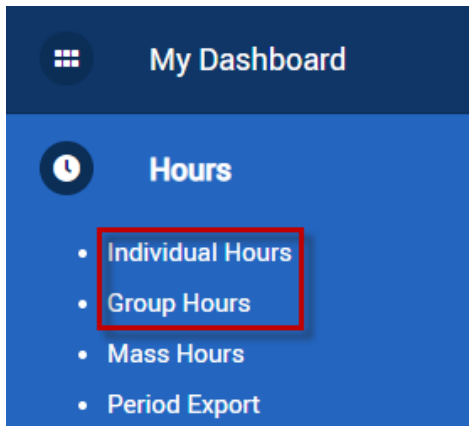


Approving Time Segments

1. In TCP Manager go to: **Hours > Individual Hours** or **Group Hours**.



2. Adjust the date range for which you are approving time then click 'Update'.

Group Hours ☆

Sort by: ID ↑ v

9/1/2021 to 11/6/2021 Manual Update

Start date Stop date Period

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

3. Review the segment(s) for accuracy then check the box(es) in the appropriate approval column.

99999998 - Laura William + Add									
Manager Employee									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	Break length	Time in	Time out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	C	9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	C	9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	C	9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	C	9/2/2021 01:00 PM	9/2/2021 05:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	C	9/3/2021 08:00 AM	9/3/2021 12:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	C	9/3/2021 01:00 PM	9/3/2021 05:00 PM

4. When you have finished checking the segment(s) you wish to approve click 'Apply Changes' to save your approvals.

Apply Changes

Discard Changes

Showing 35 records of 35

Select

M

E

O

99999998 - Laura William

+ Add

Select		M	E	O	Notes	Edited	Break length	Time in	Time out
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/2/2021 01:00 PM	9/2/2021 05:00 PM

Payroll Support Recommendation!

Tip 1 – Utilize the Exception filter to only show you time segments that need approval.

Exception Filter

☐ Required for close week

☐ Required for payroll exports and reports

Search

Showing 18 records of 18 Selected 0 records

<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Employee Approval	Approvals
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Other Approval	Approvals

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

Filter

Tip 2 – Click the appropriate approval letter immediately beneath the employee’s name to perform an approval of all hours displayed for the employee at one time, instead of checking each approval box individually.

^
99999998 - Laura William

+
Add

Select		<div>M</div>	<div>E</div>	<div>O</div>	Notes	Edited		Break length	Time in	Time out
		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/1/2021 08:00 AM	9/1/2021 12:00 PM
		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/1/2021 05:00 PM	9/1/2021 05:00 PM
		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/2/2021 08:00 AM	9/2/2021 12:00 PM
		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/2/2021 01:00 PM	9/2/2021 05:00 PM
		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/3/2021 08:00 AM	9/3/2021 12:00 PM

Use caution when performing Manager Approval via the Manager Approval Column Heading. Performing an approval in this manner will approve all segments displayed for the employee. Thus, it may include segments where employees are still clocked in or time segments for future pay periods.