

Resolving Conflicting Segments

You may view Conflicting Segments/Shifts from three places:

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

Name	Type	Date
Laura William	Conflicting Shifts	10/05 09:00 A - 05:00 P
Laura William	Conflicting Shifts	10/05 09:00 A - 05:00 P
Laura William	Conflicting Shifts	10/08 09:00 A - 05:00 P
Laura William	Conflicting Shifts	10/08 11:00 A - 03:00 P

Click to access conflicting segments in group hours

Jump to Group Hours

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

My Dashboard

Hours

- Individual Hours
- **Group Hours**
- Mass Hours
- Period Export

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

My Dashboard

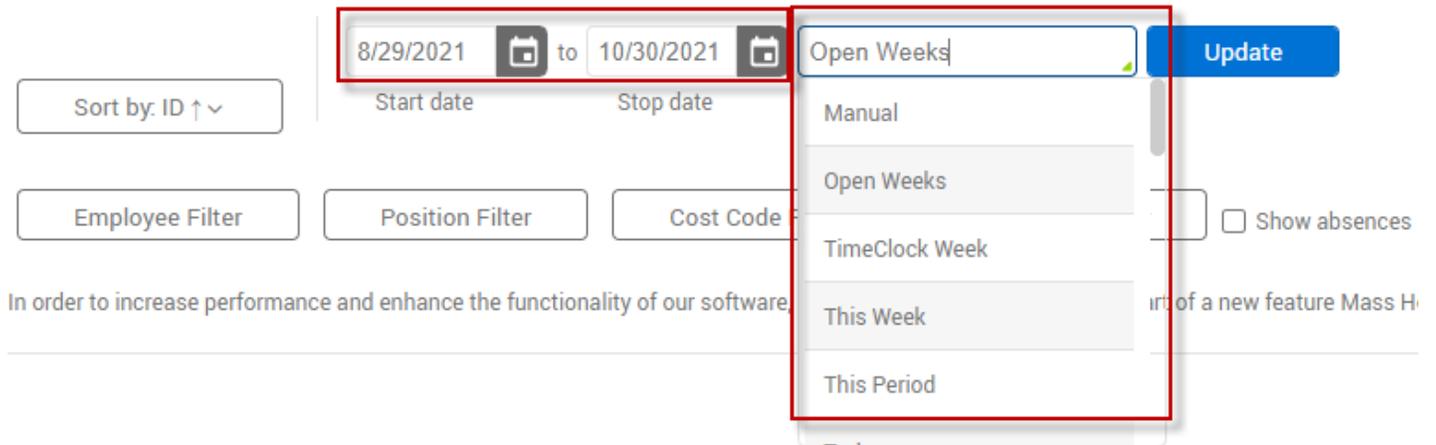
Hours

- **Individual Hours**
- Group Hours
- Mass Hours
- Period Export

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.

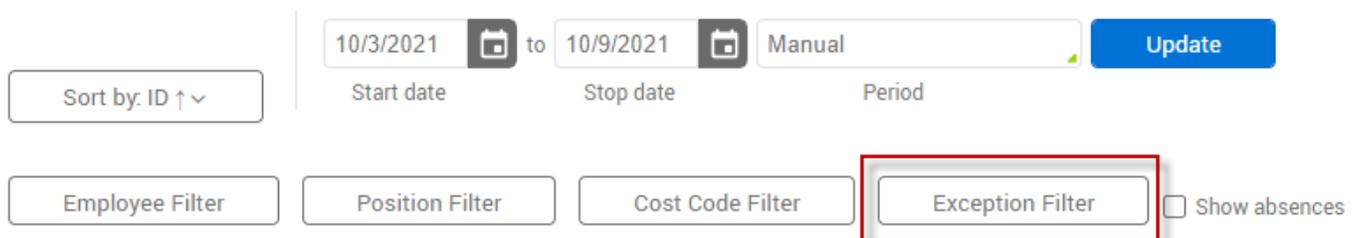
Group Hours ☆



The screenshot shows the 'Group Hours' interface. At the top, there is a date range selector with '8/29/2021' as the start date and '10/30/2021' as the stop date. A dropdown menu is open, showing options: 'Open Weeks', 'Manual', 'Open Weeks', 'TimeClock Week', 'This Week', and 'This Period'. The 'Open Weeks' option is currently selected. To the right of the date range is a blue 'Update' button. Below the date range, there are filter buttons for 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. A checkbox labeled 'Show absences' is also visible. The interface includes a 'Sort by: ID ↑' dropdown and a notice at the bottom: 'In order to increase performance and enhance the functionality of our software...'.

2. Click the **Exception Filter** button and check the box next to Conflicting Shifts and click Filter. This will display only time segments containing a Conflict.

Group Hours ☆



The screenshot shows the 'Group Hours' interface with the date range set to '10/3/2021' to '10/9/2021' and the period set to 'Manual'. A blue 'Update' button is present. The 'Exception Filter' button is highlighted with a red box. Other filter buttons include 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. A checkbox labeled 'Show absences' is also visible. The interface includes a 'Sort by: ID ↑' dropdown and a notice at the bottom: '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.'

Exception Filter ?

Required for close week
 Required for payroll exports and reports

Search

Employee Approval Approvals
 Manager Approval Approvals
 Other Approval Approvals
 Conflicting Shifts Shift
 Long Break Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel **Filter**

3. Conflicting Shifts will exist when the start time of one segment is within the time in and out of another segment and/or the start/end times of two segments overlap.

	M	T	W	Th	F	S	S	Notes	Edited	Break length	Time in	Time out	Hours	Week total	Position
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
99999998 - Laura William + Add															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		10/5/2021 08:00 AM	10/5/2021 12:00 PM	4:00		99999 - Test Position - Analyst
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Y		10/5/2021 09:00 AM	10/5/2021 01:00 PM	4:00	8:00*	28 - VAC-Vacation Pay

In this example, the employee worked 4 hours from 8 AM to 12 noon, and then left work. The Manager added 4 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.

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 and/or the start/end times of two segments overlap. When this is resolved, the conflict will no longer exist. Not all conflicting segments need to be corrected. For example, conflicting segments for an employee working on a holiday. Review the conflicting segment to verify if the hours are correct.

If you have questions on how to resolve a Conflicting Segment, please email support.payrollservices@ttu.edu.

- 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.

The screenshot shows a user interface for managing time segments. At the top, there are two buttons: "Manage" and "Exceptions". Below them, it says "Showing 2 records of 2" and "Selected 1 records". A table lists two segments for employee "99999998 - Laura William". The first segment is from 10/5/2021 08:00 AM to 12:00 PM, and the second is from 10/5/2021 09:00 AM to 01:00 PM. A context menu is open over the second segment, with "Edit" highlighted. Other options in the menu include "Delete", "Split segment by length", "Split segment by percentage", "Audit Log", and "View segment photos".

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
99999998 - Laura William + Add										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	Break length	Time in		Time out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		10/5/2021 08:00 AM		10/5/2021 12:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Y		10/5/2021 09:00 AM		10/5/2021 01:00 PM

- Modify times/hours as necessary. Once you are finished select Save.

The screenshot shows the "Edit Segment" form. On the left, there are several checkboxes: "Individual is clocked in" (unchecked), "Time sheet entry" (checked), "Edit actual time" (unchecked), "Missed in punch" (unchecked), and "Missed out punch" (unchecked). On the right, there are input fields for "Time in" (10/5/2021 12:00 PM), "Hours" (4:00), "Position" (28 - VAC-Vacation Pay), "Cost Code" (DEFAULT), "Rate" (0.00), and "Note". A "Segment Length: 4:00" indicator is at the top right. At the bottom, there are buttons for "Extra", "Cancel", and "Save".

6. Once the conflict is resolved, the conflicting shifts will no longer appear.

Group Hours

Sort by: ID ↑ ▾

10/3/2021  to 10/5/2021  Manual  Update

Start date Stop date Period

Employee Filter Position Filter Cost Code Filter **Exception Filter** Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hour

Manage ▾ Exceptions ▾

No records found

Correcting a Conflicting Segment in Individual Hours

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

Individual Hours

Sort by: ID ↑ ▾ Employee Filter

Search 

Showing 2 records of 2

99999998	Laura William
99999999	Art Vandalay

No employee is selected

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.

Laura William Position Filter

10/1/2021 to 10/9/2021 Manual Update

Start date Stop date Period

+ Add Manage v Exceptions v Processing v

Showing 7 records of 7 Selected 1 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/4/2021 09:00 AM	10/4/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 08:00 AM	10/5/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 12:00 PM	<< Time sheet >>	4:00	4:00		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/6/2021 09:00 AM	10/6/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/7/2021 09:00 AM	10/7/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 08:00 AM	10/8/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 09:00 AM	10/8/2021 02:00 PM	5:00	5:00		99999 - Test Position - Analyst

Edit

[Delete](#)

[Split segment by length](#)

[Split segment by percentage](#)

[Audit Log](#)

[View segment photos](#)

3. Modify times/hours as necessary. Once you are finished, select Save.

Edit Segment ?

Segment Length: 5:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in

Hours

Position

Cost Code

Rate

Note

4. Once the conflict is resolved, the segments shown earlier in orange will now appear in a different color.

+ Add
Manage ▾
Exceptions ▾
Processing ▾

Showing 7 records of 7 Selected 1 records

					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Cost Code	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/4/2021 09:00 AM	10/4/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst	DEFAULT	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 08:00 AM	10/5/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst	DEFAULT	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/5/2021 12:00 PM	<< Time sheet >>	4:00	4:00		28 - VAC-Vacation Pay	DEFAULT	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/6/2021 09:00 AM	10/6/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst	DEFAULT	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/7/2021 09:00 AM	10/7/2021 05:00 PM	8:00	8:00		99999 - Test Position - Analyst	DEFAULT	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 08:00 AM	10/8/2021 12:00 PM	4:00	4:00		99999 - Test Position - Analyst	DEFAULT	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y		10/8/2021 12:00 PM	<< Time sheet >>	5:00	5:00	41:00	28 - VAC-Vacation Pay	DEFAULT	