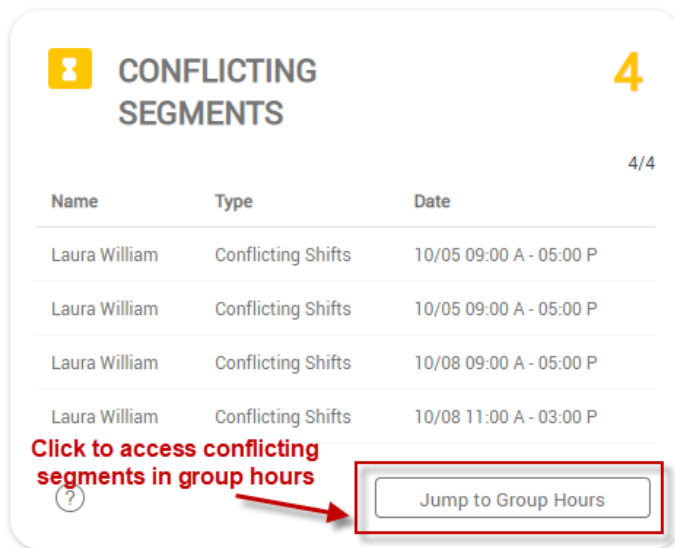


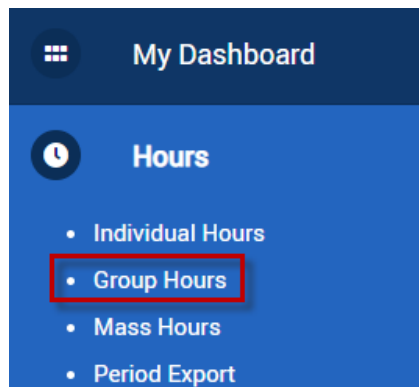
Resolving Conflicting Segments

You may view Conflicting Segments/Shifts from three places:

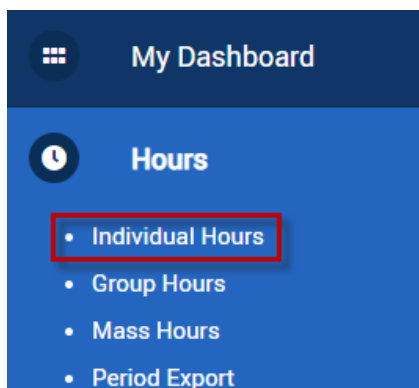
1. User Dashboard (will send to Group Hours for viewing)



2. Group Hours (to view Conflicting Shifts for multiple employees)



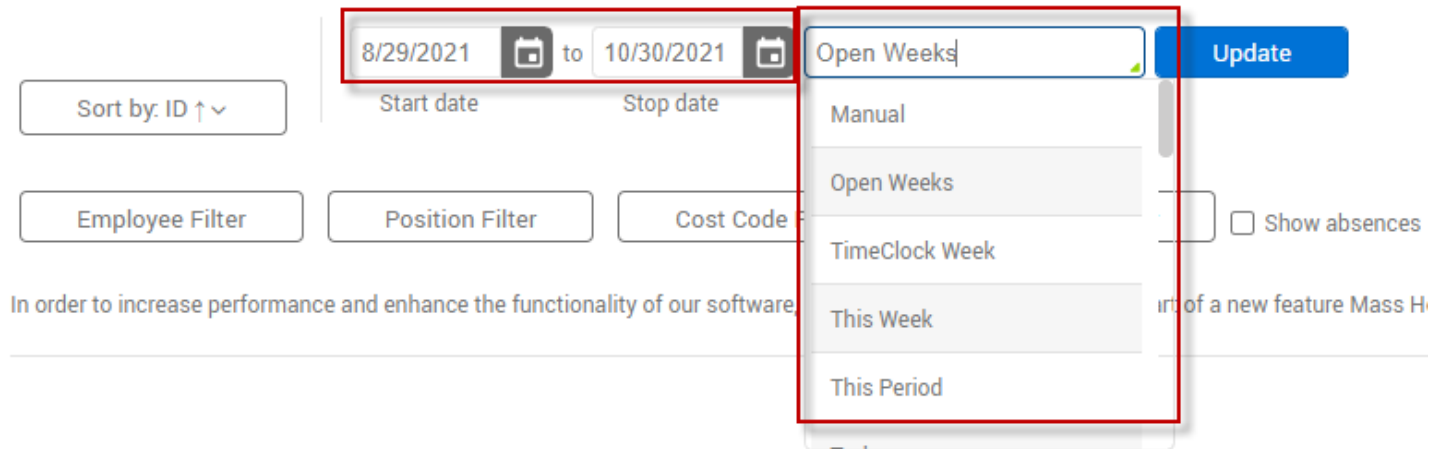
3. Individual Hours (to view Conflicting Shifts for one employee)



Correcting a Conflicting Segment in Group Hours

1. Select the date range you wish to view by manually adjusting the dates or using the date range options drop down menu then click update.

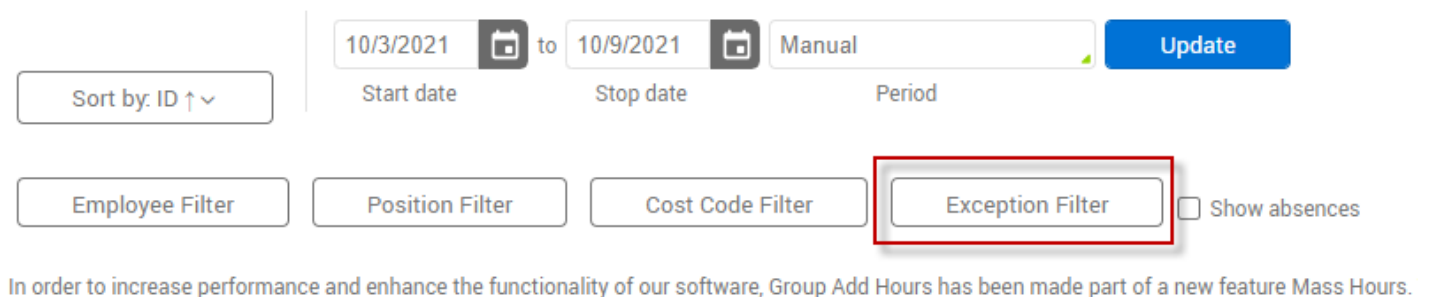
Group Hours ☆



The screenshot shows the 'Group Hours' interface. At the top, there is a date range selector with '8/29/2021' as the start date and '10/30/2021' as the stop date. A dropdown menu is open, showing options: 'Open Weeks', 'Manual', 'Open Weeks', 'TimeClock Week', 'This Week', and 'This Period'. The 'Open Weeks' option is selected. To the right of the dropdown is a blue 'Update' button. Below the date range, there are filters for 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. A checkbox labeled 'Show absences' is also visible. At the bottom, there is a note: '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'.

2. Click the **Exception Filter** button and check the box next to Conflicting Shifts and click Filter. This will display only time segments containing a Conflict.

Group Hours ☆



The screenshot shows the 'Group Hours' interface. The date range is now '10/3/2021' to '10/9/2021', and the period is set to 'Manual'. The 'Update' button is still present. Below the filters, the 'Exception Filter' button is highlighted with a red box. The 'Show absences' checkbox is still visible. At the bottom, there is a note: '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.'

Exception Filter

?

☐ Required for close week
☐ Required for payroll exports and reports

☐ Employee Approval Approvals
☐ Manager Approval Approvals
☐ Other Approval Approvals
☒ Conflicting Shifts Shift
☐ Long Break Shift

NOTE: Only segments with the selected exceptions will be shown

3. Conflicting Shifts will exist when the start time of one segment is within the time in and out of another segment and/or the start/end times of two segments overlap.

<input type="checkbox"/>	M	E	O									
99999998 - Laura William	+ Add											
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited	Break length	Time in	Time out	Hours	Week total	Position	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y	10/5/2021 08:00 AM	10/5/2021 12:00 PM	4:00		99999 - Test Position - Analyst	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y	10/5/2021 09:00 AM	10/5/2021 01:00 PM	4:00	8:00*	28 - VAC-Vacation Pay	

In this example, the employee worked 4 hours from 8 AM to 12 noon, and then left work. The Manager added 4 hours of Vacation time for the employee but the start time for the vacation time is between the time in and time out of the previous segment.

To prevent a Conflicting Segment the Manager could have set the start time for the Vacation to be any time after the punch out time of 12 noon.

Your response to correcting a Conflicting Segment will vary based on the type of conflict. The example and resolution shown above is just one example. Remember that segments will conflict when the start time of one segment is within the time in and out of another and/or the start/end times of two segments overlap. When this is resolved, the conflict will no longer exist. Not all conflicting segments need to be corrected. For example, conflicting segments for an employee working on a holiday. Review the conflicting segment to verify if the hours are correct.

If you have questions on how to resolve a Conflicting Segment, please email support.payrollservices@ttu.edu.

- Right click the segment you wish to resolve and select **Edit** from the drop-down menu or click **Manage>Edit** from the menus above the time segments.

The screenshot shows a web interface for managing time segments. At the top, there are two buttons: "Manage" and "Exceptions". Below them, it says "Showing 2 records of 2" and "Selected 1 records". A table lists segments for employee "99999998 - Laura William". The table has columns for checkboxes, status icons (M, E, O), Notes, Edited, Break length, Time in, and Time out. One segment is selected (checked). A right-click context menu is open over the selected segment, showing options: Edit, Delete, Split segment by length, Split segment by percentage, Audit Log, and View segment photos. The "Edit" option is highlighted.

		M	E	O	Notes	Edited	Break length	Time in	Time out
<input type="checkbox"/>									
<input checked="" type="checkbox"/>						Y		10/5/2021 09:00 AM	10/5/2021 01:00 PM

- Modify times/hours as necessary. Once you are finished select Save.

The screenshot shows the "Edit Segment" form. On the left, there are checkboxes for "Individual is clocked in", "Time sheet entry" (checked), "Edit actual time", "Missed in punch", and "Missed out punch". On the right, there are fields for "Time in" (10/5/2021 12:00 PM), "Hours" (4:00), "Position" (28 - VAC-Vacation Pay), "Cost Code" (DEFAULT), "Rate" (0.00), and "Note". A "Segment Length: 4:00" label is at the top right. At the bottom, there are buttons for "Extra", "Cancel", and "Save".

6. Once the conflict is resolved, the conflicting shifts will no longer appear.

Group Hours ☆

Sort by: ID ↑▼

10/3/2021

to

10/5/2021

Manual

Update

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 Hour

Manage ▼

Exceptions ▼

No records found

Correcting a Conflicting Segment in Individual Hours

1. Click the employee's name that you would like to correct a Conflicting Segment for.

Individual Hours ☆

Sort by: ID ↑▼

Employee Filter

Search

Showing 2 records of 2

99999998

Laura William

99999999

Art Vandalay

No employee is selected

2. Right click the segment you wish to resolve and select **Edit** from the drop-down menu or click **Manage>Edit** from the menus above the time segments.

Laura William

Position Filter

10/1/2021

to

10/9/2021

Manual

Update

Start date

Stop date

Period

+ Add

Manage

Exceptions

Processing

Showing 7 records of 7

Selected 1 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/4/2021 09:00 AM	10/4/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 08:00 AM	10/5/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 12:00 PM	<< Time sheet >>	4:00	4:00		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/6/2021 09:00 AM	10/6/2021 05:00 PM	8:00	8:00		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/7/2021 09:00 AM	10/7/2021 05:00 PM	8:00	8:00		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 08:00 AM	10/8/2021 12:00 PM	4:00	4:00		
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 09:00 AM	10/8/2021 02:00 PM	5:00	5:00		

Edit

Delete

Split segment by length

Split segment by percentage

Audit Log

View segment photos

3. Modify times/hours as necessary. Once you are finished, select Save.

Edit Segment

☐ Individual is clocked in

☒ Time sheet entry

☐ Edit actual time


☐ Missed in punch

☐ Missed out punch


Segment Length: 5:00

Time in

10/8/2021



12:00 PM




Hours

5:00


Position

28 - VAC-Vacation Pay



Cost Code

DEFAULT



Select

Rate

0.00

Note

Extra

Cancel

Save

4. Once the conflict is resolved, the segments shown earlier in orange will now appear in a different color.

<div> <div>+ Add</div> <div>Manage ▾</div> <div>Exceptions ▾</div> <div>Processing ▾</div> </div>														
<div>Showing 7 records of 7</div> <div>Selected 1 records</div>														
<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Cost Code
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/4/2021 09:00 AM	10/4/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst	DEFAULT
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 08:00 AM	10/5/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst	DEFAULT
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 12:00 PM	<< Time sheet >>	4:00	4:00		28 - VAC-Vacation Pay	DEFAULT
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/6/2021 09:00 AM	10/6/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst	DEFAULT
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/7/2021 09:00 AM	10/7/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst	DEFAULT
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 08:00 AM	10/8/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst	DEFAULT
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 12:00 PM	<< Time sheet >>	5:00	5:00	41:00	28 - VAC-Vacation Pay	DEFAULT