Editing 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 change hours for.

Choose employee from list or search by first or last name.
4. Right click the segment and **Edit** from the drop down menu. Or click **Manage> Edit** from the menus above the time segments.

5. Fill in the new information for: Date In, Time In, Date Out, Time Out, Position and Note (Optional).

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