



# **SOUTH TEXAS COLLEGE**

**ELECTRONIC TIME ADJUSTMENT REQUEST**



Power Apps

## **Employee Manual**

**Updated October 2023**

## **Table of Contents**


Table of Contents.....	2
PowerApps Intro.....	3
How to Log In & Submit Time Adjustment (using computer).....	4-5
How to Log In & Submit Time Adjustment (using cellphone).....	6-8
Confirmation Email.....	9
Payroll Contacts.....	10

# PowerApps Intro

PowerApps is a suite of apps, services, connectors and 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.

If you need to correct a segment or missing out or in, you will continue to submit these corrections electronically in TCP, which is the current practice.

This electronic TARF is only to be used when you need to submit hours worked in a full segment, such as when working outside of STC premises or traveling for conferences, etc. The electronic TARF is the preferred method for submitting time adjustments, unless there is no electricity or internet.

 **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 #: \_\_\_\_\_

Day: \_\_\_\_\_ **\*\*INDICATE HOURS BELOW IN ROUNDED TIME\*\***

	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



**TIME ADJUSTMENT**

\* **A Number**  
Example: A0123456789

\* **Supervisor**  
Search by Email or Name

\* **Start Date**  
12/31/2001

\* **End Date**  
12/31/2001

\* **Time Adjustments**  
01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm

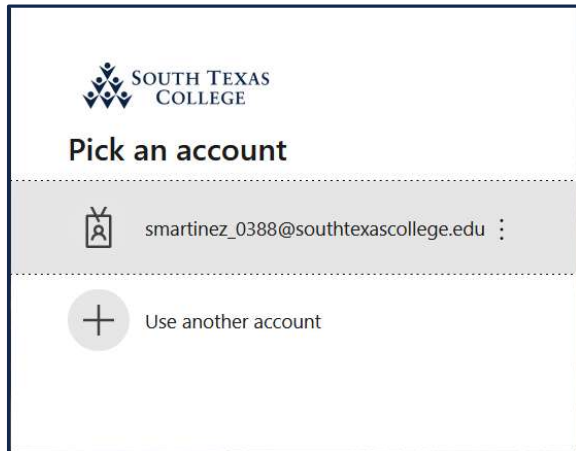
\* **Reason**  
Reason for adjustment

**Attachments**  
There is nothing attached.  
Attach file

# How to Log In & Submit Time Adjustment (using computer)

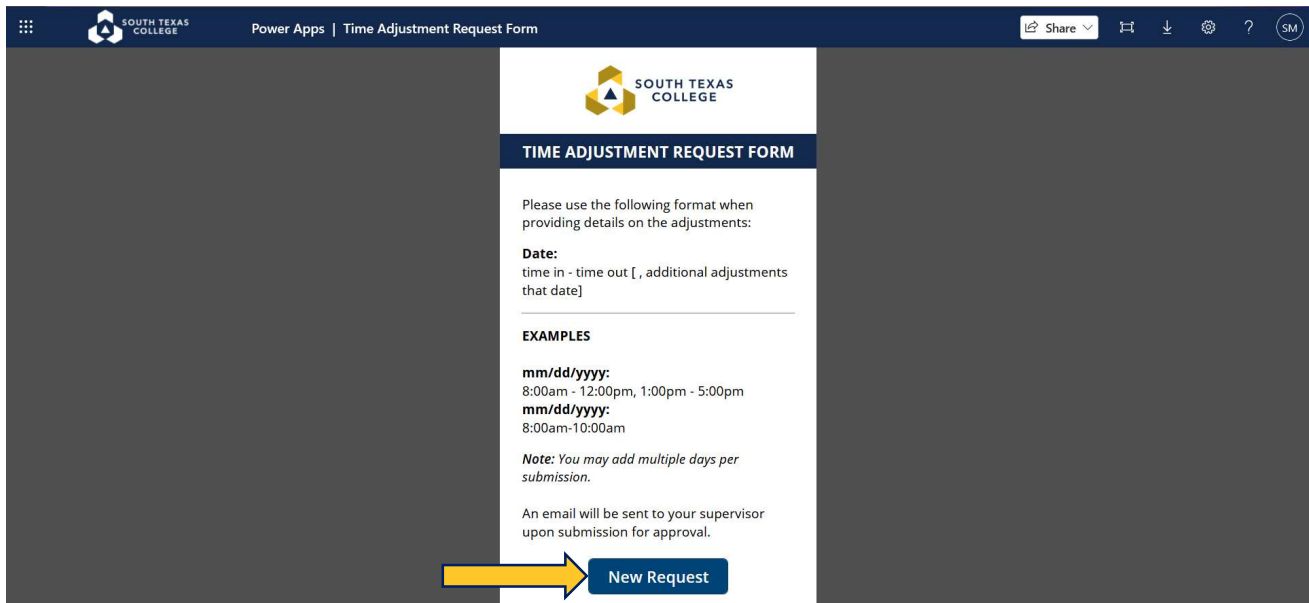
**Log In** to: [www.southtexascollege.edu/go/tarf](http://www.southtexascollege.edu/go/tarf)

Using your same credentials as Jagnet and then click **Next**



The screenshot shows the South Texas College login interface. At the top is the college logo and the text "SOUTH TEXAS COLLEGE". Below this is the heading "Pick an account". There are two options: a selected account "smartinez\_0388@southtexascollege.edu" with a user icon, and an option "Use another account" with a plus sign icon.

When you see the PowerApps Time Adjustment Request Form, click on **New Request**.



The screenshot shows the PowerApps interface for the "Time Adjustment Request Form". The header includes the South Texas College logo and the text "Power Apps | Time Adjustment Request Form". The main content area has a dark background with a white box containing instructions and examples. A yellow arrow points to a blue button labeled "New Request" at the bottom of the white box.

**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**


Required fields: Enter your A#, Supervisor Name, Start Date (the day or days you need the adjustment for), End Date, Time Adjustment (times you need in your timecard to be fixed or added), Reason (justification of why time adjustment is needed). Attachments are optional but you can use this section to upload any conference schedule that you may have attended. Once information is complete, click  submit. Your supervisor will receive an e-mail notification to process your request in TimeClock Plus.

 **TIME ADJUSTMENT** 

\* **A Number**  
Example: A0123456789


\* **Supervisor**  
Search by Email or Name 

\* **Start Date**  
12/31/2001 

\* **End Date**  
12/31/2001 

\* **Time Adjustments**  
01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm

\* **Reason**  
Reason for adjustment

**Attachments**  
There is nothing attached.  
 Attach file

# How to Log In & Submit Time Adjustment (using cellphone)

Log into: [www.southtexascollege.edu](http://www.southtexascollege.edu)

Once logged in to STC website

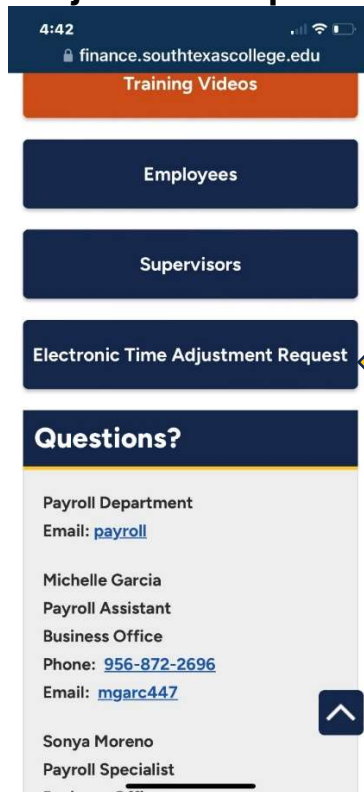
Click **Faculty/Staff** →



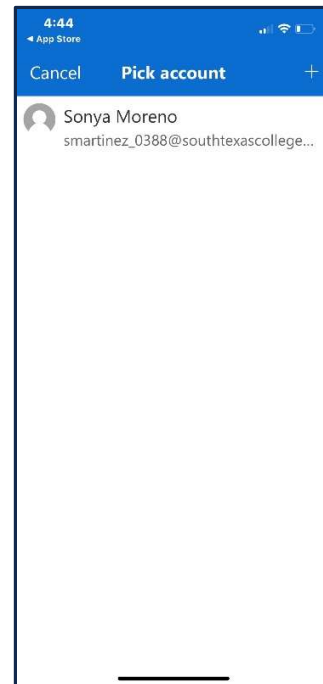
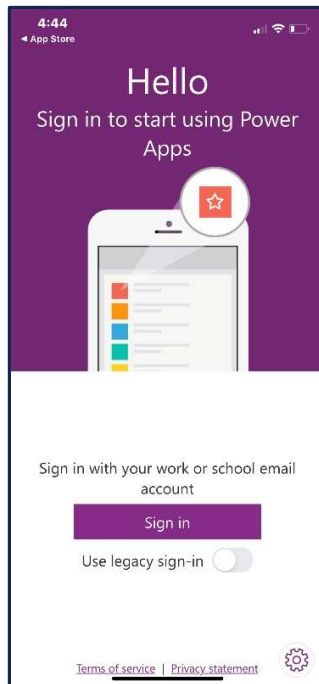
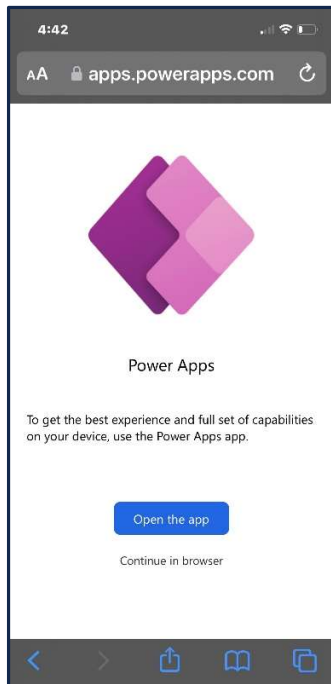
Select **Time Clock**



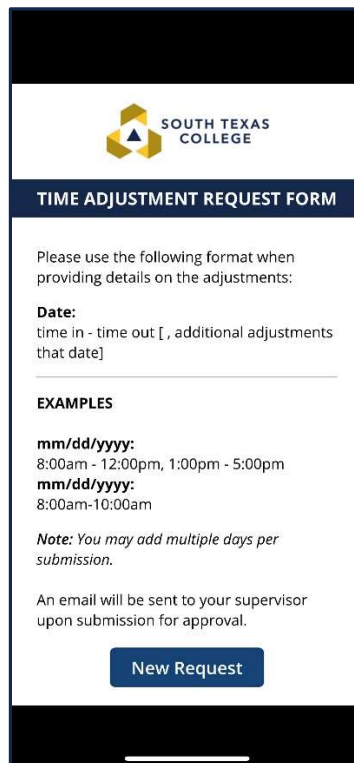
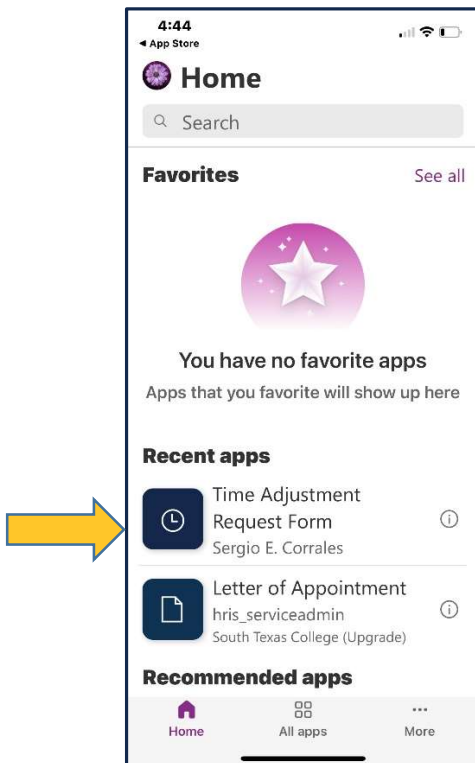
Select **Electronic Time Adjustment Request**



Once selected It will launch Power Apps - you will need to open the APP - if you don't have it downloaded you will need to download to your phone: Once you have downloaded you will Sign In → Pick an account →



**Select** Time Adjustment Request Form then **select New Request** then proceed to enter required information then click on check mark to submit



**Required fields:** Enter your **A#**, **Supervisor Name**, **Start Date** (the day or days you need the adjustment for), **End Date**, **Time Adjustment** (times you need in your timecard to be fixed or added), **Reason** (justification of why time adjustment is needed). Attachments are optional but you can use this section to upload any conference schedule that you may have attended. Once information is complete, click  submit. Your supervisor will receive an e-mail notification to process your request in TimeClock Plus.

The screenshot shows a mobile application interface for a 'TIME ADJUSTMENT' form. The form is titled 'TIME ADJUSTMENT' with a close button (X) on the left and a checkmark on the right. The form contains several required fields, each marked with an asterisk (\*):

- \* A Number:** A text input field with the placeholder text 'Example: A0123456789'.
- \* Supervisor:** A dropdown menu with the placeholder text 'Search by Email or Name' and a downward arrow icon.
- \* Start Date:** A date picker field showing '12/31/2001' and a calendar icon.
- \* End Date:** A date picker field showing '12/31/2001' and a calendar icon.
- \* Time Adjustments:** A text area containing the text '01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm'.
- \* Reason:** A text area with the placeholder text 'Reason for adjustment'.
- Attachments:** A section for uploading files, currently empty.



# Confirmation Email

You will receive an email confirmation from **Sharepoint Administrator** notifying you that your time adjustment has been either accepted or rejected by your supervisor. Please see below examples of Accepted and Rejected.

SA Sharepoint Administrator Elizabeth Gomez  
Time Adjustment Request: **Approved**  
This message was sent with Low importance.

Elizabeth Gomez,

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

Comments, if any:

**Submission Info**  
Dates - 2021-04-21 to 2021-04-21  
Time Adjustments - 04/21/2021 8:00am-12:00pm; 3:00pm-5:00pm  
Reason: Working form home on a rotational schedule due to COVID19.

Thank you.

SA 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.

If your time adjustment request is accepted, it is your responsibility to ensure it is posted in TimeClock Plus before verifying your timecard.

If your time adjustment request is rejected, please inquire with your supervisor the reason why it was rejected or check if they entered comments on that confirmation email you received. If correction is needed, you will need to submit a new electronic TARF.

# Payroll Contacts

---

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

**Payroll Department:** [payroll@southtexascollege.edu](mailto:payroll@southtexascollege.edu)

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

**Vanessa Balderrama,  
Accounting Group Manager**

Email: [vbalderrama@southtexascollege.edu](mailto:vbalderrama@southtexascollege.edu)

Phone: 956-872-4674

**Elida Rangel,  
Payroll Accountant**

Email: [evaldez\\_3158@southtexascollege.edu](mailto:evaldez_3158@southtexascollege.edu)

Phone: 956-872-4641

**Sonya Moreno,  
Payroll Specialist**

Email: [smartinez\\_0388@southtexascollege.edu](mailto:smartinez_0388@southtexascollege.edu)

Phone: 956-872-4604

**Michelle Chan,  
Accounting Specialist**

Email: [mchan3@southtexascollege.edu](mailto:mchan3@southtexascollege.edu)

Phone: 956-872-4629

**Michelle Garcia,  
Payroll Assistant**

TimeClock Plus

Email: [mgarc447@southtexascollege.edu](mailto:mgarc447@southtexascollege.edu)

Phone: 956-872-2696

**Blanca Sanchez,  
Payroll Assistant**

Monthly Payroll Processing

Email:

[bsanchez\\_2699@southtexascollege.edu](mailto:bsanchez_2699@southtexascollege.edu)

Phone: 956-872-4613

**Rachel Jaramillo,  
Payroll Assistant**

Semi-Monthly Payroll Processing

Email:

[rjaramillo\\_8214@southtexascollege.edu](mailto:rjaramillo_8214@southtexascollege.edu)

Phone: 956-872-4606