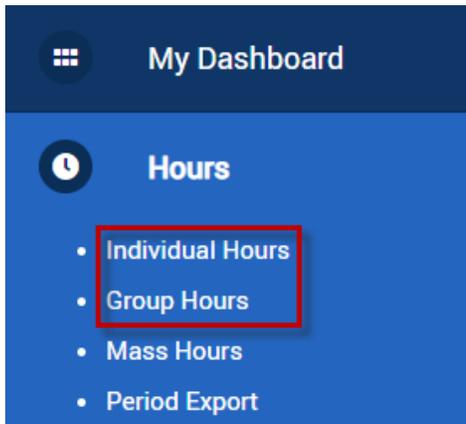


Approving Time Segments

1. In TCP Manager go to: **Hours > Individual Hours** or **Group Hours**.



2. Adjust the date range for which you are approving time then click 'Update'.

Group Hours ☆

Sort by: ID ↑

9/1/2021 to 11/6/2021 Manual

Start date Stop date Period

Employee Filter Position Filter Cost Code Filter Exception Filter Show absen

3. Review the segment(s) for accuracy then check the box(es) in the appropriate approval column.

99999998 - Laura William **Manager**
Employee

<input type="checkbox"/>					Notes	Edited		Break length	Time in	Time out
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/2/2021 01:00 PM	9/2/2021 05:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/3/2021 08:00 AM	9/3/2021 12:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/3/2021 01:00 PM	9/3/2021 05:00 PM

4. When you have finished checking the segment(s) you wish to approve click 'Apply Changes' to save your approvals.

Showing 35 records of 35

Select	M	E	O	Notes	Edited	Break length	Time in	Time out
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y	<input type="checkbox"/>	9/2/2021 01:00 PM	9/2/2021 05:00 PM

Payroll Support Recommendation!

Tip 1 – Utilize the Exception filter to only show you time segments that need approval.

Exception Filter ?

Required for close week
 Required for payroll exports and reports

Search

Showing 18 records of 18 Selected 0 records

<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Employee Approval	Approvals
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Other Approval	Approvals

NOTE: Only segments with the selected exceptions will be shown

Tip 2 – Click the appropriate approval letter immediately beneath the employee’s name to perform an approval of all hours displayed for the employee at one time, instead of checking each approval box individually.

99999998 - Laura William + Add

Select	M	E	O	Notes	Edited	Break length	Time in	Time out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/2/2021 01:00 PM	9/2/2021 05:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		9/3/2021 08:00 AM	9/3/2021 12:00 PM

Use caution when performing Manager Approval via the Manager Approval Column Heading. Performing an approval in this manner will approve all segments displayed for the employee. Thus, it may include segments where employees are still clocked in or time segments for future pay periods.