Adding a Time Segment

1. Log into TCP Manager: https://tcp7.texastech.edu/manager
2. Go to Hours > Individual Hours.
3. Choose the employee you wish to add hours for.

Choose employee from list or search by first or last name.
4. Click the green Add button.

5. Fill in the information for: Date In, Time In, Date Out, Time Out, Position, Cost Code (if applicable) and Note (Optional).

** Be sure to enter time in/out in 15 minute increments**
6. Time sheet entry can be used to add the total number of hours for an employee’s segment. In addition, it does not require a time out to be entered.

**Be sure to enter time in/out in 15 minute increments**

7. If adding multiple identical segments for consecutive days, the **Days** drop-down may be used. For example, to create a full week’s worth of vacation, you may create one 8 hour vacation segment on Monday and then select 5 days from the **Days** drop down.

**Be sure to enter time in/out in 15 minute increments**