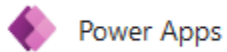




# SOUTH TEXAS COLLEGE

## ELECTRONIC TIME ADJUSTMENT REQUEST FORM



Power Apps

**Updated June 2021**  
**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 new 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.

**SOUTH TEXAS COLLEGE**

**TIME ADJUSTMENT REQUEST FORM**

Internal Control NO. \_\_\_\_\_

FOR DEPARTMENT INTERNAL USE ONLY

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

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

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

Reason/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: \_\_\_\_\_



**TIME ADJUSTMENT**

\* **A Number**  
 Example: A0123456789

\* **Supervisor**  
 Find items

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

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

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

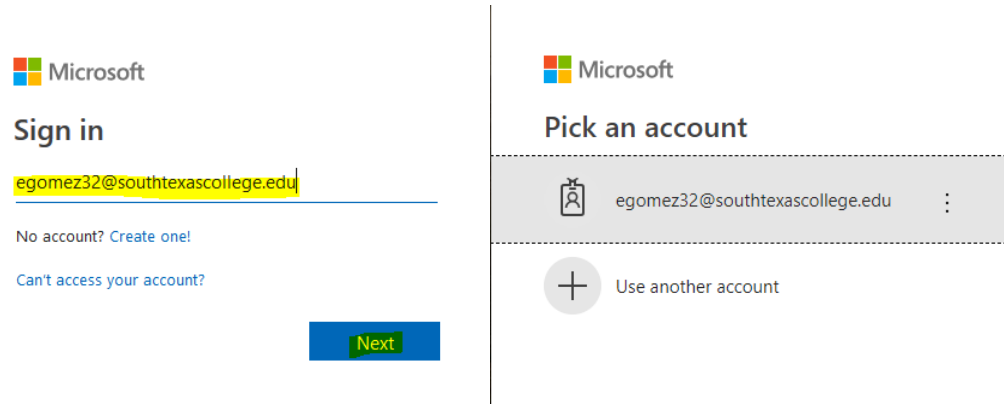
\* **Reason**  
 Reason for adjustment

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

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

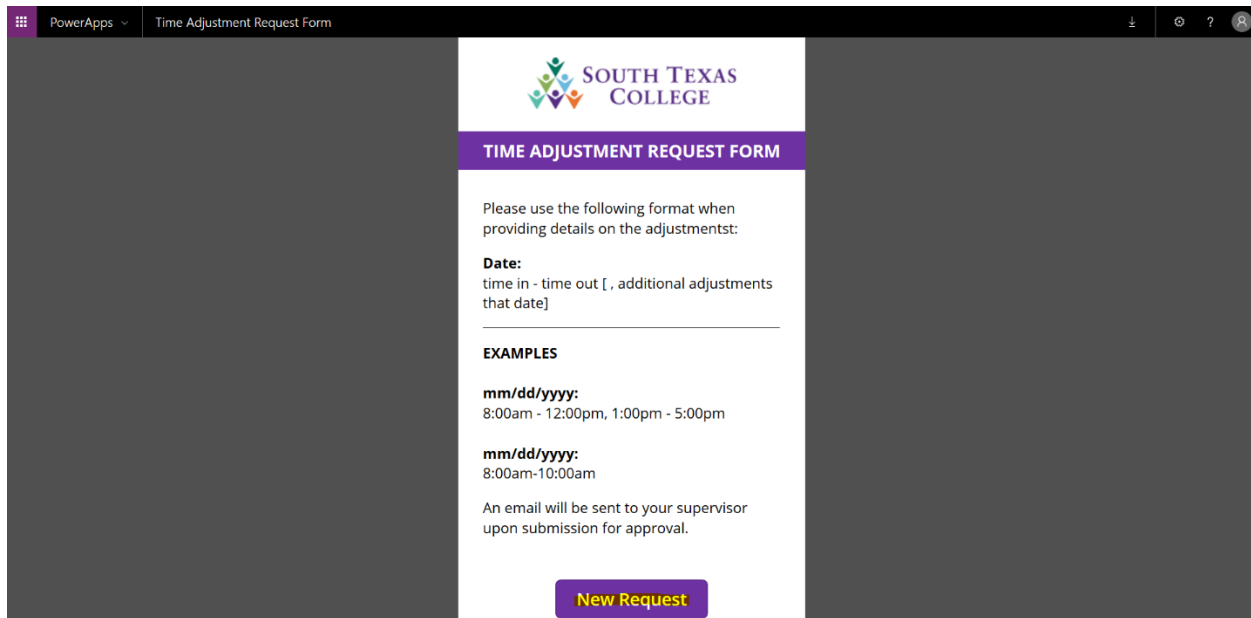
**Log In** to: [www.southtexascollege.edu/go/tarf](http://www.southtexascollege.edu/go/tarf)

Using your same credentials as Jagnet and then click **Next** or select your account.



The image shows two side-by-side screenshots of the Microsoft login interface. The left screenshot is the 'Sign in' page. It features the Microsoft logo at the top, followed by the text 'Sign in'. Below this, the email address 'egomez32@southtexascollege.edu' is entered into a text field. Underneath the text field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right of the page is a blue button labeled 'Next'. The right screenshot is the 'Pick an account' page. It also features the Microsoft logo at the top, followed by the text 'Pick an account'. Below this, there is a list of accounts. The first account is 'egomez32@southtexascollege.edu', which is highlighted with a grey background. To the right of the email address is a three-dot menu icon. Below the list of accounts is a button with a plus sign and the text 'Use another account'.

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



The image is a screenshot of a web browser displaying the 'PowerApps Time Adjustment Request Form'. The browser's address bar shows 'PowerApps' and 'Time Adjustment Request Form'. The page features the South Texas College logo at the top center. Below the logo is a purple header with the text 'TIME ADJUSTMENT REQUEST FORM'. The main content area contains the following text: 'Please use the following format when providing details on the adjustments:'. Below this is a 'Date:' section with the format 'time in - time out [ , additional adjustments that date]'. Underneath is an 'EXAMPLES' section with two examples: 'mm/dd/yyyy: 8:00am - 12:00pm, 1:00pm - 5:00pm' and 'mm/dd/yyyy: 8:00am-10:00am'. At the bottom of the page, there is a purple button labeled 'New Request'. A note at the bottom states: 'An email will be sent to your supervisor upon submission for approval.'

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**

Find items

\* **Start Date**

12/31/2001

\* **End Date**

12/31/2001

\* **Time Adjustments**

01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm

\* **Reason**

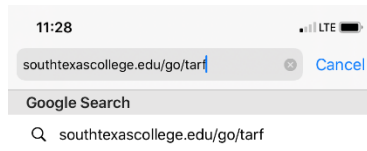
Reason for adjustment

**Attachments**

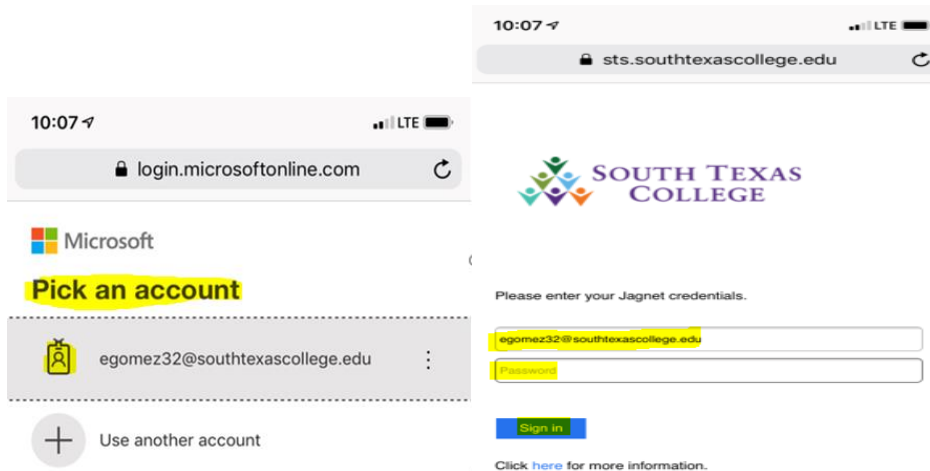
There is nothing attached.  
 Attach file

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

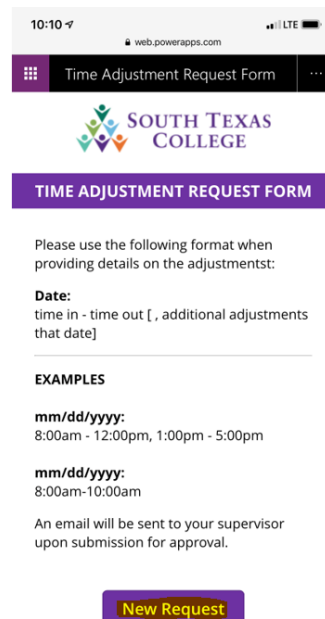
Log in to: [www.southtexascollege.edu/go/tarf](http://www.southtexascollege.edu/go/tarf)




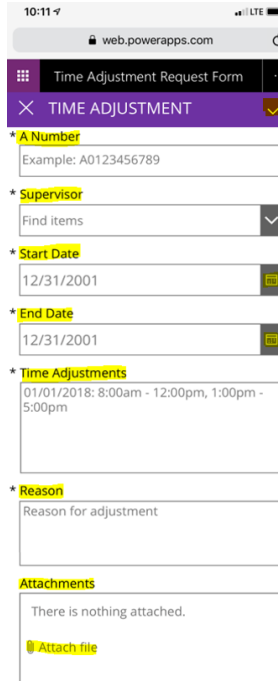
Select your account or enter your Jagnet credentials and then select Sign in.



Select 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.



The screenshot shows a mobile web browser interface for a 'Time Adjustment Request Form'. The browser address bar shows 'web.powerapps.com'. The form title is 'TIME ADJUSTMENT' with a checkmark icon. The form contains the following fields:

- \* A Number**: A text input field with the example 'A0123456789'.
- \* Supervisor**: A dropdown menu with the text 'Find items' and a downward arrow.
- \* Start Date**: A date input field showing '12/31/2001' and a calendar icon.
- \* End Date**: A date input 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 input field with the placeholder text 'Reason for adjustment'.
- Attachments**: A section with the text 'There is nothing attached.' and a button labeled 'Attach file'.

# Confirmation Email

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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.



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.



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

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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

**Michelle Chan, Accounting Specialist**

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

Phone: 956-872-4629

**Sonya Moreno, Payroll Assistant**

TimeClock Plus

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