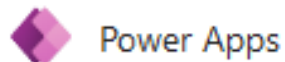




SOUTH TEXAS COLLEGE

ELECTRONIC TIME ADJUSTMENT REQUEST



Employee Manual

Updated October 2023

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PowerApps Intro

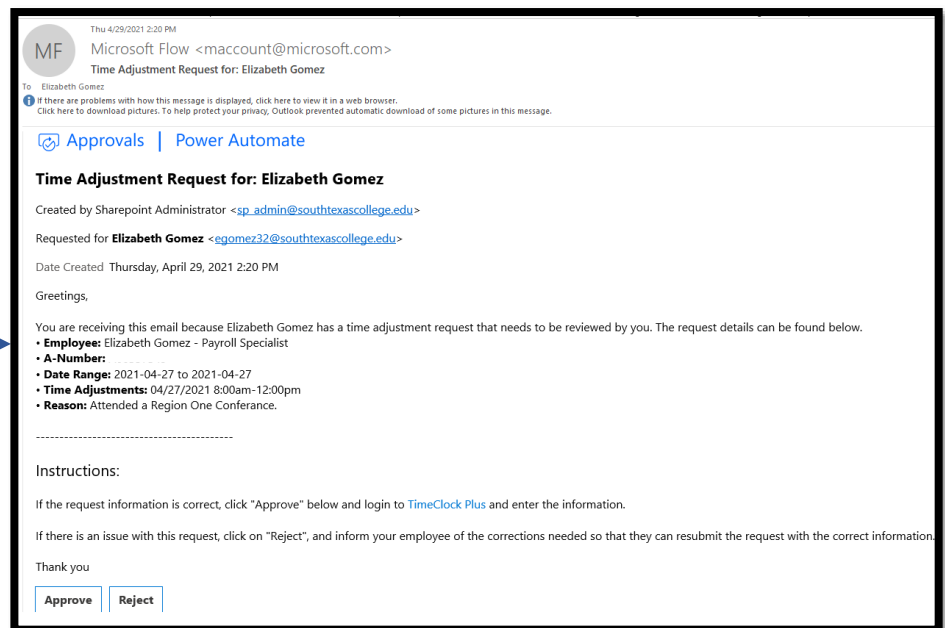
PowerApps is a suite of apps, services, connectors, and data platform that provides a rapid application development environment to build custom apps for our college needs. Time Adjustment Request Forms (TARF) can be processed electronically using PowerApps and have supervisors receive the request on 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.

The screenshot shows a PowerApps form titled "TIME ADJUSTMENT". It contains several fields: "A Number" with an example "A0123456789", "Supervisor" with a search dropdown, "Start Date" and "End Date" both set to "12/31/2001", "Time Adjustments" with a text entry "01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm", "Reason" with a text area "Reason for adjustment", and "Attachments" with a message "There is nothing attached." and an "Attach file" button.



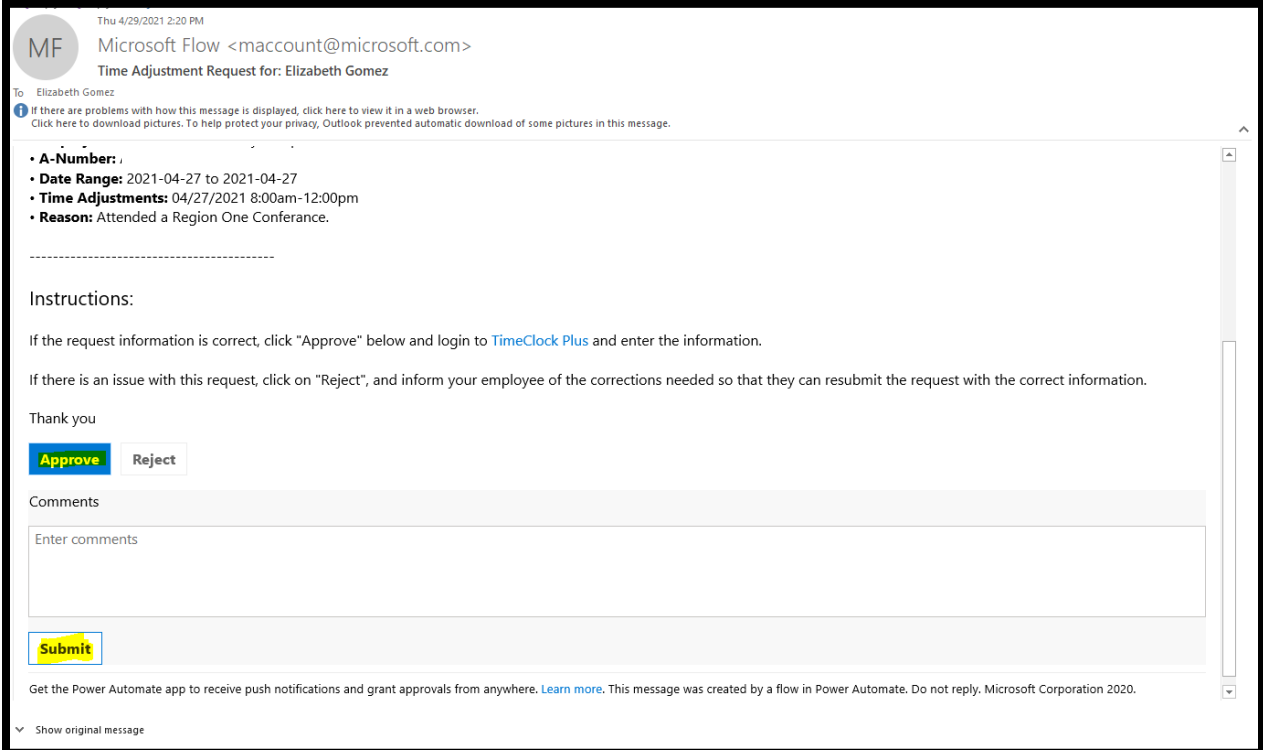
Approve TARF via Email

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.



The screenshot shows an email interface with the following content:

MF Thu 4/29/2021 2:20 PM
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.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

• **A-Number:**
• **Date Range:** 2021-04-27 to 2021-04-27
• **Time Adjustments:** 04/27/2021 8:00am-12:00pm
• **Reason:** Attended a Region One Conference.

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

Comments

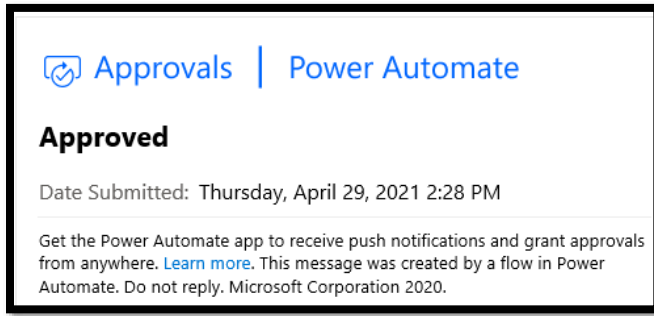
Enter comments

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.

▼ Show original message

Supervisor will get the confirmation below:



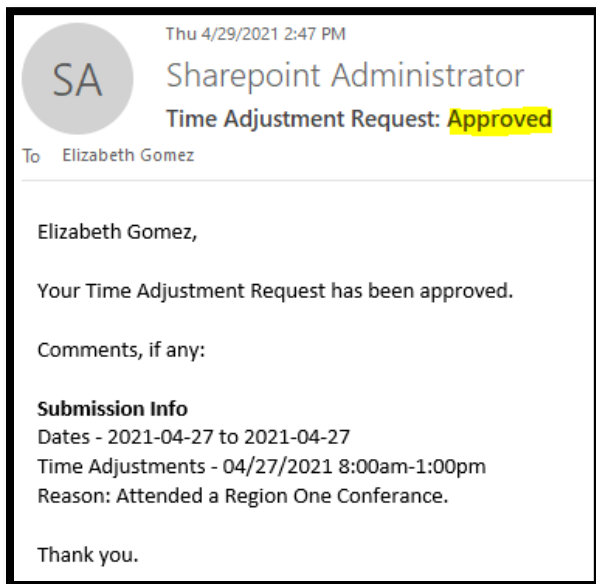
Approvals | Power Automate

Approved

Date Submitted: Thursday, April 29, 2021 2:28 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.

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



Thu 4/29/2021 2:47 PM

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

To Elizabeth Gomez

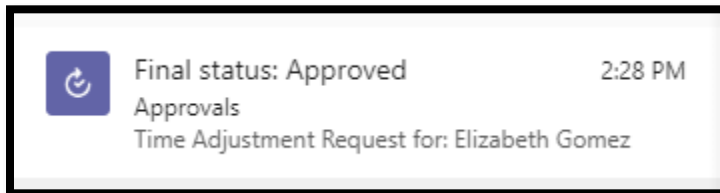
Elizabeth Gomez,


Your Time Adjustment Request has been approved.

Comments, if any:

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

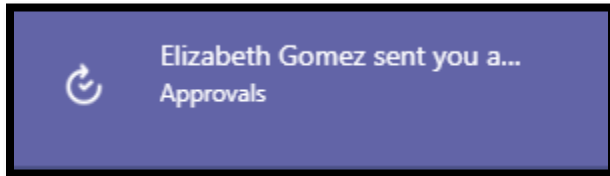
Thank you.



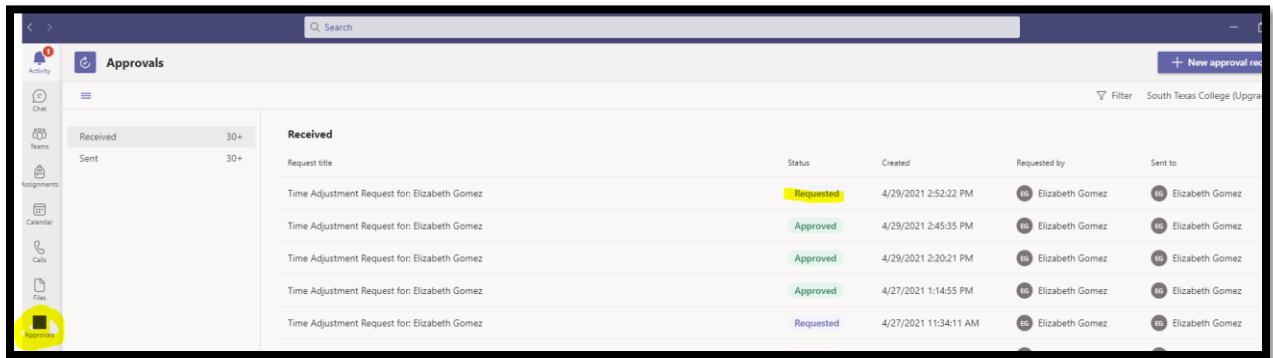
 Final status: Approved 2:28 PM
Approvals
Time Adjustment Request for: Elizabeth Gomez

Approve TARF via Microsoft Teams

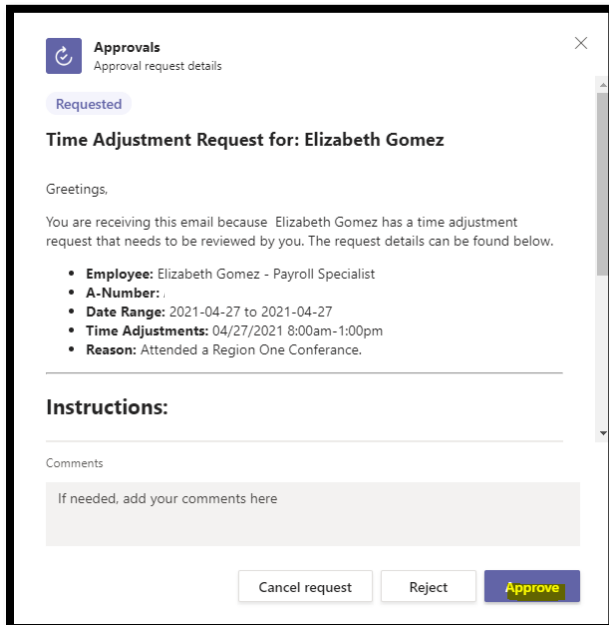
When you receive the TARF from your employee via Microsoft Teams, you will get a notification pop up (see below). You can click on it and it will take you directly to Approve/Reject the request.



Or you can click on the Approval tab and then click on "Requested" TARF you received.



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




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

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

Thu 4/29/2021 2:47 PM

 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 - 2021-04-27 to 2021-04-27
Time Adjustments - 04/27/2021 8:00am-1:00pm
Reason: Attended a Region One Conference.

Thank you.

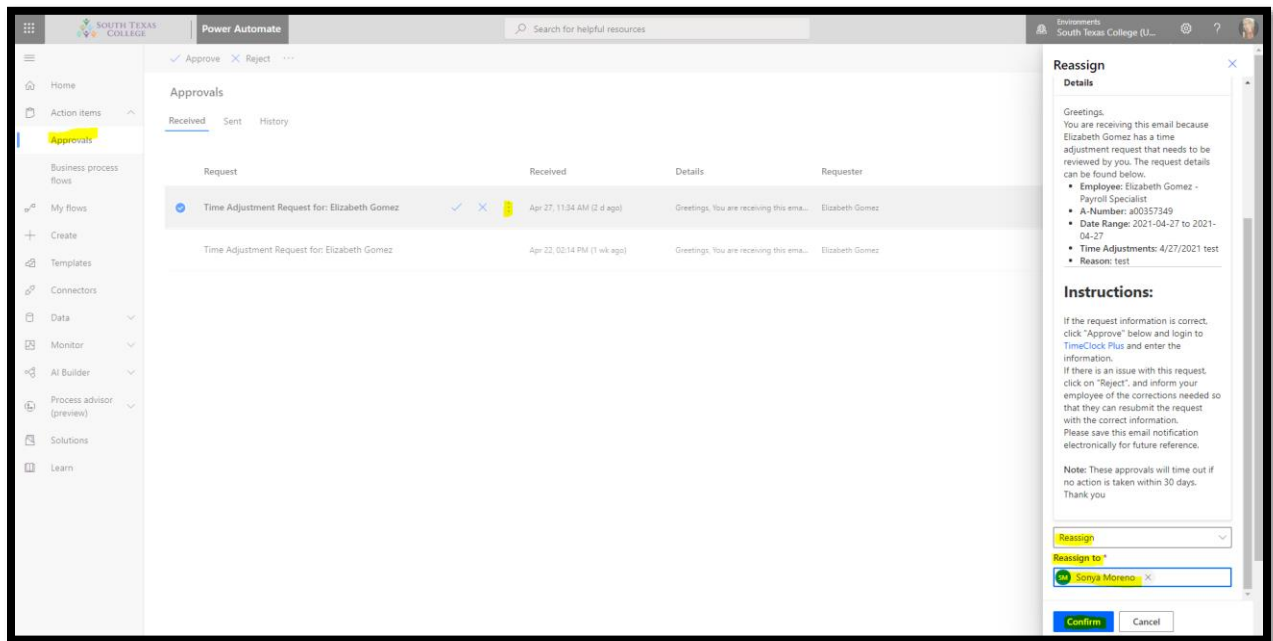
 Final status: Approved 2:28 PM
Approvals
Time Adjustment Request for: Elizabeth Gomez

Reassigning TARF

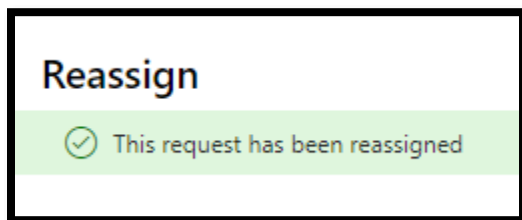
Supervisor will have the option to "Reassign" the time adjustment request form. *For example, if supervisor is out, and there is a supervisor covering for them. They can reassign the TARF to that supervisor.*

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.**

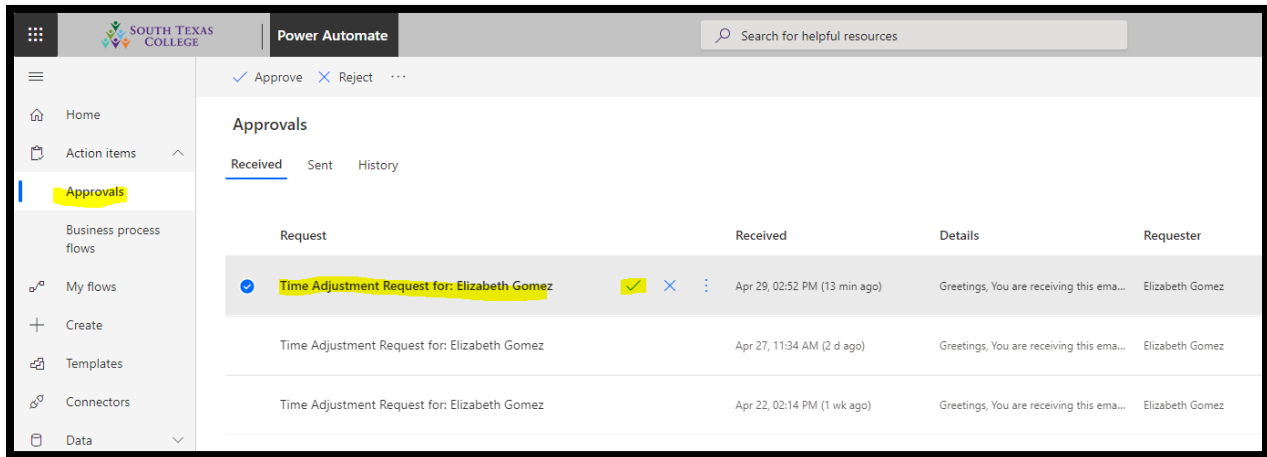


You will then get the Reassign Confirmation:

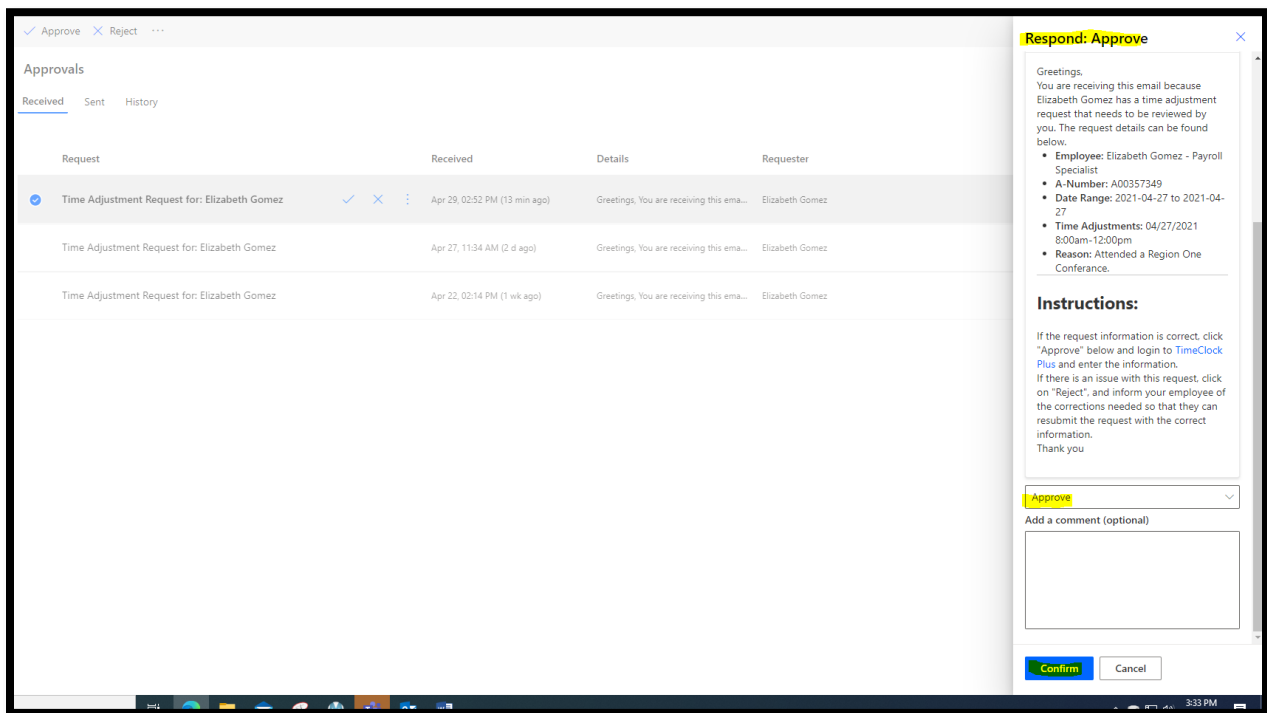


Microsoft Office 365 App-Approvals Tab view

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**.



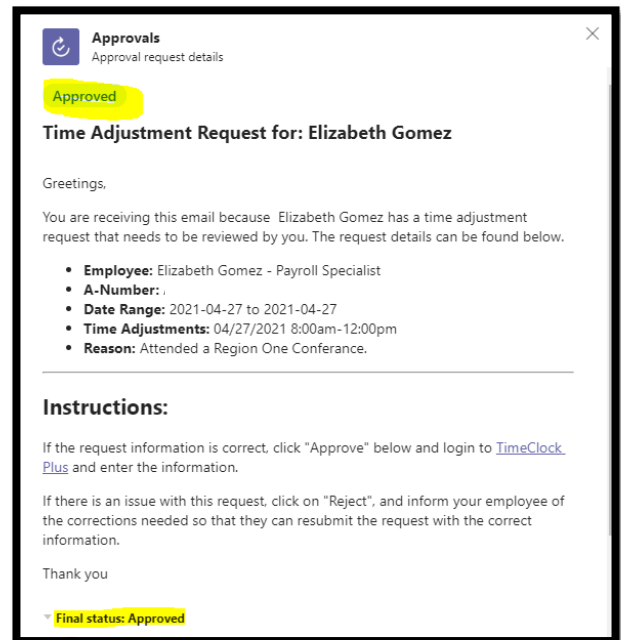
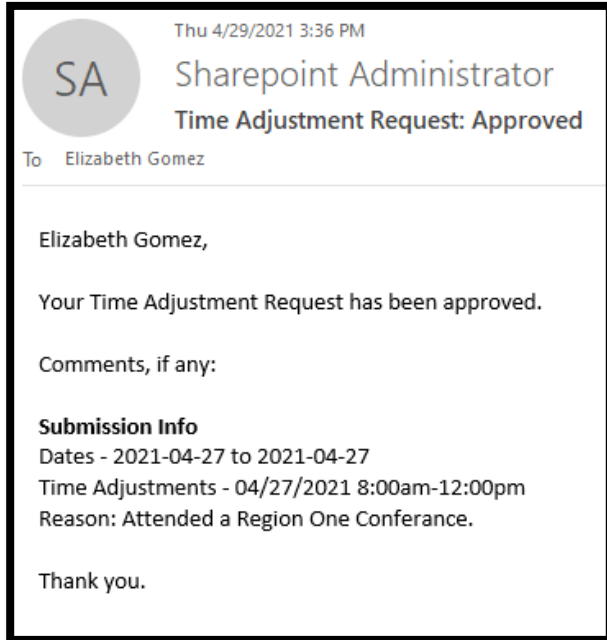
On the right-hand side, the response section will appear and you will **click Confirm** at the bottom.



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**.

Requested for **Sonya Moreno** <smartinez_0388@southtexascollege.edu>

Date Created Tuesday, April 27, 2021 3:31 PM

Greetings,

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:** A
- **Date Range:** 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.

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.

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

Comments

Time was entered incorrect needs to be a rounded punch. Please correct and resubmit your request.

Supervisor will receive confirmation:

 Approvals | Power Automate

Rejected

Date Submitted: Tuesday, April 27, 2021 3:41 PM


Comments Time was entered incorrect needs to be a rounded punch. Please correct and resubmit your request.

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.

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

 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**
Approval request details

Rejected

Time Adjustment Request for: Sonya Moreno

Greetings,

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:** .
- **Date Range:** 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.

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

▼ **Final status: Rejected**

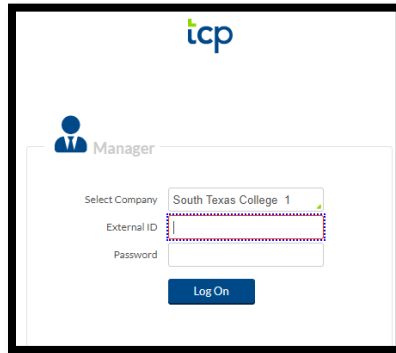
▼ **Final status: Rejected**

 Rejected by
Sonya Moreno Just now

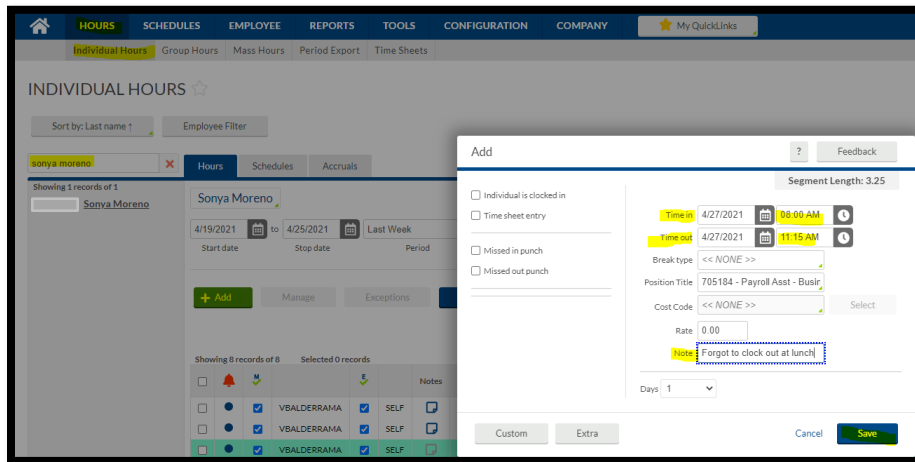
Time was entered incorrect needs to be a rounded punch. Please correct and resubmit your request.

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.



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



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

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Position Title	Rate
	Mon 4/26/2021 08:00 AM	Mon 4/26/2021 07:57 AM	Mon 4/26/2021 12:00 PM	Mon 4/26/2021 05:01 PM	4.00	4.00			705184 - Payroll Asst - Business Office	0.00
	Mon 4/26/2021 01:00 PM	Mon 4/26/2021 01:04 PM			4.00	4.00	6.00		705184 - Payroll Asst - Business Office	0.00
Y	Tue 4/27/2021 08:00 AM		Tue 4/27/2021 11:15 AM		3.25	3.25	3.25	19.25*	705184 - Payroll Asst - 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: vbalderrama@southtexascollege.edu

Phone: 956-872-4674

**Elida Rangel,
Payroll Accountant**

Email: evaldez_3158@southtexascollege.edu

Phone: 956-872-4641

**Sonya Moreno,
Payroll Specialist**

Email: smartinez_0388@southtexascollege.edu

Phone: 956-872-4604

**Michelle Chan,
Accounting Specialist**

Email: mchan3@southtexascollege.edu

Phone: 956-872-4629

**Michelle Garcia,
Payroll Assistant**

TimeClock Plus

Email: mgarc447@southtexascollege.edu

Phone: 956-872-2696

**Blanca Sanchez,
Payroll Assistant**

Monthly Payroll Processing

Email:

bsanchez_2699@southtexascollege.edu

Phone: 956-872-4613

**Rachel Jaramillo,
Payroll Assistant**

Semi-Monthly Payroll Processing

Email:

rjaramillo_8214@southtexascollege.edu

Phone: 956-872-4606