



Employee Manual

Table of Contents

Table of Contents	2
<u>Employee Responsibilities</u>.....	3-4
<u>Clocking in/out</u>.....	5-8
<u>Correcting Missed Punch</u>.....	9-13
<u>Requesting leave</u>.....	14-20
<u>Conflicting Shift</u>.....	21
<u>Time Card Verification</u>.....	22-25
<u>Print out Timecard</u>.....	23
<u>Overview</u>.....	27

Employee Responsibilities

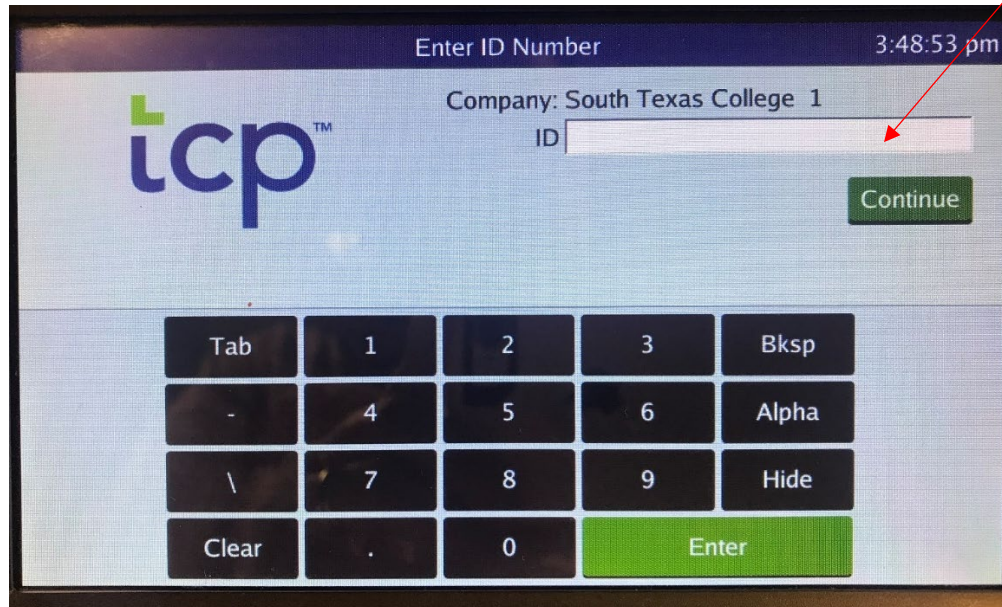
- Comply with College-wide policies on code of ethics; reporting suspected or known fraud, abuse and other improprieties; hours of work policy; leave policy; overtime policy and all other College-wide personnel, payroll and benefits policies and procedures.
- Clock in using either a time clock, online web access, or manual timecards.
 - Hours physically worked will be recorded on the date it actually occurred.
 - Manual timecards are only used by employees who don't have access to a time clock or STC network computer on a regular basis.
 - Responsible for punching in/out at the time clock location nearest to their workstation or their assigned computers. Clocking in/out at another location, for work related purposes, must be authorized by supervisor or Time Adjustment form (TARF) will have to be submitted to corresponding supervisor.
- The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network.
 - If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.
- Submit leave request within 3 days of occurrence per College's Employee Leave Procedures. It is the responsibility of the employee to request/submit leave in TCP.
- Review timecard for missing hours.
 - Electronic Time Adjustment Request Form (BO-7700) must be submitted to supervisor for all corrections.
 - Employee Leave Request must be submitted to supervisor for appropriate absence.

- Verify online timecard by the **due date** which **is 3 days after each pay week**.
- Ensures supervisor verifies their time card by the **due date**.
- Accurate and complete timecards are the responsibility of the employee.
- Non-Exempt employees are required to verify their own leave requests in their timecard. If unable to verify employee will have to print and sign timecard for auditing purposes.

Clocking In/Out

1. Clocking in through time clock

- a. In the ID section enter you A# without the "A" and leading "0"
Ex: **Your A# is: A00123456** then you would Enter: 123456
- b. Press Enter or Continue.



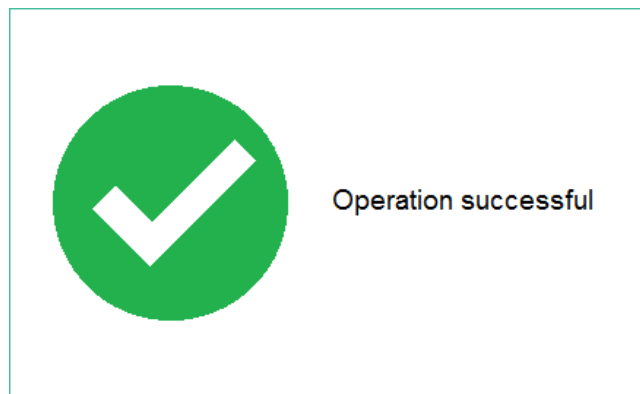
- c. Place your finger in the Bio Finger Reader.



- d. Select either Clock in or Clock out.



- e. Once you see the screen below you will have successfully clocked in/out.



2. Clocking in/out using the computer web clock

- a. You can access the TimeClock Plus web clock through the link below.
<https://172441.tcplusedemand.com/app/webclock/#/EmployeeLogOn/172441/1>
- b. In the External ID section place your username you use to log on to an STC computer.

c. Select **CLOCK IN** or **CLOCK OUT**.

tcp | TimeClock Plus®

4/12/2022
12:45:29 PM

Select Company South Texas College 1

External ID

Clock In **Clock Out**

Leave On Break Return From Break

Log On To Dashboard

d. The screen below will populate and you will enter your password for a STC computer and press log on.

Password Entry ?

Password [Forgot password?](#)

Cancel **Log On**

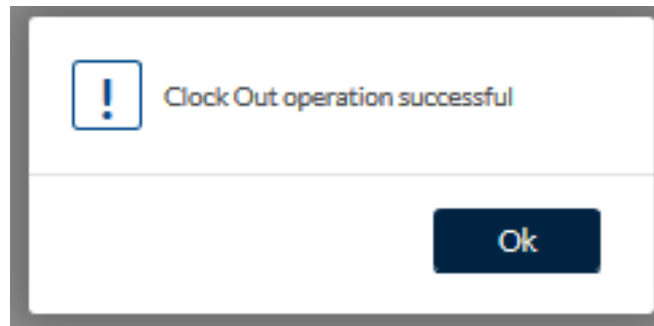
e. The screen below will appear and this is a confirmation for your Clock In/ Clock Out. Press Continue.

4/28/2021 12:00:51 PM Hello Sonya Moreno [Not you?](#)

Confirmation (Clock Out)

Cancel **Continue**

f. Once you see the screen below you have successfully clocked In/Out click Ok.



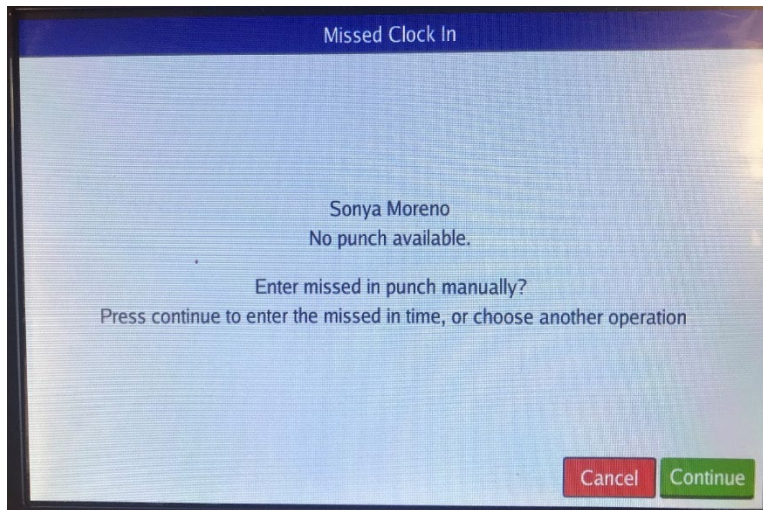
- The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network
 - If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.

Missed Punch

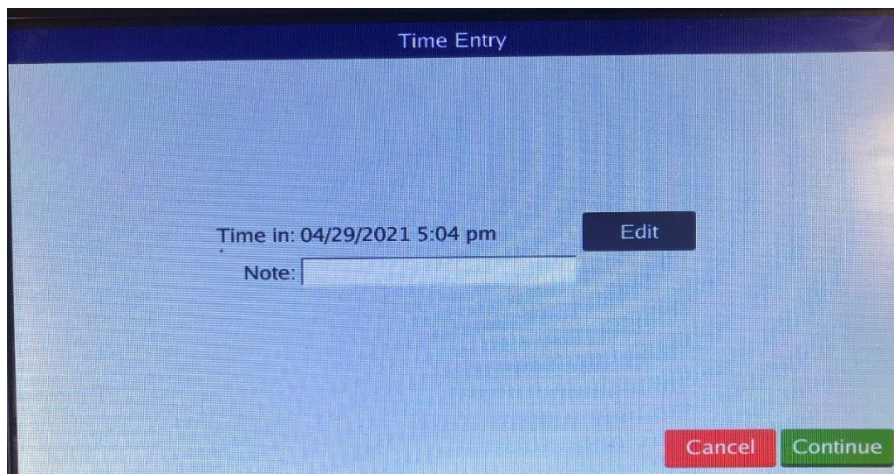
To ensure accurate payroll processing and minimize missed punches please be sure to always clock in or out in assigned work area.

1. Entering in a missed punch through the time clock

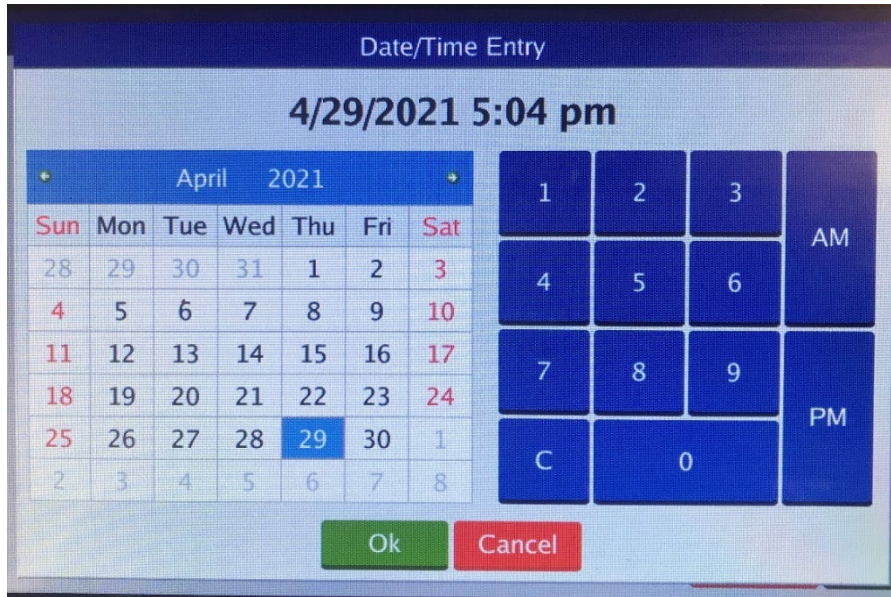
- a. Clock will display the following screen indicating there is a missed punch.
Press Continue.



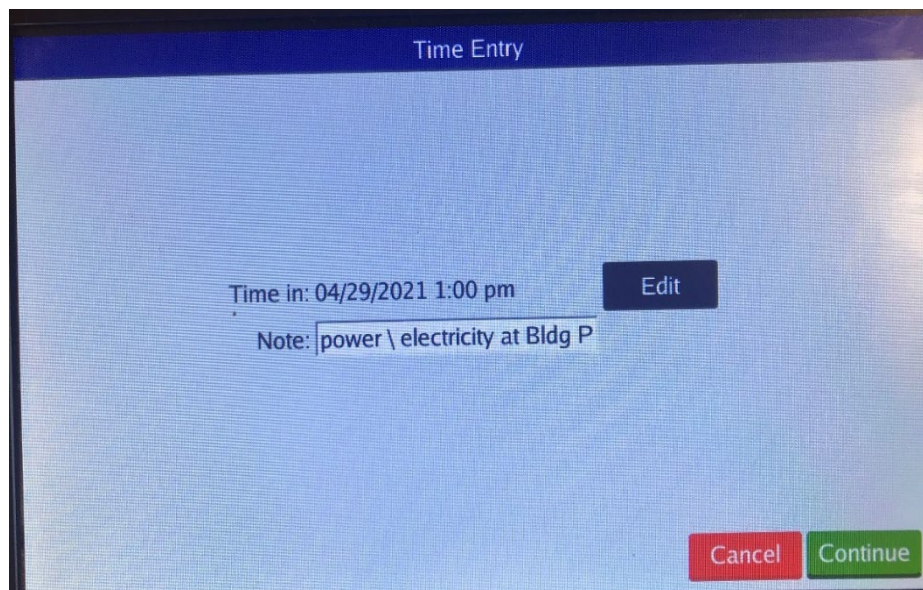
- b. Press the **Edit button** to enter the missing punch.



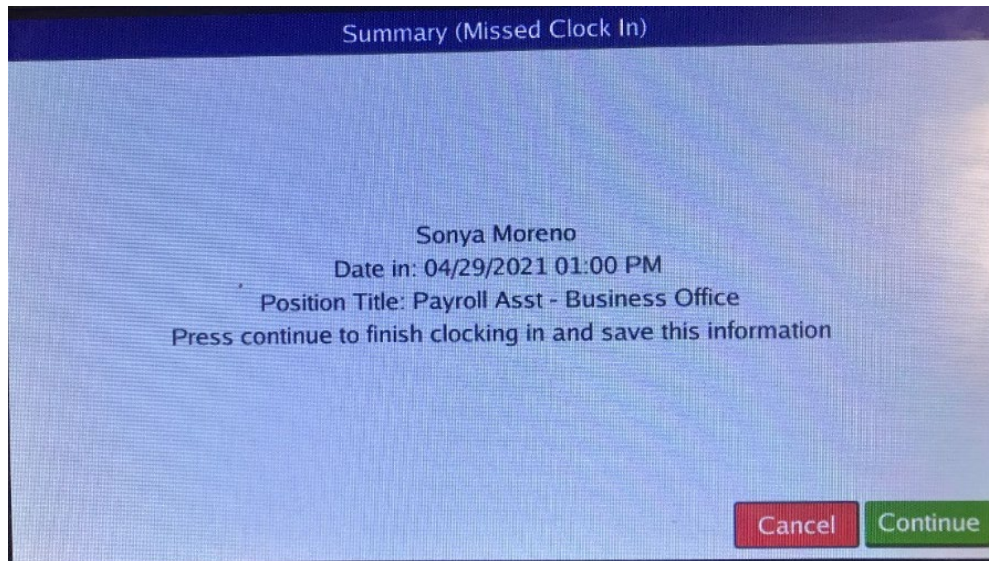
c. Enter correct **Date** and **Time Missed** then press **OK**.



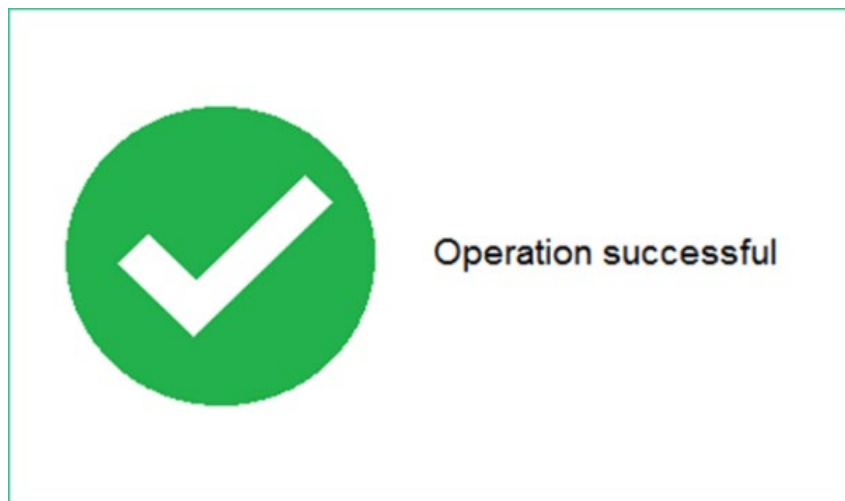
d. Enter a **brief description** on why the punch was missed (max 100 Characters). Then **Press Continue**.



- e. The system will now give you a summary of your operation. **Press Continue.**

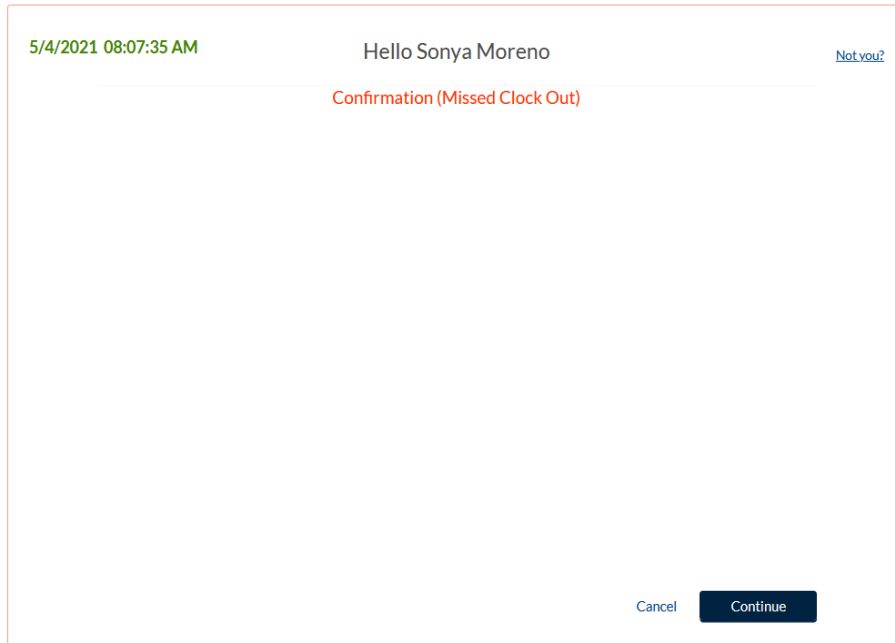


- f. Once you have successfully entered in the missed punch, the system will display the following.



2. Correcting a Missed Punch using the computer.

- a. Should you have a missed punch; the system will show the following screen
Press Continue.

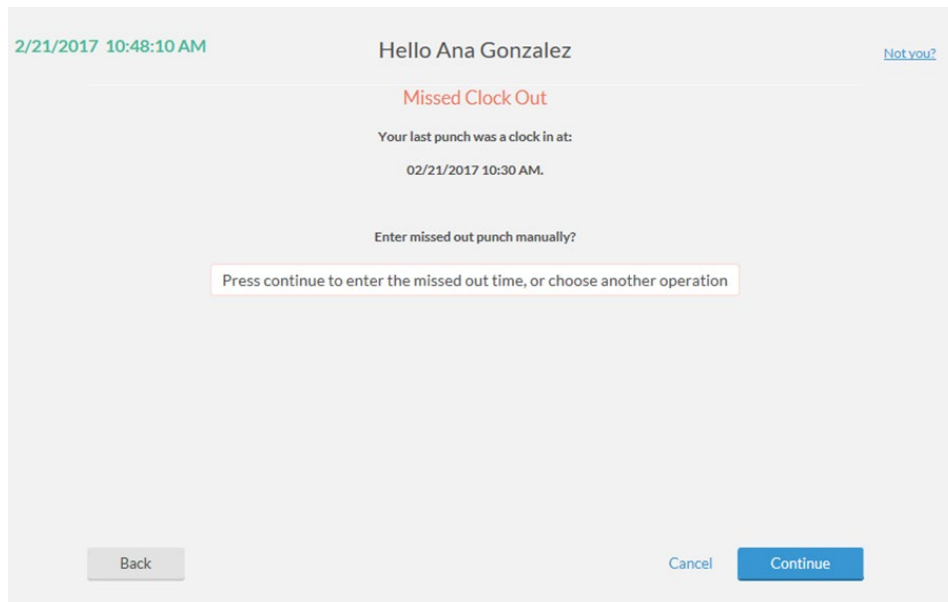


5/4/2021 08:07:35 AM Hello Sonya Moreno [Not you?](#)

Confirmation (Missed Clock Out)

Cancel **Continue**

- b. Review and **Press Continue** again.



2/21/2017 10:48:10 AM Hello Ana Gonzalez [Not you?](#)

Missed Clock Out

Your last punch was a clock in at:
02/21/2017 10:30 AM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Back Cancel **Continue**

- c. Enter the Date and Time for the missed IN or OUT, a description and press Continue. (Note is required)



5/4/2021 08:08:50 AM Hello Sonya Moreno [Not you?](#)

Time Entry (Missed Clock Out)

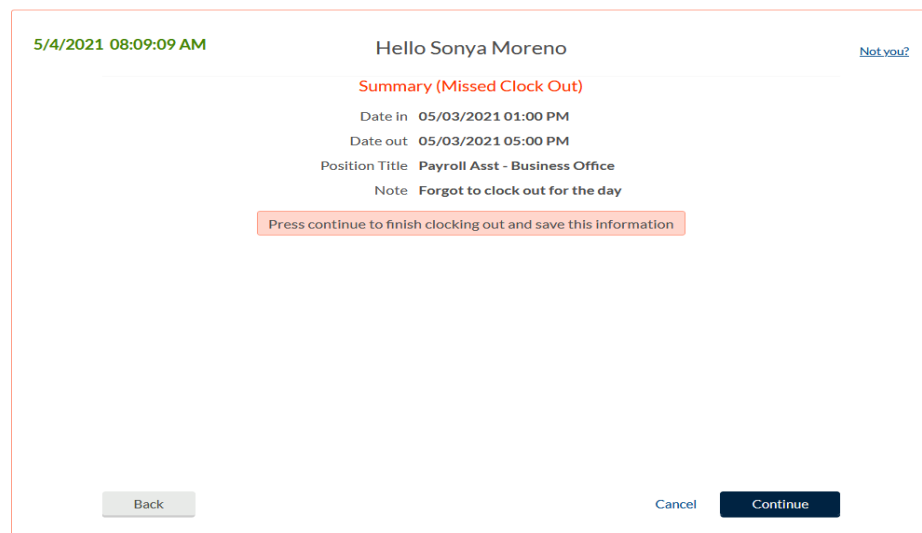
Date in 5/3/2021 01:00 PM

Date out 5/3/2021 05:00 PM

Note Forgot to clock out for the day

Back Cancel Continue

- d. The system will provide a brief summary of your operation. If correct, Press Continue.



5/4/2021 08:09:09 AM Hello Sonya Moreno [Not you?](#)

Summary (Missed Clock Out)

Date in 05/03/2021 01:00 PM

Date out 05/03/2021 05:00 PM

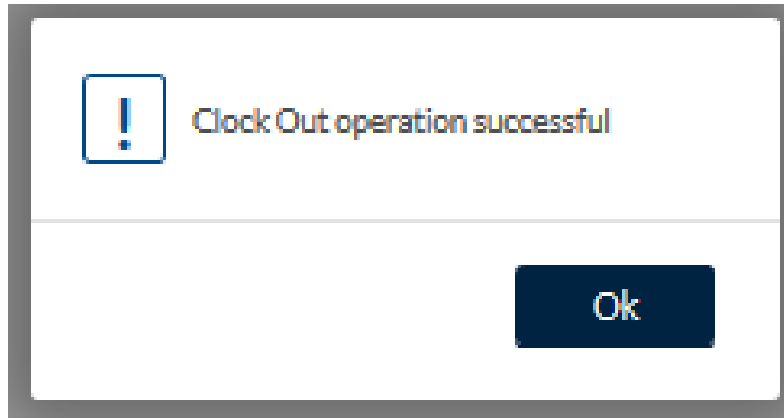
Position Title Payroll Asst - Business Office

Note Forgot to clock out for the day

Press continue to finish clocking out and save this information

Back Cancel Continue

- e. Once you see the screen below you have successfully corrected your missed punch as well as clocked in/out.



Requesting Leave

*All leave requests must be entered into TCP within 3 days of occurrence per the College's Employee Leave Procedures.

*Failure to request leave will result in the population of Unauthorized Absence Leave for any hours under 40 hours for the work week.

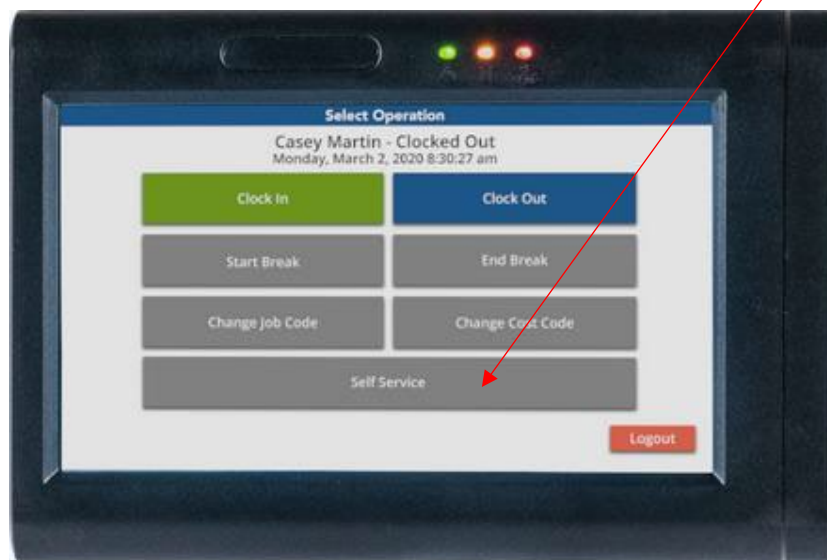
Please see excerpt from Policy #4511 Title Unauthorized Absence:

In the case of an unauthorized absence being an unexcused absence or an absence where the employee has not notified the supervisor in accordance with established procedures, the employee's pay will be docked for the amount of time absent. Disciplinary action may be initiated when necessary. An unauthorized absence of greater than two days may be treated as a voluntary resignation from employment with the College.

It is best practice to use the computer for requesting leave when possible. This will help reduce any bottlenecks for other employees ready to use the clock for punching in/out.

Due to high volume of activity, employees will not have access to any functions other than punching in/out during the times of 7:45am - 8:15am and 4:45pm - 5:15pm.

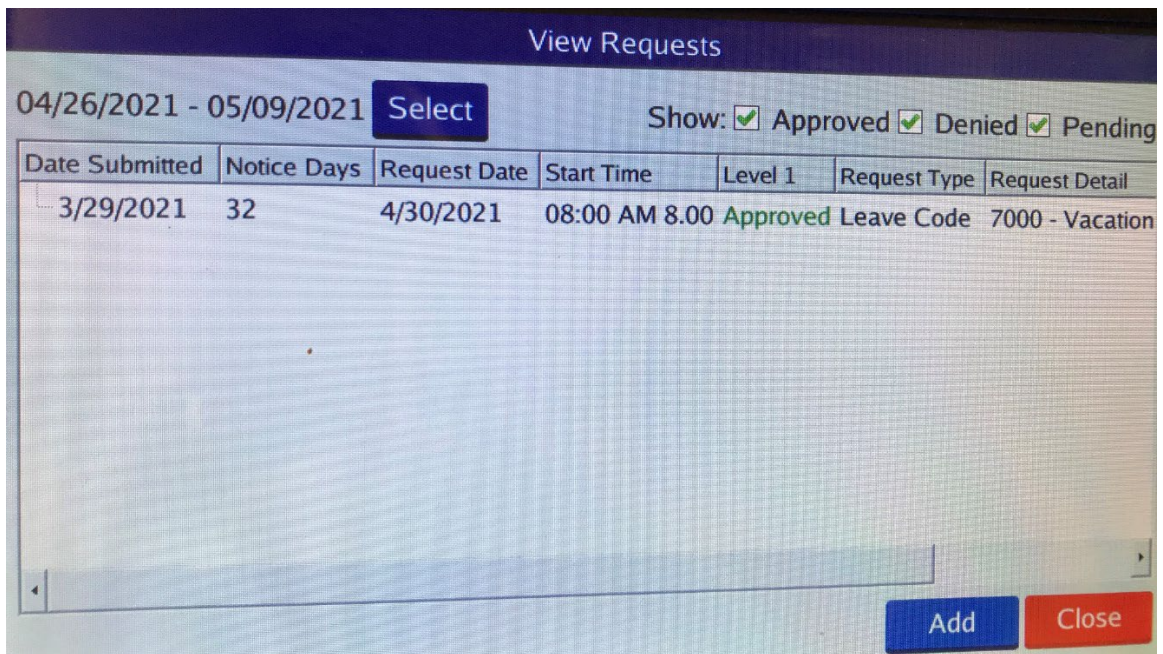
1. Requesting leave through the time clock.
 - a. From the "Select Operation" screen, **Press Self Service**



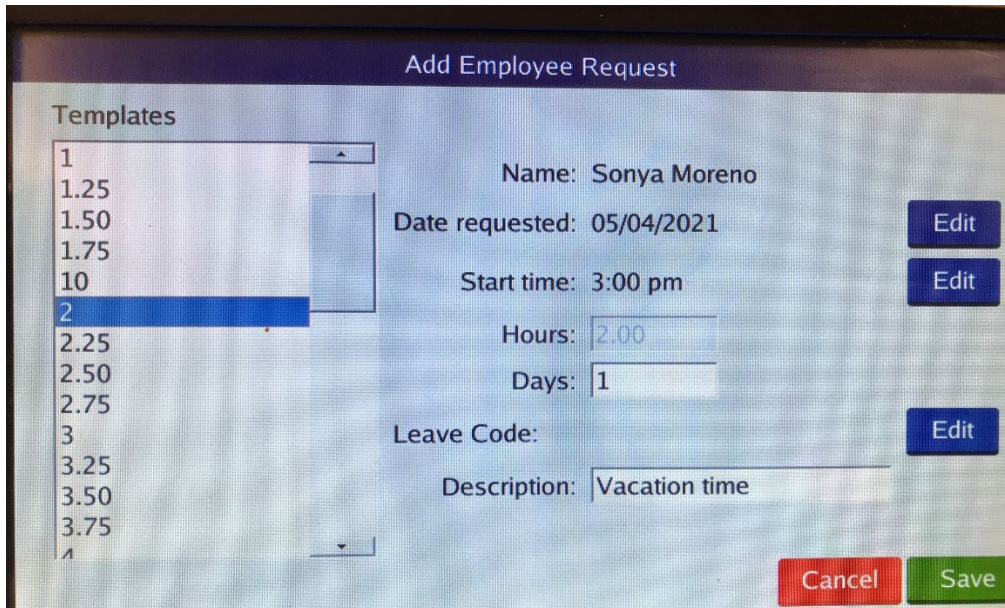
b. Press the request button



c. Press the blue **Add** button.

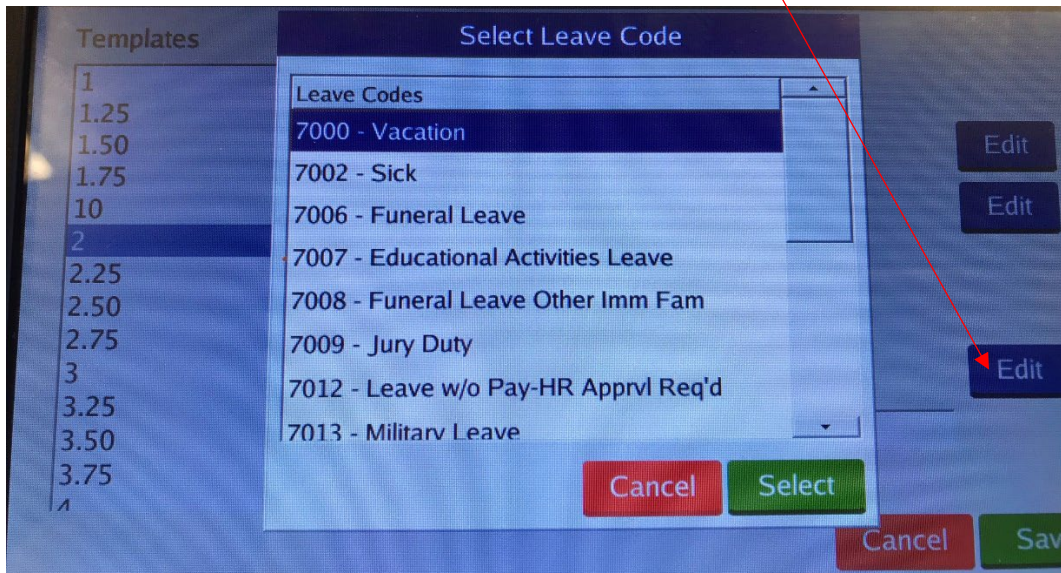


- d. Using the blue **Edit** button, enter date for leave requested, select the number of hours on the left-hand side, select start time and number of days. Enter brief description (Ex. Vacation time).



The screenshot shows the 'Add Employee Request' form. On the left, a 'Templates' list includes values from 1 to 3.75, with '2' selected. The form fields are: Name: Sonya Moreno; Date requested: 05/04/2021; Start time: 3:00 pm; Hours: 2.00; Days: 1; Leave Code: (empty); Description: Vacation time. There are 'Edit' buttons next to the Date, Start time, and Leave Code fields. At the bottom right are 'Cancel' and 'Save' buttons.

- e. Enter leave code by selecting the blue **Edit** button. Choose the type of leave you are requesting then **Press Select**.



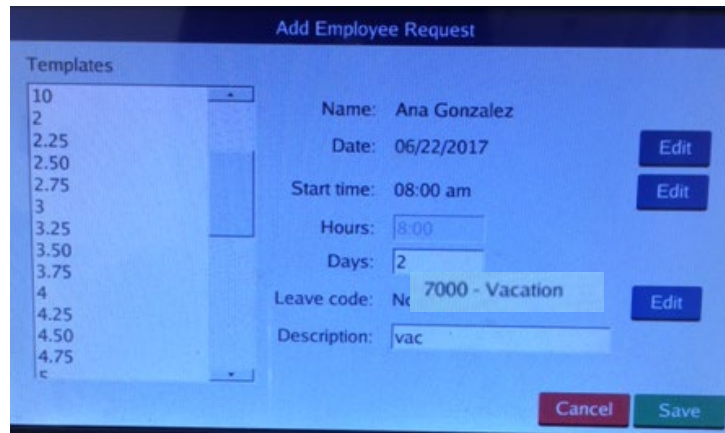
The screenshot shows the 'Select Leave Code' dialog box. It features a list of leave codes: 7000 - Vacation, 7002 - Sick, 7006 - Funeral Leave, 7007 - Educational Activities Leave, 7008 - Funeral Leave Other Imm Fam, 7009 - Jury Duty, 7012 - Leave w/o Pay-HR Apprvl Req'd, and 7013 - Military Leave. The '7000 - Vacation' option is selected. The dialog has 'Cancel' and 'Select' buttons at the bottom. A red arrow points from the 'Edit' button in the background form to the 'Select' button in this dialog.

If more than 1 day not starting on Monday you will need to do 2 entries.

First entry ex:

Choose the start date of the leave. This example starts on Thursday 06/22/17.

Select start time, Hours, the number of day(s) up to Friday (will be 2 in this example), type of leave, type in a brief description and press save.



Add Employee Request

Templates

- 10
- 2
- 2.25
- 2.50
- 2.75
- 3
- 3.25
- 3.50
- 3.75
- 4
- 4.25
- 4.50
- 4.75
- c

Name: Ana Gonzalez

Date: 06/22/2017

Start time: 08:00 am

Hours: 8:00

Days: 2

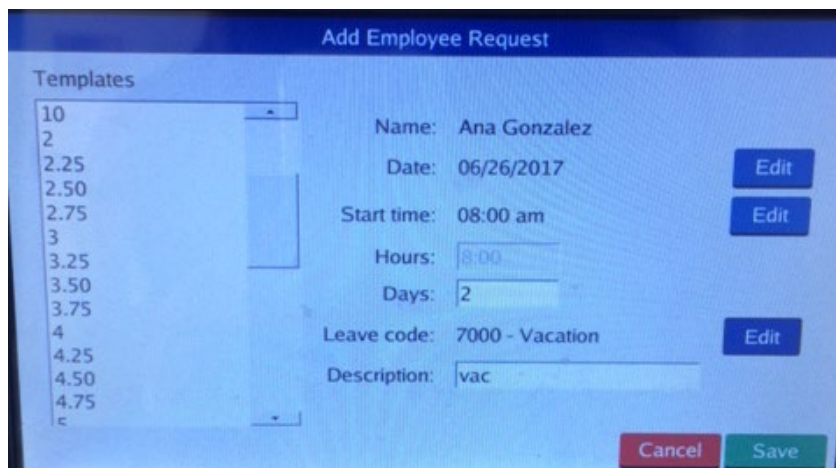
Leave code: 7000 - Vacation

Description: vac

Second entry ex:

Choose the start date of the leave. This example starts on Monday 06/26/2017.

Select start time, Hours, the number of day(s) up to Friday (will be 2 in this example), type of leave, type in a brief description and press save.



Add Employee Request

Templates

- 10
- 2
- 2.25
- 2.50
- 2.75
- 3
- 3.25
- 3.50
- 3.75
- 4
- 4.25
- 4.50
- 4.75
- c

Name: Ana Gonzalez

Date: 06/26/2017

Start time: 08:00 am

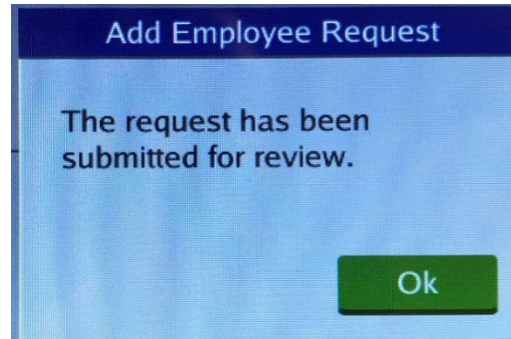
Hours: 8:00

Days: 2

Leave code: 7000 - Vacation

Description: vac

- f. Once complete click save. The system will populate the screen below indicating that your request has been submitted for review.

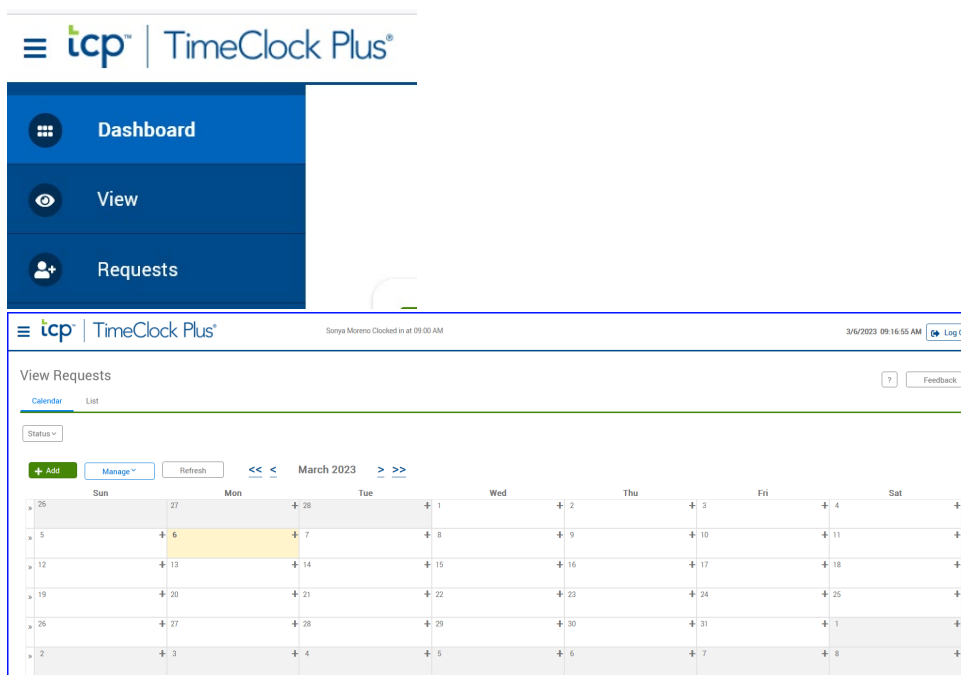


Note: The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network.

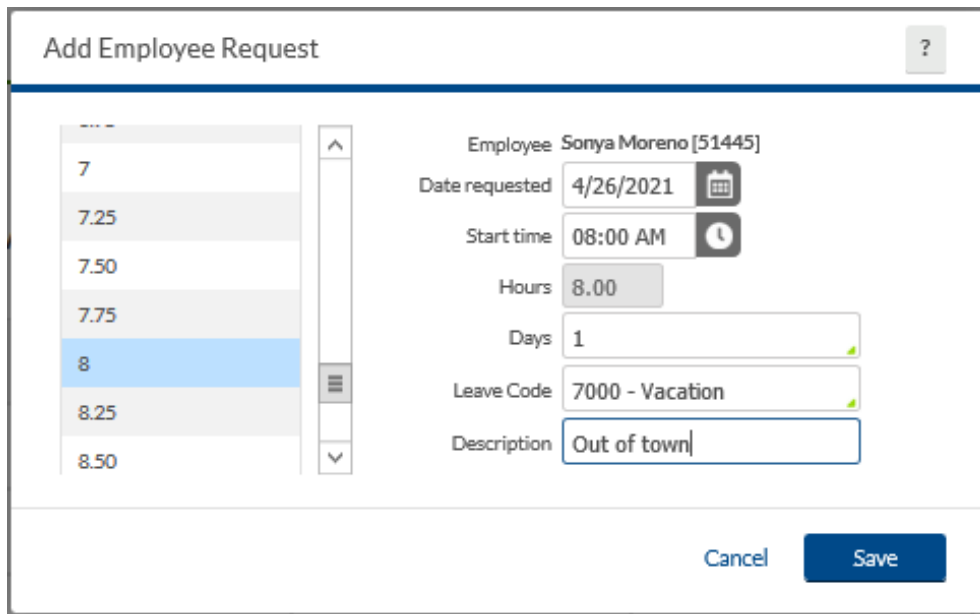
- If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.

2. How to request a leave request through the computer.

- a. Log in to TCP Dashboard
- b. Go to **Request** tab
- c. Select the **Add** button



- d. Enter the **date** requested, **select the number of hours** leave to be taken (located on your left-hand side), select **Start time**, select **number of days**, **select leave code**, a brief **description** and press **Save**.



Add Employee Request ?

Employee: Sonya Moreno [51445]

Date requested: 4/26/2021

Start time: 08:00 AM

Hours: 8.00

Days: 1

Leave Code: 7000 - Vacation

Description: Out of town

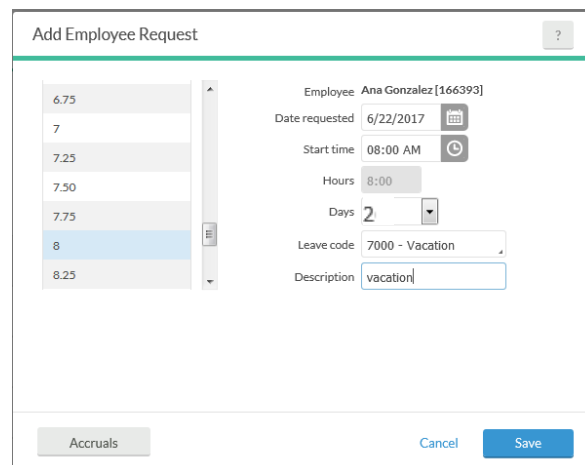
Cancel Save

If more than 1 day not starting on Monday you will need to do 2 entries.

First entry ex:

Choose the start date of the leave. This example starts on Thursday 06/22/2017.

Select start time, Hours, the number of day(s) up to Friday (will be 2 days in this example), type of leave, type in a brief description and press save.



Add Employee Request ?

Employee: Ana Gonzalez [146393]

Date requested: 6/22/2017

Start time: 08:00 AM

Hours: 8:00

Days: 2

Leave code: 7000 - Vacation

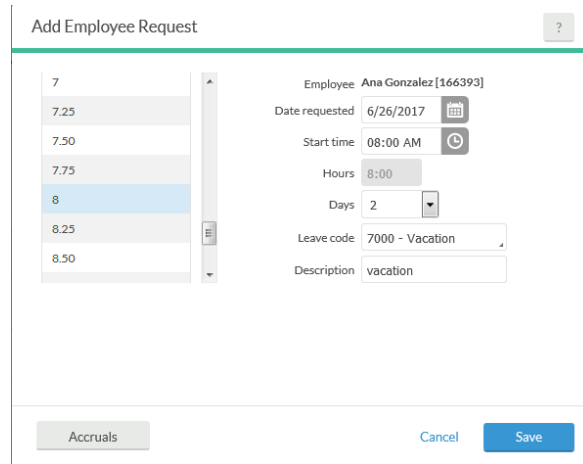
Description: vacation

Accruals Cancel Save

Second entry ex:

Choose the start date of the leave. This example starts on Monday 06/26/2017.

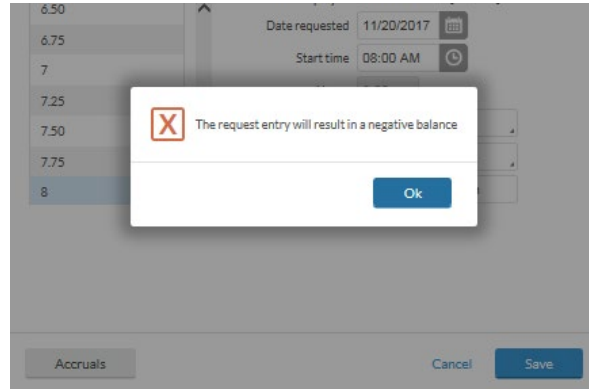
Select start time, Hours, the number of day(s) up to Friday (will be 2 in this example), type of leave, type in a brief description and press save.



- e. Once complete it should appear in your calendar in blue and pending. Your supervisor will be notified via email that there is a pending request. When request is still pending status, you can revise or delete it. When request is approved, any revisions or deletions can only be done by supervisor. When request is approved, you can cancel request before the starting time of your leave.

<p>Pending (1)</p> <p>08:00 AM 8.00 7000 - Vacation</p>	<p>Denied (1)</p> <p>Ana Gonzalez 08:00 AM 8.00 7000 - Vacation</p>
<p>Approved (1)</p> <p>01:15 AM 2.25 7002 - Sick</p>	<p>Canceled (1)</p> <p>08:00 AM 8.00 7000 - Vacation</p>

- f. If you are requesting leave and you do not have enough accrual balance, you will be getting the message below. (*The request entry will result in a negative balance*). In case that the vacation is for a couple of months in advance then you will need to have your supervisor enter the request for you, since at that point, you will have accumulated the leave.



Note: You are responsible for requesting leave within your available balances. Please reference Jagnet or contact the HR Benefits Staff at 956-872-4448 for assistance regarding your leave balances.

Note: If you need your leave to be adjusted after it has been approved, you will need to contact your supervisor as you no longer have access to modify request once approved or denied. You can discuss with your supervisor how to best communicate changes.

Conflicting Shift

When verifying your timecard please be aware that there is no shifts that are conflicting. Conflicting shift is when a segment shares time with another segment and it will display in orange. Please see example below.

If the pay period has not been locked your supervisor can go ahead and edit the segment with the correct time using reasonable justification (email) from the employee.

If the pay period is locked you will need to submit a leave adjustment request form to fix the leave to the correct time. Original form will need to be submitted to the office of Human Resources-Benefits Specialist.

Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Position Title
Thu 6/3/2021 08:00 AM		<< Time sheet >>		0.50	0.50		7000 - Vacation
Thu 6/3/2021 08:00 AM	Thu 6/3/2021 07:56 AM	Thu 6/3/2021 01:45 PM	Thu 6/3/2021 01:48 PM	5.75	5.75		715501 - Electrician Supervisor II
Thu 6/3/2021 03:30 PM	Thu 6/3/2021 03:32 PM	Thu 6/3/2021 05:15 PM	Thu 6/3/2021 05:16 PM	1.75	1.75	8.00	715501 - Electrician Supervisor II

*Sometimes the conflict shift may be ok if you worked during the holidays.

Time Card Verification

It is best practice to use TCP's online web access for verifying time cards and hours when possible. This will help reduce any bottlenecks for other employees ready to use the clock for punching in/out.

- Non-Exempt employees are required to verify their own leave requests in their timecard. If unable to verify employee will have to print and sign timecard for auditing purposes.

- The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network.
 - If an employee used the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.

It is best practice to review and approve your hours on a daily basis. In TimeClock Plus, we are able to review and approve hours on a daily basis rather than waiting for the end of the pay period.

The exception to this requirement will be segments created by BO_Admin such as punches for populated unauthorized absence leave due to the employee working less than 40 hours work week.

If you did not verify your hours before the deadline, make sure to print out your timecard, sign it, provide justification of not verifying, submit your timecard to your supervisor. Timecards are to remain on within your departments' record retention files and be made available for audit for FE (fiscal year end) + 3 years for all employees.

1. Verifying time cards using the time clock.

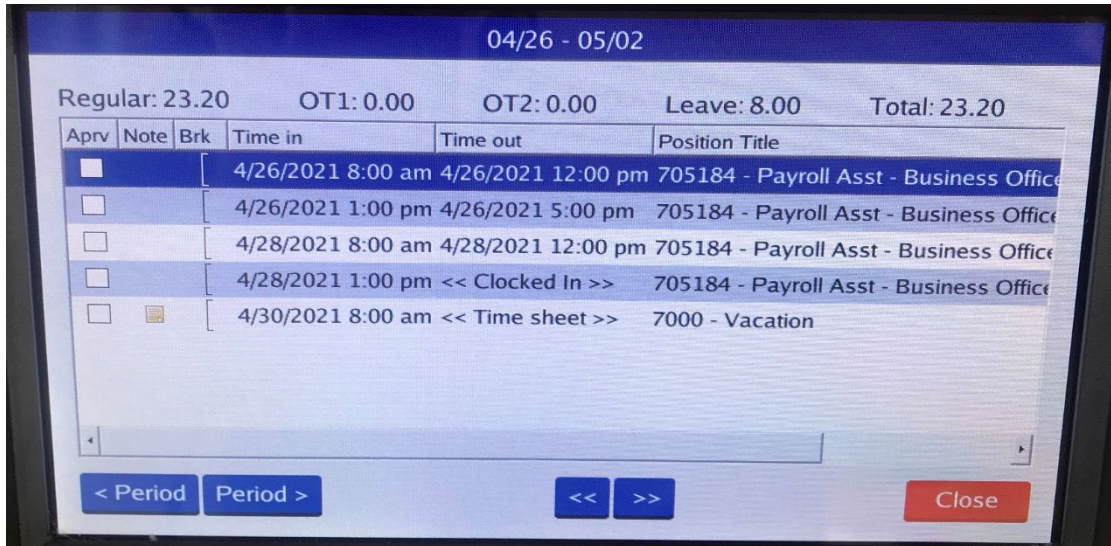
a. From the “Select Operation” screen **press Self Service**



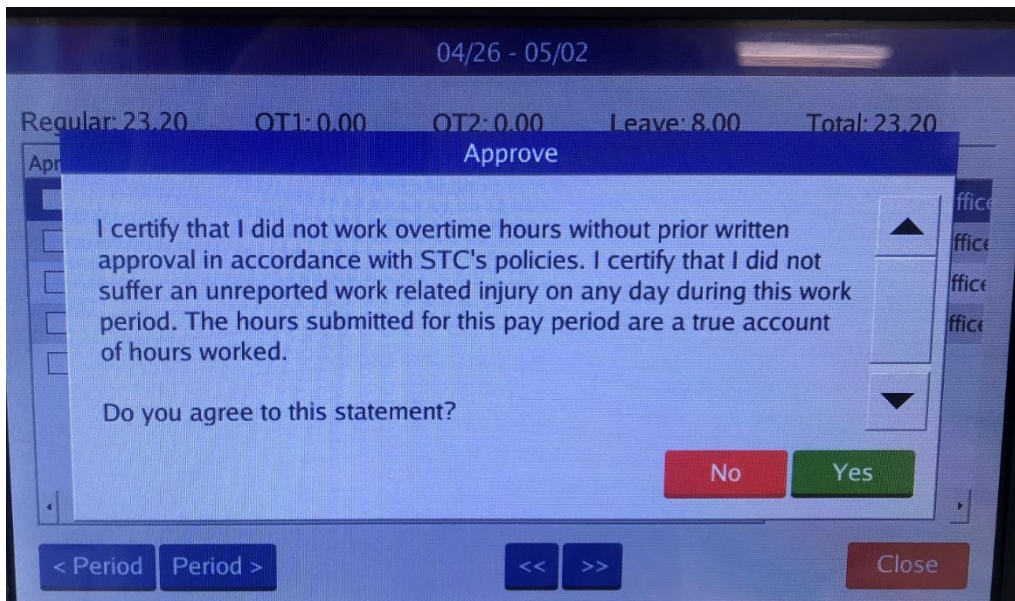
b. Select view hours.



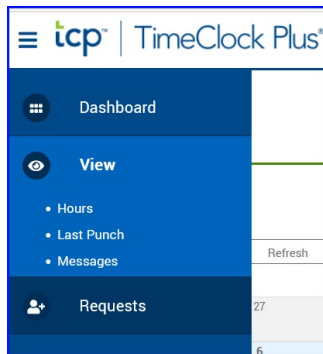
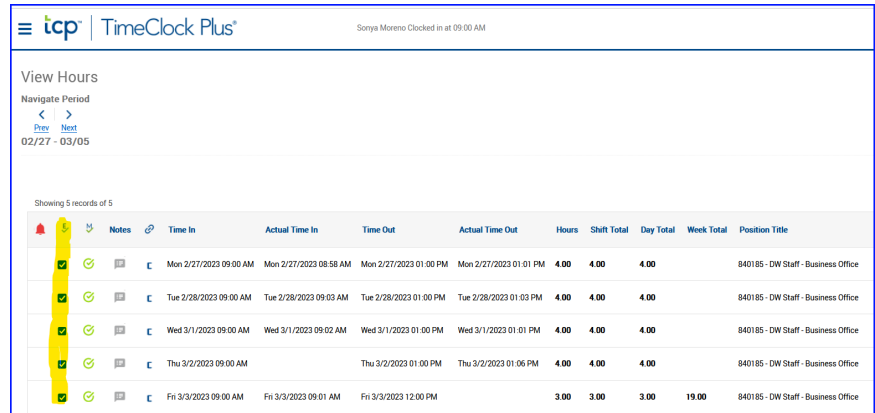
- c. Examine the time information. If everything is correct, press the Checkbox in the Aprv column next to the segment. Once you have verified time, **press Close**.



- d. Every time you approve your hours, you will receive this notice. It is the same certification as in our previous timekeeping system. If you agree to this statement, click on Yes.



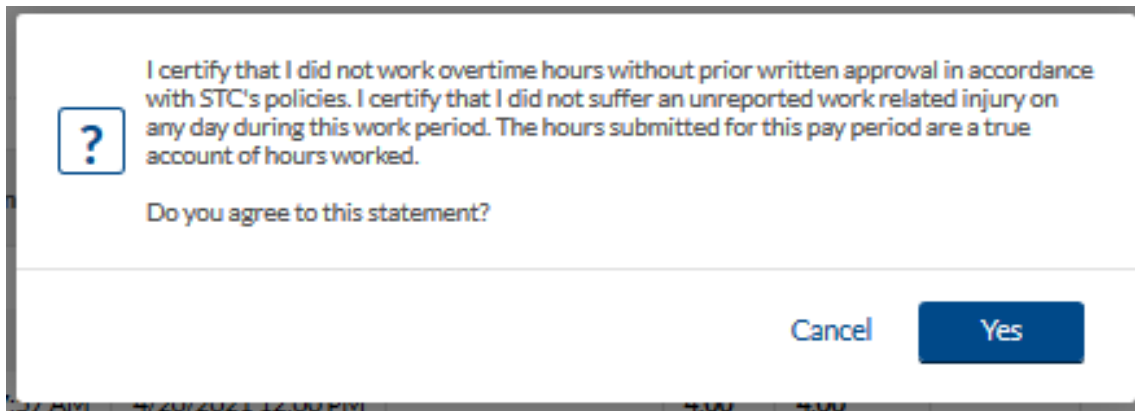
2. Verifying time card using the computer.
 - a. Log on to TCP Dashboard
 - b. Go to View → Hours
 - c. Then choose the dates you want to review and verify. If correct, then click the column under E and checkmark indicating Employee approval.

The screenshot shows the 'View Hours' page for Sonya Moreno. The table displays time records for the period 02/27 - 03/05. The columns include Time In, Actual Time In, Time Out, Actual Time Out, Hours, Shift Total, Day Total, Week Total, and Position Title. A yellow highlight is visible on the 'E' column, which contains checkmarks indicating employee approval.

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position Title
Mon 2/27/2023 09:00 AM	Mon 2/27/2023 08:58 AM	Mon 2/27/2023 01:00 PM	Mon 2/27/2023 01:01 PM	4:00	4:00	4:00		840185 - DW Staff - Business Office	
Tue 2/28/2023 09:00 AM	Tue 2/28/2023 09:03 AM	Tue 2/28/2023 01:00 PM	Tue 2/28/2023 01:03 PM	4:00	4:00	4:00		840185 - DW Staff - Business Office	
Wed 3/1/2023 09:00 AM	Wed 3/1/2023 09:02 AM	Wed 3/1/2023 01:00 PM	Wed 3/1/2023 01:01 PM	4:00	4:00	4:00		840185 - DW Staff - Business Office	
Thu 3/2/2023 09:00 AM		Thu 3/2/2023 01:00 PM	Thu 3/2/2023 01:06 PM	4:00	4:00	4:00		840185 - DW Staff - Business Office	
Fri 3/3/2023 09:00 AM	Fri 3/3/2023 09:01 AM	Fri 3/3/2023 12:00 PM		3:00	3:00	3:00	19:00	840185 - DW Staff - Business Office	

- d. Every time you approve your hours, you will receive this notice. It is the same certification as in our previous timekeeping system. If you agree to this statement, click on Yes.

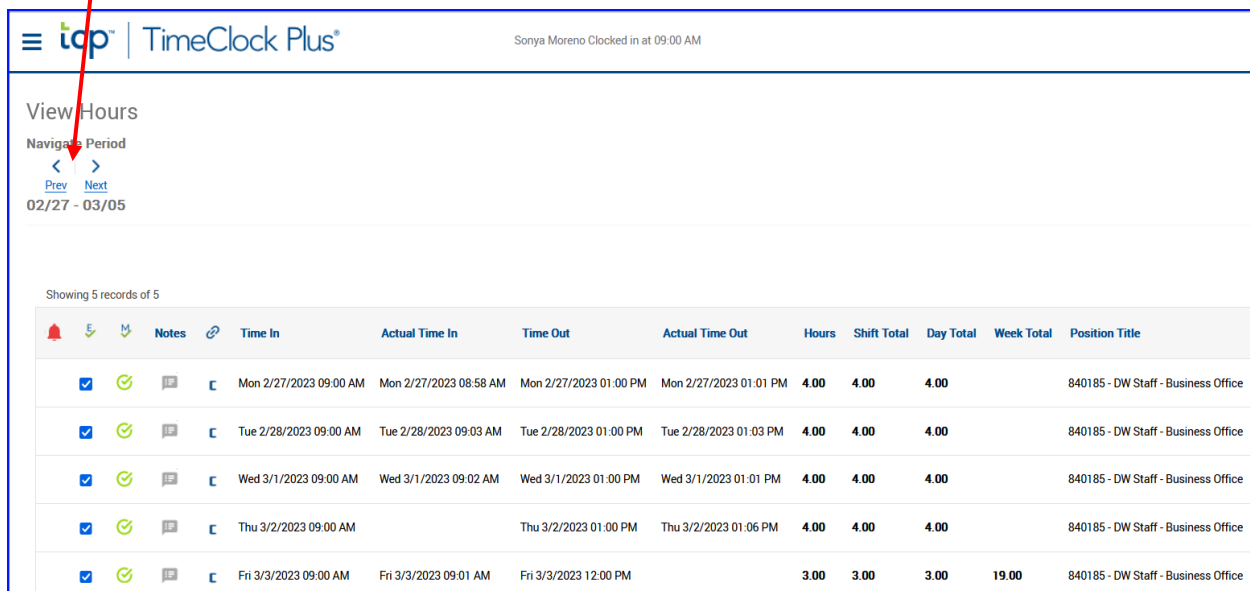


Print out Timecard

If employee did not or was not available to verify timecard before the deadline, the employee should print the timecard & be signed by both the employee and supervisor. Justification as to not verified will need to be included on timecard. Signed timecard must be kept for FE (fiscal year ending) + 3 years for all employees.

See steps below.

1. Log on to Dashboard → go to View → Hours → Select the pay week you need to print → Press Download → Select PDF → Once finished processing press download. Once Adobe opens go to file, print.

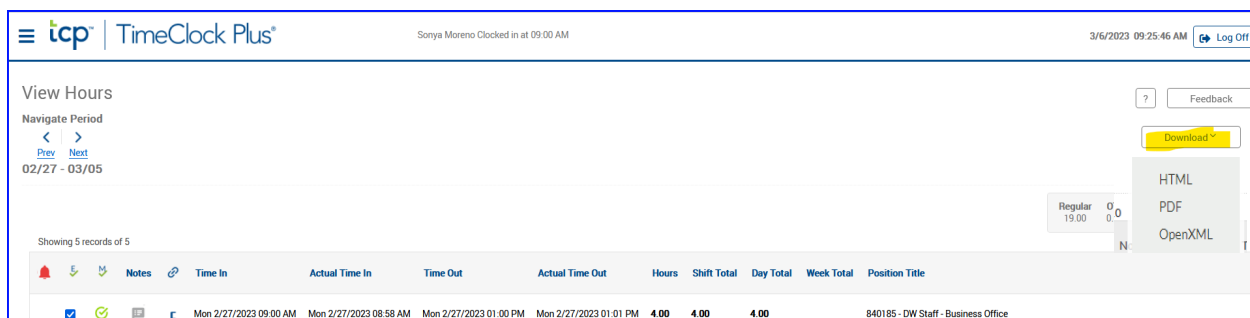


View Hours

Navigate Period
 < >
 Prev Next
 02/27 - 03/05

Showing 5 records of 5

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position Title
<input checked="" type="checkbox"/>	Mon 2/27/2023 09:00 AM	Mon 2/27/2023 08:58 AM	Mon 2/27/2023 01:00 PM	Mon 2/27/2023 01:01 PM	4.00	4.00	4.00		840185 - DW Staff - Business Office
<input checked="" type="checkbox"/>	Tue 2/28/2023 09:00 AM	Tue 2/28/2023 09:03 AM	Tue 2/28/2023 01:00 PM	Tue 2/28/2023 01:03 PM	4.00	4.00	4.00		840185 - DW Staff - Business Office
<input checked="" type="checkbox"/>	Wed 3/1/2023 09:00 AM	Wed 3/1/2023 09:02 AM	Wed 3/1/2023 01:00 PM	Wed 3/1/2023 01:01 PM	4.00	4.00	4.00		840185 - DW Staff - Business Office
<input checked="" type="checkbox"/>	Thu 3/2/2023 09:00 AM		Thu 3/2/2023 01:00 PM	Thu 3/2/2023 01:06 PM	4.00	4.00	4.00		840185 - DW Staff - Business Office
<input checked="" type="checkbox"/>	Fri 3/3/2023 09:00 AM	Fri 3/3/2023 09:01 AM	Fri 3/3/2023 12:00 PM		3.00	3.00	3.00	19.00	840185 - DW Staff - Business Office



View Hours

Navigate Period
 < >
 Prev Next
 02/27 - 03/05

Showing 5 records of 5

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position Title
<input checked="" type="checkbox"/>	Mon 2/27/2023 09:00 AM	Mon 2/27/2023 08:58 AM	Mon 2/27/2023 01:00 PM	Mon 2/27/2023 01:01 PM	4.00	4.00	4.00		840185 - DW Staff - Business Office

Download

- HTML
- PDF
- OpenXML

Processing

Process complete.

100%

Success 9

Elapsed 0:00
Remaining 0 min

Close Download

Do's and Don'ts for TCP

Do's for Clock In/Out	Don'ts for Clocking In/Out
<p>Do's</p> <ul style="list-style-type: none"> ➤ Clock in/out using the time clock in your department's building or your assigned STC computer when entering or leaving work. ➤ Properly clock in/out at scheduled time to begin/finish work. ➤ Arrive and depart your working assignment according to your schedule. ➤ Use STC Electronic Time Adjustment Request Form (BO-7700) for working travel hours. ➤ Review and verify your timecard timely on TCP, before weekly deadline. ➤ Keep all payroll related documentation available for auditing for FE (fiscal year end) + 3 years for all employees. <p style="color: red; font-weight: bold; margin-top: 10px;">Any forms of abuse are considered acts of fraud. Auditors review exceptions and request justifications.</p>	<p>Don'ts</p> <ul style="list-style-type: none"> ➤ Don't share your TimeClock Plus online web access username and password. ➤ Clock in/out through the College's wireless network utilizing personal equipment. ➤ Abuse working hours. <ul style="list-style-type: none"> ➤ Clock in/out or authorize another individual to clock you in/out for non-working hours. ➤ Clock in/out in a building you don't work in to adjust your arrival/departure time. ➤ Clock in, go park your car, and then go back to work. ➤ Clock in/out of another building when going to lunch or returning from lunch. ➤ Clock in and use working time for personal use. ➤ Abuse 15-minute rounding time setups in TCP. ➤ Overuse the STC Electronic Time Adjustment Request Form (BO-7700) to adjust your working hours. Frequent use of this form, which will be displayed in your timecard, may cause audit issues.

Please visit the link below where we provide additional training material.

www.southtexascollege.edu/go/timeclock

or

<https://finance.southtexascollege.edu/businessoffice/timeclock.html>

For any questions or concerns you may contact us:

Michelle Garcia, Payroll Assistant

TimeClock Plus Admin

Email: mgarz447@southtexascollege.edu

Phone: 956-872-2696

Payroll Department:

payroll@southtexascollege.edu