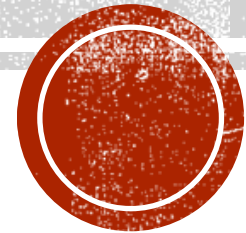


# POWER APPS



Power Apps

# ELECTRONIC TIME ADJUSTMENT REQUEST FORM



**Business office - Payroll Department**

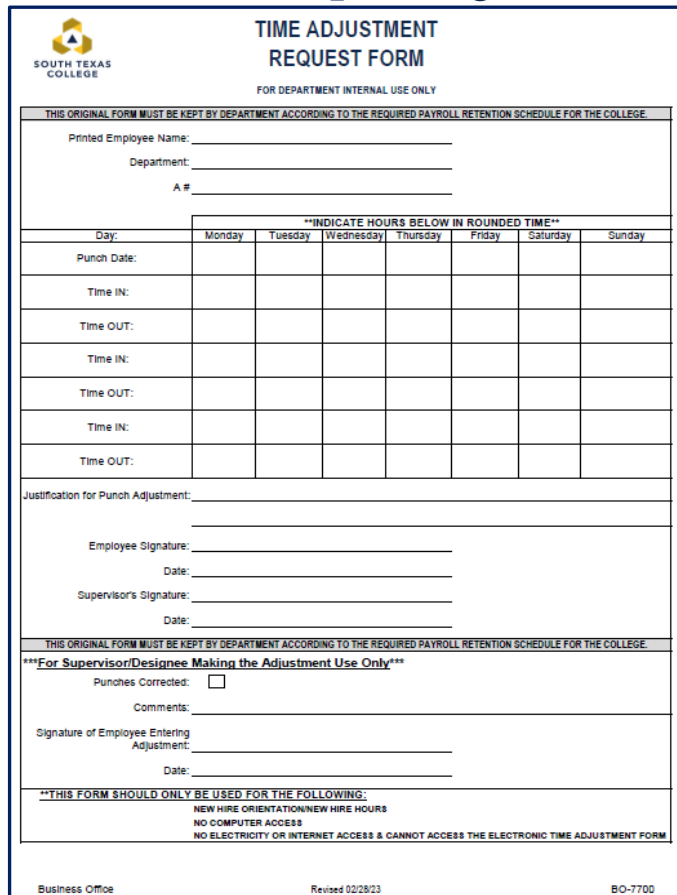
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- **PowerApps Intro**
- **How to log in (*employee role*)**
- **How to submit a Time Adjustment Request Form (TARF) (*employee role*)**
- **TARF Fields (*employee role*)**
- **Approve TARF via Email and TEAMS (*supervisor role*)**
- **Reassigning TARF (*supervisor role*)**
- **Reject TARF via Email and TEAMS (*supervisor role*)**
- **How to enter TARF in TimeClock Plus (*supervisor role*)**
- **Key takeaways to remember**



# POWERAPPS INTRO

- PowerApps is a suite of apps, services, connectors and a data platform that provides a rapid application development environment to build custom apps for our college needs. Time Adjustment Request Forms (TARF) can be processed and submitted electronically using PowerApps and have supervisors receive the request to be processed in TimeClock Plus.
- Electronic TARF is replacing current BO-7700 paper form.



**TIME ADJUSTMENT REQUEST FORM**  
FOR DEPARTMENT INTERNAL USE ONLY

THIS ORIGINAL FORM MUST BE KEPT BY DEPARTMENT ACCORDING TO THE REQUIRED PAYROLL RETENTION SCHEDULE FOR THE COLLEGE.

Printed Employee Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
A #: \_\_\_\_\_

**\*\*INDICATE HOURS BELOW IN ROUNDED TIME\*\***

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Punch Date:							
Time IN:							
Time OUT:							
Time IN:							
Time OUT:							
Time IN:							
Time OUT:							

Justification for Punch Adjustment: \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

THIS ORIGINAL FORM MUST BE KEPT BY DEPARTMENT ACCORDING TO THE REQUIRED PAYROLL RETENTION SCHEDULE FOR THE COLLEGE.

\*\*\*For Supervisor/Designee Making the Adjustment Use Only\*\*\*

Punches Corrected:

Comments: \_\_\_\_\_

Signature of Employee Entering Adjustment: \_\_\_\_\_  
Date: \_\_\_\_\_

**\*\*THIS FORM SHOULD ONLY BE USED FOR THE FOLLOWING:**  
NEW HIRE ORIENTATION/NEW HIRE HOURS  
NO COMPUTER ACCESS  
NO ELECTRICITY OR INTERNET ACCESS & CANNOT ACCESS THE ELECTRONIC TIME ADJUSTMENT FORM

Business Office      Revised 02/28/23      BO-7700

MF Microsoft Flow <maccount@microsoft.com>  
Time Adjustment Request for: Elizabeth Gomez  
To: Elizabeth Gomez  
If there are problems with how this message is displayed, click here to view it in a web browser.

Approvals | Power Automate

### Time Adjustment Request for: Elizabeth Gomez

Created by Sharepoint Administrator <sp\_admin@southtexascollege.edu>

Requested for **Elizabeth Gomez** <egomez32@southtexascollege.edu>

Date Created Tuesday, June 15, 2021 4:02 PM

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

- **Employee:** Elizabeth Gomez - Payroll Specialist
- **A-Number:**
- **Date Range:** 2021-06-09 to 2021-06-09
- **Time Adjustments:** 6/9/2021 8:00am-12:00pm' 1:00pm-5:00pm
- **Reason:** Working from home on a rotational schedule due to COVID-19.

#### Instructions:

If the request information is correct, click "Approve" below and login to [TimeClock Plus](#) and enter the information.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Thank you

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.



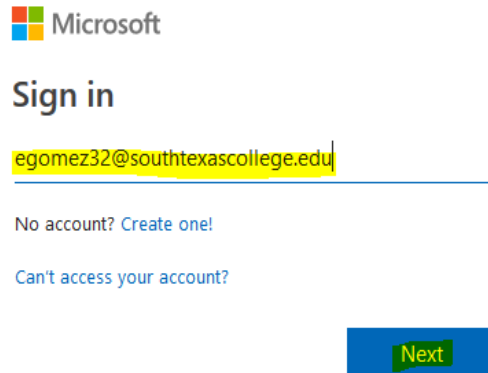
# POWERAPPS INTRO

- The preferred method is for employees to correct time electronically in TCP. The electronic TARF is going to be utilized when adjustments to time are for a full segment which cannot be entered by employee in TCP.
- When an employee enters an electronic TARF through PowerApps, an email notification is created and submitted to the supervisor from “Microsoft Flow”. Attachments uploaded by employees will also be included in the same emails.
- *Please make sure to **keep any TARF emails** sent by “Microsoft Flow”, and **do not delete them** as they may be utilized for auditing purposes.*

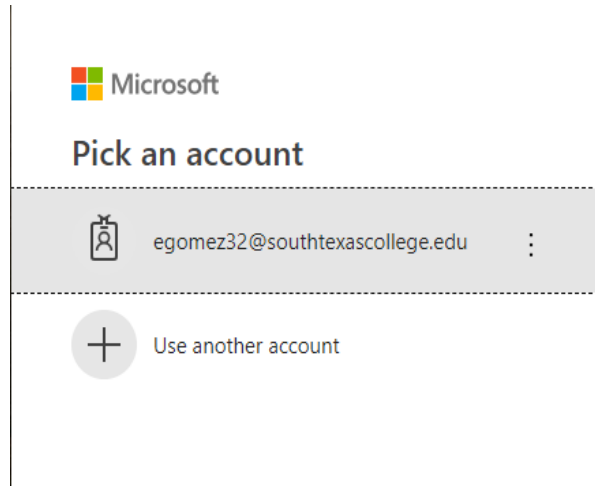


# HOW DO I LOG IN (EMPLOYEE ROLE)

- Log in to: [southtexascollege.edu/go/tarf](https://southtexascollege.edu/go/tarf) (you may use a computer or cellphone)
- Using your same credentials as Jagnet and then click **Next** or select your account.



or



# HOW DO I SUBMIT A TARF (EMPLOYEE ROLE)



- PowerApps Time Adjustment Request Form opens and then click **New Request**.

Power Apps | Time Adjustment Request Form

**SOUTH TEXAS COLLEGE**

### TIME ADJUSTMENT REQUEST FORM

Please use the following format when providing details on the adjustments:

**Date:**  
time in - time out [ , additional adjustments that date]

---

**EXAMPLES**

**mm/dd/yyyy:**  
8:00am - 12:00pm, 1:00pm - 5:00pm

**mm/dd/yyyy:**  
8:00am-10:00am


*Note: You may add multiple days per submission.*

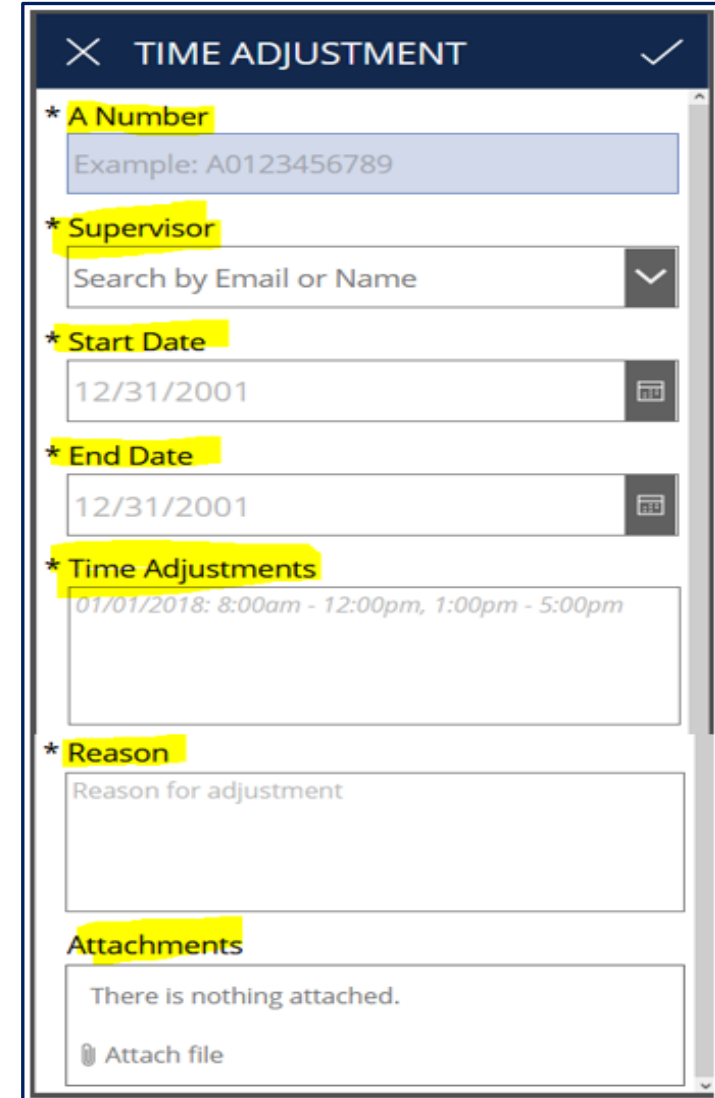
An email will be sent to your supervisor upon submission for approval.

[New Request](#)




# TARF FIELDS (EMPLOYEE ROLE)

- Required fields: Enter your A#, Supervisor Name, Start Date (the day you need the adjustment for), End Date, Time Adjustment (times you need in your timecard to be fixed or added), and Reason (justification of why time adjustment is needed).
- Optional fields: Attachments - You can use this section to upload any conference schedule that you may have attended etc.
- Once information is complete go ahead and submit by clicking on  . Then you will receive the “Your Time Adjustment Request has been submitted successfully”. Your supervisor will get an email and a TEAMS notification to process your request in TimeClock Plus.



The screenshot shows a 'TIME ADJUSTMENT' form with the following fields:

- \* A Number**: Text input field with placeholder text 'Example: A0123456789'.
- \* Supervisor**: Search dropdown menu with placeholder text 'Search by Email or Name'.
- \* Start Date**: Date picker field showing '12/31/2001'.
- \* End Date**: Date picker field showing '12/31/2001'.
- \* Time Adjustments**: Text area containing '01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm'.
- \* Reason**: Text area with placeholder text 'Reason for adjustment'.
- Attachments**: Section with placeholder text 'There is nothing attached.' and an 'Attach file' button.

 Your Time Adjustment Request has been submitted successfully



# CONFIRMATION EMAIL (EMPLOYEE ROLE)



- You will get an email from “**Sharepoint Administrator**” letting you know your time adjustment has been either accepted or rejected by your supervisor. Please see below examples of Approved and Rejected.

Sharepoint Administrator | Elizabeth Gomez  
Time Adjustment Request: **Approved**

---

Elizabeth Gomez,

Your Time Adjustment Request has been approved.

Comments, if any:

**Submission Info**  
Dates - 2021-06-09 to 2021-06-09  
Time Adjustments - 6/9/2021 8:00am-12:00pm; 1:00pm-5:00pm  
Reason: Working from home on a rotational schedule due to COVID-19.

Thank you.

Sharepoint Administrator | Elizabeth Gomez  
Time Adjustment Request: **Rejected**

**i** This message was sent with Low importance.

---

Elizabeth Gomez,

Your Time Adjustment Request has been **rejected**.

**Comments, if any: Dates for entry were not clear. Resubmit time adjustment.**

**Submission Info**  
Dates - 2021-04-22 to 2021-04-22  
Time Adjustments - 4/21/2021 8:00am-12:00pm  
Reason: Attended training at Region One.

Thank you.

- If your time adjustment is accepted, it is your responsibility to ensure it is posted in TimeClock Plus before verifying your timecard.
- If your time adjustment is rejected, please discuss with your supervisor the reason why it was rejected or if any comments were provided in the Sharepoint Administrator email. If correction is needed, you will need to submit a new electronic TARF.





# APPROVE TARF VIA EMAIL (SUPERVISOR ROLE)

- When you receive a TARF from “Microsoft Flow” initiated by your employee via email, you will have the Time Adjustment Request Details. Any attachments (ex. conference schedules) will also be available in the same email if the employee provided one.
- If all information is correct click **Approve**.
- If TARF accepted, *make sure to log into TimeClock Plus to enter the time adjustment request details*. This is stand alone system and separate from TCP.
- In this example we have **clicked Approve**.

MF Microsoft Flow <maccount@microsoft.com>  
Time Adjustment Request for: Elizabeth Gomez

To: Elizabeth Gomez  
If there are problems with how this message is displayed, click here to view it in a web browser.

Approvals | Power Automate

**Time Adjustment Request for: Elizabeth Gomez**

Created by Sharepoint Administrator <sp\_admin@southtexascollege.edu>

Requested for **Elizabeth Gomez** <egomez32@southtexascollege.edu>

Date Created Tuesday, June 15, 2021 4:02 PM

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

- **Employee:** Elizabeth Gomez - Payroll Specialist
- **A-Number:** .
- **Date Range:** 2021-06-09 to 2021-06-09
- **Time Adjustments:** 6/9/2021 8:00am-12:00pm' 1:00pm-5:00pm
- **Reason:** Working from home on a rotational schedule due to COVID-19.

-----

Instructions:

If the request information is correct, click "Approve" below and login to [TimeClock Plus](#) and enter the information.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Thank you

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.



# APPROVE TARF VIA EMAIL (SUPERVISOR ROLE)



- Once you have clicked Approve you will then click Submit.

Approve Reject

Comments

Enter comments

Submit

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

- You will get the “Approved” message below.

Approvals | Power Automate

**Approved**

Date Submitted: Tuesday, June 15, 2021 4:05 PM

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

▼ Show original message

- Employee will then get an email from “Sharepoint Administrator” stating that their request has been Approved.

SA Sharepoint Administrator  
Time Adjustment Request: **Approved**

To Elizabeth Gomez

Elizabeth Gomez,

Your Time Adjustment Request has been approved.

Comments, if any:

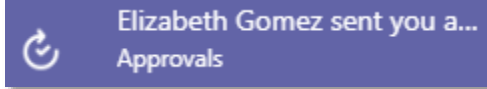
**Submission Info**  
Dates - 2021-06-09 to 2021-06-09  
Time Adjustments - 6/9/2021 8:00am-12:00pm' 1:00pm-5:00pm  
Reason: Working from home on a rotational schedule due to COVID-19.

Thank you.

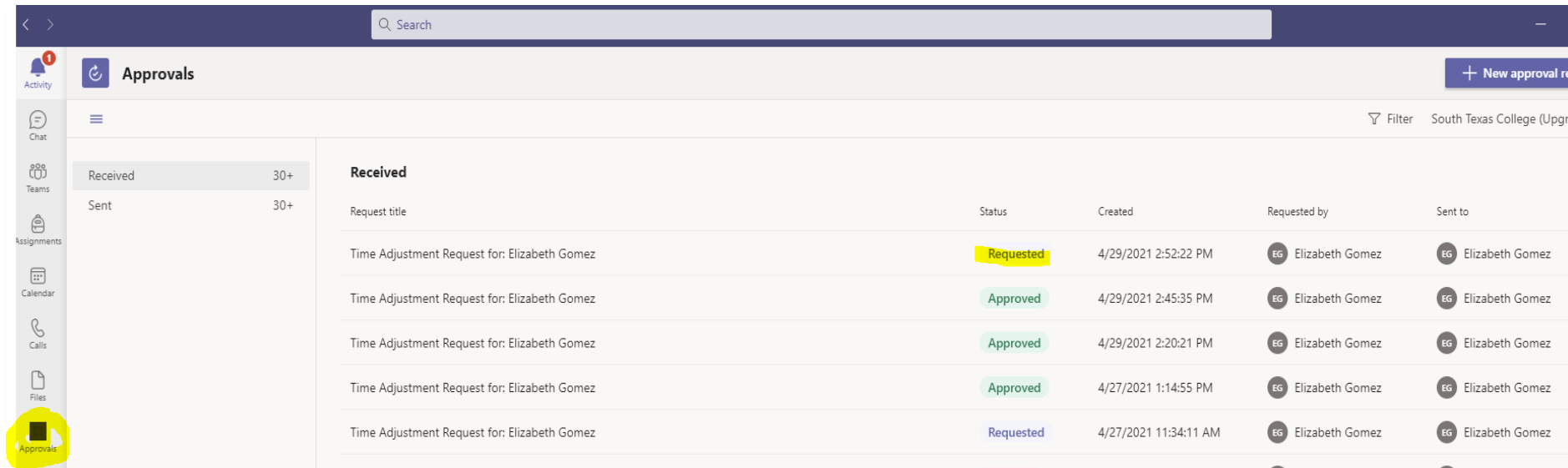


# APPROVE TARF VIA TEAMS (SUPERVISOR ROLE)

- When you receive the TARF from your employee via Microsoft Teams, you will get a notification pop up (see below). You can click on it and it will take you directly to Approve/Reject the request.



- Or you can click on the Approval tab and then click on “Requested” TARF you received.



The screenshot shows the Microsoft Teams 'Approvals' interface. On the left, there are navigation options: Activity, Chat, Teams (30+), Assignments, Calendar, Calls, and Files. The main area is titled 'Approvals' and has a '+ New approval rec' button. Below this, there are tabs for 'Received' (30+) and 'Sent' (30+). The 'Received' tab is active, displaying a table of requests.

Request title	Status	Created	Requested by	Sent to
Time Adjustment Request for: Elizabeth Gomez	Requested	4/29/2021 2:52:22 PM	EG Elizabeth Gomez	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Approved	4/29/2021 2:45:35 PM	EG Elizabeth Gomez	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Approved	4/29/2021 2:20:21 PM	EG Elizabeth Gomez	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Approved	4/27/2021 1:14:55 PM	EG Elizabeth Gomez	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Requested	4/27/2021 11:34:11 AM	EG Elizabeth Gomez	EG Elizabeth Gomez



# APPROVE TARF VIA TEAMS (SUPERVISOR ROLE)

- Review time adjustment details and then click **Approve**.



**Approvals**  
Approval request details

**Requested**

**Time Adjustment Request for: Elizabeth Gomez**

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

- Employee:** Elizabeth Gomez - Payroll Specialist
- A-Number:**
- Date Range:** 2021-04-27 to 2021-04-27
- Time Adjustments:** 04/27/2021 8:00am-1:00pm
- Reason:** Attended a Region One Conference.

---

**Instructions:**

---

Comments

If needed, add your comments here

- You will then see that the request is listed under the Approvals as **Approved**.


Request title	Status	Created	Requested by
Time Adjustment Request for: Elizabeth Gomez	Approved	4/29/2021 2:45:35 PM	EG Elizabeth Gomez



# APPROVE TARF VIA TEAMS (SUPERVISOR ROLE)



- Once Approved employee will receive an email from “Sharepoint Administrator” also a message in TEAMS stating that their request has been Approved.

 Thu 4/29/2021 2:47 PM  
Sharepoint Administrator  
Time Adjustment Request: **Approved**

To Elizabeth Gomez

Elizabeth Gomez,

Your Time Adjustment Request has been approved.

Comments, if any:

**Submission Info**  
Dates - 2021-04-27 to 2021-04-27  
Time Adjustments - 04/27/2021 8:00am-1:00pm  
Reason: Attended a Region One Conferance.

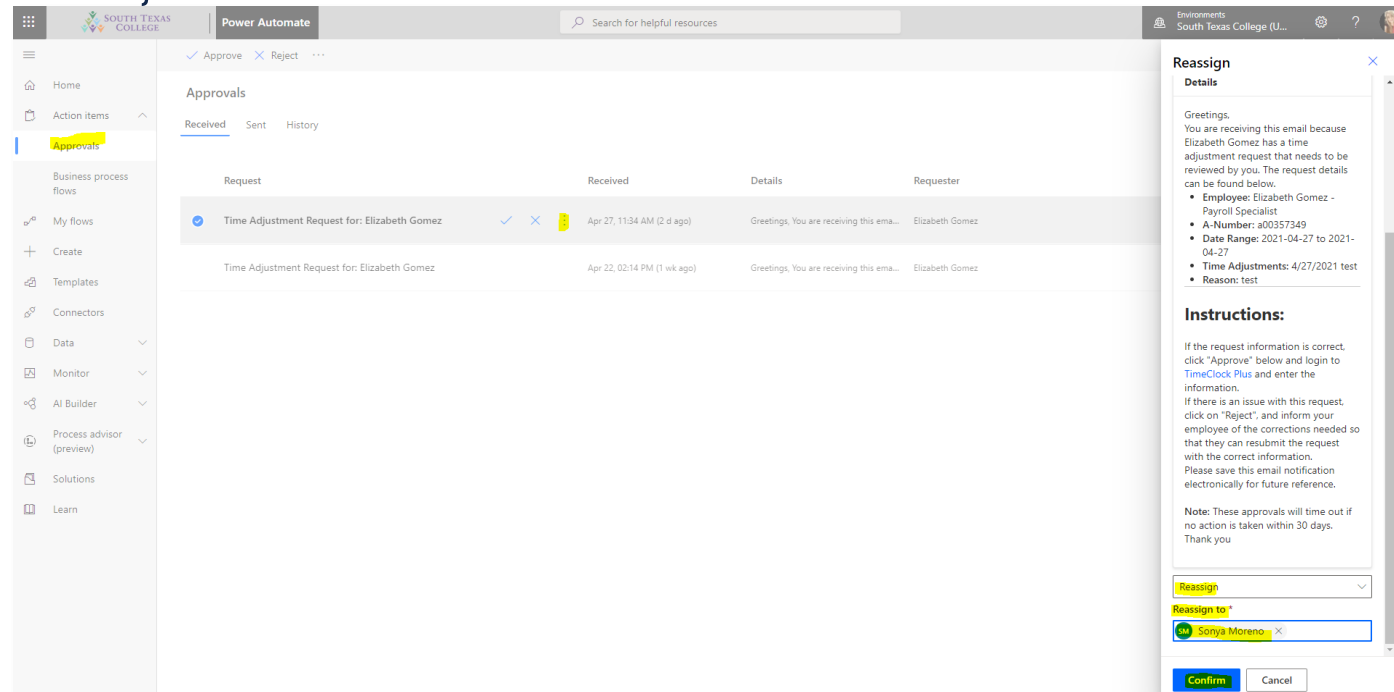
Thank you.

 Final status: Approved 2:28 PM  
Approvals  
Time Adjustment Request for: Elizabeth Gomez



# REASSIGNING TARF (SUPERVISOR ROLE)

- Supervisor will have the option to “Reassign” the time adjustment request form. *For example, if supervisor is out, and there is a supervisor covering for them. They can reassign the TARF to that supervisor.*
- On Microsoft 365 go to Power Automated-Approval tab on the left side then under that section you will see the Received time adjustments. Click the 3 dots then on the right-hand side pop up **select “Reassign”** enter the supervisor name you are reassigning it too, then **click Confirm.**



The screenshot displays the Microsoft Power Automate interface. On the left, the navigation pane shows 'Approvals' selected. The main area shows a table of 'Received' time adjustment requests. A 'Reassign' dialog box is open on the right, showing details for a request from Elizabeth Gomez. The dialog includes a 'Reassign to' dropdown menu with 'Sofiya Moreno' selected, and 'Confirm' and 'Cancel' buttons at the bottom.

Request	Received	Details	Requester
Time Adjustment Request for: Elizabeth Gomez	Apr 27, 11:34 AM (2 d ago)	Greetings, You are receiving this ema...	Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Apr 22, 02:14 PM (1 wk ago)	Greetings, You are receiving this ema...	Elizabeth Gomez

**Reassign**

**Details**

Greetings,  
You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

- Employee: Elizabeth Gomez - Payroll Specialist
- A-Number: a00357349
- Date Range: 2021-04-27 to 2021-04-27
- Time Adjustments: 4/27/2021 test
- Reason: test

**Instructions:**

If the request information is correct, click "Approve" below and login to TimeClock Plus and enter the information.  
If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.  
Please save this email notification electronically for future reference.

Note: These approvals will time out if no action is taken within 30 days.  
Thank you

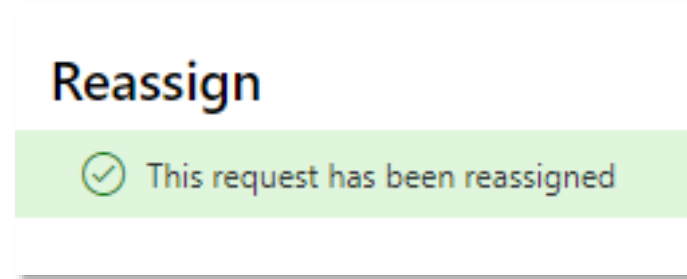
Reassign to: Sofiya Moreno

Confirm Cancel



# REASSIGNING TARF (SUPERVISOR ROLE)

- You will then get the Reassign Confirmation:



# REJECT TARF VIA EMAIL (SUPERVISOR ROLE)



- When you receive a TARF from “Microsoft Flow” initiated by your employee via email, you will have the Time Adjustment Request Details.
- If information is incorrect, click on **Reject**.
- On this example we **Rejected** the TARF since employee entered days wrong (*Date Range says 4/22/2021 but Time Adjustment says 4/21/2021*).

MF Microsoft Flow <maccount@microsoft.com>  
Time Adjustment Request for: Elizabeth Gomez

To Elizabeth Gomez  
If there are problems with how this message is displayed, click here to view it in a web browser.

Approvals | Power Automate

**Time Adjustment Request for: Elizabeth Gomez**

Created by Sharepoint Administrator <sp\_admin@southtexascollege.edu>

Requested for **Elizabeth Gomez** <egomez32@southtexascollege.edu> sp\_admin@southtexascollege.edu

Date Created Tuesday, June 15, 2021 4:13 PM

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

- **Employee:** Elizabeth Gomez - Payroll Specialist
- **A-Number:**
- **Date Range:** 2021-04-22 to 2021-04-22
- **Time Adjustments:** 4/21/2021 8:00am-12:00pm
- **Reason:** Attended training at Region One.

Instructions:

If the request information is correct, click "Approve" below and login to [TimeClock Plus](#) and enter the information.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Thank you

[Approve](#) [Reject](#)

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

▼ Show original message





# REJECT TARF VIA EMAIL (SUPERVISOR ROLE)



- Once you have clicked Reject then click Submit.

- You will get the “Rejected” message →

- Employee will then get an email from “Sharepoint Administrator” stating that their request has been rejected.
- Supervisor must inform employee in person, via email or phone why it was rejected and ensure they submit a revised corrected Electronic TARF before the week closes, or Reason can be provided in the comments

Approve **Reject**

Comments

Dates for entry were not clear. Resubmit time adjustment.

**Submit**

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

Approvals | Power Automate

### Rejected

Date Submitted: Tuesday, June 15, 2021 4:21 PM  
Comments: Dates for entry were not clear. Resubmit time adjustment.

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

Show original message



Sharepoint Administrator

Elizabeth Gomez

Time Adjustment Request: **Rejected**

This message was sent with Low importance.

Elizabeth Gomez,

Your Time Adjustment Request has been **rejected**.

Comments, if any: Dates for entry were not clear. Resubmit time adjustment.

### Submission Info

Dates - 2021-04-22 to 2021-04-22

Time Adjustments - 4/21/2021 8:00am-12:00pm

Reason: Attended training at Region One.

Thank you.



# REJECT TARF VIA TEAMS (SUPERVISOR ROLE)



- On TEAMS go to your Approval tab and under status click on “Requested”.

The screenshot shows the Microsoft Teams interface for the 'Approvals' section. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The 'Approvals' icon is highlighted in yellow. The main content area displays a table of approval requests under the 'Received' tab.

Request title	Status	Created	Requested by
Time Adjustment Request for: Elizabeth Gomez	Requested	6/16/2021 9:46:59 AM	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Rejected	6/15/2021 4:13:44 PM	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Approved	6/15/2021 4:02:20 PM	EG Elizabeth Gomez
Time Adjustment Request for: Elizabeth Gomez	Requested	6/15/2021 3:54:41 PM	EG Elizabeth Gomez
A Work From Home Form Needs Your Approval	Approved	6/7/2021 9:29:11 AM	EG Elizabeth Gomez



# REJECT TARF VIA TEAMS (SUPERVISOR ROLE)

- Review time adjustment details. Example below the employee enter their time in non-rounded times (8:06am). Employees' need to enter time in rounded times. On the *comment* section you can enter the reason why you are rejecting the TARF, then **click Reject**.

**Approvals**  
Approval request details

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

- Employee:** Elizabeth Gomez - Payroll Specialist
- A-Number:**
- Date Range:** 2021-06-16 to 2021-06-16
- Time Adjustments:** 06/16/2021 8:06am-12:00pm
- Reason:** Working from home on a rotational schedule due to COVID-19.

**Instructions:**

If the request information is correct, click "Approve" below and login to [TimeClock Plus](#) and enter the information.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Thank you

**Approvals**  
Approval request details

**Instructions:**

If the request information is correct, click "Approve" below and login to [TimeClock Plus](#) and enter the information.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Thank you

**Status: Requested**

- Pending response  
Elizabeth Gomez
- Requested by  
Elizabeth Gomez  
21m ago

Comments

Enter your time in rounded times.

Cancel request   **Reject**   Approve



# REJECT TARF VIA TEAMS (SUPERVISOR ROLE)



- Now the status of that TARF is Rejected.

Request title	Status	Created	Requested by	Sent to
Time Adjustment Request for: Elizabeth Gomez	Rejected	6/16/2021 9:46:59 AM	EG Elizabeth Gomez	EG Elizabeth Gomez

- The employee will receive the Rejected confirmation to their email.



SA  
Wed 6/16/2021 10:10 AM  
Sharepoint Administrator  
Time Adjustment Request: Rejected

To Elizabeth Gomez

Elizabeth Gomez,

Your Time Adjustment Request has been rejected.  
Comments, if any: Enter your time in rounded times.

**Submission Info**  
Dates - 2021-06-16 to 2021-06-16  
Time Adjustments - 06/16/2021 8:06am-12:00pm  
Reason: Working from home on a rotational schedule due to COVID-19.

Thank you.




# HOW TO ENTER TARF IN TIMECLOCK PLUS

**(SUPERVISOR ROLE)**

- Log in to TimeClock Plus and enter the TARF, remember this stand alone system & separate from TCP.



 Manager

Select Company

External ID

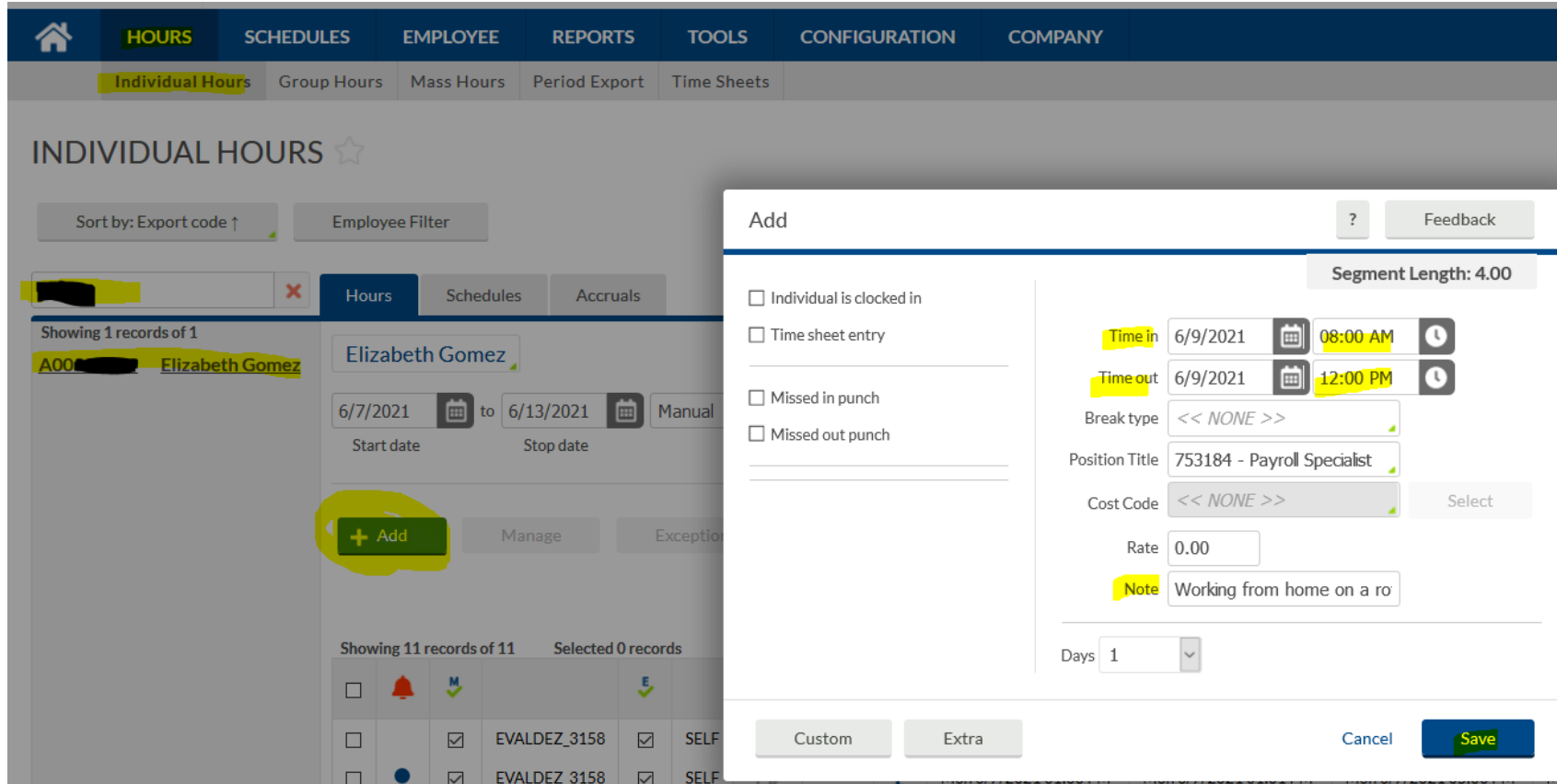
Password



# HOW TO ENTER TARF IN TIMECLOCK PLUS

## (SUPERVISOR ROLE)

- Go to **Hour** → **Individual Hours** → Search for **Employee** → click on **+Add** and **enter** the details that were provided in the TARF email, and then click **Save**.



The screenshot displays the 'Individual Hours' interface in the Timeclock Plus system. The main page shows a search for 'Elizabeth Gomez' with a date range from 6/7/2021 to 6/13/2021. A '+ Add' button is highlighted in green. An 'Add' modal form is open, showing the following details:

- Segment Length:** 4.00
- Individual is clocked in
- Time sheet entry
- Missed in punch
- Missed out punch
- Time in:** 6/9/2021 08:00 AM
- Time out:** 6/9/2021 12:00 PM
- Break type:** << NONE >>
- Position Title:** 753184 - Payroll Specialist
- Cost Code:** << NONE >> (with a 'Select' button)
- Rate:** 0.00
- Note:** Working from home on a ro
- Days:** 1

At the bottom of the modal, there are buttons for 'Custom', 'Extra', 'Cancel', and 'Save'.



# HOW TO ENTER TARF IN TIMECLOCK PLUS

- Below you can verify that the TARF has been correctly entered in TimeClock Plus.

Elizabeth Gomez

6/9/2021 to 6/13/2021 Manual Update

Position Title Filter Cost Code Filter Segment Filter Exception Filter

+ Add Manage Exceptions Processing Resolve Period

Show absences

Showing 6 records of 6		Selected 0 records															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	<input type="checkbox"/>	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position Title	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	Wed 6/9/2021 08:00 AM	Wed 6/9/2021 08:00 AM	Wed 6/9/2021 12:00 PM	Wed 6/9/2021 12:00 PM	4.00	4.00			753184 - Payroll Speci	

Regular	OT1	OT2	Lea
24.00	0.00	0.00	0.00



# KEY TAKEAWAYS TO REMEMBER:



- Electronic TARF will replace current BO-7700 paper form.
- Use PowerApps Electronic Form Request rather than paper TARF when possible.
- PowerApps is separate from TCP and all adjustments must be entered in TCP by supervisor, employee should always monitor timecard for adjustments.
- Supervisors should save the email requests electronically for future reference and auditing purposes.





# THANK YOU!

**If you have any questions, please feel free to reach us.**

**Below is where you may find the  
TARF PowerApp  
Employee & Supervisor Manuals**

## Employee Apps



Business Office Forms

**TimeClock Plus**

TARF PowerApp Employee Manual  
TARF PowerApp Supervisor Manual

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