Conflicting Shifts

You may access Conflicting Shifts from three places:

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

   ![Image of Conflicting Segments]
   Click to access conflicting segments in group hours

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

   ![Image of TimeClock Plus]

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

   ![Image of TimeClock Plus]

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.

2. Click the **Exception Filter** button and check the box next to Conflicting Shifts. This will display only time segments containing a Conflict.
3. Conflicting Shifts will exist when the start time of one segment is within the time in and out of another segment.

In this example, the employee worked 4 hours from 8 AM to 12 noon, and then left work. The Manager added 5 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. They could also have set the start time for the Vacation to match the time in of 8 AM (segments will not conflict if they start at the same time).

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. When this is resolved, the conflict will no longer exist. If you have questions on how to resolve a Conflicting Segment, please email support.payrollservices@ttu.edu.
4. Right click the segment you wish to resolve and select **Edit** from the drop down menu. Or click **Manage>Manage** from the menus above the time segments.

5. Modify times/hours as required. Once you are finished select Save.
6. Once the conflict is resolved, the conflicting shifts will no longer appear.

Correcting a Conflicting Segment in Individual Hours

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

3. Modify times/hours as required. Once you are finished select Save.
4. Once the conflict is resolved, the segments shown earlier in orange will now appear in black.