

#### **ELECTRONIC TIME ADJUSTMENT REQUEST**



## **Employee Manual**

Updated October 2023

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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 electronically using PowerApps and have supervisors receive the request on their Outlook email and via Microsoft Teams to be processed in TimeClock Plus.

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". On Microsoft Teams the notification will be on your "Approvals" tab or activity feed. Attachments uploaded by employees (if any) will also be included in the email.

Remember that designees can assist with entering/adjusting hours in TCP, but only the supervisor can approve the changes and the supervisor should verify that all working hours are correct in TCP.

X TIME ADJUSTMENT 🗸	
* A Number Example: A0123456789	MF Thu 4/39/2021 2:20 PM Microsoft Flow <maccount@microsoft.com> Time Adjustment Request for: Elizabeth Gomez</maccount@microsoft.com>
* Supervisor	<ul> <li>citabletm owned:</li> <li>itabletm owned:</li> <li>it</li></ul>
Search by Email or Name	Image: Approvals         Power Automate
* Start Date	Time Adjustment Request for: Elizabeth Gomez
12/31/2001 🔤 🗌	Created by Sharepoint Administrator < <u>sp admin@southtexascollege.edu</u> >
* End Date	Requested for <b>Elizabeth Gomez</b> < egomez.sz.@sournexascollege.edu.>
12/31/2001 🔤	Greetings,
* Time Adjustments 01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm	<ul> <li>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.</li> <li>Employee: Elizabeth Gomez - Payroll Specialist</li> <li>A.Number:</li> <li>Date Range: 2021-04-27</li> <li>Time Adjustments: 04/27/2021: 800am-12:00pm</li> <li>Reason: Attended a Region One Conferance.</li> </ul>
* Reason	Instructions:
Reason for adjustment	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.
A <mark>ttachments</mark>	Thank you           Approve         Reject
There is nothing attached.	
🗑 Attach file	

## **Approve TARF via Email**

When you receive the 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** and then **click Submit.** 

If TARF is approved, *make sure to log into TimeClock Plus to enter the time adjustment request details*. This is stand alone system and separate from TCP.

# If TimeClock Plus has already been locked for that week you will need to forward this email to TCP Admin to enter time adjustment.

Thu 4/29/2021 2:20 PM	
MF Microsoft Flow <maccount@microsoft.com></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. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	^
A-Number:	<b></b>
• Date Range: 2021-04-27 to 2021-04-27	
• Time Adjustments: 04/27/2021 8:00am-12:00pm	
Keason: Attended a Region One Conterance.	
Instructions:	
If the request information is correct click "Approve" below and login to Time Clock Dius and enter the information	
in the request monitation's concel, click Approve below and ogin to innector in as and effet the monitation.	
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 info	rmation.
Thank you	
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	m 2020. 👻
✓ Show original message	
• • • • •	

Supervisor will get the confirmation below:



Once Approved employee will receive an email from "Sharepoint Administrator" as well as a message in TEAMs stating that their request has been Approved.

SA	Thu 4/29/2021 2:47 PM Sharepoint Administrator <b>Time Adjustment Request: Approved</b>	
To Elizabet	h Gomez	
Elizabeth	Gomez,	
Your Time	e Adjustment Request has been approved.	
Comment	ts, if any:	
Submissio Dates - 20 Time Adju Reason: A	on Info D21-04-27 to 2021-04-27 Jstments - 04/27/2021 8:00am-1:00pm Attended a Region One Conferance.	
Thank yo	u.	
୍ତ	Final status: Approved Approvals Time Adjustment Request for: Elizabeth Go	2:28 PM

# **Approve TARF via Microsoft Teams**

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.

$\langle \rangle$			Q, Search				– c
Activity	Approvals						+ New approval rec
(F) Chat	=					√ Filter	South Texas College (Upgra
දිලිරි	Received	30+	Received				
Â	Sent	30+	Request title	Status	Created	Requested by	Sent to
Assignments			Time Adjustment Request for: Elizabeth Gomez	Requested	4/29/2021 2:52:22 PM	C Elizabeth Gomez	Elizabeth Gomez
Calendar			Time Adjustment Request for: Elizabeth Gomez	Approved	4/29/2021 2:45:35 PM	C Elizabeth Gomez	Elizabeth Gomez
Calls			Time Adjustment Request for: Elizabeth Gomez	Approved	4/29/2021 2:20:21 PM	Elizabeth Gomez	Elizabeth Gomez
Files			Time Adjustment Request for: Elizabeth Gomez	Approved	4/27/2021 1:14:55 PM	6 Elizabeth Gomez	Elizabeth Gomez
			Time Adjustment Request for: Elizabeth Gomez	Requested	4/27/2021 11:34:11 AM	Elizabeth Gomez	Elizabeth Gomez

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

Approvals Approval request details	×				
Requested	- 1				
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					
<ul> <li>Employee: Elizabeth Gomez - Payroll Specialist</li> <li>A-Number:</li> <li>Date Range: 2021-04-27 to 2021-04-27</li> <li>Time Adjustments: 04/27/2021 8:00am-1:00pm</li> <li>Reason: Attended a Region One Conferance.</li> </ul>					
Instructions:					
Comments					
If needed, add your comments here					
Cancel request Reject Approv	<b>e</b>				

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



Once Approved employee will receive an email from "Sharepoint Administrator" as well as a message in TEAMs stating that their request has been Approved.

SA Sharepoint Administrator Time Adjustment Request: Approved	Final status: Approved 2:28 PM Approvals Time Adjustment Request for: 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.	

# **Reassigning TARF**

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.* 

If you have a designee in TCP who assists with entering time adjustments in TCP, first approve or reject the electronic TARF email. If approved, forward that same email to your designee so they may enter the TARF details in TCP. Indicate in the email that you have approved the time adjustment for the employee, and that it is ready for entering into TCP.

In the example below, we will reassign the time adjustment. 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.** 

	SOUTH TEXAS	Power Automate	P Search for helpful resources			A Environments South Texas College (U 🕲 ? 👔
=		✓ Approve × Reject ···				Reassign ×
ŵ	Home	Approvals				Details
0	Action items ^	Received Sent History				Greetings. You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be
	Business process flows	Request	Received	Details	Requester	reviewed by you. The request details can be found below. • Employee: Elizabeth Gomez -
n' <sup>a</sup>	My flows	<ul> <li>Time Adjustment Request for: Elizabeth Gomez</li> </ul>	Apr 27, 11:34 AM (2 d ago)	Greetings, You are receiving this ema	Elizabeth Gomez	Payroll Specialist      A-Number: a00357349      Date Range: 2021-04-27 to 2021-
+	Create Templates	Time Adjustment Request for: Elizabeth Gomez	Apr 22, 02:14 PM (1 wk ago)	Greetings, You are receiving this ema	Elizabeth Gomez	04-27 Time Adjustments: 4/27/2021 test Reason: test
0 <sup>0</sup>	Connectors					Instructions:
8	Data 🗸					If the request information is correct, click "Approve" below and login to Time/Lock Blue and enter the
\$ 0	Al Builder 🗸 🗸					information. If there is an issue with this request, click on "Reject", and inform your
( <u>i</u> )	Process advisor (preview)					employee of the corrections needed so that they can resubmit the request with the correct information.
	Solutions					Please save this email notification electronically for future reference.
	Learn					Note: These approvals will time out if no action is taken within 30 days. Thank you
						Reassign ~
						Sonya Moreno X
L						Confirm

You will then get the Reassign Confirmation:



## Microsoft Office 365 App-Approvals Tab view

Supervisors will also have access to view, Approve, Reject and Reassign on Microsoft Office 365 Application-Power Automate-Approvals Tab -approval section and on TEAMS approvals tab. In the example below we have selected **Approve**.

	SOUTH TEX COLLEGE	S Power Automate	9	O Search for helpful resources		
≡		✓ Approve × Reject ···				
ഹ	Home	Approvals				
Ċ	Action items	Received Sent History				
I I	Approvals					
	Business process flows	Request		Received	Details	Requester
₀⁄¤	My flows	Time Adjustment Request for: Elizabeth Gomez	÷	Apr 29, 02:52 PM (13 min ago)	Greetings, You are receiving this ema	Elizabeth Gomez
+	Create	Time Adjustment Request for: Elizabeth Gomez		Apr 27, 11:34 AM (2 d ago)	Greetings, You are receiving this ema	Elizabeth Gomez
ø	Connectors	Time Adjustment Request for: Elizabeth Gomez		Apr 22, 02:14 PM (1 wk ago)	Greetings, You are receiving this ema	Elizabeth Gomez
0	Data 🗸					

On the right-hand side, the response section will appear and you will **click Confirm** at the bottom.

✓ Ap	prove X Reject …				Respond: Approve ×
Appr Receiv	ovals id Sent History				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.
	Request	Received	Details	Requester	Employee: Elizabeth Gomez - Payroll     Specialist
•	Time Adjustment Request for: Elizabeth Gomez 🗸 🗙 🗄	Apr 29, 02:52 PM (13 min ago)	Greetings, You are receiving this ema	Elizabeth Gomez	<ul> <li>A-Number: A00357349</li> <li>Date Range: 2021-04-27 to 2021-04- 27</li> </ul>
	Time Adjustment Request for: Elizabeth Gomez	Apr 27, 11:34 AM (2 d ago)	Greetings, You are receiving this ema	Elizabeth Gomez	Time Adjustments: 04/27/2021     8:00am-12:00pm     Reason: Attended a Region One     Conferance.
	Time Adjustment Request for: Elizabeth Gomez	Apr 22, 02:14 PM (1 wk ago)	Greetings, You are receiving this ema	Elizabeth Gomez	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 Add a comment (optional)
		<b>5</b> 9			Confirm Cancel

**Updated October 2023** 

Supervisor will then get the below confirmation:



Confirmations are received by employee via email & Teams:



# **Reject TARF**

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 the example below, we **Rejected** the TARF since employee entered times as non-rounded (*ex.8:00am-11:18am*).

Once you click Reject enter your Comment and click Submit.



Supervisor will receive confirmation:



Supervisor must inform employee why it was rejected and ensure they submit a revised corrected Electronic TARF before the week closes.

Employee will then get an email from "Sharepoint Administrator" and a Teams message stating that their request has been rejected.

Time Adjustment Request: Rejected
SA Sharepoint Administrator To Sonya Moreno
Sonya Moreno,
Your Time Adjustment Request has been rejected.
Comments, if any: Time was entered incorrect needs to be a rounded punch. Please correct and resubmit your request.
Submission Info Dates - 2021-04-27 to 2021-04-27
Time Adjustments - 04/27/2021: 8:00 am - 11:18 am Reason: Left early for lunch and forgot to clock out.
Thank you.
Approvals     Approvals
Rejected
Time Adjustment Request for: Sonya Moreno
Greatings
You are receiving this email because. Sonya Moreno has a time adjustment request
that needs to be reviewed by you. The request details can be found below.
Employee: Sonya Moreno - Payroll Asst - Business Office     A-Number: /
<ul> <li>Date Range: 2021-04-27 to 2021-04-27</li> <li>Time Adjustments: 04/27/2021: 8:00 am - 11:18 am</li> </ul>
Reason: Left early for lunch and forgot to clock out.
Instructions:
If the request information is correct, click "Approve" below and login to <u>TimeClock</u> <u>Plus</u> 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
✓ Final status: Rejected
▼ Final status: Rejected
SM Rejected by
Time was entered incorrect needs to be a rounded punch. Please
correct and resubmit your request.

## How to Enter TARF in TimeClock Plus

Log in to TimeClock Plus and enter the TARF, remember the electronic time adjustments are a stand-alone system & separate from TCP.

ίcp						
- Manager						
Select Company	South Texas College 1					
External ID Password						
	Log On					

Once you are logged in, go to Hours  $\rightarrow$  Individual Hours  $\rightarrow$  Search for Employee  $\rightarrow$  click on +Add and enter the details that were provided in the TARF email, and then click Save.

*	HOURS	SCHEDUL		EMPLOY	EE REPORT				CONFIGURATION	COMPANY	📩 🌟 My (	QuickLinks						
	Individual Ho	urs Group	Hours	Mass Ho	urs Period Exp	ort	Time Sh	eets										
INDI	INDIVIDUAL HOURS 🟠																	
Sor	rt by: Last name ↑	E	mployee	Filter					_			_	_					
sonya moreno X Hours Schedules Accruais									Add				?	Feedback				
Showing	1 records of 1	eno	Sonya Moreno						Individual is close	cked in	Segment Length: 3.25							
			4/19/2021 🗰 to 4/25/2021 🗰 Last Week					Time sheet entry	У	Time in	4/27/2021	08:00 AM	0					
			Start d	late	Stop date	Stop date			Missed in punch		Time out Break type	4/27/2021	= <u>11:15 AM</u>	U				
			Add Manage Exceptions  Showing Brecords of 8 Selected D records						Missed out punc	th	Position Title	705184 - Pa	yroll Asst - Busir					
											Cost Code	<< NONE >	>	Select				
											Rate	0.00						
											Note Forgot to clock out at lunch							
				• *		÷.		Notes			Days 1	~						
				• •	VBALDERRAMA		SELF	0										
					VBALDERRAMA		SELF		Custom	Extra			Cancel	Save				
				<b>-</b>	TOALOCKRAMA	× .	Jac Li											

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

Ho	Hours Schedules Accruals																	
50 4/26 Sta	Sonya Moreno 4/26/2021 to to 4/27/2021 to 4/27/												mload					
4 Add         Manage         Exceptions         Processing         Resolve Period           9 Now absences         Begular         OT1         OT2         Leve         Total           1123         0.00         0.00         1123         Novel         Novel         Novel																		
		\$	\$	Notes	Edited	ø	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position Title			Rate
	٠					с	Mon 4/26/2021 08:00 AM	Mon 4/26/2021 07:57 AM	Mon 4/26/2021 12:00 PM		4.00	4.00				705184 - Payroll Asst - Business Of		
	٠					c	Mon 4/26/2021 01:00 PM	Mon 4/26/2021 01:04 PM	Mon 4/26/2021 05:00 PM	Mon 4/26/2021 05:01 PM	4.00	4.00	8.00		705184 - Payr	oll Asst - I	Business Office	0.00
	٠				Y	C	Tue 4/27/2021 08:00 AM		Tue 4/27/2021 11:15 AM		3.25	3.25	3.25	19.25*	705184 - Payr	oll Asst - t	Business Office	0.00

### **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

#### Vanessa Balderrama, Accounting Group Manager

Email: <u>vbalderrama@southtexascollege.edu</u> Phone: 956-872-4674

#### Elida Rangel,

#### Payroll Accountant

Email: <u>evaldez 3158@southtexascollege.edu</u> Phone: 956-872-4641

#### Sonya Moreno, Payroll Specialist

Email: <u>smartinez\_0388@southtexascollege.edu</u> Phone: 956-872-4604

Michelle Chan, Accounting Specialist Email: <u>mchan3@southtexascollege.edu</u> Phone: 956-872-4629 Michelle Garcia, Payroll Assistant TimeClock Plus Email: <u>mgarc447@southtexascollege.edu</u> Phone: 956-872-2696

Blanca Sanchez, Payroll Assistant Monthly Payroll Processing Email: <u>bsanchez 2699@southtexascollege.edu</u> Phone: 956-872-4613

Rachel Jaramillo, Payroll Assistant Semi-Monthly Payroll Processing Email: rjaramillo 8214@southtexascollege.edu Phone: 956-872-4606

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