

TCP for Managers

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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.

The screenshot shows the TCP TimeClock Plus dashboard for a manager. The top navigation bar includes the TCP logo, company name (University Of Texas Arlington), week (12/12/2022), and user (Jane Dolan). The left sidebar contains menu items: My Dashboard, Hours, Schedules, Employee, Reports, Tools, Configuration, and Clair. The main dashboard area is titled "My Dashboard" and shows "Matching 18 of 18 Employees".

The dashboard features several widgets:

- OUTSTANDING EMPL APPROVAL**: 21. Table with columns: Name, Type, Date. Includes a "Jump to Group Hours" button.
- OUTSTANDING MGR APPROVAL**: 23. Table with columns: Name, Type, Date. Includes a "Jump to Group Hours" button.
- MISSED PUNCHES**: 7. Table with columns: Name, Type, Date. Includes a "Jump to Group Hours" button.
- Approaching Overtime**: 0.
- CONFLICTING SEGMENTS**: 0.
- Overtime by**: 0:00.

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.

The screenshot shows a customized manager dashboard titled "MY DASHBOARD". It displays "Matching 100 of 125 Employees". In the top right corner, there is a red box highlighting the "Edit" button. Below the header, a note states: "* 25 employees were not calculated in this total." The dashboard features three widgets:

- REQUIRED APPROVALS**: 0*
- MISSED PUNCHES**: 0*
- APPROACHING OVERTIME (CLOCKED IN)**: 0*

2. Click the Apply Dashboard Template button.

MY DASHBOARD ☆

Apply Dashboard Template ?

Show data for previous 30 days in the past and the next 30 days in the future Employee Filter Cancel Save

Move here

REQUIRED APPROVALS
Lets you customize which clock exceptions you see for your employees on the dashboard

MISSED PUNCHES
Lets you customize which clock exceptions you see for your employees on the dashboard

APPROACHING OVERTIME
Lets you view which employees are about to hit overtime

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

Apply Dashboard Template ? Feedback

Search

Showing 8 records of 8

	Name
<input type="radio"/>	AUDIT ADMIN
<input type="radio"/>	Blank Dashboard
<input type="radio"/>	Default
<input type="radio"/>	HR ADMIN
<input type="radio"/>	LEAVE ADMIN
<input checked="" type="radio"/>	MANAGER
<input type="radio"/>	PAIDROLL ADMIN

Cancel Apply

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

MY DASHBOARD ☆

Matching 7 of 7 Employees Refresh Edit ?

REQUIRED MGR APPROVAL 0

PENDING TIME OFF REQUEST 0

APPROACHING OVERTIME 0

MISSED PUNCHES 0

CONFLICTING SEGMENTS 0

OVERTIME 0

FMLA LINKS 13
13/13
[Request for Family and Medical Leave](#)
[FMLA Return to Work Release](#)
[Family and Medical Leave Act Policy](#)
[Family and Medical Leave Act Procedure](#)

OVERTIME BY DEPARTMENT 0:00
No data found

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 screenshot shows the UTA TCP interface. On the left is a blue sidebar menu with a search bar and several options. The 'Hours' option is expanded, showing 'Individual Hours' and 'Group Hours'. The main content area is titled 'My Dashboard' and features two side-by-side panels for 'OUTSTANDING EMPL APPROVAL' and 'OUTSTANDING MGR APPROVAL'. Each panel has a table with columns for Name, Type, and Date, listing various approval requests.

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

The screenshot displays the 'Group Hours' page in the UTA system. It includes a date range selector with 'Start date' (1/9/2023) and 'Stop date' (2/19/2023), and a 'Period' dropdown set to 'Open Weeks'. Below these are several filter buttons: 'Employee Filter', 'Position Filter', 'Cost Code Filter', and 'Exception Filter'. There is also a checkbox for 'Show absences'. A note at the bottom states: 'In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass H'.

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 screenshot displays the 'EMPLOYEE PROFILES' page. At the top, there is a search bar with 'Maverick' entered. Below the search bar, a list of results shows two records: '1234567890 Sam Maverick' and '9987654321 Joe Maverick'. A mouse cursor is hovering over the first record. To the right of the search bar, there are tabs for 'Information', 'Jobs', 'Overtime', 'Hours', 'Leave', 'Payroll', 'Access', 'Exceptions', 'Personnel', and 'Custom Fields'. The 'Information' tab is currently selected. Below the tabs, the profile details for 'Sam Maverick' are shown, including the role 'Hourly - Semi-Month/Non-Exempt (6)'. On the right side of the profile, there are links for 'Expand all' and 'Collapse all'. At the bottom of the profile section, there are expandable sections for 'Personal', 'Company', 'Other', and 'Qualifications', each with a green plus icon.

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
<ul style="list-style-type: none"> eForm is created for a new hire.
<ul style="list-style-type: none"> eForm is approved by all listed approvers.
<ul style="list-style-type: none"> eForm is completed: New employee is added in UTShare and MyMav.
<ul style="list-style-type: none"> Staff NetID and Email address are created. <ul style="list-style-type: none"> Email is sent to Reports To manager with new employee's Staff account details. <p>Note: <i>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.</i></p>
Start Date
<ul style="list-style-type: none"> New employee will have access to UTShare, email, Canvas, most other systems accessible to employees.
<ul style="list-style-type: none"> New employee will not have access to TCP.
Start Date +1 Business Day
<ul style="list-style-type: none"> New employee will be added in the TCP application. <ul style="list-style-type: none"> The Manager of the new employee will have access to them. The Timekeeper will not have immediate access.
<ul style="list-style-type: none"> After noon the new employee will be enrolled in the correct TCP Canvas course. <ul style="list-style-type: none"> Once TCP Canvas course is complete the employee will have access to the Time-Employee application.

Week After Start Date
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> 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
<p>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.</p>
<ul style="list-style-type: none"> eForm is created for a transfer.
<ul style="list-style-type: none"> eForm is approved by all listed approvers.
<ul style="list-style-type: none"> eForm is completed: New position is added in UTShare. <p>Note: Emails related to a new employee including EmplID, NetID, or email address are not generated when an employee transfers within UTA.</p>
Transfer Date
<ul style="list-style-type: none"> The employee will still be active in the former position.
<p>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.</p>
Transfer Date +1 Business Day
<ul style="list-style-type: none"> 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.

The screenshot displays the TCP interface for viewing an employee's schedule. At the top, the employee's name "Sam Maverick" and ID "1234567890" are shown. Below this, there are date selection fields for "Start date" (6/7/2021) and "Stop date" (6/13/2021), with a "This Week" button and an "Update" button. To the right are filters for "Position Filter", "Cost Code Filter", and "Segment Filter". A "Manage" button is located on the left. On the right side, there are checkboxes for "Display weekends" (unchecked) and "Include unavailable segments" (checked). The main section shows a calendar view for the dates 06/07 (Mon) through 06/11 (Fri). Each day's entry shows a default schedule of "08:00 AM - 12:00 PM" with a duration of "4:00". Below each day's schedule, there are links for "Default Position", "Unspecified Cost Co...", and "ARLINGTON". At the bottom of each day's entry, there is a "60u" label and a "Select Schedule" checkbox.

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 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.

Hours Schedules Accruals

Sam Maverick Position Filter Cost Code Filter Segment Filter Exception Filter Download

2/8/2021 to 6/6/2021 Open Weeks Update

Start date Stop date Period

+ Add Manage Exceptions Processing Resolve Period

☐ Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
16:00	0:00	0:00	0:00	16:00	16:00

Showing 2 records of 2 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		3/18/2021 09:00 AM	3/18/2021 05:00 PM	8:00	8:00		4 - Bereavement	0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		3/19/2021 09:00 AM	3/19/2021 05:00 PM	8:00	8:00	16:00	4 - Bereavement	0.00			

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.

GROUP HOURS ☆

Sort by: ID ↑

2/8/2021 to 6/6/2021 Open Weeks Update

Start date Stop date Period

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.*

- The Employee Filter allows you to filter hours for only specific employees.
- The Position Filter allows you to filter to see segments with specific positions.
- 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:

- Approvals – shift segments missing employee or manager approval.
- Shift - segments that share time with another segment (e.g., clocking in while already clocked in)
- 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.

GROUP HOURS ☆

Options Download ? Feedback

2/8/2021 to 6/6/2021 Open Weeks Update

Sort by: Last name ↑

Start date Stop date Period

Employee Filter Position Filter Cost Code Filter Exception Filter ☐ Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Manage Exceptions **Resolve Period** Expand all Collapse all

Showing 62 records of 62 Selected 0 records ■ Conflict

1234567890 - Sam Maverick + Add

<input type="checkbox"/>						Notes	Edited		Break length	Time in	Time out	Hours	Shift total	Week total	Position	Cost Code	Rate
<input type="checkbox"/>										3/15/2021 08:00 AM	<< Time sheet >>	8:00	8:00	8:00	3 - Leave without Pay		10.00
<input type="checkbox"/>							Y			5/10/2021 08:00 AM	<< Time sheet >>	10:00	10:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>							Y			5/10/2021 08:00 AM	<< Time sheet >>	8:00	8:00		5 - Jury Duty		10.00
<input type="checkbox"/>							Y			5/11/2021 08:00 PM	<< Time sheet >>	10:00	10:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>							Y			5/12/2021 05:00 PM	<< Time sheet >>	8:00	8:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>							Y			5/13/2021 05:00 PM	<< Time sheet >>	8:00	8:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>							Y			5/14/2021 05:00 PM	<< Time sheet >>	8:00	8:00	52:00	1001029400 - Business Support Analyst II		10.00

9987654321 - Joe Maverick + Add

<input type="checkbox"/>						Notes	Edited		Break length	Time in	Time out	Hours	Shift total	Week total	Position	Cost Code	Rate
<input type="checkbox"/>							Y			4/23/2021 05:00 PM	4/23/2021 09:00 PM	4:00	4:00		1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>							Y			4/25/2021 11:59 PM	<< Time sheet >>	36:00	36:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>							Y			4/26/2021 08:00 AM	<< Time sheet >>	8:00	8:00		5 - Jury Duty		10.00
<input type="checkbox"/>							Y			4/27/2021 08:00 AM	<< Time sheet >>	8:00	8:00		4 - Bereavement		10.00
<input type="checkbox"/>							Y			4/30/2021 05:00 PM	4/30/2021 09:00 PM	4:00	4:00		1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>							Y			5/2/2021 11:59 PM	<< Time sheet >>	20:00	20:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>							Y			5/9/2021 11:59 PM	<< Time sheet >>	40:00	40:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>							Y			5/16/2021 11:59 PM	<< Time sheet >>	40:00	40:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>										5/17/2021 08:00 AM	<< Time sheet >>	8:00	8:00		12 - Straight Comp Taken		10.00
<input type="checkbox"/>										5/19/2021 08:00 AM	<< Time sheet >>	3:30	3:30		12 - Straight Comp Taken		10.00
<input type="checkbox"/>										5/19/2021 08:00 AM	<< Time sheet >>	4:30	4:30		1 - Vacation Leave		10.00
<input type="checkbox"/>							Y			5/23/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1008558200 - Business Support Analyst I		10.00

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

INDIVIDUAL HOURS ☆

Sort by: ID ↑ Employee Filter

Options ? Feedback

Search Options ? Feedback

+ Display [Expand all](#) [Collapse all](#)

- Settings

Default Times

Default clock in time 09:00 AM

Default clock out time 05:00 PM

Default time sheet hours 8:00

Rounding

☐ Perform punch rounding on added shift segments

☐ Perform break rounding on added shift segments

- Warnings

Actual Time

☐ When editing the rounded time, change the actual time to the rounded time

☐ Always keep actual times

☒ Always prompt

- Colors

Cancel Apply

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.

GROUP HOURS ☆

Sort by: Last name ↑

6/1/2021 to 8/29/2021 Manual Update

Start date Stop date Period

Employee Filter Position Filter Cost Code Filter Exception Filter ☐ Show absences

Options Download ? Feedback

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

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”.

Options

Display

Date format: Company Default

Time format: Company Default

Hour format: Company Default

Default Period: Open Weeks

Worked Hours

☒ Highlight segments that contain breaks

☒ Display actual punch times in addition to rounded times

☒ Always display actual times

☒ Ask for confirmation when deleting a segment

☐ Show comp time breakdown

☐ Include Period Summary

☐ 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

☐ Show cost code description in list

Settings

Warnings

Cancel Apply

3. Click the Apply button to apply the change.

Hours Screen Before:

					Notes	Edited		Break length	Time in	Time out	Hours	Shift total
<input type="checkbox"/>												
<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"/>					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"/>					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	

Hours Screen After:

					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"/>	<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"/>					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"/>					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	

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.

The screenshot shows the 'GROUP HOURS' interface. At the top left, it says 'GROUP HOURS' with a star icon. Below this, there are several filters: 'Sort by: ID ↑', 'Start date' (3/1/2021), 'Stop date' (3/5/2021), and 'Period' (Manual). There is an 'Update' button. Below these are 'Employee Filter', 'Position Filter', 'Cost Code Filter', and 'Exception Filter'. A checkbox for 'Show absences' is also present. On the right side, there are 'Options' and 'Download' buttons. The 'Download' button is highlighted with a red box, and a dropdown menu is open showing three options: 'HTML', 'PDF', and 'OpenXML'. A question mark icon is also visible next to the 'Download' button.

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.

Add ?

Segment Length: 3:00

☐ Individual is clocked in

☐ Time sheet entry

☒ Missed in punch

☒ Missed out punch

Time in: 4/5/2021 09:00 AM

Time out: 4/5/2021 12:00 PM

Break type: << NONE >>

Position: 1001051900 - Building Supv

Cost Code: << NONE >> Select

Rate: 10.00

Note: employee off-campus for ev

Days: 1

Cancel Save

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

5/3/2021 to 6/20/2021 Manual Update

Start date Stop date Period

+ Add Manage Exceptions Processing

☐ Show absences

Regular	OT1	OT2	Comp Time	Leave	Total
8:00	0:00	0:00	0:00	0:00	8:00

Showing 1 records of 1 Selected 0 records

				Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate
<input type="checkbox"/>							5/3/2021 09:00 AM	5/3/2021 05:00 PM	8:00	8:00	8:00	1001597900 - Academic Advisor II	10.00

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.

Hours

Schedules

Accruals

Sam Maverick

Position Filter

Cost Code Filter

Segment Filter

9/1/2021

to

9/26/2021

Manual

Update

Start date

Stop date

Period

+ Add

Manage

Exceptions

Processing

Resolve Period

Showing 2 records

☐
☒

☐
☒

☐
☒

Edit

Delete

Split segment by length

Split segment by percentage

Add break

Toggle break

☐ Show absences

Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total
9/6/2021 12:00 AM	9/6/2021 12:00 AM	<< Time sheet >>		8:00	8:00	8:00
9/22/2021 08:00 AM	9/22/2021 08:00 AM	9/22/2021 05:00 PM	9/22/2021 05:00 PM	9:00	9:00	9:00

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.

Add Break

?


Feedback

Time in 9/22/2021 08:00 AM

Time out 9/22/2021 05:00 PM


Date

9/22/2021



Time

12:30 PM




Break length

60

Break type

Lunch
















Note

Cancel

Save

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

Showing 3 records of 3			Selected 1 records												
<input type="checkbox"/>					Notes	Edited		Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			9/6/2021 12:00 AM	9/6/2021 12:00 AM	<< Time sheet >>		8:00	8:00	8:00
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	9/22/2021 08:00 AM	9/22/2021 08:00 AM	9/22/2021 12:30 PM	9/22/2021 12:30 PM	4:30		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			9/22/2021 01:30 PM	9/22/2021 01:30 PM	9/22/2021 05:00 PM	9/22/2021 05:00 PM	3:30	8:00	8:00

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.

The screenshot shows a web form titled "Add" with a help icon (?). On the left, there are four checkboxes: "Individual is clocked in" (unchecked), "Time sheet entry" (checked and highlighted with a red box), "Missed in punch" (unchecked), and "Missed out punch" (unchecked). On the right, there are several input fields: "Time in" with a date picker set to 6/9/2021 and a time picker set to 07:00 PM; "Hours" with a text input set to 4:00; "Position" with a dropdown menu showing "1007022500 - Manager, Tec"; "Cost Code" with a dropdown menu showing "<< NONE >>" and a "Select" button; "Rate" with a text input set to 10.00; and "Note" with a text input set to "adding hours for event". Below these fields is a "Days" dropdown menu set to 1. At the top right, a grey box indicates "Segment Length: 4:00". At the bottom right, there are "Cancel" and "Save" buttons.

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

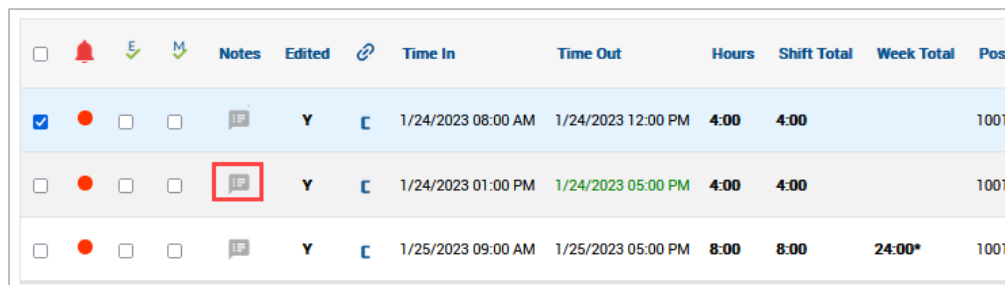
1. To delete a segment already in the system, click on the segment to highlight it, click Manage and Delete. Or, right click on the segment and select Delete.
2. This will bring up a prompt asking you to verify that you want to delete the segment. To delete the segment, click Ok.

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

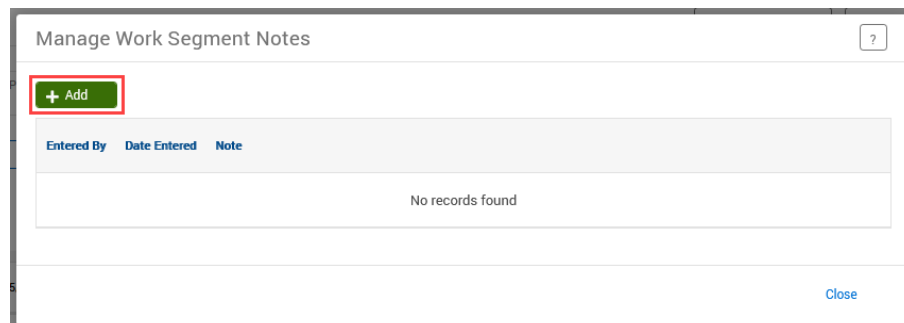
Timekeepers and Managers can enter a note for a segment if needed.

1. Click the Note icon on the segment.



	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Posi
<input checked="" type="checkbox"/>		Y	1/24/2023 08:00 AM	1/24/2023 12:00 PM	4:00	4:00		10010
<input type="checkbox"/>		Y	1/24/2023 01:00 PM	1/24/2023 05:00 PM	4:00	4:00		10010
<input type="checkbox"/>		Y	1/25/2023 09:00 AM	1/25/2023 05:00 PM	8:00	8:00	24:00*	10010

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.



Manage Work Segment Notes

+ Add

Entered By	Date Entered	Note
No records found		

Close

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.

<input type="checkbox"/>				Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Posi
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		1/24/2023 08:00 AM	1/24/2023 12:00 PM	4:00	4:00		1001
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		1/24/2023 01:00 PM	1/24/2023 05:00 PM	4:00	4:00		1001
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		1/25/2023 09:00 AM	1/25/2023 05:00 PM	8:00	8:00	24:00*	1001

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

Splitting Segment

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.

4/5/2021
to
4/30/2021
Manual
Update

Start date
Stop date
Period

Add
Manage
Exceptions
Processing
Resolve Period

Showing 1 records of 1
Selected 1 records

<input checked="" type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift To
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		4/26/2021 09:00 AM	4/26/2021 05:00 PM	8:00	8:00









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

OT1	OT2	Comp Time	Leave	Total
0:00	0:00	0:00	0:00	8:00

	Rate
AL EMPLOYEE (NON-EXEMPT)	30.00

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

Split Segment ? Feedback

Split	Delete	Length	Time	Break			
		04:00	In 09:00 AM 	Type << NONE >>	Position 1006822301 - CASUAL	Rate 30.00	
			Out 01:00 PM 	Length N/A	Cost Code << NONE >>	Note	
		04:00	In 01:00 PM 	Type << NONE >>	Position 1007668308 - CASUAL	Rate 45.00	
			Out 05:00 PM 	Length N/A	Cost Code << NONE >>	Note	

Cancel 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

Hours Schedules Accruals







Sam Maverick

2/8/2021  to 6/6/2021  Open Week

Start date Stop date




+ Add Manage Exceptions

Showing 2 records of 2 Selected 0 records













					Notes	Edited
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y

Group Hours Screen





Showing 62 records of 62 Selected 0 records

☐   

- 1234567890 - Sam Maverick + Add

					Notes	Edited		Break length	Time in
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					3/15/21
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/10/21
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			5/10/21
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/11/21
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/12/21
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/13/21
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/14/21

- 9987654321 - Joe Maverick + Add

☐    

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.

MY DASHBOARD ☆

* 6604 employees were not calculated in this total. ?

REQUIRED APPROVALS

66*

Name	Type	Date	15/66
Alejandro	Employee Approval	05/23 11:59 P - 03:59 P (TS)	✓
Alejandro	Manager Approval	05/23 11:59 P - 03:59 P (TS)	✓
Alejandro	Employee Approval	05/30 11:59 P - 03:59 P (TS)	✓
Alejandro	Manager Approval	05/30 11:59 P - 03:59 P (TS)	✓
Alejandro	Employee Approval	06/06 11:59 P - 03:59 P (TS)	✓
Alejandro	Manager Approval	06/06 11:59 P - 03:59 P (TS)	✓
Alejandro	Employee Approval	06/06 11:59 P - 03:59 P (TS)	✓
Felicia	Employee Approval	05/23 11:59 P - 03:59 P (TS)	✓
Felicia	Manager Approval	05/23 11:59 P - 03:59 P (TS)	✓
Felicia	Employee Approval	05/30 11:59 P - 03:59 P (TS)	✓
Felicia	Manager Approval	05/30 11:59 P - 03:59 P (TS)	✓
Felicia	Employee Approval	06/06 11:59 P - 03:59 P (TS)	✓
Felicia	Manager Approval	06/06 11:59 P - 03:59 P (TS)	✓
Hourly Horan	Employee	05/18 08:00 A - 04:00 P	✓

[Jump to Group Hours](#)

MISSED PUNCHES

Name	Type	Date
	Missed Out	06/04 04:00
	Missed Out	06/08 02:00
	Missed Out	06/11 03:00

PENDING TIME OFF REQUESTS

Name	Date	Request
	5/7	Jury Duty - 08:00 AM to 02:00 PM
	4/26	Jury Duty - 08:00 AM to 02:00 PM
	4/27	Parent/Teacher Conference - 02:00 PM to 04:00 PM
	4/29	Bereavement - 08:00 AM to 04:00 PM
	4/30	Bereavement - 08:00 AM to 04:00 PM
	5/6	Red Cross Volunteer - 12:00 AM to 12:00 AM
	5/7	Red Cross Volunteer - 12:00 AM to 12:00 AM
	4/2	Unspecified - 08:00 AM to 04:00 PM
	4/9	Unspecified - 08:00 AM to 04:00 PM

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

REQUIRED MGR APPROVAL

6*

6/6


Name	Type	Date	✓
Jing Tam	Manager Approval	10/01 08:00 A - 04:00 P (TS)	✓
Jing Tam	Manager Approval	10/04 08:00 A - 04:00 P (TS)	✓
Jing Tam	Manager Approval	10/05 08:00 A - 04:00 P (TS)	✓
Jing Tam	Manager Approval	10/06 08:00 A - 04:00 P (TS)	✓
Jing Tam	Manager Approval	10/07 08:00 A - 04:00 P (TS)	✓
Jing Tam	Manager Approval	10/08 08:00 A - 04:00 P (TS)	✓

[Jump to Group Hours](#)

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.


PENDING TIME OFF REQUEST

3

Name	Date	Request	x	✓
Jane Dolan	10/18	Bereavement - 08:00 AM to 04:00 PM	x	✓
Jane Dolan	10/19	Bereavement - 08:00 AM to 04:00 PM	x	✓
Jane Dolan	10/20	Bereavement - 08:00 AM to 04:00 PM	x	✓

[Jump to Request Manager](#)

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.

REQUEST MANAGER ☆

Options ?

Calendar

List

Status

☒ Include pending
☒ Include approved
☒ Include denied
☒ Include canceled

Employee Filter

Position Filter

<< <

October 2021

> >>

Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2
3	4	5	6	7	8

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

REQUEST MANAGER ☆

Calendar

List

Status

Requests per

10

Apply

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.

REQUEST MANAGER ☆ Options ?

Calendar List

Status Employee Filter Position Filter

Requests per calendar day Apply

+ Add Manage << < **October 2021** > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
» 26 +	27 +	28 +	29 +	30 +	1 +	2 +
» 3 +	4 +	5 +	6 +	7 +	8 +	9 +
» 10 +	11 +	12 +	13 +	14 +	15 +	16 +
» 17 +	18 +	19 +	20 +	21 +	22 +	23 +
	Pending (1) Sam Maverick 08:00 AM 8:00 4 - Bereavement	Pending (1) Sam Maverick 08:00 AM 8:00 4 - Bereavement	Pending (1) Sam Maverick 08:00 AM 8:00 4 - Bereavement Denied (1) Joe Blaze 08:00 AM 8:00 Sick - Classified E			
» 24 +	25 +	26 +	27 +	28 +	29 +	30 +
» 31 +	1 +	2 +	3 +	4 +	5 +	6 +

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

<<
<
October 2021
>
>>

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

List View

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.

REQUEST MANAGER ☆ Options ?

Calendar **List**

Status Employee Filter Position Filter

Group by First/Last Name ▾

10/13/2021 to 12/11/2021 Next 60 Days Update

Start date Stop date Period

+ Add **Manage** [Expand all](#) [Collapse all](#)

Showing 4 records of 4 Selected 0 records

<input type="checkbox"/>	ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
- Sam Maverick (1234567890) (3 of 3 requests)														
<input type="checkbox"/>	1234567890	Sam Maverick	10/13/2021	5	10/18/2021	08:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	4 - Bereavement		
<input type="checkbox"/>	1234567890	Sam Maverick	10/13/2021	6	10/19/2021	08:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	4 - Bereavement		
<input type="checkbox"/>	1234567890	Sam Maverick	10/13/2021	7	10/20/2021	08:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	4 - Bereavement		
- Joe Blaze (1122334455) (1 of 1 requests)														
<input type="checkbox"/>	1122334455	Joe Blaze	10/13/2021	7	10/20/2021	08:00 AM 8:00	8:00	Denied	N/A	N/A	Leave Group	Sick - Classified E		

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.

REQUEST MANAGER ☆ Options ?

Calendar **List**

Status Employee Filter Position Filter

Requests per calendar day 10 Apply

Manage << ≤ June 2021 ≥ >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Pending (1)
Sam Maverick
08:00 AM 8:00
Vacation - Classified E

- 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.

Employee Request Detail
?

Expand all Collapse all

Information

Employee Sam Maverick
Hire date 07/07/2015
Date submitted 06/09/2021
Time submitted 12:05 PM
Entered by Sam Maverick

Days 1/1
Date requested 06/11/2021 (08:00 AM 8:00)
Leave Group Vacation - Classified E
Hours 8:00
Accrual Bank No Accrual Bank

Edit

Approvals

Date processed N/A
Request Level 1 Pending
Request Level 2 N/A
Request Level 3 N/A
Cancel request N/A

Notes

Description

Manager Note

Options

☒ Automatically assign hours on final approval Individual Hours

☒ Automatically schedule hours on final approval Employee Schedules

☐ Clear existing schedules on day of request

Cancel Save

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.

REQUEST MANAGER ☆ Options ?

Calendar **List**

Status Employee Filter Position Filter

Group by Request Date

6/10/2021 to 8/8/2021 Next 60 Days Update

Start date Stop date Period

Manage Expand all Collapse all

Showing 1 records of 1 Selected 1 records

<input checked="" type="checkbox"/>	ID	Name	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
<input checked="" type="checkbox"/>	6001142209	Sam Maverick	06/09/2021	2	06/11/2021	08:00 AM 8:00	8:00	Pending				Vacation - Classified E		

Detail
View in calendar

3. On the Request Details page, click Edit.

Employee Request Detail ?

Expand all Collapse all

Information

Employee Sam Maverick	Days 1/1	Edit
Hire date 07/07/2015	Date requested 06/11/2021 (08:00 AM 8:00)	
Date submitted 06/09/2021	Leave Group Vacation - Classified E	
Time submitted 12:05 PM	Hours 8:00	
Entered by Sam Maverick	Accrual Bank No Accrual Bank	

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.

- Click Ok to update the request.

Viewing Employee Leave Accruals

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

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

- 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.
- Click on the Accruals tab. The accruals tab displays several columns.
 - Accrual Bank – type of leave
 - Accrued – amount accrued to-date
 - Accrual Forecast – monthly accrual that will be earned
 - 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

INDIVIDUAL HOURS ☆

Options ?

Sort by: ID ↑ Employee Filter

Maverick

Hours Schedules **Accruals**

Showing 2 records of 2

1234567890 Sam Maverick

9987654321 Joe Maverick

Sam Maverick

Select forecast date: 6/11/2021 Update

Showing 4 records of 4

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.

Request Manager ☆

[Calendar](#) [List](#)

Status ▾ FMLA ▾

Requests per calendar day

<< < **May 2022** > >>

Sun	Mon	Tue	Wed
1	2	3	4
8	9	10	

Pending (1)
 Sam Maverick
 08:00 AM 8:00
 Vacation - Classified NE

Add
Detail
 View in list
 Approve Request Level 1
 Deny

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

Employee Request Detail ?

[Expand all](#) [Collapse all](#)

Information

Employee Sam Maverick	Days 1/1	<input type="button" value="Edit"/>
Hire date 04/11/2005	Date requested 05/03/2022 (08:00 AM 8:00)	
Date submitted 04/25/2022	Leave Group Vacation - Classified NE	
Time submitted 01:51 PM	Hours 8:00	
Entered by Sam Maverick	Accrual Bank No Accrual Bank	

Approvals

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.

Edit Employee Request

Employee **Sam Maverick [1234567890]**

Date requested **5/3/2022**

Start time **08:00 AM**

Hours **8:00**

Leave Code **3 - Leave without Pay**

Description **Not eligible for vacation I**

☐ Create drop requests

☐ Send user notification

Accruals Cancel Ok

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

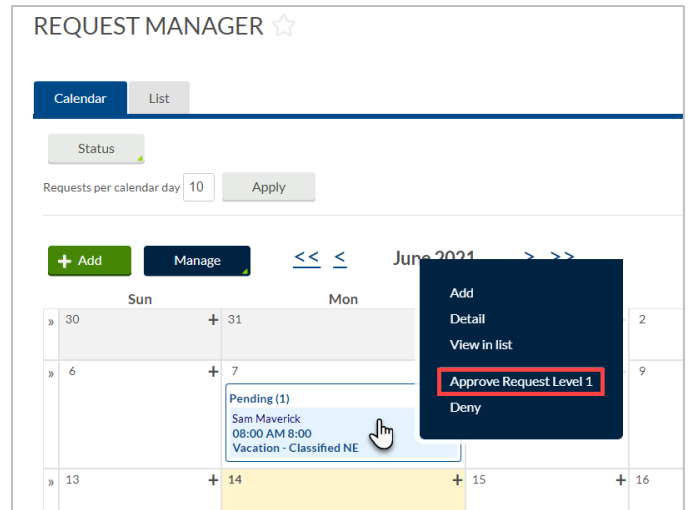
Approving Leave Requests in Request Manager

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.

- From the Request Manager screen (Tools > Requests), select the leave request from either Calendar or List view.

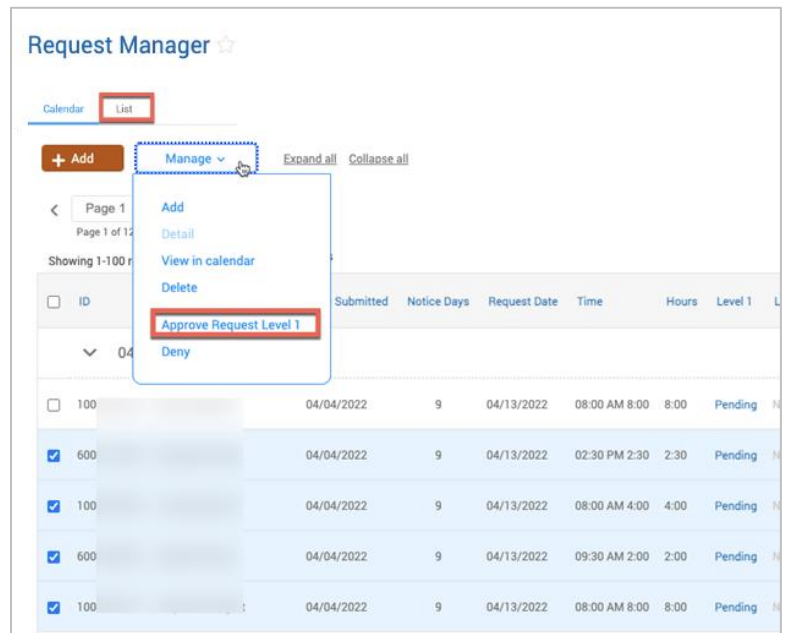
- In Calendar view, click on the request. It will turn blue when selected.



- 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.

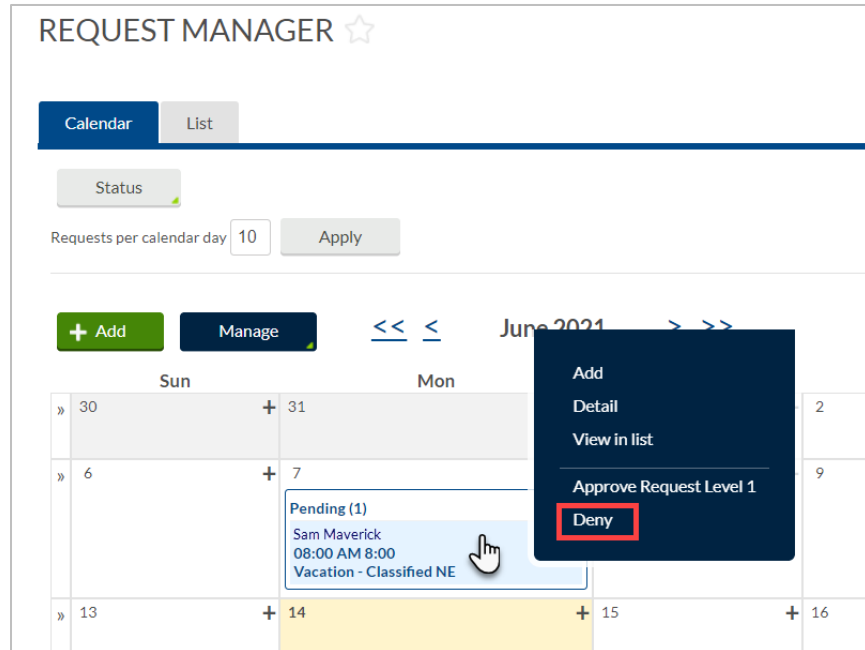
- Right-click on the request, or, select the Manage dropdown.
- Select Approve Request Level 1.



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

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

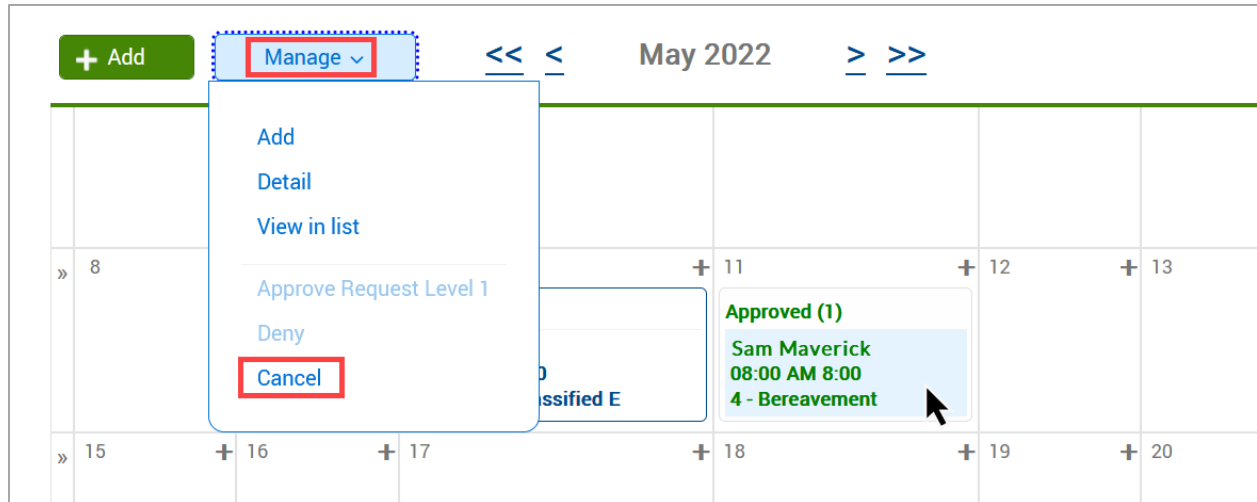


Cancel a Leave Request in Request Manager

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.

+ 10	+ 11	+ 12	+
<div> <div>Pending (1)</div> <div>Sam Maverick</div> <div>08:00 AM 8:00</div> <div>Vacation - Classified E</div> </div> <div> <div>Canceled (1)</div> <div>Sam Maverick</div> <div>08:00 AM 8:00</div> <div>4 - Bereavement</div> </div>			
+ 17	+ 18	+ 19	+

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.

PERIOD REPORTS ☆

Options ? Feedback

Sort Key Settings Employee Filter Position Filter Cost Code Filter

1/31/2022 to 1/31/2022 Manual
Start date Stop date Period

Categories

- Payroll
- Position
- Scheduler
- Period
- Cost Code
- Accruals
- Miscellaneous
- FMLA
- Provisioning
- Payroll Reports
- Leave Management**
- TimeKeeper/Manager

Select a report

* = Custom Report

- Accruals and Usage Report ***
- Employee Accruals and Usage List *
- Leave Without Pay (Details) *
- Leave Without Pay (List) *
- Sick Leave Pool Balance *
- Sick Leave Pool Use (Options 2) *
- Sick Leave Pool Use *
- Terminated Employee List *
- Track Military Leave *

Download Preview Print

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.

Add

?

Feedback

☐ Individual is clocked in

☒ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Segment Length: 15:00

Time in

5/3/2023

09:00 AM

Hours

15:00

Position

15 - Overtime Comp Pa

▼

Cost Code

<< NONE >>

▼

Rate

15.00

Note

123456

Days

1

▼

Custom

Extra

Cancel

Save

6/14/2021

to

6/20/2021

Manual

Update

Start date

Stop date

Period

Add

Manage

Exceptions

Processing

☐ Show absences

Regular 8:00	OT1 0:00	OT2 0:00	Comp Time 0:00	Leave 0:00	Total 8:00
-----------------	-------------	-------------	-------------------	---------------	---------------

Showing 1 records of 1

Selected 0 records

<input type="checkbox"/>				Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y		6/14/2021 09:00 AM	<< Time sheet >>	15.00	15.00	15.00	15 - Overtime Comp Payout	10.00

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.

The screenshot shows the 'Individual Hours' screen for 'Sam Maverick'. At the top, there are three tabs: 'Hours' (selected), 'Schedules', and 'Accruals'. Below the tabs, the employee's name 'Sam Maverick' is displayed. Underneath, there are date pickers for 'Start date' (3/1/2022) and 'Stop date' (3/15/2022), followed by a 'Period' dropdown set to 'Manual' and an 'Update' button. At the bottom, there are three buttons: '+ Add' (highlighted with a red box), 'Manage', and 'Exceptions'.

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.

The screenshot shows the 'Edit Segment' screen. On the left, there are several checkboxes: 'Individual is clocked in' (unchecked), 'Time sheet entry' (checked and highlighted with a red box), 'Edit actual time' (unchecked), 'Missed in punch' (unchecked), and 'Missed out punch' (unchecked). On the right, there are fields for 'Time in' (3/12/2022 at 09:00 AM), 'Hours' (4:00), 'Position' (13 - On Call), 'Cost Code' (<< NONE >>), 'Rate', and 'Note'. A 'Segment Length: 4:00' label is at the top right. At the bottom, there are buttons for 'Custom', 'Extra', 'Cancel', and 'Save' (highlighted with a red box).

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

Showing 11 records of 11

Selected 0 records

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

Show absences

Regular
4:00

OT1
0:00

OT2
0:00

Comp Time
4:00

Leave
4:00

Total
44:00

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

Requires Approval

Employee

Manager

Exceptions

Early Out

Selected 0 records

Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate
Y		4/5/2021 09:00 AM	4/5/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04
Y		4/9/2021 09:00 AM	4/9/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04
Y		4/11/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1001051400 - DIRECTOR*	51.04
Y		4/12/2021 09:00 AM	4/12/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04
Y		4/16/2021 09:00 AM	4/16/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04
Y		4/18/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1001051400 - DIRECTOR*	51.04

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.

Employee Filter

Position Filter

Cost Code Filter

Exception Filter

Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Manage

Exceptions

Resolve Period

Showing 25 records

1000084250

Unapprove

Approve

Apply

Time In	Time out	Hours	Shift total	Week total	Position
4/4/2021 11:59 PM	<< Time sheet >>	40:00	40:00	40:00	1001035300 - EXECUTIVE DIRECTOR
4/7/2021 09:00 AM	4/7/2021 05:00 PM	8:00	8:00		1 - Vacation Leave
4/11/2021 11:59 PM	<< Time sheet >>	32:00	32:00	40:00	1001035300 - EXECUTIVE DIRECTOR
4/14/2021 09:00 AM	4/14/2021 05:00 PM	8:00	8:00		1 - Vacation Leave
4/18/2021 11:59 PM	<< Time sheet >>	32:00	32:00	40:00	1001035300 - EXECUTIVE DIRECTOR
4/21/2021 09:00 AM	4/21/2021 05:00 PM	8:00	8:00		1 - Vacation Leave
4/25/2021 11:59 PM	<< Time sheet >>	32:00	32:00	40:00	1001035300 - EXECUTIVE DIRECTOR
4/28/2021 09:00 AM	4/28/2021 05:00 PM	8:00	8:00		1 - Vacation Leave
4/30/2021 08:00 AM	<< Time sheet >>	8:00	8:00		28 - Assistance Dog Training
5/2/2021 11:59 PM	<< Time sheet >>	32:00	32:00	48:00	1001035300 - EXECUTIVE DIRECTOR
5/4/2021 08:00 AM	<< Time sheet >>	8:00	8:00		4 - Bereavement
5/5/2021 08:00 AM	<< Time sheet >>	8:00	8:00		4 - Bereavement
5/6/2021 08:00 AM	<< Time sheet >>	8:00	8:00		4 - Bereavement

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.

The screenshot shows the Employee Profile page with the Personnel tab selected. The Attestations section is expanded, showing a table with 1 record. The table has columns: Role, ID, Assignment Time, Response, Response Time, Last Revoked User, and Revoked Time. The record shows a 'Classified Exempt Hours Approval' for '09/24/2021 01:15 PM' with a 'Rejected' response on '12/20/2021 03:56 PM'.

Role	ID	Assignment Time	Response	Response Time	Last Revoked User	Revoked Time
Classified Exempt Hours Approval		09/24/2021 01:15 PM	Rejected	12/20/2021 03:56 PM		

- 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 screenshot shows the 'PERIOD REPORTS' interface. On the left, under 'Categories', 'Miscellaneous' is selected. In the center, under 'Select a report', 'Employee Attestations' is highlighted. On the right, there are buttons for 'Download', 'Settings', 'Preview', and 'Print'.

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		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	12/22/2021 00:27 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.

Time	Attestor ID	Attestation ID	Device Name	Response Status
1/10/2023 08:56 AM	1234567890 Sam Maverick	Exempt Attestation	129.107.80.102	Accepted
1/10/2023 03:51 PM	1122334455 Trinity Blaze	Exempt Attestation	129.107.80.131	Rejected
1/10/2023 09:04 AM	1133445566 Mitchell Woolf	Exempt Attestation	71.136.129.150	Accepted
1/11/2023 10:22 AM	6001498237-Javier Obregon	Exempt Attestation	35.147.110.7	Rejected

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.

PERIOD REPORTS ☆

Options ?

Sort Key Settings Employee Filter Position Filter Cost Code Filter

2/8/2021 to 2/14/2021 TimeClock Week
Start date Stop date Period

Categories

- Payroll
- Position**
- Scheduler
- Period
- Accruals
- Miscellaneous

Select a report

- Employee Positions
- Position Analysis Detail**
- Position Analysis Summary
- Position Group Detail
- Position Group Summary
- Position Overtime
- Position Split
- Selected Position

Download

Settings

Preview

Print

Create Saved Report

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

Categories

* = Custom Category

- Payroll
- Position**
- Scheduler
- Period
- Accruals
- Miscellaneous
- Test Reports *
- TimeKeeper Reports *

Select a report

- Employee Positions**
- Position Analysis Detail
- Position Analysis Summary
- Position Group Detail
- Position Group Summary
- Position Overtime
- Position Split
- Selected Position

Download

Settings

Preview

Print

Create Saved Report

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.

PERIOD REPORTS ☆

Options ?

Sort Key Settings Employee Filter Position Filter Cost Code Filter

2/8/2021 to 2/14/2021 TimeClock Week

Start date Stop date Period

Categories

* = Custom Category

- Payroll
- Position**
- Scheduler
- Period
- Accruals
- Miscellaneous
- Test Reports *
- TimeKeeper Reports *

Select a report

- Employee Positions
- Position Analysis Detail**
- Position Analysis Summary
- Position Group Detail
- Position Group Summary
- Position Overtime
- Position Split
- Selected Position

Download

Settings

Preview

Print

Create Saved Report

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.

Employee Filter

☒ Employee Status ☐ Employee ID ☐ Position ☐ Classification ☐ Department ☐ Location ☐ Employee Role ☐ Schedule Group ☐ Manager ☐ Job Classes ☐ Provision ☐ Qualifications ☐ Hire Date ☐ Days Employed ☐ Custom Fields ☐ Summary

[Exclude suspended](#) ☒ Exclude terminated ☐ Exclude salaried ☐ Exclude full time ☐ Exclude part time ☐ Exclude employees with no work status

131 of 131 employees match

Preview Save as Reset All

Cancel Filter

- 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

Filter Position

☐ Include All ☒ Select from list

Include selected

☐ Non-Clockable ☐ Leave ☐ Default ☒ Active only ☐ Unspecified

Search

Page 1 of 102

Select All Deselect All

<input type="checkbox"/>	10010040	PROFESSOR
<input type="checkbox"/>	10010047	SENIOR LECTURER
<input type="checkbox"/>	10010049	SENIOR LECTURER
<input type="checkbox"/>	10010051	ADJUNCT ASSISTANT PROFESSOR
<input type="checkbox"/>	10010057	LECTURER
<input type="checkbox"/>	10010074	CLINICAL ASSIST PROFESSOR - AO
<input type="checkbox"/>	10010075	ADJUNCT ASSISTANT PROFESSOR
<input type="checkbox"/>	10010077	PROFESSOR OF INSTRUCTION
<input type="checkbox"/>	10010085	ADJUNCT ASSISTANT PROFESSOR

Save as Load Disable

Cancel 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.

Unassign	Order	Description	Sort Direction
	1	Employee ID	ASC
	2	Last Name	ASC

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.

The screenshot displays the 'PERIOD REPORTS' interface. At the top, there are buttons for 'Options' and a help icon '?'. Below this is a horizontal bar with filters: 'Sort Key Settings', 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. The main section shows a date range from '2/8/2021' to '2/14/2021' with a calendar icon, and a 'TimeClock Week' dropdown. Below the date range, there are two columns: 'Categories' on the left and 'Select a report' on the right. The 'Categories' column lists: Payroll, Position (highlighted), Scheduler, Period, Accruals, Miscellaneous, Test Reports *, and TimeKeeper Reports *. The 'Select a report' column lists: Employee Positions, Position Analysis Detail (highlighted), Position Analysis Summary, Position Group Detail, Position Group Summary, Position Overtime, Position Split, and Selected Position. To the right of these columns is a 'Download' button (highlighted with a red box) which opens a dropdown menu with options: HTML, PDF, and OpenXML. Below the dropdown are buttons for 'Print' and 'Create Saved Report'.

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.

Base report name: Position Analysis Detail

Category: Position

Report title:

Filters

☐ Save options Options

☐ Save employee filter Employee Filter

☐ Save position filter Position Filter

☐ Save Sort Key Settings Sort Key Settings

☐ Save cost code filter Cost Code Filter

Report Automation

+ Add

Showing 0 records of 0

Delete	Edit	Description	Created By	User To Run Automation

Settings Cancel 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.

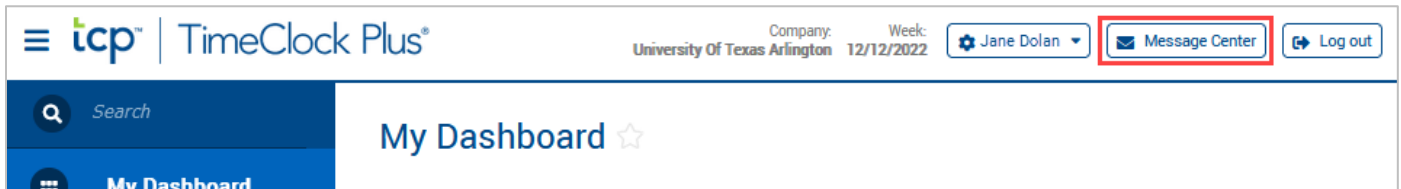
11. To modify the Saved report, click the Managed Saved Report button.

Categories	Select a report	
Payroll	Employee Positions	Download
Position	New Saved Report *	Settings
Scheduler	Position Analysis Detail	Preview
Period	Position Analysis Summary	Print
Accruals	Position Group Detail	Create Saved Report
Miscellaneous	Position Group Summary	
Test Reports *	Position Overtime	Manage Saved Report
TimeKeeper Reports *	Position Split	
	Selected Position	

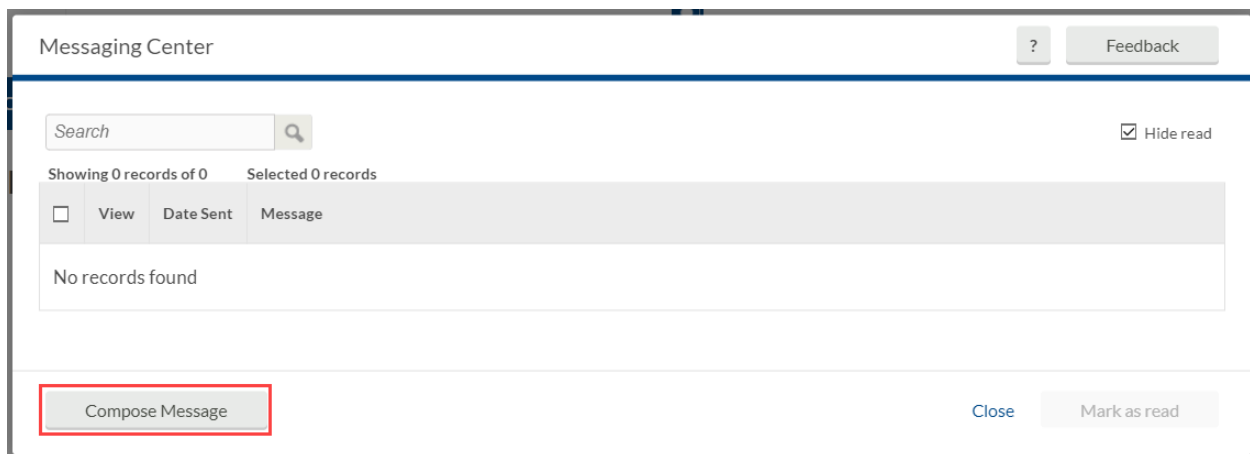
Employee Messaging

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

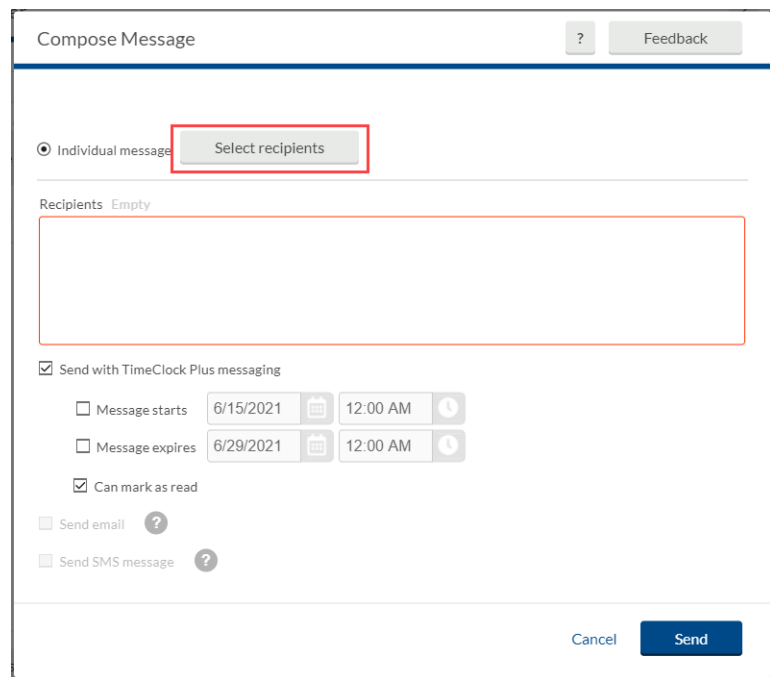
1. To send a message to an employee, from the TCP dashboard, click the message icon in the top right corner next to your name.



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.

Select Recipients?Feedback

☐ Select using filters
 Filter

☒ **Select employees from list**

<
Page 1
>
Select All
Deselect All

Showing 1-100 records of 6704 Selected 0 records

<input type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input type="checkbox"/>	10	Neill		100	ENGLISH		5
<input type="checkbox"/>	10	Charles		100	PHILOSOPHY		5
<input type="checkbox"/>	10	Robert		100	OIT PROJECT MANAGEMENT		3
<input type="checkbox"/>	10	Suresh		100	PHYSICS		5
<input type="checkbox"/>	10	Leonidas		100	COMPUTER SCIENCE AND ENGINEER		5
<input type="checkbox"/>	10	Kristin		100	NURSING - GRADUATE		5

Cancel
Select recipients

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

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Sick	8.0000	16.0000	0.0000	0.0000	24.0000
Straight Comp	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	0.0000	20.0000	0.0000	0.0000	20.0000

- 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.*

Compose Message?Feedback

☐ Company wide bulletin

☒ Individual message Select recipients

Recipients 18 messages will be sent

This is a reminder email that Dr. Smith will be out on Monday and will approve hours on Tuesday. Please ensure all hours and requests are in TCP by next Tuesday. Please contact me if you have questions or concerns.

 Thanks,

 Sam Maverick

☒ Send with TimeClock Plus messaging

☐ Message starts 6/15/2021 12:00 AM

☐ Message expires 6/29/2021 12:00 AM

☒ Can mark as read

☒ Send email

☐ Send SMS message ?

Cancel Send

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.

Edit	Delegated From	Delegated To	Start Date	Stop Date	Permissions/Access	Modified By
	1234567890	1122334455	9/2/2022	8/31/2023	Employee Access, Position Access	1234567890

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.

Add User Delegation

Delegated From: 1234567890
Delegated To: 2233445566
Start date: 12/6/2022
Stop date: 8/31/2023

Permissions/Access To Delegate

☐ User Permissions
☒ Employee Access
☒ Position Access
☐ Cost Code Access
☐ Master Shift Access
☐ Master Schedule Access

Cancel
Save

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

User Delegation



+ Add
Search

Showing 2 records of 2

Edit	Delegated From	Delegated To	Start Date	Stop Date	Permissions/Access	Modified By
	1234567890	1122334455	9/2/2022	8/31/2023	Employee Access, Position Access	1234567890
	1234567890	2233445566	12/6/2022	8/31/2023	Employee Access, Position Access	1234567890

Edit User Delegation

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

User Delegation ☆						
<div> + Add <input type="text" value="Search"/> </div>						
Showing 2 records of 2						
Edit	Delegated From	Delegated To	Start Date 17	Stop Date	Permissions/Access	Modified By
	1234567890	1122334455	9/2/2022	8/31/2023	Employee Access, Position Access	1234567890
	1234567890	2233445566	12/6/2022	8/31/2023	Employee Access, Position Access	1234567890

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.