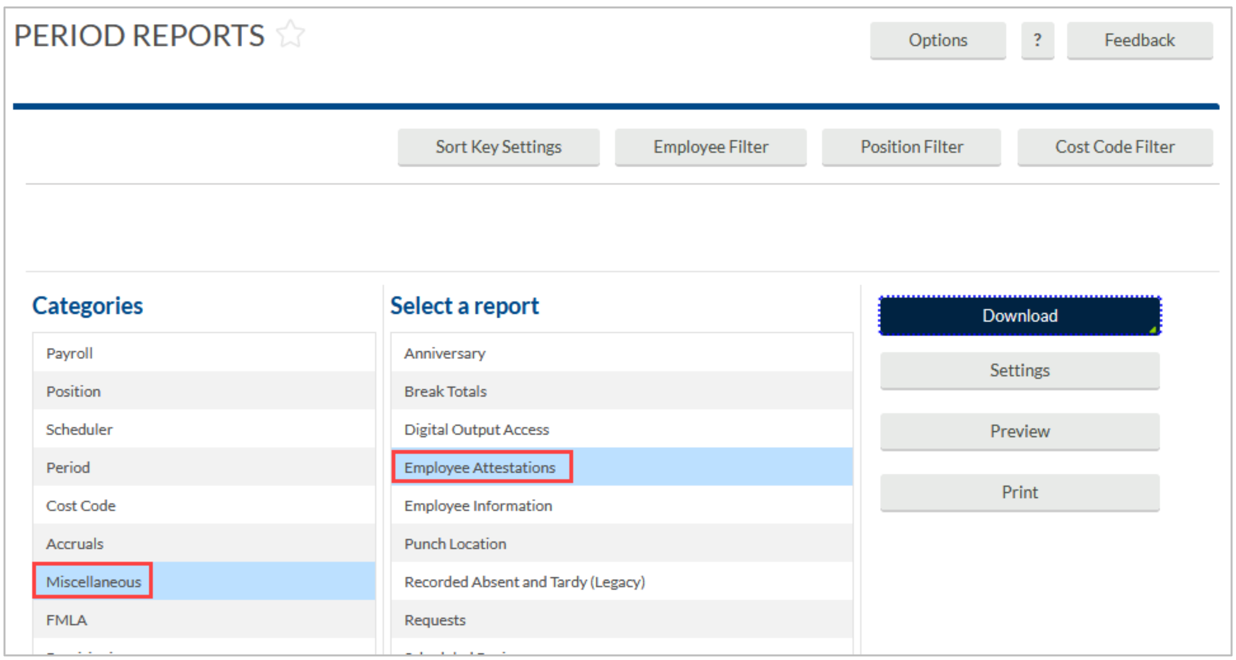


- A response of "Accepted" indicates that the employee attests that all hours and leave have been entered into TCP.
- A response of "Rejected" indicates that there are hours or leave requests to be entered and that the current timesheet is not complete.

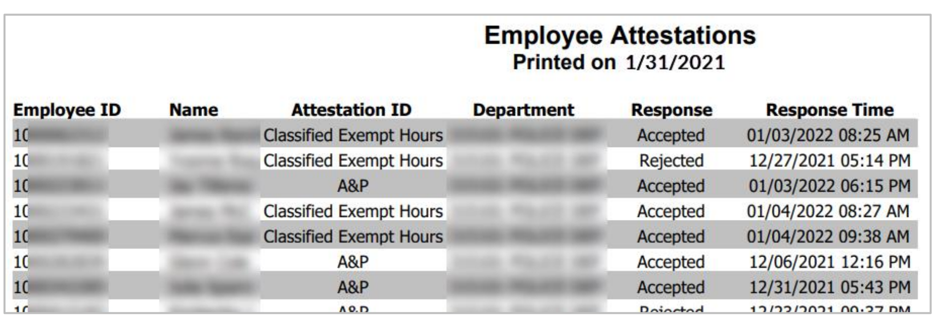
Employee Attestation Report

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.



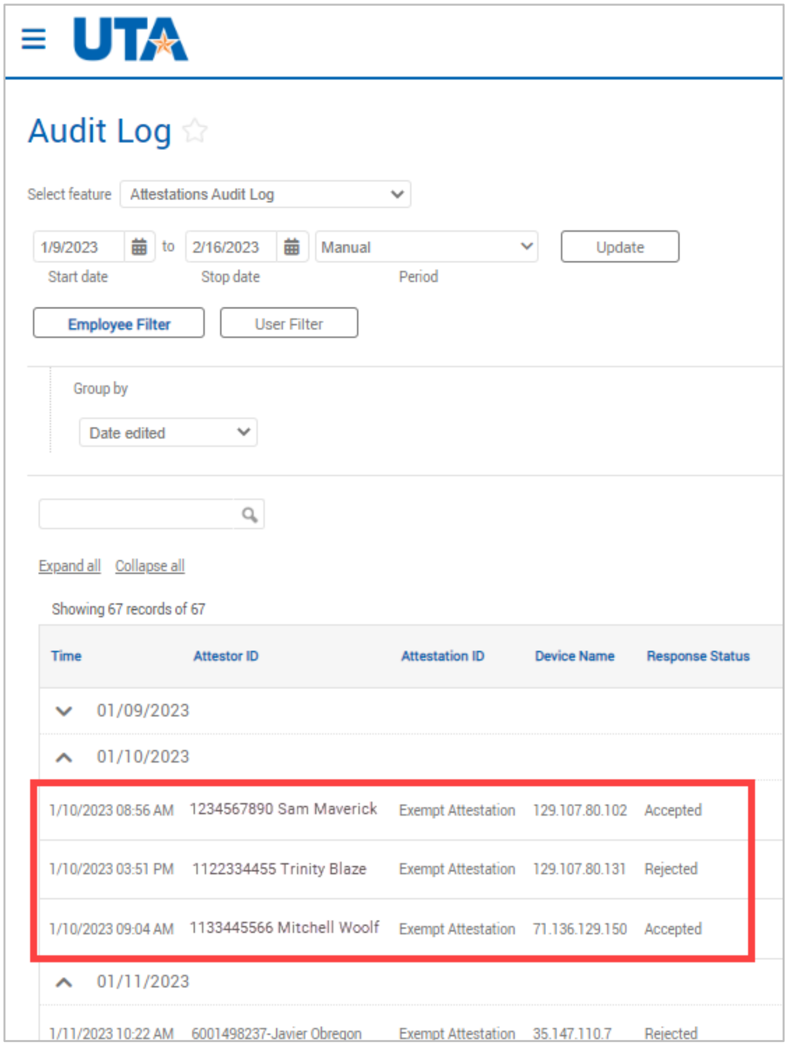
Employee Attestations
Printed on 1/31/2021

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

Employee Attestation in Audit Log

The Audit Log can be used to validate multiple employees' attestation.

1. Go to Tools > Other Tools > Audit Log.
2. Select "Attestations Audit Log" from the Select Feature drop down.
3. Select the Start date and Stop date then click Update.



Corrections to Payroll After Pay Period Locked

Pay periods will be locked for entry in TCP based on the time entry deadline posted on the Payroll Services website. If an error is identified in an employee's timesheet before it is submitted but after Payroll has locked the pay period, the Timekeeper or Manager should email Payroll Services (payroll@uta.edu) for correction.

Please make sure the email includes all pertinent correction information, such as:

- Employee ID
- Employee Name
- Position ID
- Needed Correction
- Reason for Correction
- Manager Approval for Correction
- Departmental Contact

Reports

Running reports will allow you to review information regarding your employees' hours, accruals, and more in a variety of formats. These reports can be downloaded, automatically sent via email or sent directly to your printer.

Period Reports provide information related to:

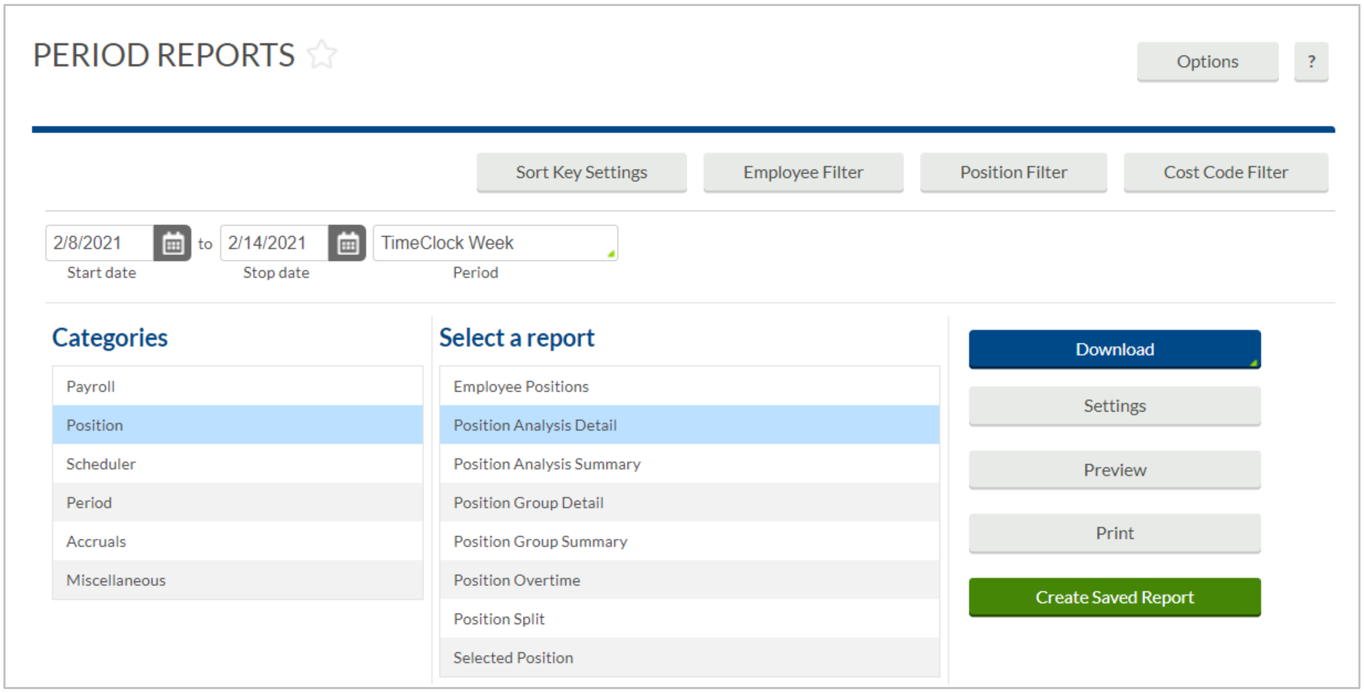
- Payroll
- Positions
- Schedule Variances
- Period Reports (including attendance policy reports)
- Accruals

Suggested Manager Period Reports

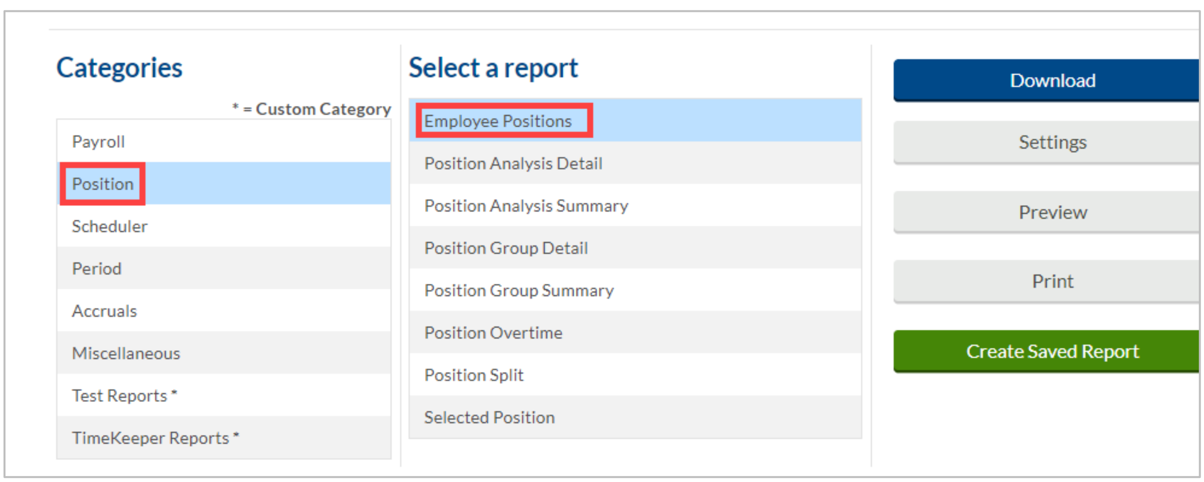
- Approaching Overtime (Payroll)
- Missing Manager Approval - All (Payroll)
- Accrual Usage (Accruals)
- Employee Comp Time Hours (Accruals)
- Employee Attestations (Miscellaneous)
- Punch Locations (Miscellaneous)
- Conflicting Segments (Timekeeper)
- Employee Absence Requests (TimeKeepers)
- Employee In Out Early or In Out Late (TimeKeepers)
- Employee Missed Punches (Timekeepers)
- Missing Employee Approval (Timekeepers)

Running a Report

1. Click on Reports, then select either Period Reports or Scheduler Reports.

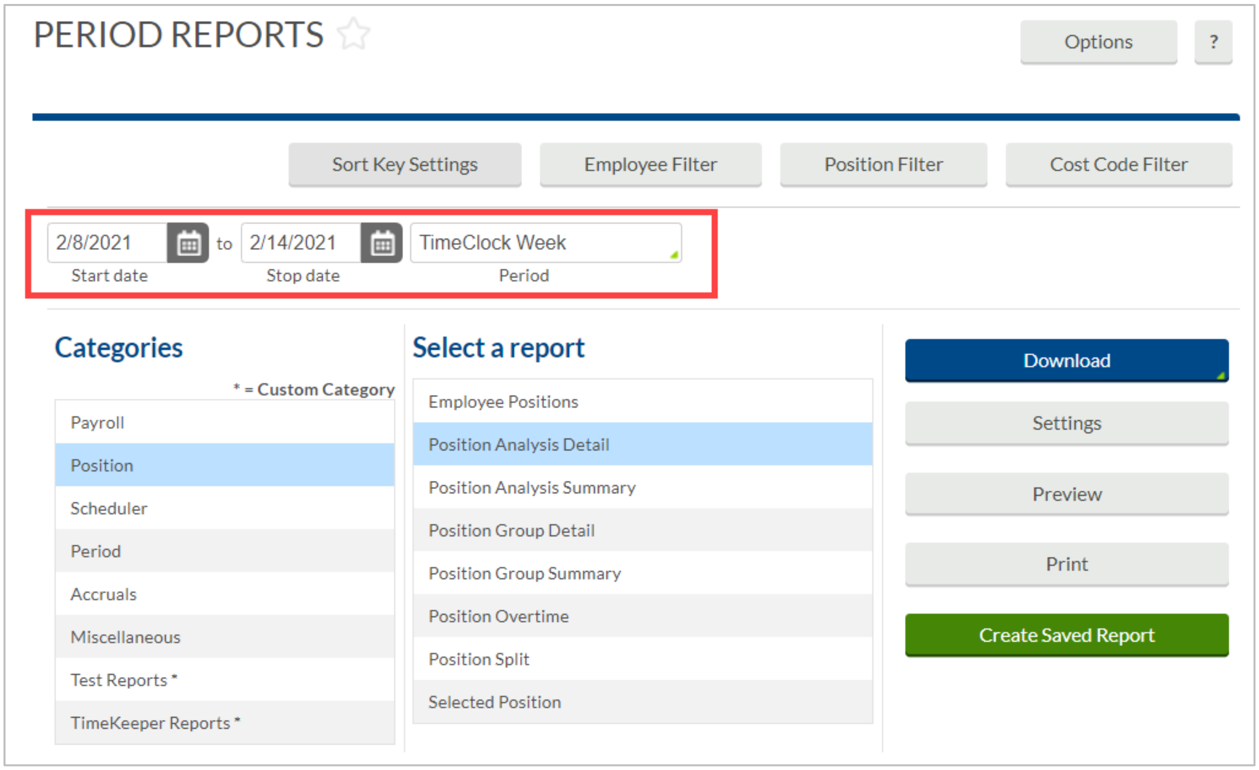


2. Select one of the report categories.
3. Select the report you'd like to run.



Note: *Any customized reports will have an * after the report name.*

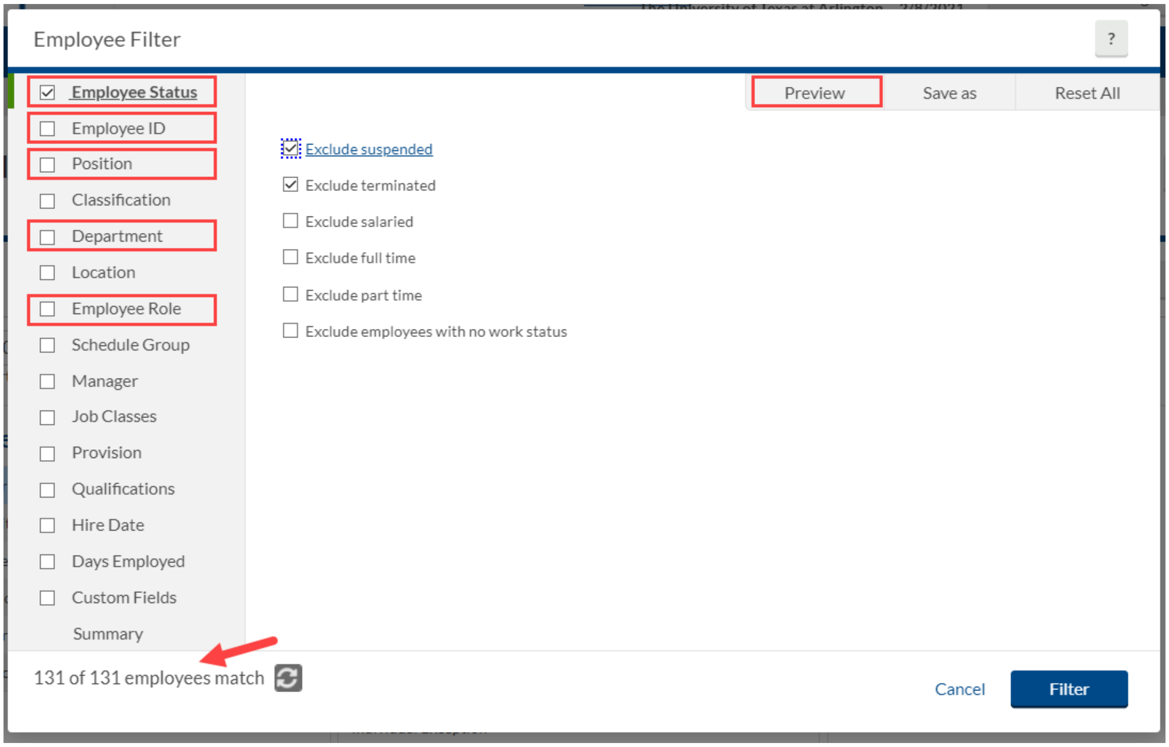
4. Some reports will allow for date entry. If applicable, enter in the date range for the report or select a pre-defined date range from the drop-down.



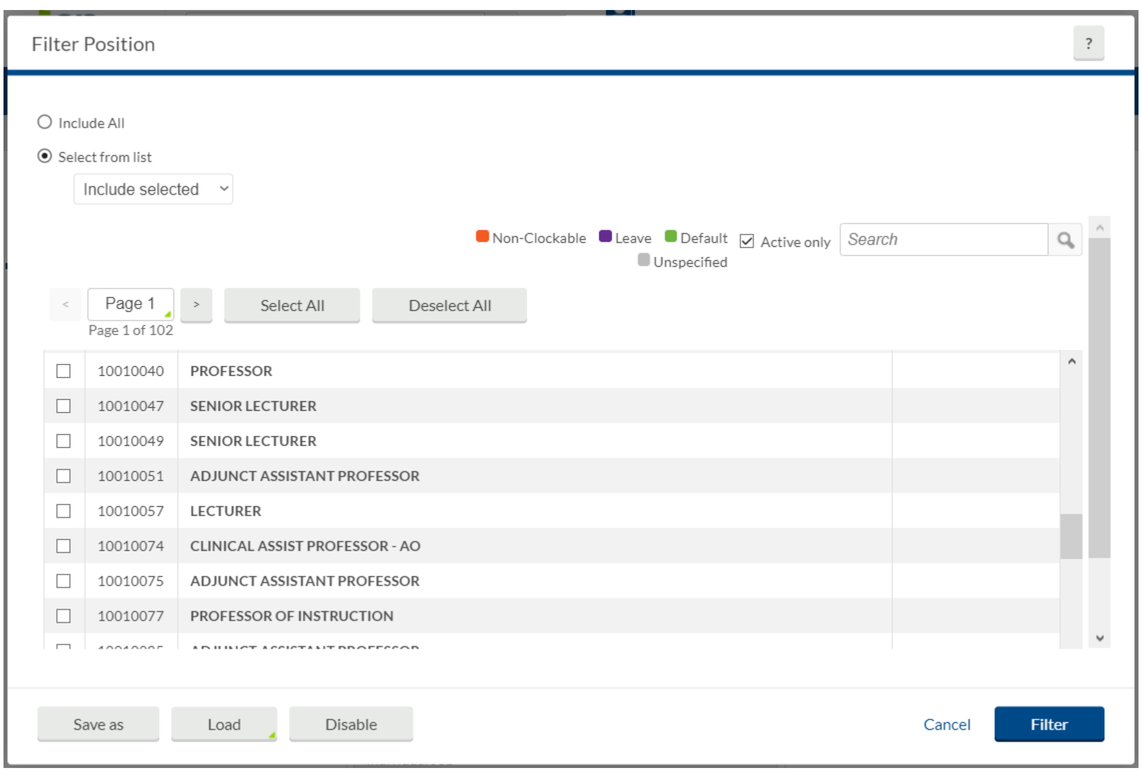
Note: *If running a report that contains hours, run the report through yesterday. If the report is run through the current date, any employee who is currently clocked-in will be flagged as an exception as TCP will see today's time segment as an incomplete segment.*

5. By default, the report that you run will include all employees. To limit which individuals will appear on the report, set an Employee or Position Filter using the Employee Filter or Position Filter buttons. Cost Codes are not used by UTA.
   a. The most used Employee Filters include:
      i. Employee Status
      ii. Employee ID - can select multiple
      iii. Position - can select multiple
      iv. Department - can select multiple
      v. Employee Role – employee's position classification (i.e. A&P, Student Worker, Classified Non-Exempt, etc.)

   The Employee Filter screen will show the number of employees who fit the filter. You can also preview the report results using the Preview button.



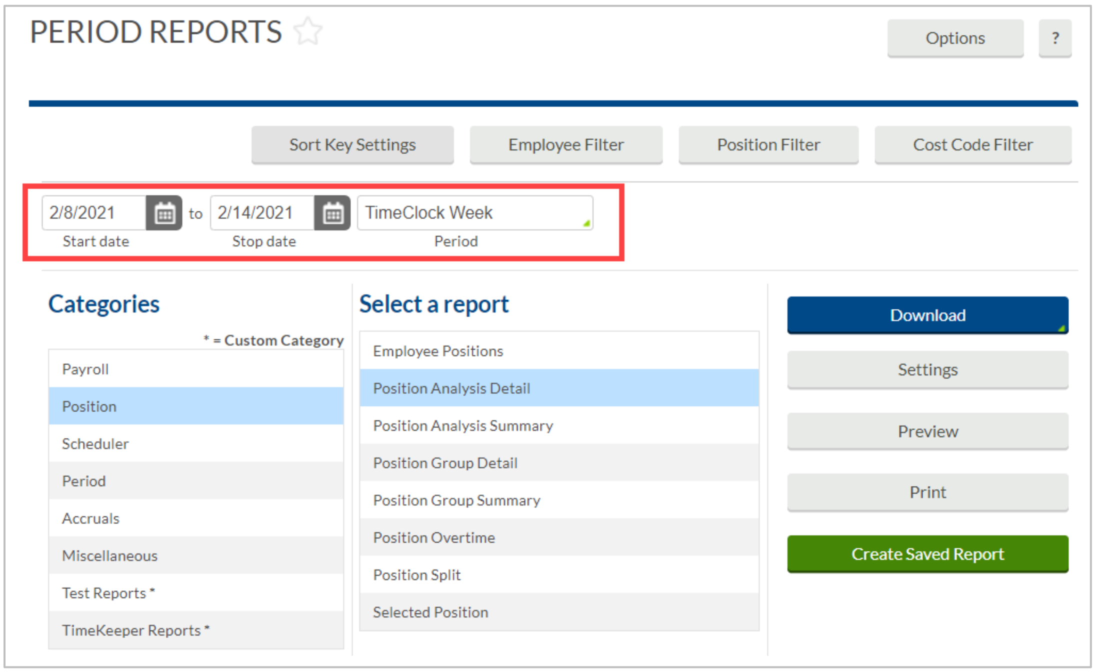
b. For Position Filters, click the Enable Selection box.
   i. Chose to Include Selection or Exclude Selection
   ii. Select or search for the position(s) to include or exclude.
c. Click Filter to apply the filter



d. Report filters can be saved to be used in the future by using the Save As button. Once a filter is saved, it can be accessed using the Load button.

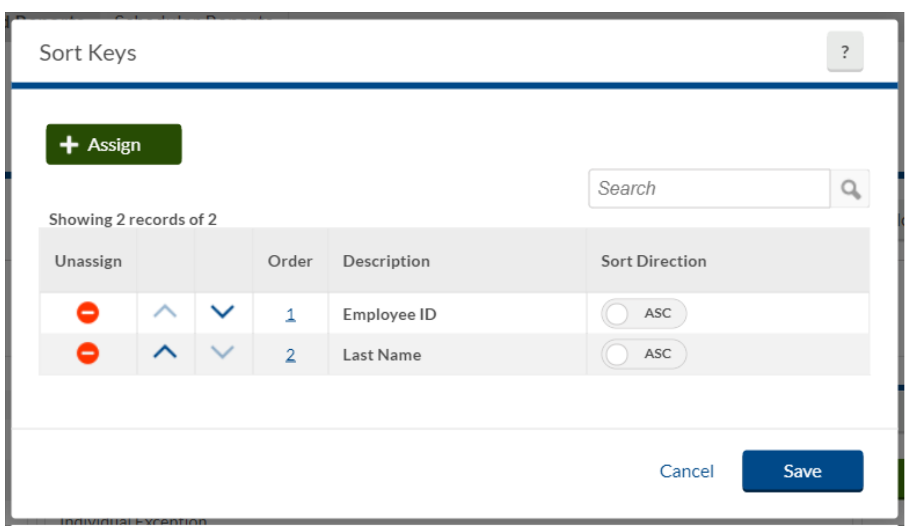
e. Filters will be saved while you remain on the Period Reports page. Once you navigate away from the page, they will go back to the default settings.

6. Some reports will allow for date entry. If applicable, enter in the date range for the report or select a pre-defined date range from the drop-down.



7. How the report will be sorted can be modified using the Sort Key Settings button. The current sort key settings will be displayed and can be removed using the Unassign icon, and the sort direction can be changed using the slider. Add new sort keys using the Assign button.

Note: *The Sort Key setting changes will remain until you change them.*



8. The Settings button will display report specific settings that can be adjusted. These settings will vary per report depending on the data in the report.

***Note**: The Settings set for a particular report will save until you change them.*

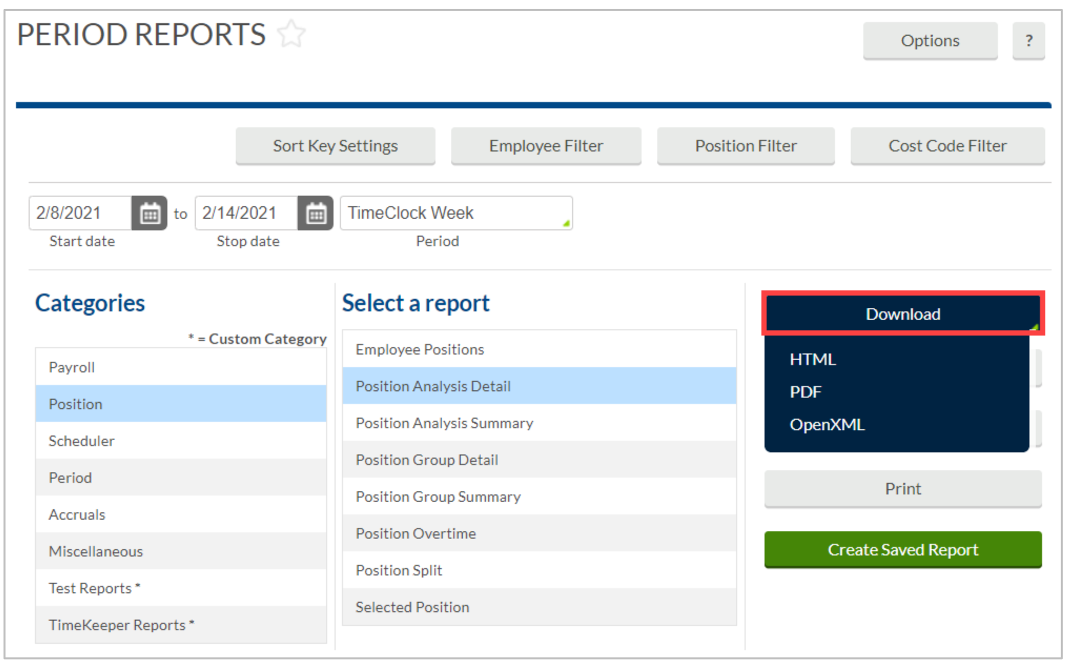
9. You can preview the report prior to downloading it using the Preview button. This will display the report on-screen.

10. Click on the Download button to choose which output format you would like to download:

    a. HTML: The output is produced in a .html file that can be opened by a web browser.

    b. PDF: The output is produced in a .pdf file that can be opened in Adobe Reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.

    c. OpenXML: The report is produced in a .xml file that can be opened in Microsoft Excel or OpenOffice.

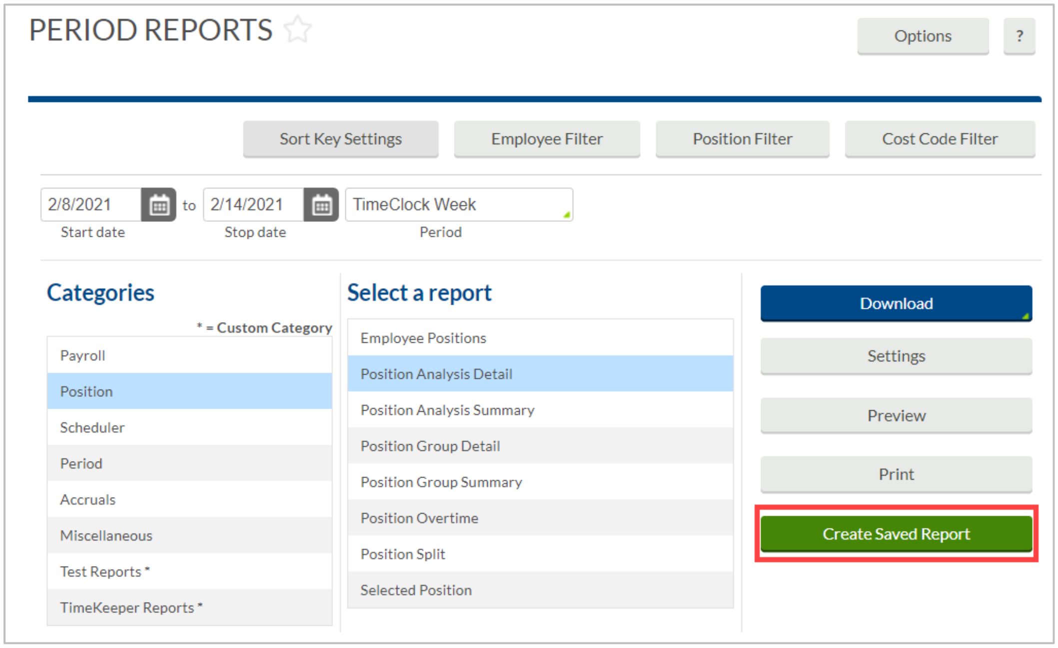


11. Alternately, click Print to send the report directly to your printer for physical copies.

Saving a Report

Creating a Saved Report will allow you to save any filters or settings to a report's defaults, allowing you to run the report without having to set up configurations each time.

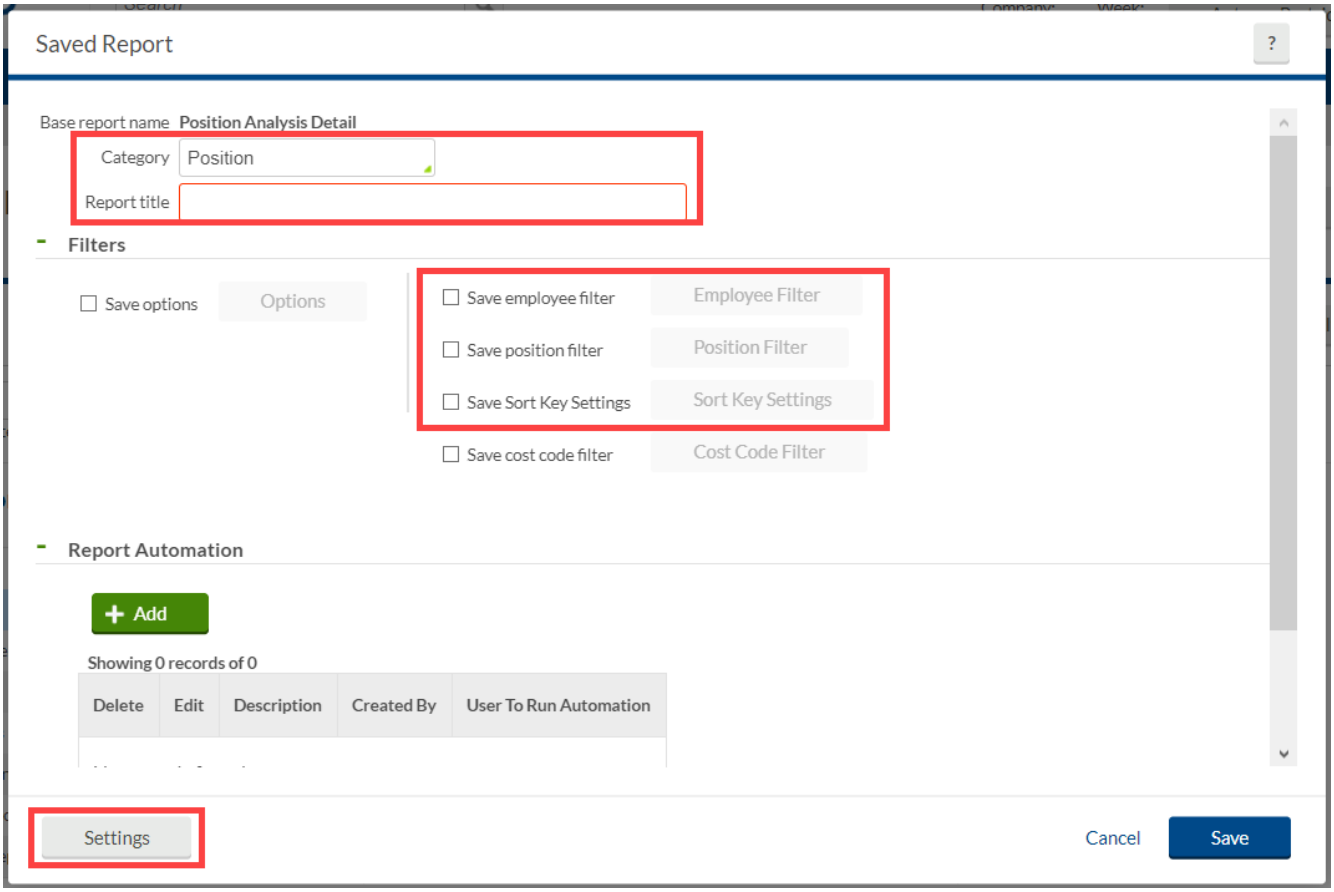
1. In the Period Reports window, select the report you want to start with.
2. Click the green Create Saved Report button.



3. Click the Category drop-down to choose an existing report category or create a new category by typing it into the box. This represents the section that the report will be filed under when viewing your saved reports.
4. Enter a title for the report in the Report title field.
5. To change formatting options for the report (such as time format, date format, hour format, etc.), check the box for Save options, then click the Options button and set the desired options.
6. To choose specific employees to include in the report, check the box for Save employee filter, click Employee Filter, and set the filtering criteria.
7. To choose specific positions to include in the report, check the box for Save position filter, click Position Filter and set the filtering criteria.

Note: *Cost Codes are not used by UTA.*

8. To adjust any report-specific settings, click on the Settings button at the bottom of the window. These settings will automatically be saved when the report is saved.
9. Click Save.

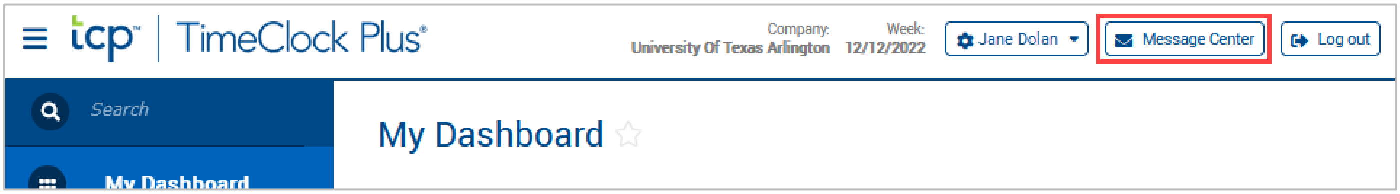


10. The report will now display in your Reports page under the indicated category. The * indicates it is a Saved report. This new report can be run using the Download button.
11. To modify the Saved report, click the Managed Saved Report button.

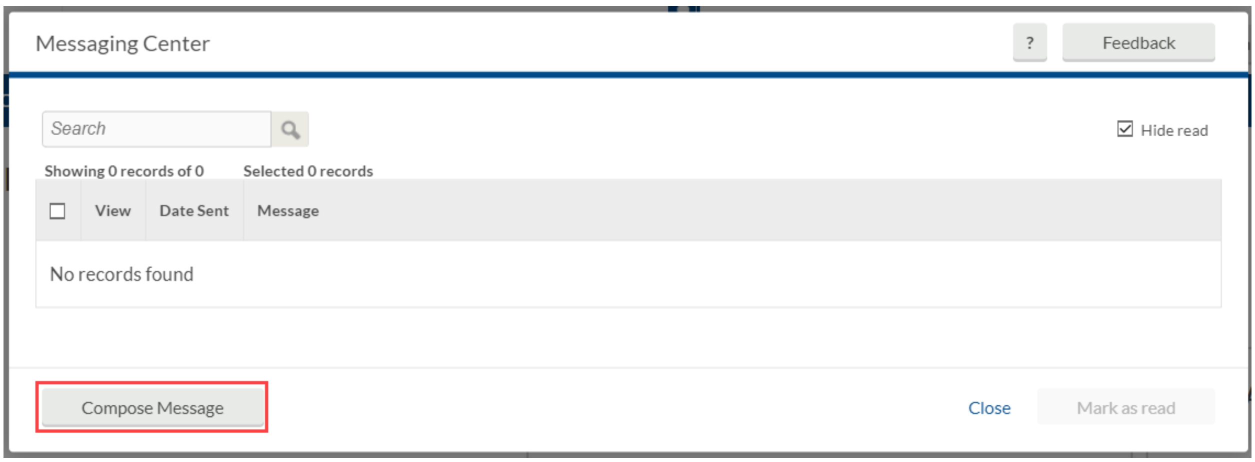
Employee Messaging

As a Manager, you can send messages to employees via TCP messaging and email.

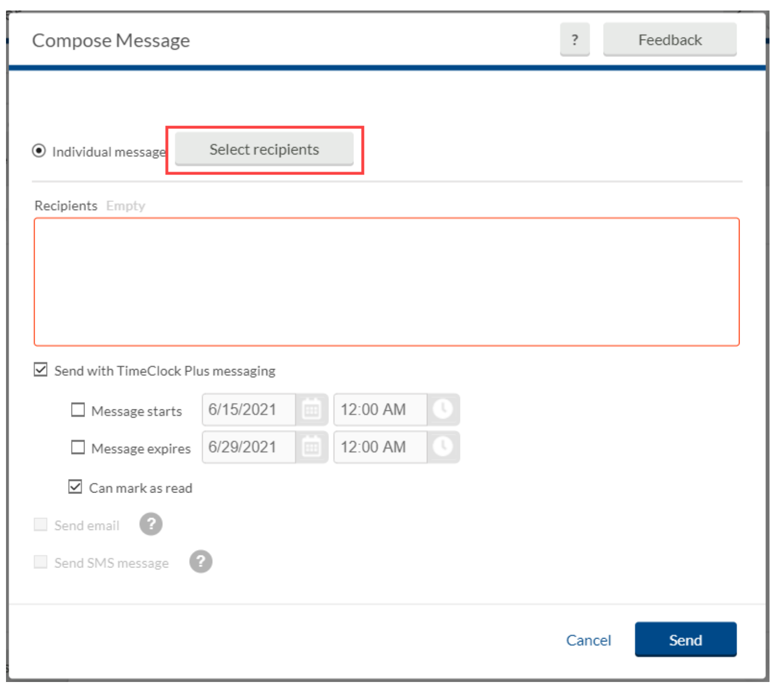
1. To send a message to an employee, from the TCP dashboard, click the message icon in the top right corner next to your name.



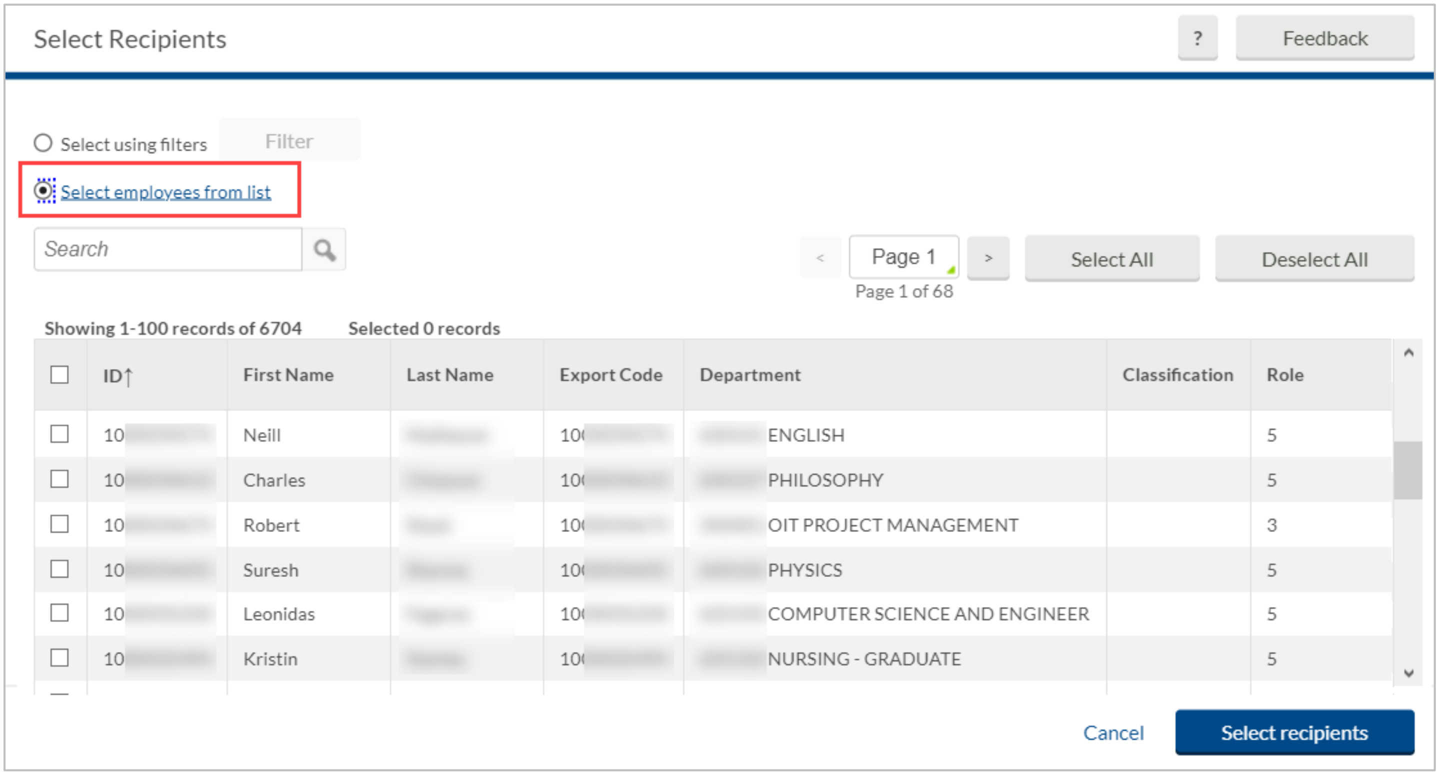
2. In the Messaging Center dialog box, click Compose Message.



3. In the Compose Message dialog box, select the recipients to send the message to by clicking the Select recipients button.



a. By default, the "Select employees from list" radio button will be selected. This will allow you to scroll-through the list of employees or search for an employee using their employee ID number or name.



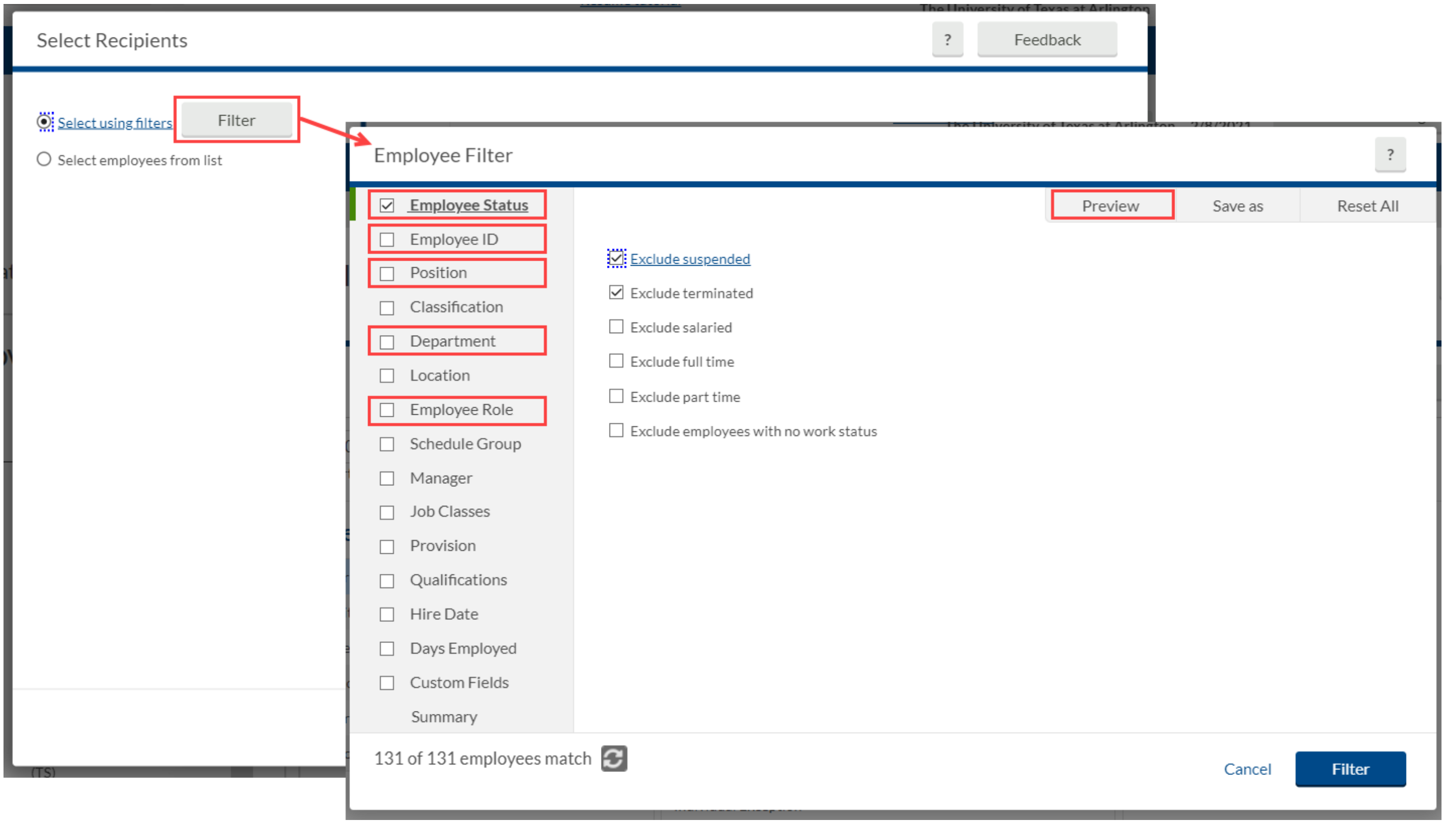
b. To apply Filters for employee selection, click the radio button for Select using filters.

i. This will populate the screen where you can narrow the message recipients using filters for position, department, employee role (A&P, Classified Non-Exempt, etc.), along with others.

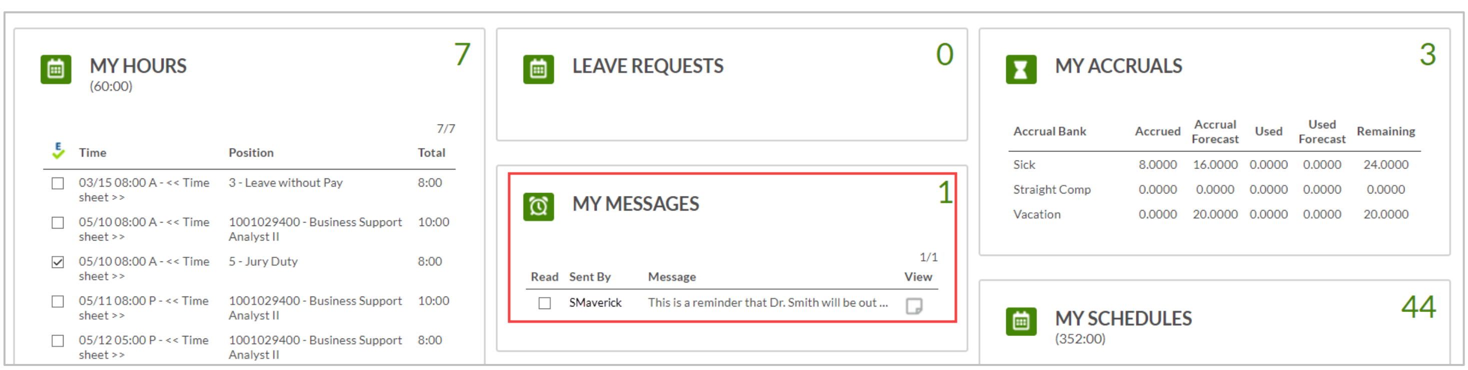
ii. The Employee Filter screen will show the number of employees who fit the filter. You can also preview the report results using the Preview button.

iii. Click the Filter button to apply the filter to the message recipients.

Note: *You will only be able to send messages to the employees in the departments to which you have access.*



4. Select the recipients of the message and click Select Recipients.
5. In the empty message box, type the message you want to send to the employee(s).
6. By default, the checkbox for Send with TCP messaging is selected. This will send the message to the employee to be read on their TCP dashboard. You can choose to send this message only via email by unchecking this box.



   a. You can set a message start time by checking the box for Message Starts and entering a date and time.
   b. You can set a message expiration date/time by checking the box for Message Expires and entering a date and time.

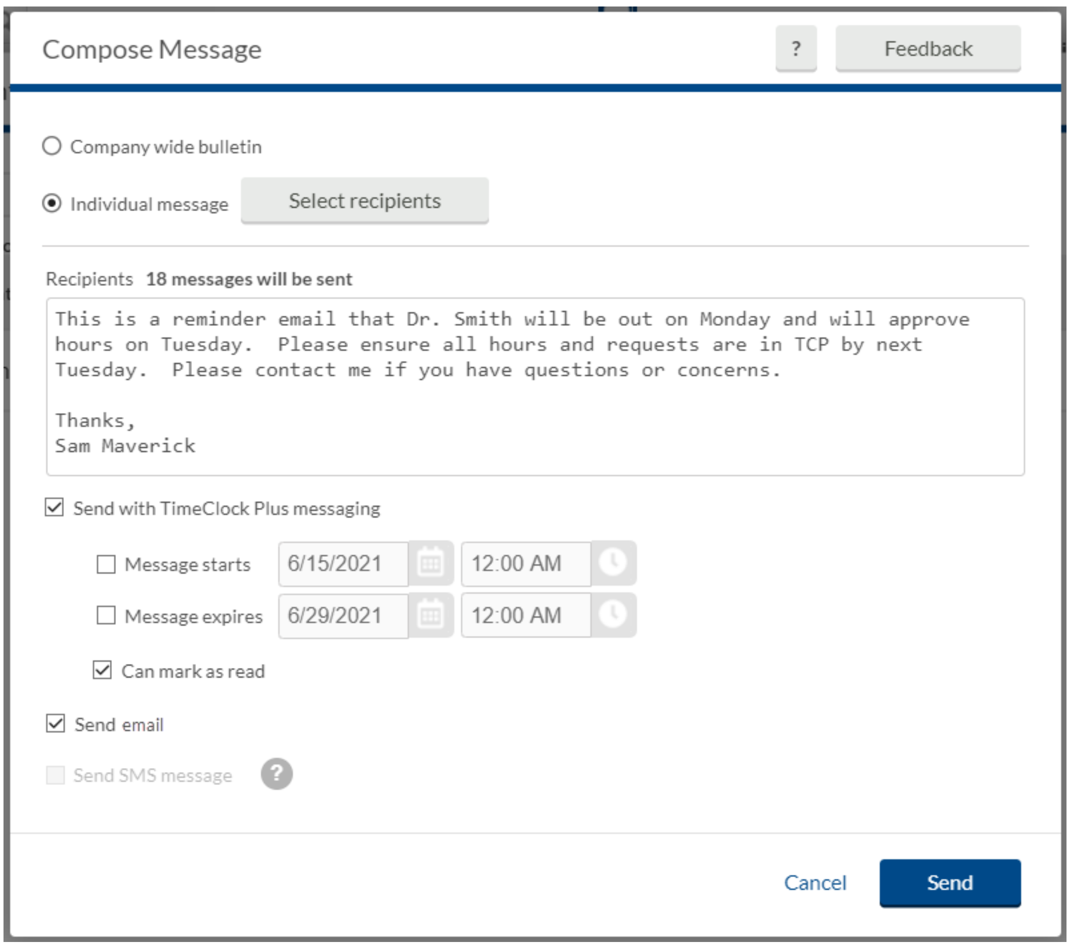
c. If you do not set an expiration date/time, the message will persist (if sent via TCP messaging) and the employee will see the message every time they clock in until they mark the message as read.

d. You can choose whether an employee can mark the message as read by selecting/deselecting Can mark as read.

Note: *If this box is unchecked so that an employee cannot mark a message as read, be sure to enter an expiration date and time so that the message will eventually no longer be displayed.*

7. To send the message via email, check the box for Send email.
8. Once you have configured the message and are ready to send it, press Send. The message will be sent according to the options you have chosen. These options will be configured for each message you send.

Note: *SMS settings are not configured – you cannot send messages via SMS text.*

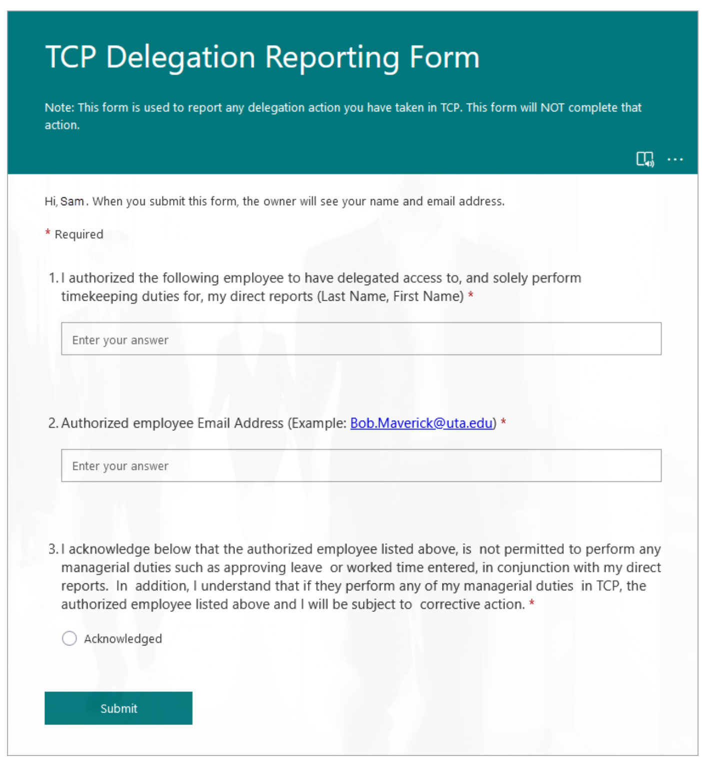


Additional Tools

User Delegation

Managers can use the User Delegation function in TCP to grant access to their employees to others. There are two situations when User Delegation is appropriate to use:

- Peer-Manager Approval: If both the primary Manager and two-tier Manager will be unavailable to access TCP to review and respond to hours and leave requests, the primary Manager can delegate access to another Manager in their department that is at the same or a higher managerial level to review and approve their employees' time and leave requests.
    - Peer-Manager User Delegations should be entered for only the dates that both Managers are unavailable and are intended to be temporary.
- Timekeeper/Manager Access: When a Timekeeper who is also a Manager needs access to employees other than their direct reports, Managers can delegate access to their employees and positions to the Timekeeper/Manager.
    - Per HR Procedure HR-E-PR-36, Timeclock Procedure, "No Timekeeper/Manager who has received a delegated Manager role will use this delegated role for the purpose of handling other Manager approval duties for the delegating Manager; they will only use this delegated Manager role to perform timekeeping functions for their department."
    - The Manager submitting the User Delegation must also submit the TCP Delegation Reporting Form.
    - Timekeeper/Manager User Delegations should be entered to span no longer than one fiscal year. A new TCP Delegation Reporting Form will need to be submitted and User Delegation renewed in TCP each Fiscal Year.


TCP Delegation Reporting Form

Note: This form is used to report any delegation action you have taken in TCP. This form will NOT complete that action.

Hi, Sam. When you submit this form, the owner will see your name and email address.

* Required

1. I authorized the following employee to have delegated access to, and solely perform timekeeping duties for, my direct reports (Last Name, First Name) *

Enter your answer

2. Authorized employee Email Address (Example: Bob.Maverick@uta.edu) *

Enter your answer

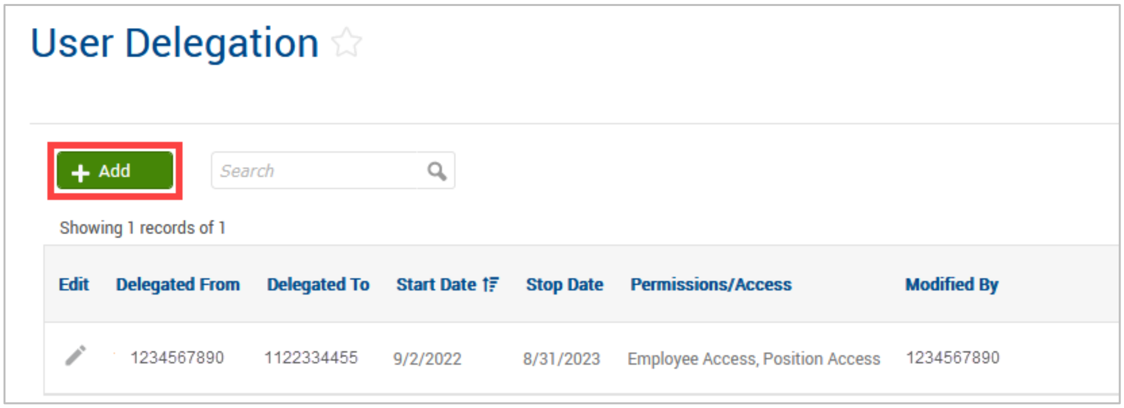
3. I acknowledge below that the authorized employee listed above, is not permitted to perform any managerial duties such as approving leave or worked time entered, in conjunction with my direct reports. In addition, I understand that if they perform any of my managerial duties in TCP, the authorized employee listed above and I will be subject to corrective action. *

Acknowledged

Submit

Add User Delegation

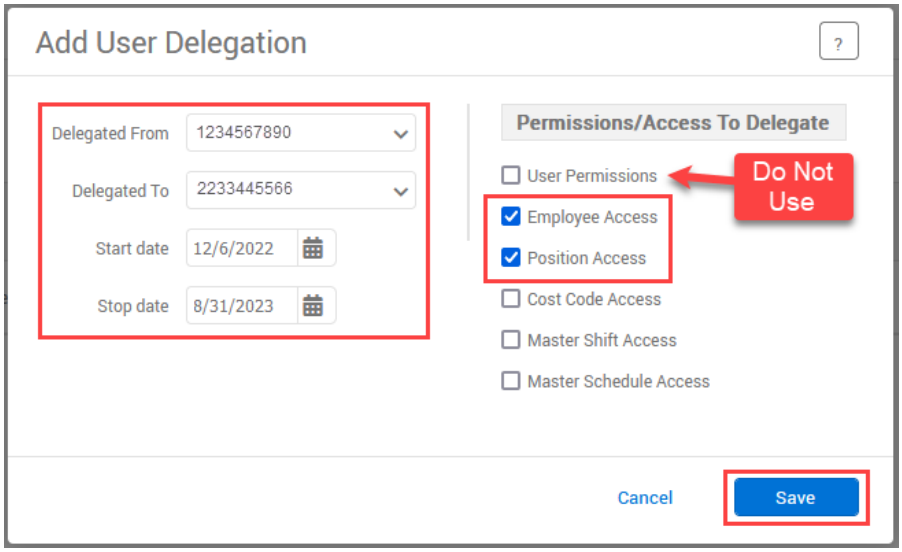
1. Click on Configuration, then Users, then User Delegation
2. Click the Green Add button.



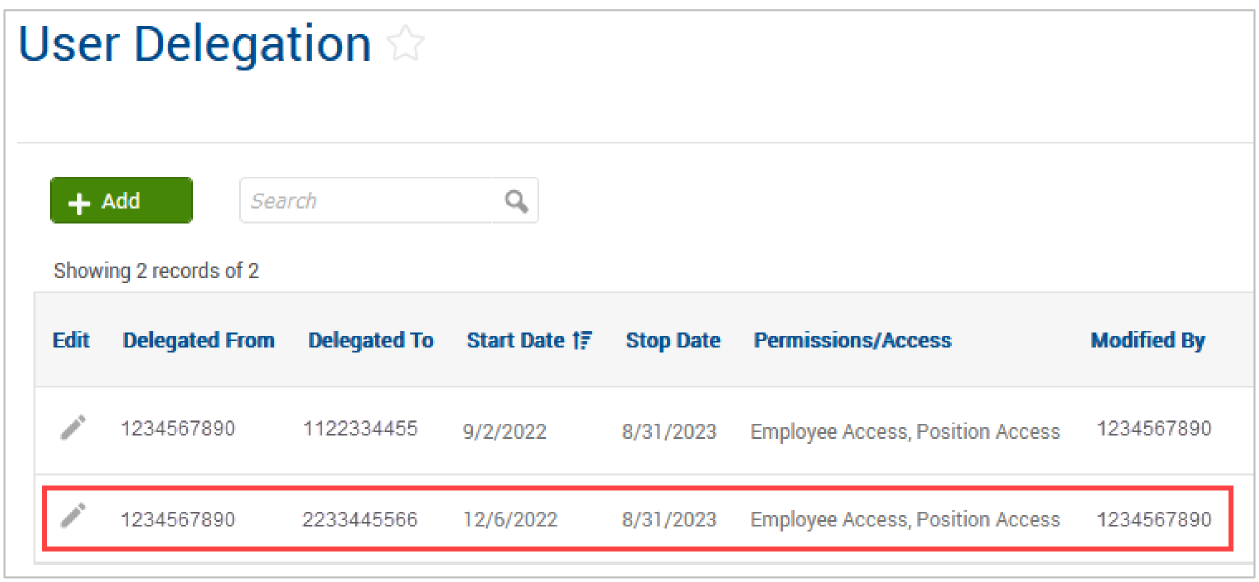
3. Enter the employee ID of the original Manager in the Delegated From box.
4. Enter the employee ID of the Manager receiving the delegated access in the Delegated To box.
5. Enter or select using the calendar the Start date for the user delegation.
6. Enter or select using the calendar the Stop date for the user delegation.
    a. For Peer-Manager User Delegation, enter either the date the delegation should end or the end of the current fiscal year (8/31/YYYY).
    b. For ongoing Timekeeper/Manager User Delegation, enter the end of fiscal year.
7. The checkboxes indicate which permissions will be delegated to the user. By default, all boxes will be checked. Uncheck all but the Employee Access and Position Access boxes.

Note: *User Delegation should never be used to delegate permissions. Only Employee and Position Access should be delegated.*

8. Click Save to save the delegation.

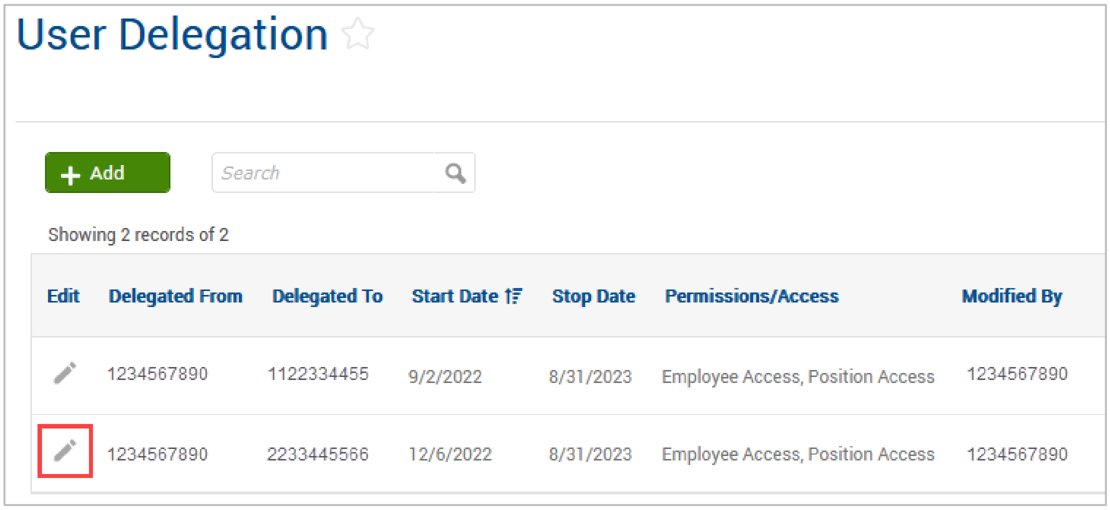


9. The User Delegation will show a row for the saved delegation.



Edit User Delegation

1. Click the Edit icon (pencil) on the row for the user delegation.



2. Make the necessary change and click the Save button.

Incomplete Clock Operation Audit Log

The Audit Log allows you to examine situations where employees have not completed a clock operation.

1. To access the Incomplete Clock Operation Audit Log, go to Tools > Other Tools > Audit Log.
2. In the Select Feature drop down, choose Incomplete Clock Operation Audit Log.
3. Set the date range for audits that you are reviewing and click Update.
4. By default, this feature will load all the incomplete clock operations that have been recorded on the present day. To view certain changes, use one of the following filters:
    a. Employee Filter to select which employees will appear.
    b. Advanced Filter to see incomplete operations from all features, or specific features.
5. This audit log will outline the employee, when the incomplete operation occurred, on what feature it occurred, why the clock operation was incomplete, at which step the clock operation was abandoned, the type of clock operation, and the location where the incomplete operation occurred.

Unresolved Punches

The unresolved punch function displays clock operations that were recorded on a clock or mobile device, but not recorded in the employee's timecard. This is usually due to the device being offline, or in Fallback mode. Clocks and mobile devices will still record punch information if the network connection is down. When the device regains network connectivity, the punches are sent and stored in Unresolved Punches. TCP has been configured to automatically import these punches to the employee's timecard, but certain circumstances can prevent this. If you have an employee who performed a clock operation but cannot find the punch, and there is no evidence of an incomplete clock operation, look in Unresolved Punches.

1. To access Unresolved Punches, go to Tools, then Other Tools, then Unresolved Punches.
2. Set the date range that you want to look for Unresolved Punches for and click Update.
3. Unresolved punches will display information such as the employee's ID, their name, the operation that was recorded, the date and time that the unresolved punch occurred, the position that was used for the operation, the number of attempts that occurred for the operation and the error that caused the unresolved punch.
4. If Unresolved Punches exist, submit a Service Now request to either have the punches loaded in employees' timesheets or, if they have already been manually deleted, to have the unresolved punches deleted.