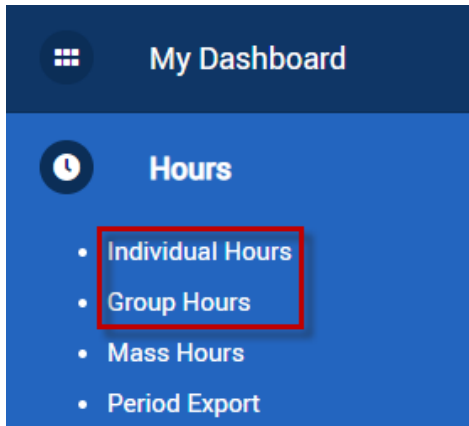


## Approving Time Segments

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 ☆

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

Sort by: ID ↑

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      |              | 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      |              | 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      |              | 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      |              | 9/2/2021 01:00 PM | 9/2/2021 05:00 PM |

### Payroll Support Recommendations

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  |  |  |  | Notes   | Edited |  | Break length | Time in           | Time out          |
|---|---|---|---|---|--------|---|--------------|-------------------|-------------------|
|  | <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"/>  |  |  | Y      |  |              | 9/1/2021 05:00 PM | 9/1/2021 05:00 PM |
|  | <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"/>  |  |  | Y      |  |              | 9/2/2021 01:00 PM | 9/2/2021 05:00 PM |
|  | <input type="checkbox"/>  | <input 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.**