SOUTH TEXAS COLLEGE

ELECTRONIC TIME ADJUSTMENT REQUEST

Power Apps

Employee Manual

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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.
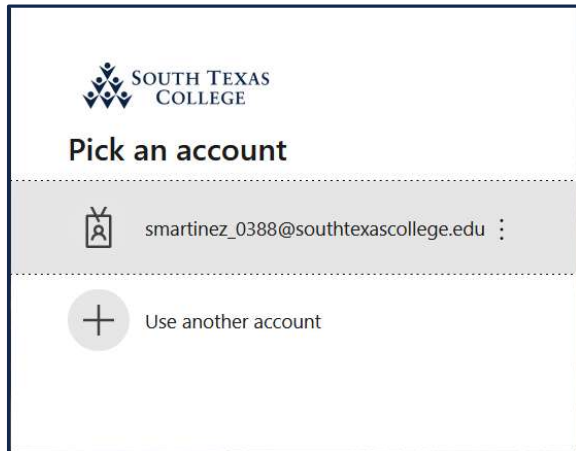
How to Log In &

Submit Time Adjustment (using computer)
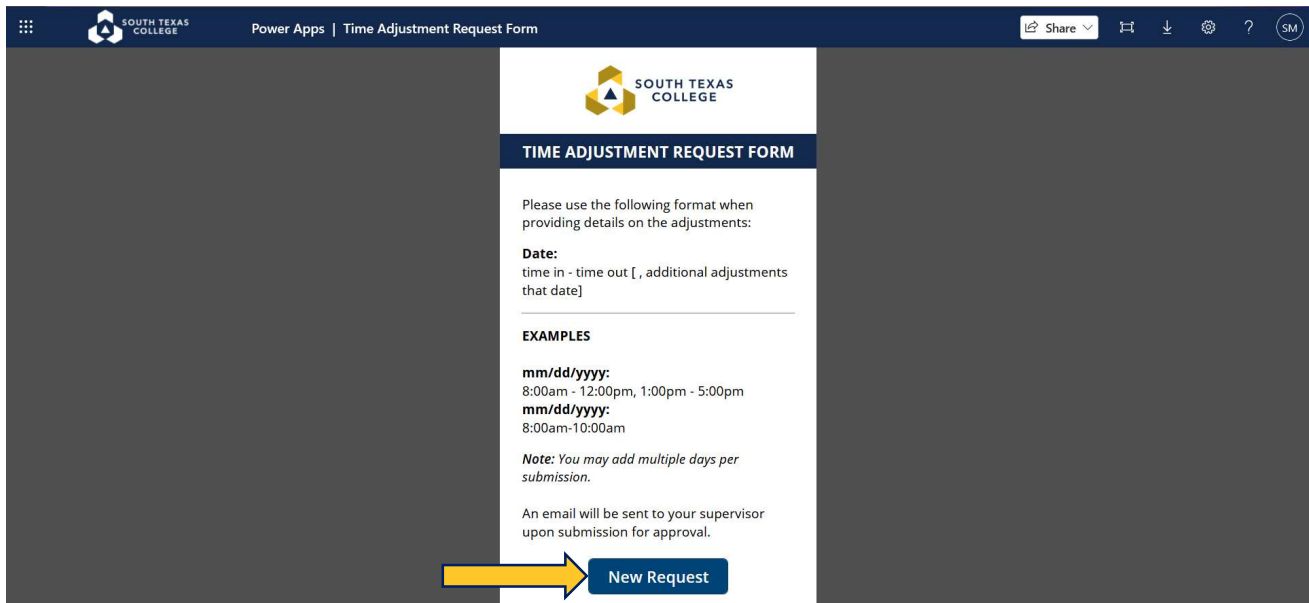
Log In to: www.southtexascollege.edu/go/tarf

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

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

How to Log In & Submit

Time Adjustment (using cellphone)

Log into: **www.southtexascollege.edu**

Once logged in to STC website

Click **Faculty/Staff →**

Select **Time Clock**

Select **Electronic Time Adjustment Request**
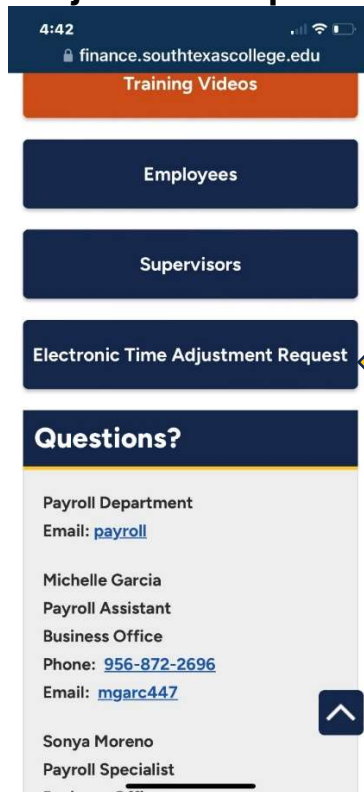
Once selected It will launch Power Apps – you will need to open the APP – if you don't have it downloaded you will need to download to your phone: Once you have downloaded you will Sign In → Pick an account →
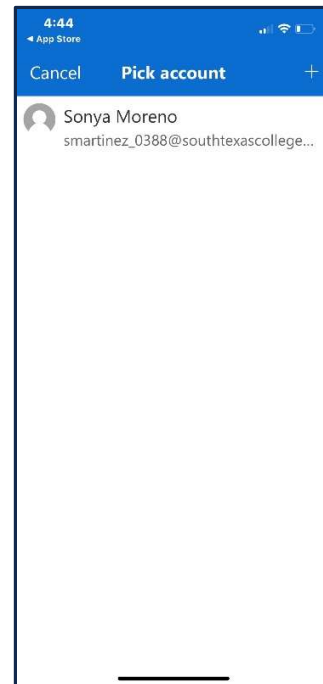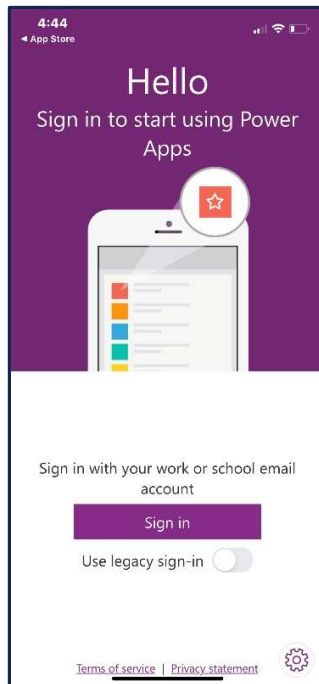
Select Time Adjustment Request Form then **select New Request** then proceed to enter required information then click on check mark to submit

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** (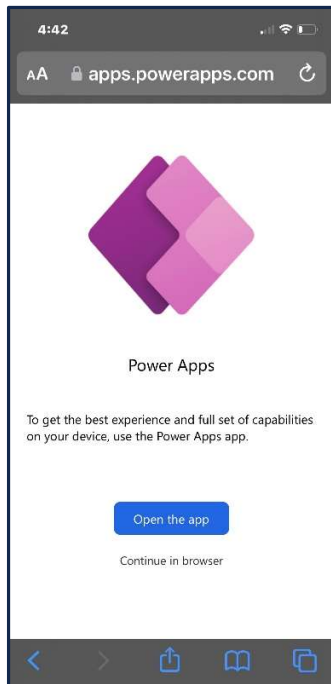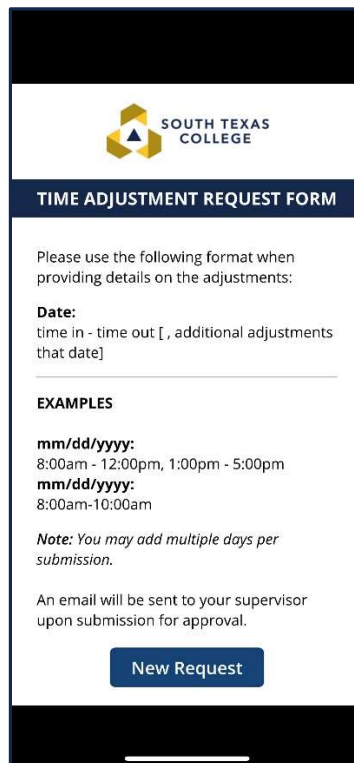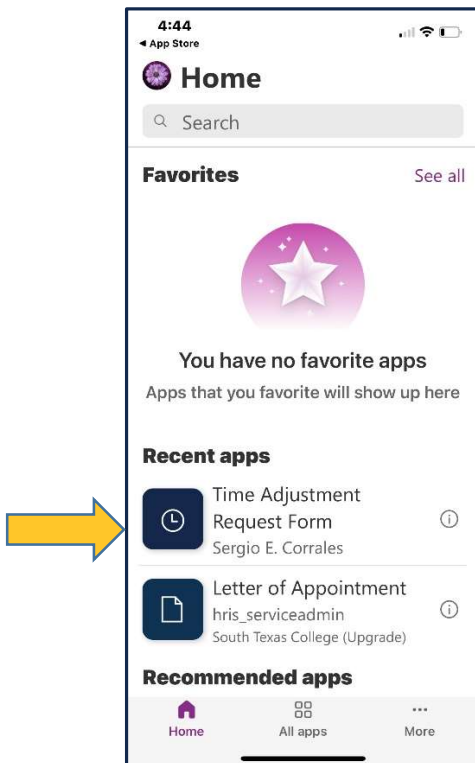justification of why time adjustment is needed). Attachments are optional but you can use this section to upload any conference schedule that you may have attended. Once information is complete, click ☑ submit. Your supervisor will receive an e-mail notification to process your request in TimeClock Plus.

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.

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

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

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