After this training, please review the TimeClock Plus Manager Support page for further training guides and videos.
What is an approver responsible for?
What is an approver responsible for?

• Adding, editing and deleting time segments, when necessary, based on departmental guidelines
• Correcting and approving missed punches
• Correcting conflicting segments
• Approving time
• Ensuring all of the above has been completed prior to the payroll export deadline set forth by your department
Accessing TimeClock Plus
Accessing TimeClock Plus

**TimeClock Plus Manager**

https://tcp7.texastech.edu/manager/

Log in using your eraider credentials.

**Browser recommendations:**
- Firefox
- Chrome
- Edge
My Dashboard
The My Dashboard page appears when you first log into TCP Manager. On this page are multiple widgets which can provide a quick view of various items such as:

- Required Approvals
- Missed Punches
- Conflicting Time Segments
- Overtime Segments
- Individuals Approaching Overtime
MY DASHBOARD

* 436 employees were not calculated in this total.

REQURED APPROVALS

Name          | Type            | Date                | Date
---------------|-----------------|---------------------|---------------------
Moshe Ventura  | Manager Approval| 04/11 09:00 A - 11:00 A | ✓
Moshe Ventura  | Manager Approval| 04/11 04:30 P - 04:30 P | ✓
Moshe Ventura  | Manager Approval| 04/12 << Missed >> - 04:30 P | ✓
Moshe Ventura  | Manager Approval| 05/03 11:15 A - 11:15 A | ✓
Moshe Ventura  | Manager Approval| 05/03 11:45 A - << Missed >> | ✓
Moshe Ventura  | Manager Approval| 05/03 11:45 A - << Missed >> | ✓
Moshe Ventura  | Manager Approval| 05/10 11:15 A - 11:15 A | ✓
Moshe Ventura  | Manager Approval| 05/22 11:15 A - 11:15 A | ✓
Norman Outlaw  | Manager Approval| 04/03 03:45 P - 07:45 P | ✓
Norman Outlaw  | Manager Approval| 04/04 10:45 A - 10:45 A | ✓
Norman Outlaw  | Manager Approval| 04/12 08:00 A - 01:00 P | ✓
Norman Outlaw  | Manager Approval| 04/12 02:00 P - 04:30 P | ✓
Norman Outlaw  | Manager Approval| 04/13 09:00 A - 12:00 P | ✓
Norman Outlaw  | Manager Approval| 04/16 09:00 A - 02:00 P (T) | ✓
Norman Outlaw  | Manager Approval| 04/19 09:00 A - 02:00 P (T) | ✓

MISSING PUNCHES

Name          | Type            | Date                | Date
---------------|-----------------|---------------------|---------------------
Moshe Ventura  | Missed In       | 04/12 << Missed >> - 04:30 P | ✓
Moshe Ventura  | Missed Out      | 05/03 11:45 A - << Missed >> | ✓
Moshe Ventura  | Missed Out      | 05/03 11:45 A - << Missed >> | ✓
Norman Outlaw  | Missed Out      | 04/29 01:30 P - << Missed >> | ✓
Norman Outlaw  | Missed Out      | 04/29 01:30 P - << Missed >> | ✓
Norman Outlaw  | Missed Out      | 05/10 12:00 P - << Missed >> | ✓
Norman Outlaw  | Missed Out      | 05/22 10:45 A - << Missed >> | ✓
Rolanda Birch  | Missed Out      | 04/12 04:30 P - << Missed >> | ✓
Rolanda Birch  | Missed Out      | 04/29 01:30 P - << Missed >> | ✓
Rolanda Birch  | Missed Out      | 05/03 11:30 A - << Missed >> | ✓
Rolanda Birch  | Missed Out      | 05/10 10:45 A - << Missed >> | ✓
Tereza Jaeger  | Missed In       | 05/22 << Missed >> - 04:15 P | ✓

CONFLICTING SEGMENTS

APPROVAL COMPLETION

APPROACHING OVERTIME

OVERTIME

Matching 100 of 536 Employees | Refresh
Clicking on the links at the bottom of each widget will take you to the appropriate page to view or correct the item.

For example, clicking the Jump to Group Hours link in the Missed Punches widget will take the user to Group Hours and will show only missed punches needing attention.
My Dashboard

You can return to My Dashboard from any page in TCP Manager by clicking on the house icon in the upper left corner of the page.
Employee Data
Employee and position information can be viewed but not updated

Click on individuals name to select or search by first/last name or TCP ID (R number)
Basic employee information is located on the *Info* tab

<table>
<thead>
<tr>
<th>Information</th>
<th>Jobs</th>
<th>Hours</th>
<th>Access</th>
<th>Exceptions</th>
<th>Personnel</th>
<th>Custom Fields</th>
</tr>
</thead>
</table>

**Norman Outlaw**

Role Default Role (1)

**Personal**

- **ID**: 1
- **First name**: Norman
- **Last name**: Outlaw
- **Address**
- **City**

**Company**

**Other**
Position and leave codes (if eligible) are located on the Jobs tab

<table>
<thead>
<tr>
<th>Role</th>
<th>ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Role</td>
<td>19005800</td>
<td>Manager</td>
</tr>
<tr>
<td>Non-Role</td>
<td>13333300</td>
<td>Test Full Time Position - TTU</td>
</tr>
<tr>
<td>Non-Role</td>
<td>30</td>
<td>RLT-Reserve Law Offcr Leave</td>
</tr>
<tr>
<td>Non-Role</td>
<td>29</td>
<td>VOT-Voting</td>
</tr>
<tr>
<td>Non-Role</td>
<td>28</td>
<td>VAC-Vacation Pay</td>
</tr>
<tr>
<td>Non-Role</td>
<td>27</td>
<td>SLP-Sick Leave Pool</td>
</tr>
<tr>
<td>Non-Role</td>
<td>23</td>
<td>SEL-Service Excellence Leave A</td>
</tr>
<tr>
<td>Non-Role</td>
<td>22</td>
<td>SCK-Sick Leave</td>
</tr>
</tbody>
</table>
To view suspended or terminated employees, the Employee Filter can be changed.

1. Uncheck box to include suspended and terminated employees
2. Click to apply filter
Viewing Employee Hours
Employee hours can be viewed from two places:

- **Individual Hours** – Allows adding, editing, viewing, and approving of time segments for **one** person at a time.

- **Group Hours** – Allows viewing, and approving of time segments for **multiple** employees at the same time. Also allows adding and editing of time segments one person at a time while viewing time for multiple employees.
Reminder: Change the **Employee Filter** to no longer exclude terminated or suspended employees.

1. Uncheck box to include suspended and terminated employees
2. Click to apply filter
Viewing Employee Hours – Individual Hours

Click an individual's name or search by first/last name or TCP ID
By default, hours are displayed for weeks in an “open” status. Weeks (Sunday - Saturday) remain “open” until the payroll export has been processed for the entire week. The date range can also be changed manually.
To view hours from a previously “closed” week. Change the date range to include the dates you would like to view and click **Update**. You may also use the Date Dropdown field to choose a predefined date range.
Each clock operation is rounded to the quarter hour, rounding up at 8 minutes.

For example:

- Employee clocks in at 8:03
  Time recorded for pay purposes is 8:00
- Employee clocks in at 8:09
  Time recorded for pay purposes is 8:15

<table>
<thead>
<tr>
<th>Notes</th>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>3/4/2019 08:00 AM</td>
<td>3/4/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>13333300 - Test Full Time Position</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>3/4/2019 01:00 PM</td>
<td>3/4/2019 05:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>13333300 - Test Full Time Position</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>3/5/2019 08:00 AM</td>
<td>3/5/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>13333300 - Test Full Time Position</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>3/6/2019 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td>22 - SCK-Sick Leave</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>3/7/2019 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>4:00</td>
<td>4:00</td>
<td>28 - VAC-Vacation Pay</td>
<td></td>
</tr>
</tbody>
</table>
Available accrual balances for Sick, Vacation, Comp Time (TTU) and Holiday Comp (HSC) can be viewed in Individual Hours under the **Accruals** tab.
• Accrual balances are static and are updated after each semi-monthly payroll has been processed.

• Employees can view their leave balances through Employee Self-Service in Raiderlink/Webraider.

• For additional leave balance information Cognos report HR030 – Employee Current Leave Balances is available.
To view the actual time clocked in/out as well as rounded times, click on the *Options* button and check the boxes indicated below.
Various other options and settings are available based on personal preference. Below are Payroll System Support’s Recommended Options/Settings:
Viewing Employee Hours – Group Hours

Group Hours allows for viewing of hours for multiple people at once.

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 use Mass Hours.
Within Group Hours there are multiple filters available. There are multiple:

**Employee Filter** – Show hours for suspended/terminated employees. Also filter hours by R number

**Position Filter** – Filter hours by Position code

**Cost Code Filter** – Filter hours by Cost Code

**Segment Filter** – Filter hours based on schedules

**Exception Filter** – Filter hours by missed punches, unapproved time, and conflicting time segments.
Adding Employee Hours
Open Individual Hours and select the person you would like to add hours for. Then Click the green Add button.
Enter the segment information and click Save.

When manually adding time, hours **must** be entered in quarter hour increments.
When manually adding time, hours must be entered in quarter hour increments.

Enter in hours and minutes. Not decimal hours.

Ex: 6:30 not 6.50
When adding time segments, you will need to select a cost code.

If your department does not utilize cost codes, choose DEFAULT as the code.
If adding multiple identical segments for consecutive days, the **Days** drop-down may be used.

For example, a week’s worth of vacation can be entered by creating one 8 hour vacation segment on Monday and selecting 5 days.
Editing Employee Hours
How to Edit Employee Hours

In Individual or Group Hours, right click the time segment to be edited and select **Edit**. You may also select the segment, then go to Manage > Edit.

*Note: Approved time segments must be unapproved to be edited.*
How to Edit Employee Hours

Make appropriate changes and click **Save**. When editing time it is generally best to add a note.

When manually editing time, hours **must** be entered in quarter hour increments.
Deleting Employee Hours
Deleting Employee Hours

Right click the time segment to be deleted. You may also select the segment, then go to Manage > Delete.

Select **Ok** when prompted to permanently delete the record.
Mass Hours
Mass Hours allows you to add or delete time segments for multiple employees simultaneously.
Select the employees you would like to add or delete time segments for and click **Next**. You may also use filters to select only certain employees.

### MASS HOURS CHANGE

#### Select Individuals

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Export Code</th>
<th>Department</th>
<th>Classification</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Norman</td>
<td>Outlaw</td>
<td>R000000001</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Tereasa</td>
<td>Jaeger</td>
<td>R000000002</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Michal</td>
<td>Wild</td>
<td>R000000003</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Rolanda</td>
<td>Birch</td>
<td>R000000004</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Moshe</td>
<td>Ventura</td>
<td>R000000005</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Add checkmarks
Select Add Hours or Delete Hours, then click **Next**.
When adding hours, fill in the information for: Date In, Time In, Date Out, Time Out, Position, Cost Code (if applicable) and Note (Optional). Then click Next.
When deleting hours, adjust the settings as desired, and then click Next. Note: All time segments that fall within the date range, options, and filters selected will be deleted.
Review the Summary, then click Process.
Missed Punches
A **missed punch** is when an employee fails to clock in or out. At the employee’s subsequent clock operation a missed punch is recorded.

Missed punches **must** be **corrected** prior to the payroll export or the employee will **not** be paid. Missed punches can be resolved in *Individual Hours* or *Group Hours*. 
Reminder: Change the **Employee Filter** to no longer exclude terminated or suspended employees.

1. Uncheck box to include suspended and terminated employees

2. Click to apply filter
### Missed Punches

<table>
<thead>
<tr>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>3/4/2019 08:00 AM</td>
<td>3/4/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>3/4/2019 01:00 PM</td>
<td>3/4/2019 05:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>3/5/2019 08:00 AM</td>
<td>3/5/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>3/5/2019 01:00 PM</td>
<td>&lt;&lt; Missed &gt;&gt;</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>3/6/2019 08:00 AM</td>
<td>3/6/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>3/7/2019 08:00 AM</td>
<td>3/7/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>3/8/2019 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td></td>
<td></td>
<td>8:00</td>
<td>133333300 - 28 - VAC Vacation Pay</td>
</tr>
<tr>
<td>Y</td>
<td>4/11/2019 01:30 PM</td>
<td>4/11/2019 04:30 PM</td>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>Y</td>
<td>5/22/2019 08:30 AM</td>
<td>5/22/2019 04:13 PM</td>
<td>7:45</td>
<td>7:45</td>
<td></td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td></td>
<td>&lt;&lt; Missed &gt;&gt;</td>
<td>5/22/2019 04:13 PM</td>
<td>0:00</td>
<td>0:00</td>
<td>7:45</td>
<td>133333300 - Test Full Time Position</td>
</tr>
</tbody>
</table>
The Exception Filter can be set to locate Missed Punches more easily. This is especially helpful when viewing missed punches within Group Hours.
Missed Punches

To correct a missed punch, edit the segment to record the correct in or out time.

See whether missed in or missed out punch box is checked.

• If missed in punch, enter correct time in.
• If missed out punch, enter correct time out

**Remember to enter times in increments of 15 minutes**
### Missed In Punch Example

<table>
<thead>
<tr>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>5/22/2019 08:30 AM</td>
<td>5/22/2019 04:15 PM</td>
<td>7:45</td>
<td>7:45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt;&lt; Missed &gt;&gt;</td>
<td>5/22/2019 04:15 PM</td>
<td>0:00</td>
<td>0:00</td>
<td>7:45</td>
</tr>
</tbody>
</table>

**Edit Segment**

- Individual is clocked in
- Time sheet entry
- Edit actual time
- Missed in punch
- Missed out punch

**Time in:** 5/22/2019 04:15 PM

**Break type:** << NONE >>

**Position:** 13333300 - Test Full Time Pt

**Cost Code:** DEFAULT

**Rate:** 0.00

**Note:**

**Save**
Missed Punches

Missed Out Punch Example

<table>
<thead>
<tr>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>3/4/2019 08:00 AM</td>
<td>3/4/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>3/4/2019 01:00 PM</td>
<td>3/4/2019 05:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>3/5/2019 08:00 AM</td>
<td>3/5/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>3/5/2019 01:00 PM</td>
<td>&lt;&lt; Missed &gt;&gt;</td>
<td>6:00</td>
<td>0:00</td>
<td></td>
</tr>
</tbody>
</table>

Edit Segment

- Individual is clocked in
- Time sheet entry
- Edit actual time
- Missed in punch

Missed out punch. Enter appropriate Time Out
Conflicting Time Segments
A conflicting segment exists when time segments overlap. These must be corrected prior to the payroll export to ensure the employee is paid correctly for that time period.
Reminder: Change the **Employee Filter** to no longer exclude terminated or suspended employees.

1. Uncheck box to include suspended and terminated employees

2. Click to apply filter
The Exception Filter can be set to locate Conflicting Segments more easily. This is especially helpful when viewing missed punches within Group Hours.
Approval Levels
There are three approval levels available in TimeClock Plus:

- Employee
- Manager
- Other

**Manager** approval is required for all time segments. However, departments have the option to require additional approval levels.

The TCP administrator(s) within the department has the ability to change approval levels required, at the **employee level**, at any time.
For department TCP administrators to view/change approval level(s) at the employee level:

1. Check Override Role Settings
2. Check the appropriate box
Approving Time
Employee hours can be viewed from two places:

- **Individual Hours** – Allows adding, editing, viewing, and approving of time segments for one person at a time.

- **Group Hours** – Allows viewing, and approving of time segments for multiple employees at the same time. Also allows adding and editing of time segments one person at a time.
Reminder: Change the **Employee Filter** to no longer exclude terminated or suspended employees.

1. Uncheck box to include suspended and terminated employees
2. Click to apply filter
Columns for each approval level (M-manager, E-employee, O-other) are located to the left of the time segments. Approved time segments will have a checkmark in the appropriate column(s).

<table>
<thead>
<tr>
<th>Notes</th>
<th>Edited</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>⬜</td>
<td>⬜</td>
<td>3/4/2019 08:00 AM</td>
<td>3/4/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>13333300 - Test Full Time Position</td>
</tr>
<tr>
<td>⬜</td>
<td>⬜</td>
<td>3/4/2019 01:00 PM</td>
<td>3/4/2019 03:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>13333300 - Test Full Time Position</td>
</tr>
<tr>
<td>⬜</td>
<td>⬜</td>
<td>3/5/2019 08:00 AM</td>
<td>3/5/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>13333300 - Test Full Time Position</td>
</tr>
<tr>
<td>⬜</td>
<td>⬜</td>
<td>3/6/2019 09:00 AM</td>
<td>&lt;&lt; Timesheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td></td>
<td>22 - SCK-Sick Leave</td>
</tr>
<tr>
<td>⬜</td>
<td>⬜</td>
<td>3/7/2019 09:00 AM</td>
<td>&lt;&lt; Timesheet &gt;&gt;</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
<td>28 - VAC-Vacation Pay</td>
</tr>
<tr>
<td>⬜</td>
<td>⬜</td>
<td>3/8/2019 06:00 AM</td>
<td>3/8/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>26:00</td>
<td>13333300 - Test Full Time Position</td>
</tr>
</tbody>
</table>
Time segments with exceptions that need to be resolved will appear with a **red dot** next to them.

Rolling the cursor over the dot will allow you to view the type of exception(s) for the time segment.

<table>
<thead>
<tr>
<th>Requires Approval</th>
<th>Date</th>
<th>Time</th>
<th>&lt;&lt; Time sheet &gt;&gt;</th>
<th>Manager 1</th>
<th>Manager 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3/6/2019 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>8:00</td>
<td>8:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/7/2019 09:00 AM</td>
<td>&lt;&lt; Time sheet &gt;&gt;</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/8/2019 08:00 AM</td>
<td>3/8/2019 12:00 PM</td>
<td>4:00</td>
<td>4:00</td>
<td>28:00</td>
</tr>
<tr>
<td></td>
<td>3/11/2019 09:00 AM</td>
<td>3/11/2019 05:00 PM</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td></td>
<td>4/3/2019 03:45 PM</td>
<td>4/3/2019 07:45 PM</td>
<td>4:00</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4/4/2019 10:45 AM</td>
<td>4/4/2019 10:45 AM</td>
<td>0:00</td>
<td>0:00</td>
<td>4:00</td>
</tr>
<tr>
<td></td>
<td>4/12/2019 08:00 AM</td>
<td>4/12/2019 01:00 PM</td>
<td>5:00</td>
<td>5:00</td>
<td></td>
</tr>
</tbody>
</table>
Approving Time

Time segments with **blue dots** have exceptions, but no action needs to be taken.

Usually this is because the exception has already been resolved or the exception is for something that does not require a separate approval within TCP (e.g. overtime, tardy).
Approving time in Individual Hours

Select an employee. Check the boxes under the appropriate approval level header. Then click **Apply Changes** to save the approval(s).
Approving time in Individual Hours

You can approve **all** the segments displayed for an individual clicking the header icon (M, E, or O) for the appropriate approval level.

**Please be aware. This will approve all segments showing on the screen and may include segments from future pay periods and time segments where employees are still clocked in.**
Unapproving time in Individual Hours

If time needs to be edited after it has been approved, you will have to unapprove the time segment before editing will be allowed. Don’t forget to re-approve after the edit is completed.

1. Uncheck to remove approval

2. Apply changes
### Approving time in Group Hours

An advantage of using Group Hours is that you can view and approve multiple employees' hours in one place.

<table>
<thead>
<tr>
<th>Position</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Notes</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Norman Outlaw</td>
<td>4/11/2019 01:30 PM</td>
<td>4/11/2019 04:30 PM</td>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
<td>Y</td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>2 - Teresa Jaeger</td>
<td>5/22/2019 08:30 AM</td>
<td>5/22/2019 04:15 PM</td>
<td>7:45</td>
<td>7:45</td>
<td>7:45</td>
<td>Y</td>
<td>133333300 - Test Full Time Position</td>
</tr>
<tr>
<td>4 - Rolanda Birch</td>
<td>4/12/2019 09:00 AM</td>
<td>4/12/2019 03:30 PM</td>
<td>6:30</td>
<td>6:30</td>
<td>6:30</td>
<td>Y</td>
<td>122222200 - Test Student Position</td>
</tr>
<tr>
<td></td>
<td>4/12/2019 04:30 PM</td>
<td>&lt; Missed &gt;</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
<td>122222200 - Test Student Position</td>
</tr>
<tr>
<td></td>
<td>4/29/2019 01:30 PM</td>
<td>4/29/2019 01:30 PM</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
<td>122222200 - Test Student Position</td>
</tr>
</tbody>
</table>
Reminder: Change the **Employee Filter** to no longer exclude terminated or suspended employees.
Approving time in Group Hours

Approvals in Group Hours are similar to Individual Hours. Check the boxes under the appropriate approval level header. Then click **Apply Changes** to save the approval(s).
Period Reports
Period Reports

Multiple reports are available in TCP with the ability to change various filters and settings.

Position and cost code filters are present for reports. There is also an option to preview reports before downloading.
Breakdown of Reports by Section

**Payroll** – Reflect hours on an employee basis in either a detailed breakdown or summary.

Commonly used:  Complete Payroll Report for managers to view hours and approvals

Payroll Detail for export file reconciliation

**Position Reports** – Reflect hours on a position basis in either a detailed breakdown or summary. This turns the focus to positions, allowing you to see how time is being spent in each code.

**Scheduler Reports** – Reports based on created schedules for employees. Additional reports located on Reports > Scheduler Reports page.

**Period Reports** – Reflect hours for the period.

**Cost Code Reports** – Reflect information based on Cost Codes, if used by the department

**Accruals** – Not beneficial as accrual time earned and taken is processed in Banner.

**Miscellaneous** – Various reports that may or may not be beneficial to our environment. Commonly used:  Punch Location Report for a report on where employees are clocking in/out
Tools and Resources
**Employee Status** – Monitor employee status such as who is clocked in, not in, on break, and on leave.

![Employee Status Tool](image_url)
Hours Audit Log – provides a permanent record of segments that were approved, added, edited, deleted by users.
Important Items to Remember
Employees will **NOT** be paid if:

- A missed punch has not been corrected **and** approved prior to the payroll export
- A time segment has not been approved by the payroll export

If an employee is not paid, the department must submit a *Manual Check Request* to Payroll following normal guidelines.

Questions or issues should be addressed with your department TCP administrator.
Payroll Services Support

• Send questions, issues and templates to be loaded to support.payrollservices@ttu.edu

• 806-742-3211
Questions