



## Manager/Supervisor Manual

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**\*Please note that supervisors are referred as Managers in TCP.**


## Supervisor Responsibilities

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- Complies with College-wide policies on code of ethics; reporting suspected or known fraud, abuse and other improprieties; hours of work policy; leave policy; overtime policy and all other College-wide personnel, payroll and benefits policies and procedures.
- Review TimeClock Plus (TCP) drop down list to ensure all employees are actual and current employees.
- If there are employees that must be added and/or deleted from their drop down list, supervisors must submit the TimeClock Plus Access Authorization Form (BO-7710).
- Ensures all manual punches have an Electronic time adjustment form (BO-7700) submitted by the employee and approved by supervisor on file. The Electronic time adjustment form (BO-7700) must remain on file by the department and made available for auditing purposes for 4 years for non-granted funded employees and 10 years for grant funded employees.
- Audits and enters missing punches from BO-7700 form submitted by employee, enters absences, and verifies the employee's online timecard.
- Audits and approves all exceptions in employee's timecard such as missed punches.
- Audits and approves leave entered by the employee.
  - Leave must be turned in no later than three days after the occurrence. No leaves will be accepted after time cards have been locked.
- Verifies that total hours worked by employee are not under 40 for each work week (non-exempt monthly employees only).
  - Ensures that timecard verification is made by the **due date.** ( **3 days after pay week**)
- Makes sure NOE's for new hires, changes, and terminations are submitted timely to the Office of Human Resources to avoid any delays in updating information in TCP.
- The Supervisor portal for TCP is also available off campus and can be accessed via any internet connection. Supervisors can approve leave and verify hours even while away or off campus.  
<https://172441.tcplusedemand.com/app/manager/#/ManagerLogOn/172441>


## Missed Punches


A missed punch is an exception that will need your approval. You can see this exception on your dashboard under **Missed Punches**.


[HOURS](#)
[SCHEDULES](#)
[EMPLOYEE](#)
[REPORTS](#)
[TOOLS](#)

MY DASHBOARD ☆


**REQUIRED APPROVALS**
0
?


**BIRTHDAYS**
0


**MISSED PUNCHES**
1
?

Name	Type	Date	1/1
Ana Gonzalez	Missed In	06/14 01:30 P - 05:30 P	✓


[Jump to Group Hours](#)

You can approve this exception one of three ways.


1. Through the Dashboard
2. Group hours
3. Individual hours


### 1. Through the Dashboard


- Go to the **MISSED PUNCHES** widget and select the check mark furthest to the right
- Once approved the employee will no longer appear in the widget below.


[HOURS](#)
[SCHEDULES](#)
[EMPLOYEE](#)
[REPORTS](#)
[TOOLS](#)

MY DASHBOARD ☆


**REQUIRED APPROVALS**
0
?


**BIRTHDAYS**
0

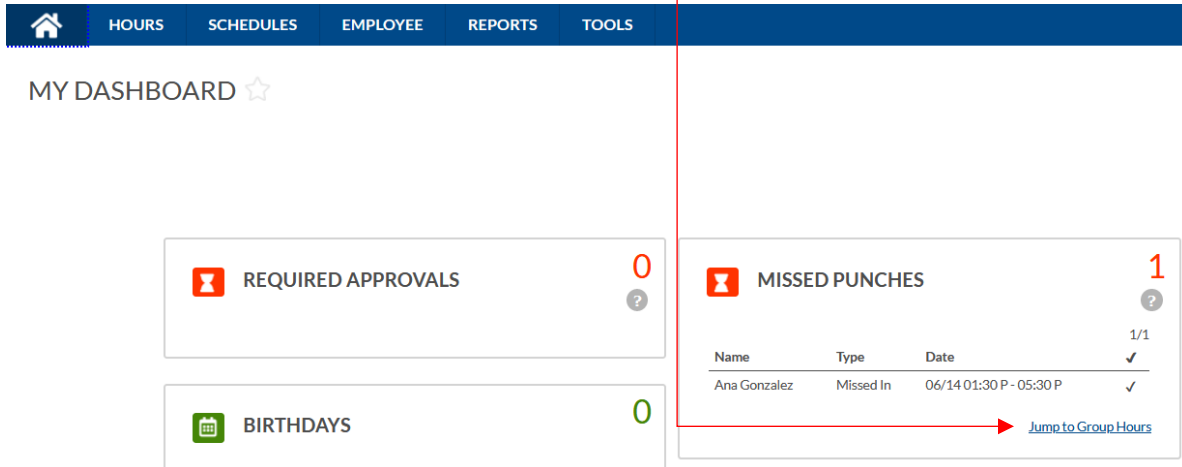

**MISSED PUNCHES**
1
?

Name	Type	Date	1/1
Ana Gonzalez	Missed In	06/14 01:30 P - 05:30 P	✓

[Jump to Group Hours](#)

## 2. Group hours

- You can get to this section by going to the **MISSED PUNCHES** Widget and selecting [Jump to group hours](#).



MY DASHBOARD ☆

**REQUIRED APPROVALS** 0

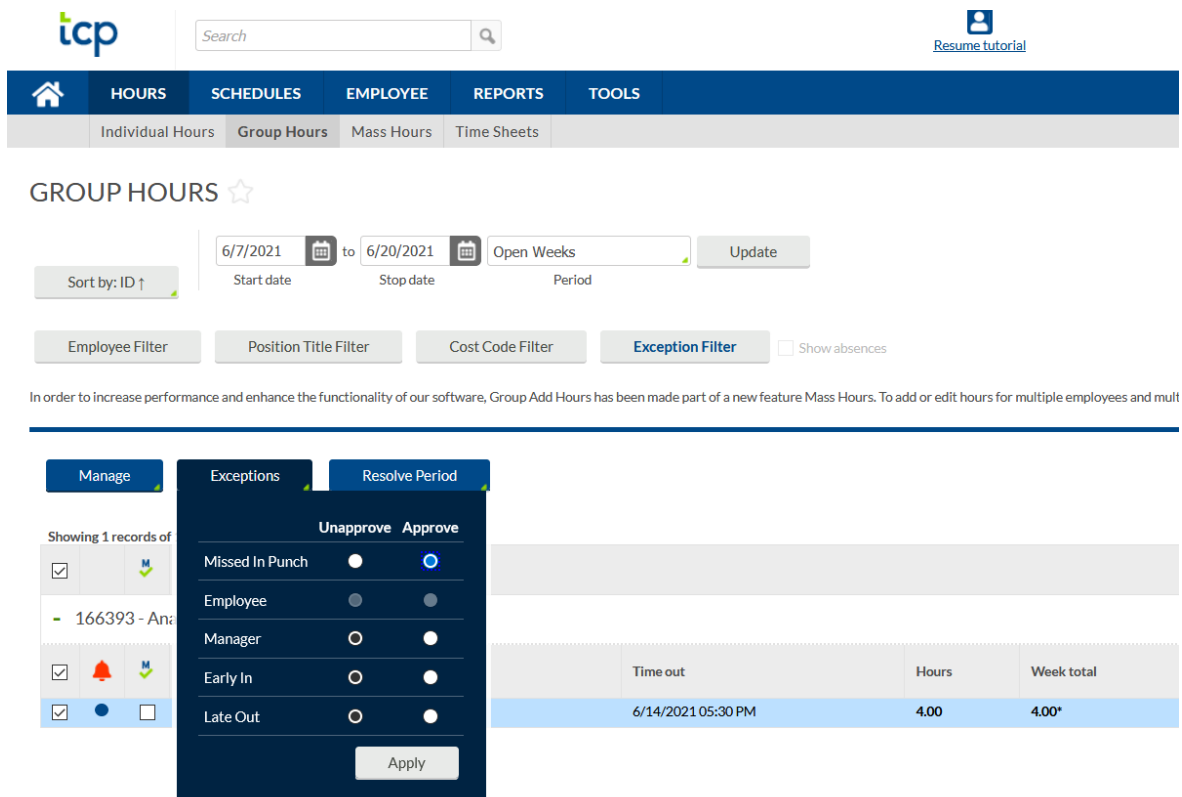
**BIRTHDAYS** 0

**MISSED PUNCHES** 1

Name	Type	Date	
Ana Gonzalez	Missed In	06/14 01:30 P - 05:30 P	✓

[Jump to Group Hours](#)

- Here you will select your date range and press update.
- Select one or more segments with an exception. Select **Manage Exception** button to view the exceptions and under missed punches select the **Approve** radio button and press apply.



tcp Search [Resume tutorial](#)

**GROUP HOURS** ☆

Sort by: ID ↑

6/7/2021 to 6/20/2021 Open Weeks Update

Employee Filter Position Title Filter Cost Code Filter **Exception Filter** ☐ Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and mult

**Manage** Exceptions Resolve Period

Showing 1 records of

166393 - Ana

Unapprove Approve

Missed In Punch ☐ ☒

Employee ☐ ☐

Manager ☐ ☐

Early In ☐ ☐

Late Out ☐ ☐

Apply

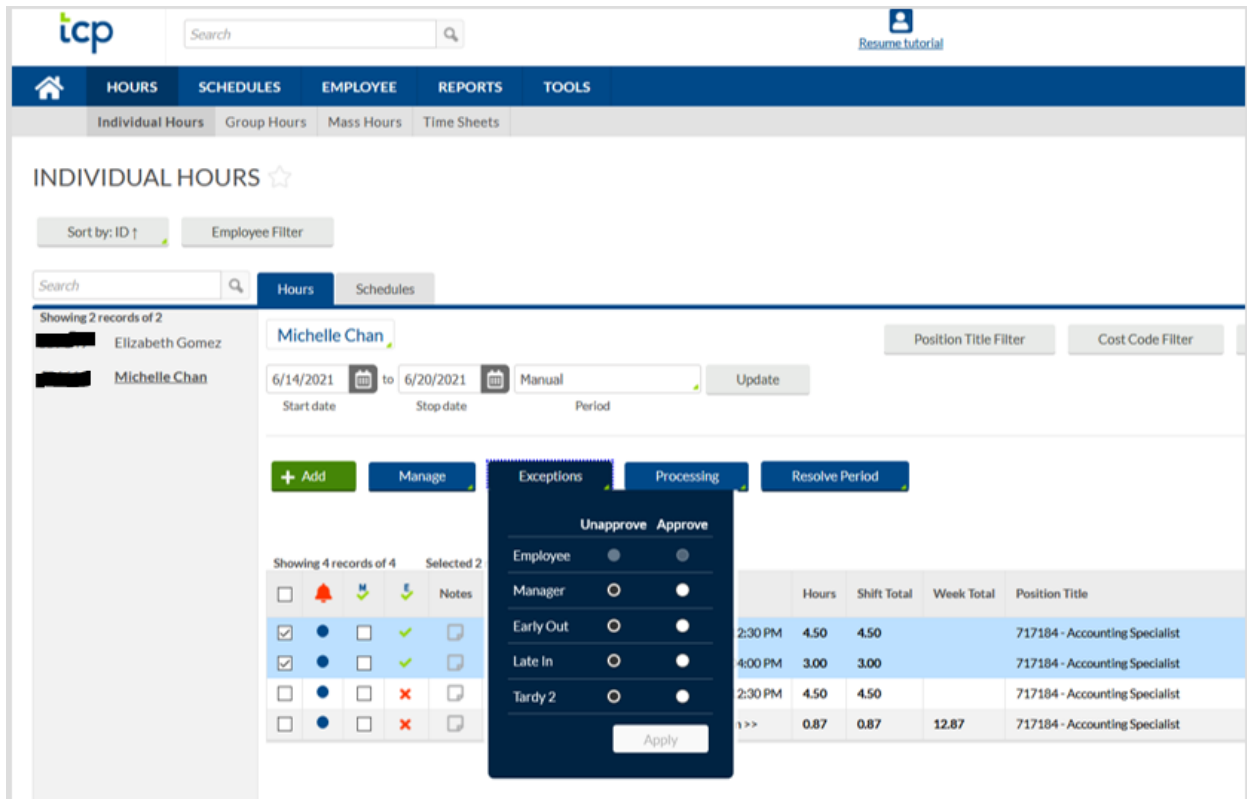
Time out	Hours	Week total
6/14/2021 05:30 PM	4.00	4.00*

- If you would like to mass approve missed punch exception then you can go to the [Resolve Period](#) button and choosing which exceptions you would like to approve.

**NOTE:** Resolving exceptions will resolve ALL exceptions in that time frame, not just the ones visible on the page. Please be sure to review all missed punches exceptions before approving, as there might be discrepancies.

### 3. Individual Hours

- Go to the hours tab → individual hours → select your employees → select the segment with the missed punch exception → select manage segment → under missed punches select the approved column radio button and press apply.



The screenshot shows the TCP Individual Hours interface. The 'Hours' tab is selected, and the 'Manage' sub-tab is active for employee Michelle Chan. The interface displays a table of exceptions with columns for Employee, Manager, Exception Type, Hours, Shift Total, Week Total, and Position Title. A modal window is open for 'Unapprove' and 'Approve' actions.

Employee	Manager	Exception Type	Hours	Shift Total	Week Total	Position Title
Michelle Chan		Early Out	2:30 PM 4.50	4.50		717184 - Accounting Specialist
Michelle Chan		Late In	4:00 PM 3.00	3.00		717184 - Accounting Specialist
Michelle Chan		Tardy 2	2:30 PM 4.50	4.50		717184 - Accounting Specialist
			0.87	0.87	12.87	717184 - Accounting Specialist

## Leave Requests

*\*Employees must enter leave requests in TCP within 3 days of occurrence per College's Employee Leave Procedures. Supervisors must approve leave before the closing of the pay week. Pay weeks are closed on a weekly basis on the following Wednesday.*

*\*The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network. If an employee uses the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.*

*\*Supervisors receive emails upon each leave request to assist in timely review and approval of leave requests. Supervisors are encouraged to have at least one Supervisor proxy for leave approvals for times when they are unable to approve leave requests timely.*

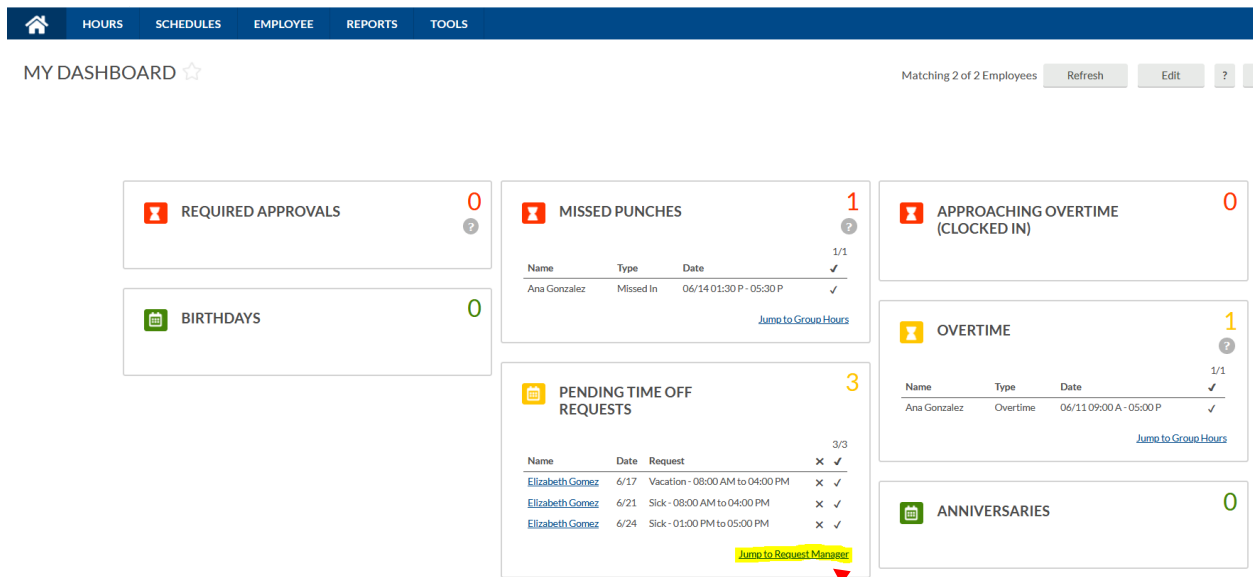
**Approving/Denying leave request. (You will receive an e-mail notification of the pending request)**

You can approve or deny leave requests three ways.

1. Through the Dashboard
2. Request manager
3. Outlook Email

### 1. Through the Dashboard

- On your dashboard you will find the widget **PENDING TIME OFF REQUESTS**
- Select the “V” to approve or the “X” to deny. Once complete the pending request should no longer appear.



The screenshot shows the TCP Employee Portal dashboard. At the top is a navigation bar with links: HOME, HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS. Below the navigation bar is a header area with "MY DASHBOARD" and a star icon, and on the right, "Matching 2 of 2 Employees", "Refresh", "Edit", and a help icon. The dashboard contains several widgets:

- REQUIRED APPROVALS**: 0
- BIRTHDAYS**: 0
- MISSED PUNCHES**: 1
 

Name	Type	Date	
Ana Gonzalez	Missed In	06/14 01:30 P - 05:30 P	✓
- PENDING TIME OFF REQUESTS**: 3
 

Name	Date	Request		
Elizabeth Gomez	6/17	Vacation - 08:00 AM to 04:00 PM	×	✓
Elizabeth Gomez	6/21	Sick - 08:00 AM to 04:00 PM	×	✓
Elizabeth Gomez	6/24	Sick - 01:00 PM to 05:00 PM	×	✓
- APPROACHING OVERTIME (CLOCKED IN)**: 0
- OVERTIME**: 1
 

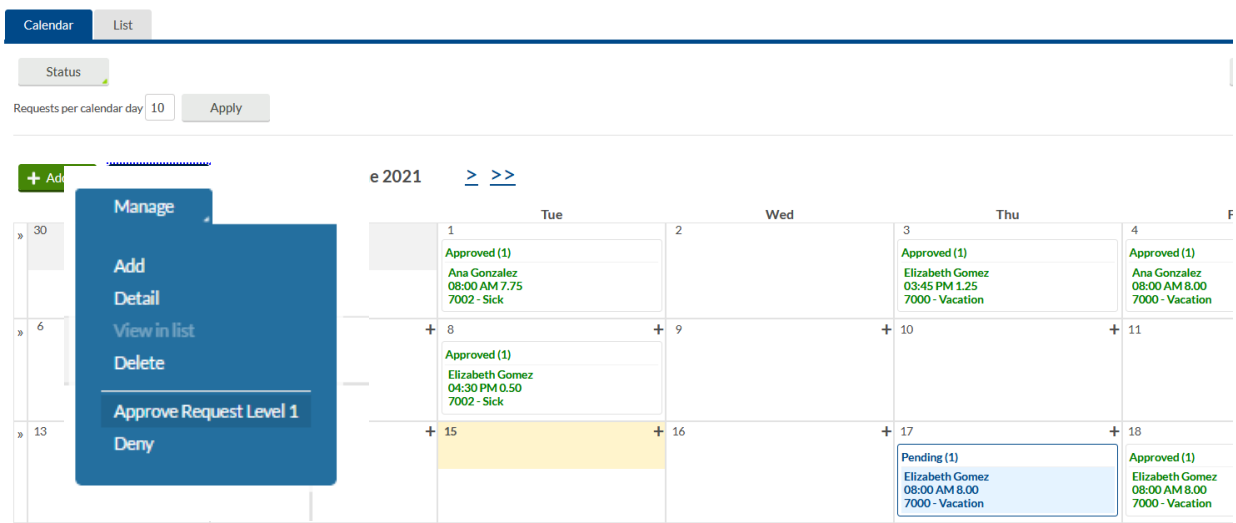
Name	Type	Date	
Ana Gonzalez	Overtime	06/11 09:00 A - 05:00 P	✓
- ANNIVERSARIES**: 0

A red arrow points to the "Jump to Request Manager" link at the bottom of the Pending Time Off Requests widget.

## 2. Request Manager

- You can get here through the widget and selecting “Jump to Request Manager”
- Or by selecting the **Tools** Tab → Selecting **Request Manager**
- Select the pending time off request on the calendar
- Select Manage → Select Approve request leave 1 or Deny
- Once approved it should turn from blue to green
- If Denied it should turn red

### REQUEST MANAGER ☆



The screenshot shows the Request Manager interface with a calendar view. A context menu is open over a pending request on 07/30/2018. The menu options are: Manage, Add, Detail, View in list, Delete, Approve Request Level 1, and Deny. The calendar shows several requests: Ana Gonzalez (Sick), Elizabeth Gomez (Vacation), and Elizabeth Gomez (Sick). The pending request for Elizabeth Gomez is highlighted in blue.

## 3. Outlook Email

- Once leave request has been placed by employee you will receive an email to approve/deny request.

A time-off request "Vacation" on 07/30/2018 from 08:00 AM to 08:15 AM for Vacation has been CREATED by Elizabeth Gomez.

[Approve level 1](#)

[Deny request](#)

\*These links will be rendered invalid after 72.00 hours

- You can go ahead and click [Approve level 1](#) to approve or [Deny request](#) to deny leave request (**the link via email notification is only available to supervisors for 72 hours**). If the supervisor does not use the email link to approve/deny the leave request within 72 hours of the initial request, the supervisor will need to log into TCP and approve/deny the leave request.



- Once leave request has been approved or denied, you will see the message below where you have either approved or denied request.
- You may click continue to navigate to TimeClock Manager portal login.

Approved

Elizabeth Gomez 07/30/2018 08:00 AM 0.25 hours 7000 - Vacation

Denied

Elizabeth Gomez 07/31/2018 08:00 AM 0.25 hours 7000 - Vacation

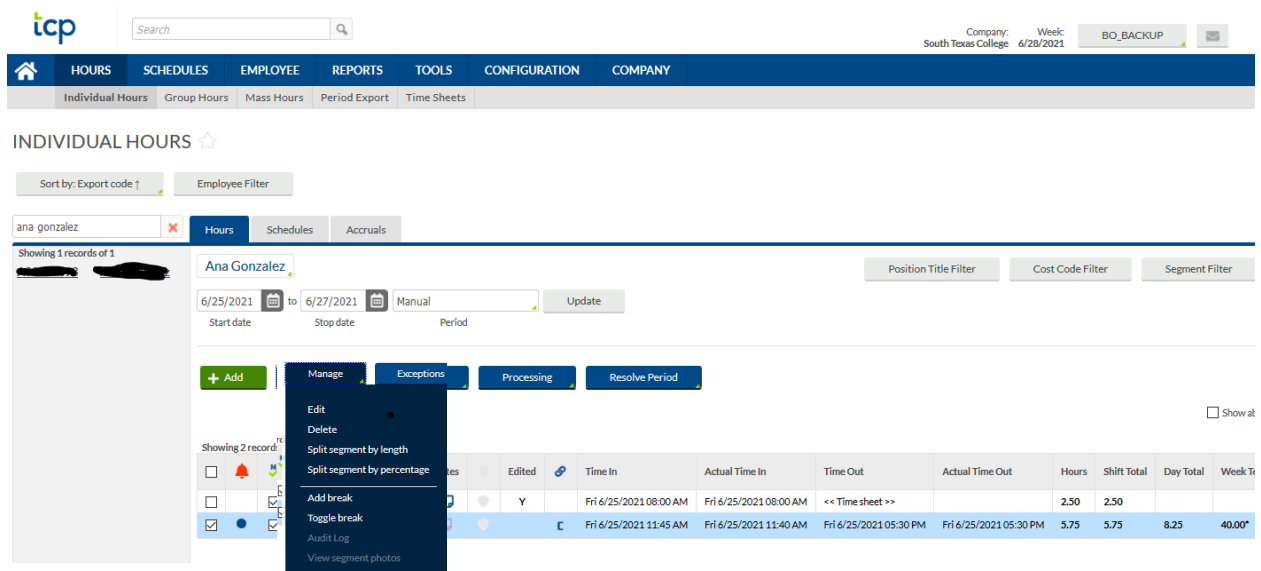
Click **Continue** to navigate to TimeClock Manager

Click **Continue** to navigate to TimeClock Manager

Continue

Continue

If the employee will no longer need to take leave for the date requested and it has been approved they can cancel the request before the starting time of the leave or you can remove the leave from the time card. You can do this by going to the **Hours tab** → **Individual Hours** → Selecting the employee → Select the segment which the employee will no longer be taking the leave (first column on the left) → Select **Manage Segment** → **Delete**.



Individual Hours

Sort by: Export code ↑ Employee Filter

ana gonzalez

Showing 1 records of 1

Ana Gonzalez

6/25/2021 to 6/27/2021 Manual Update

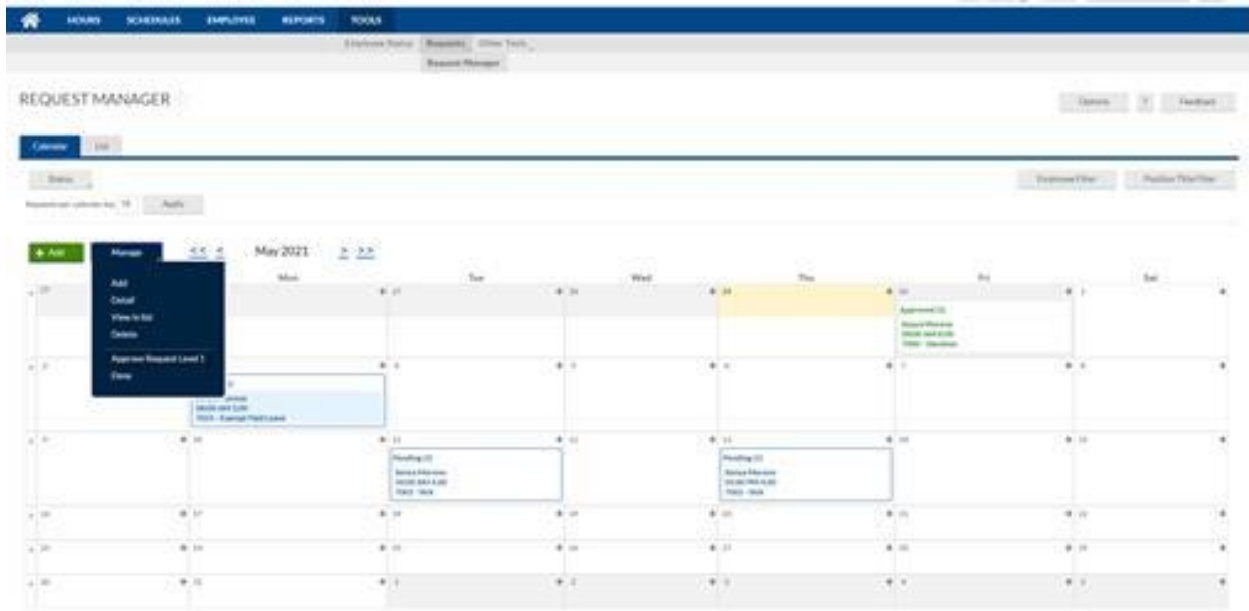
Position Title Filter Cost Code Filter Segment Filter

+ Add Manage Exceptions Processing Resolve Period

Edit Delete Split segment by length Split segment by percentage Add break Toggle break Audit Log View segment photos

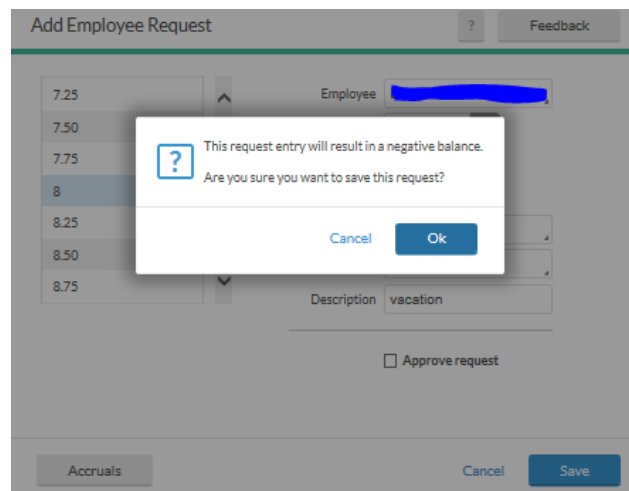
Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total
Fri 6/25/2021 08:00 AM	Fri 6/25/2021 08:00 AM	<< Time sheet >>		2.50	2.50		
Fri 6/25/2021 11:45 AM	Fri 6/25/2021 11:40 AM	Fri 6/25/2021 05:30 PM	Fri 6/25/2021 05:30 PM	5.75	5.75	8.25	40.00*

Should an employee need to remove an approved/denied leave request and need to re-enter the leave request, it must be removed from both time card (as shown above) and calendar. Go to **Tool tab** → **Request Manager** → select the approved leave request → select **Manage** → and **Delete**.



**Note:** If an employee is not able to submit their leave request for a future date because they do not have enough leave accrual balance. Supervisors will need to enter the leave request for them. When entering the leave for the employee, you will be getting the message below since employee does not have enough leave balance. Click *ok* if you wish to proceed with the request.

**Note:** Should an employee need to adjust the time for a leave that has already been approved, it will need to be done at the supervisor level and it is best practice to have them submit an e-mail for tracking purposes if possible.



Once the leave request is submitted and saved it will show pending on the calendar for the employee as shown below.

20 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	21 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	22 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	23 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	24 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation
27 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	28 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	29 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	30 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	1 Pending (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation
4	5	6	7	8

If at that point you wish to approve the request click *Approve request level 1*, as shown below it will show Approved on the calendar for the employee.

Add Detail View in list Delete <hr/> Approve Request Level 1 Deny	20 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	21 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	22 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	23 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	24 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation
	27 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	28 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	29 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	30 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation	1 Approved (1) Elizabeth Gomez 08:00 AM 8:00 7000 - Vacation

Once leave request is approved, it will populate on the employees' timecard as shown below.

Time In	Time Out	Hours	Shift Total	Week Total	Position Title
11/27/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
11/28/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
11/29/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
11/30/2017 08:00 AM	<< Time sheet >>	8.00	8.00		7000 - Vacation
12/1/2017 08:00 AM	<< Time sheet >>	8.00	8.00	40.00	7000 - Vacation

**Note:** Employees and Supervisors are responsible for requesting and approving leave within the available balances. Please reference Jagnet or contact the HR Benefits Staff at 956-872-4448 for assistance regarding your employees leave balances.

## Time Card Verification

**Time cards** are **due 3 days after the end of the pay week**. After the non-exempt employee has verified their time card, the supervisor will then go in and review & verify the employee's time card. **If employee did not or was not available to verify timecard before the deadline, then the supervisor should print the timecard and should be signed by both the employee and supervisor. This document must be kept for 4 years for non-grant funded employees and 10 years for grant funded employees.**

\*The exception to this requirement will be segments created by BO\_Admin such as punches for populated Unauthorized Absence Leave.



Non- Exempt employees are required to verify their own leave requests in their timecard. If unable to verify employee will have to print and sign timecard for auditing purposes.

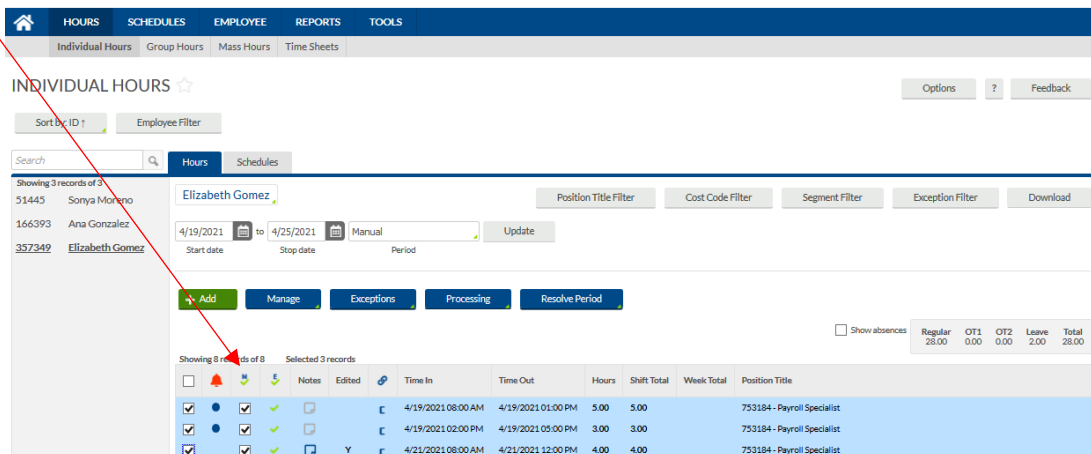
*\*The TCP Employee Portal is to be used only internally while on an STC network and not to be used outside of the STC network. If an employee uses the Employee Portal outside of the STC network, this would be in violation of our procedures and an investigation will occur with appropriate actions to follow.*

You can verify the employees time by one of two ways:

1. **Individual Hours**
2. **Group Hours**

1. **Individual hours**

- Go to the hours tab
- Individual hours
- Select the employee
- Audit the segments for the pay week for discrepancies
- If no discrepancies, then either select the  or select the individual boxes 



**INDIVIDUAL HOURS**

Sort by ID ↑ Employee Filter

Search

Showing 3 records of 3

ID	Name	Position Title	Cost Code	Segment	Exception	Download
51445	Sonya Moreno					
166393	Ana Gonzalez					
337349	Elizabeth Gomez					

4/19/2021 to 4/25/2021 Manual Update

Start date Stop date Period

**Add** **Manage** **Exceptions** **Processing** **Resolve Period**

Showing 8 records of 8 Selected 3 records

	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Position Title
<input checked="" type="checkbox"/>			4/19/2021 08:00 AM	4/19/2021 01:00 PM	5.00	5.00		753184 - Payroll Specialist
<input checked="" type="checkbox"/>			4/19/2021 02:00 PM	4/19/2021 05:00 PM	3.00	3.00		753184 - Payroll Specialist
<input checked="" type="checkbox"/>			4/21/2021 08:00 AM	4/21/2021 12:00 PM	4.00	4.00		753184 - Payroll Specialist

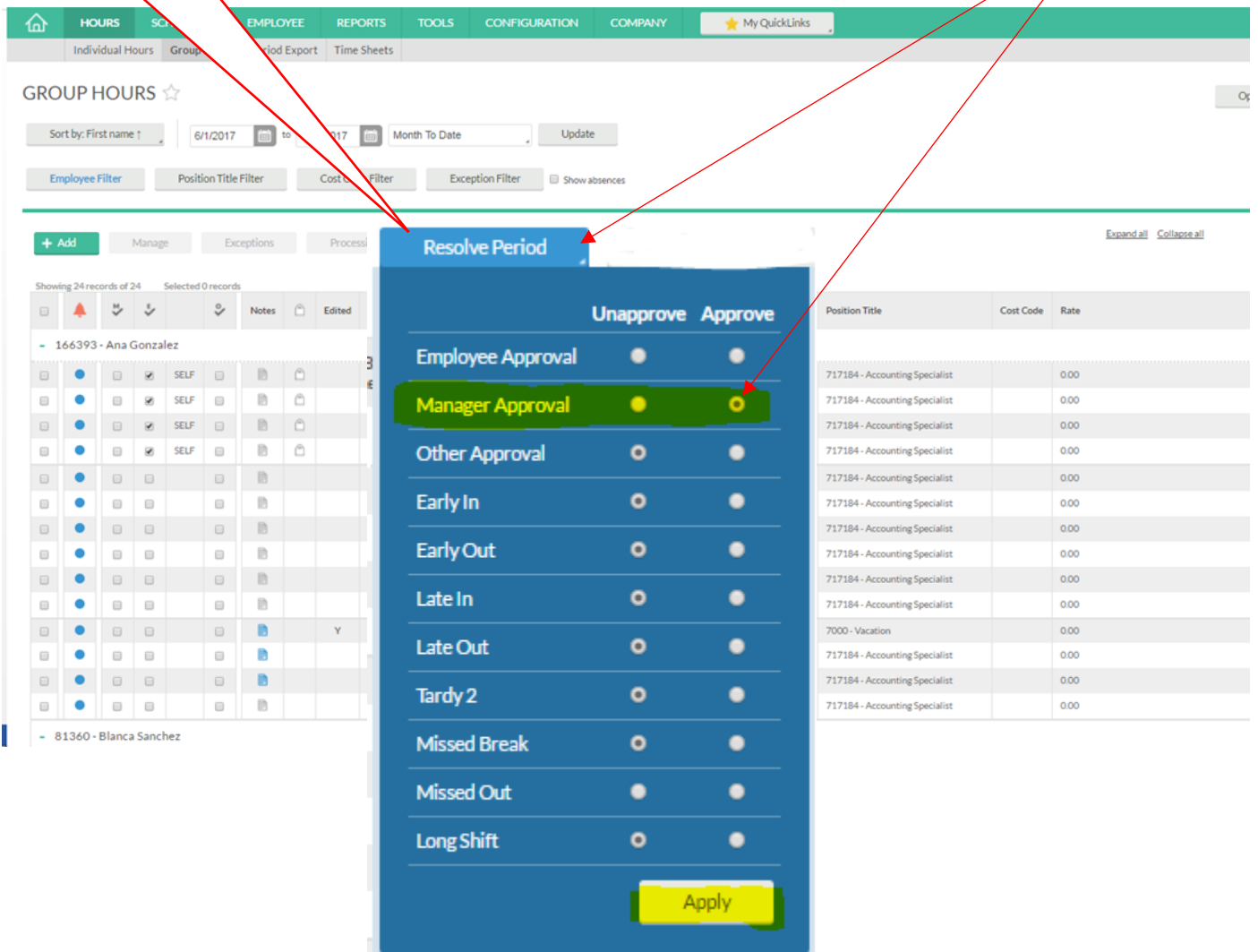
☐ Show absences

Regular	OT1	OT2	Leave	Total
28.00	0.00	0.00	2.00	28.00

## 2. Group Hours

- Go to hours
- Group hours
- Select the corresponding pay week
- Audit the pay week of each employee for any discrepancies
- Select Resolve Period
- Select “Approve” on the “Manager Approval” area
- Then press “Apply”

This action will approve all employees including those who do not show up on current page.



The screenshot displays the 'GROUP HOURS' interface. The top navigation bar includes tabs for HOURS, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below the navigation bar, there's a 'GROUP HOURS' section with filters for Employee, Position Title, Cost Code, and Exception. A modal window titled 'Resolve Period' is open, showing a list of approval categories: Employee Approval, Manager Approval (highlighted in green), Other Approval, Early In, Early Out, Late In, Late Out, Tardy 2, Missed Break, Missed Out, and Long Shift. Each category has 'Unapprove' and 'Approve' buttons. The 'Approve' button for 'Manager Approval' is highlighted in green. An 'Apply' button is at the bottom of the modal. In the background, a table lists employees with their position titles and rates.

Position Title	Cost Code	Rate
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
7000 - Vacation		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00
717184 - Accounting Specialist		0.00


## Exclude Exempt Employees

Please follow steps below through TCP if you would like to exclude exempt employees from your drop down menu.

1. Hours
2. Individual Hours
3. Employee Filter
  - a) Check mark **Exclude salaried**
  - b) Press **Filter**

Employee Filter
?
Feedback

Employee Filter		Preview	Load	Save as	Reset All
<input checked="" type="checkbox"/> Employee Status	<input checked="" type="checkbox"/> Exclude suspended				
<input type="checkbox"/> Employee ID	<input checked="" type="checkbox"/> Exclude terminated				
<input type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Exclude salaried				
<input type="checkbox"/> Classification	<input type="checkbox"/> Exclude full time				
<input type="checkbox"/> Department	<input type="checkbox"/> Exclude part time				
<input type="checkbox"/> Location	<input type="checkbox"/> Exclude employees with no work status				
<input type="checkbox"/> Employee Role					
<input type="checkbox"/> Schedule Group					
<input type="checkbox"/> Manager					
<input type="checkbox"/> Positions					
<input type="checkbox"/> Provision					
<input type="checkbox"/> Qualifications					
<input type="checkbox"/> Hire Date					
<input type="checkbox"/> Days Employed					
<input type="checkbox"/> Custom Fields					
Summary					

2005 of 4125 employees match

Cancel
Filter

Once you have filtered you will no longer see exempt employees on your list.

*\*Please note that you will have to do this process every time you log in, if you would like to see your hourly employees only.*

## Reports

---

You can access various supervisor reports by going to the Reports tab → Period Reports → under “Categories” “Select “Supervisor Reports”.

There are 7 supervisor reports.

- 1. Approved hours-** This report will display Hours that have been approved.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.
  
- 2. Complete Payroll-** This report will display Regular hours worked, Overtime, & total for each week.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.
  
- 3. Overtime-** This report will display any overtime worked by the employee.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.
  
- 4. Overtime within 7 hours-** this report displays all employee who are going to be reaching overtime in 7 hours.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.

5. Pending approvals- This report will display any pending approvals.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.
  
6. Punch Detail- This report displays where the employee is clocking in/out from.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.
  
7. Time Off Request-This report will display.
  - Select the date range
  - And then click download
  - Select the format you would like the report in
  - Wait for it to process and click download.

Select a date range, type of report you would like to run, press download, select the format you would like.

PERIOD REPORTS ☆
Options 1

---

?
Sort Key Settings
Employee Filter
Position Title Filter

6/25/2021

to

6/27/2021

Manual

Start date Stop date Period

**Categories** \* = Custom Category

Payroll
Position Title
Scheduler
Period
Cost Code
Accruals
Miscellaneous
Contract
Benefit Status
<b>Supervisor Reports *</b>
BO_Backup Reports *
Non-Compliance Reports *

**Select a report** \* = Custom Report

<b>Approved Hours *</b>
Complete Payroll *
Conflicting Shifts Report *
Employee Information *
Long Shift Report *
Missed Punch Report *
Missed Punches Pending Approval *
Overtime *
Overtime Within 7 Hours *
Pending Time Off Request *
Pending Verification *
Punch Location *

**Download**

Settings

Preview

Print

**Create Saved Report**

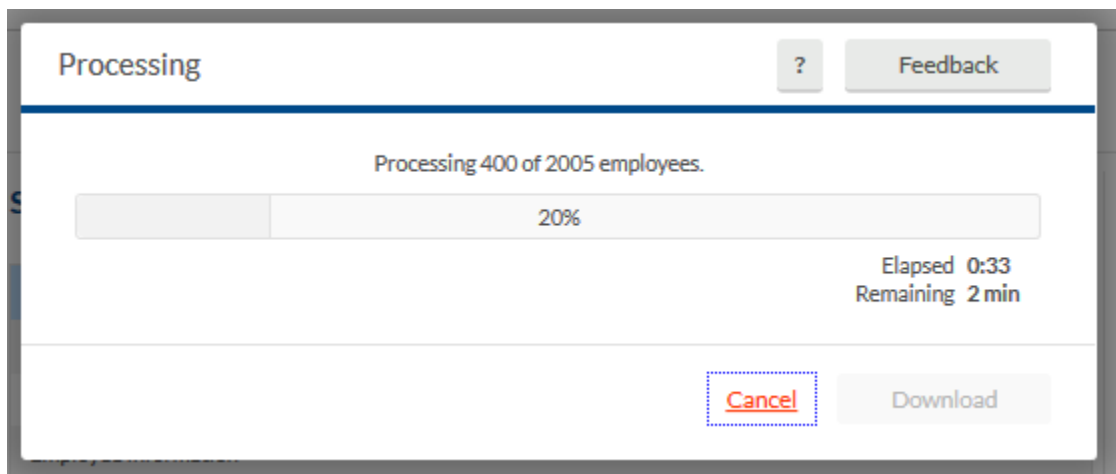
Manage Saved Report

Delete

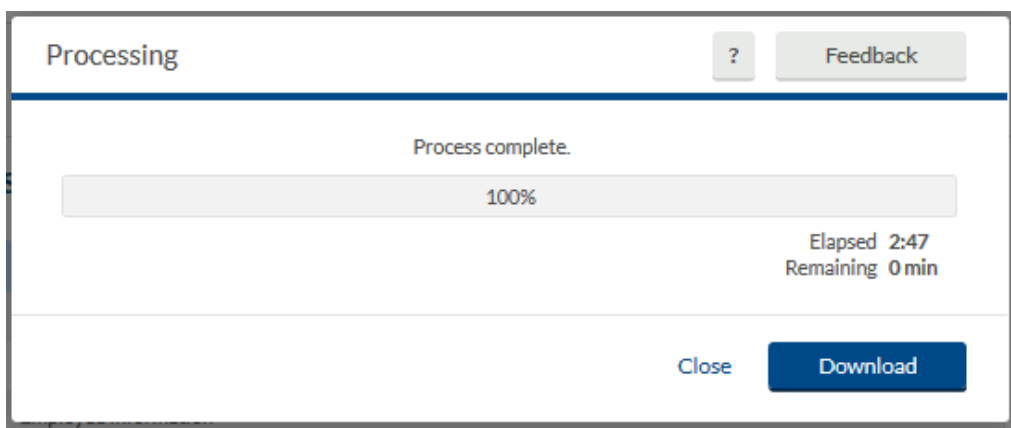
Edit



Wait for it to process.



Once processed press download.

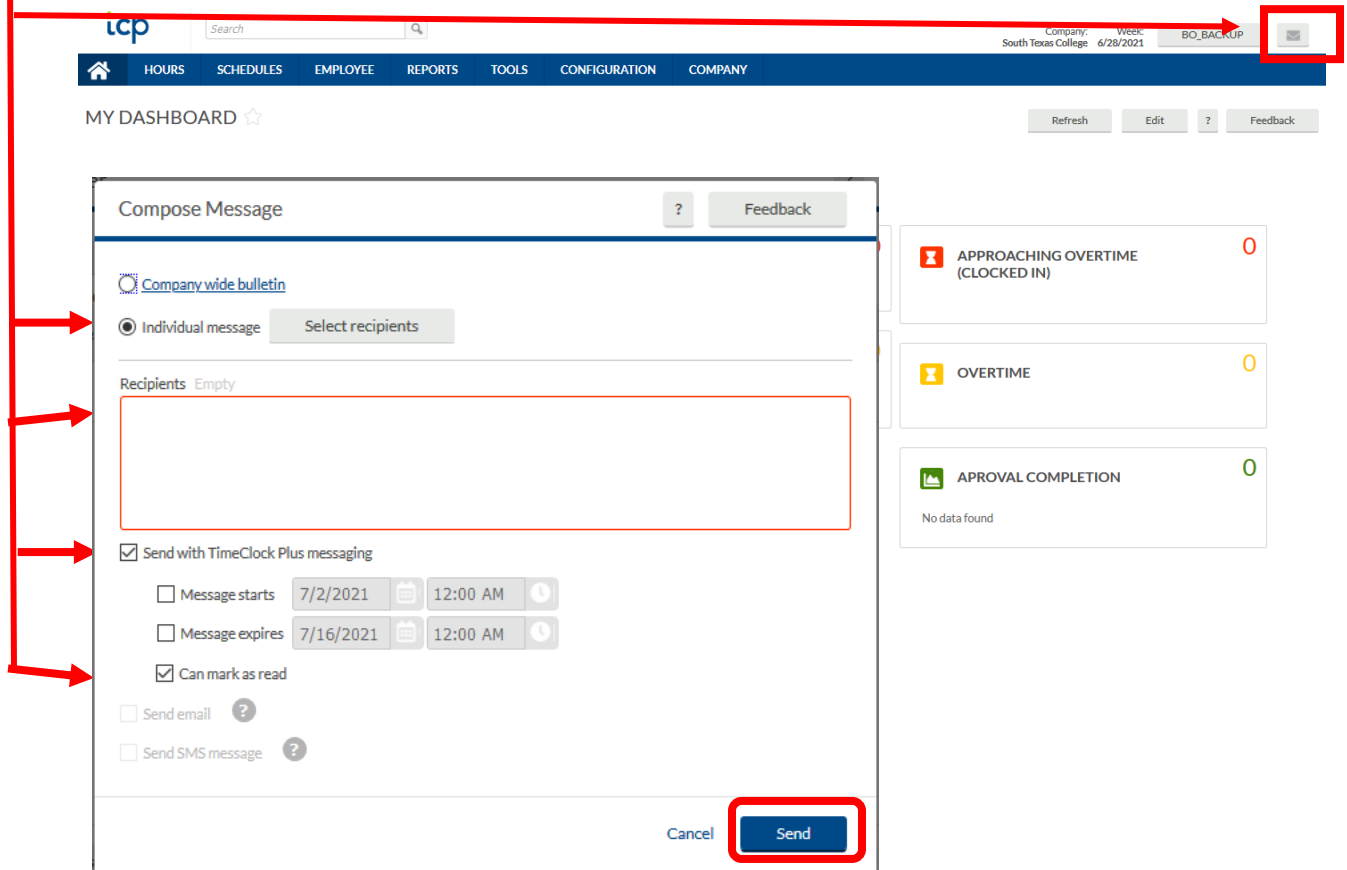


## Sending Messages through TCP

Supervisors may send employees messages through TCP. Please note that employee messaging is not meant to be used for “have a good weekend”.

You can send employee messages selecting the following

- Go to the envelope icon located in the top right-hand corner
- Select individual message
- Type the message
- Select send with time clock plus messaging
- Select can mark as read
- If you’d like you can also send the message to their e-mail
- Select send



The screenshot displays the TCP (TimeClock Plus) web interface. At the top right, an envelope icon is highlighted with a red box. A red arrow points from this icon to the 'Compose Message' dialog box. Inside the dialog, the 'Individual message' radio button is selected, and the 'Recipients' text box is highlighted. Below this, the 'Send with TimeClock Plus messaging' checkbox is checked, and the 'Can mark as read' checkbox is also checked. At the bottom right of the dialog, the 'Send' button is highlighted with a red box. On the right side of the dashboard, there are three summary cards: 'APPROACHING OVERTIME (CLOCKED IN)' with a count of 0, 'OVERTIME' with a count of 0, and 'APPROVAL COMPLETION' with a count of 0 and the text 'No data found'.

You can access messaging history by going to

Employee Tab → Employee Profile → Select “Personnel” → Select “Messages” → Select a date range → and press “Update”


This will display the message history as well as when the employee read the message.

EMPLOYEE PROFILES ☆ + Add Employee ? Feedback

Sort by: ID ↑ Employee Filter

656618 ✕ Information Jobs Overtime Hours Leave Payroll Access Exceptions **Personnel** Custom Fields Contracts

Showing 1 records of 1



**Michelle Chan**

Role Professional Non-EX (6)

[Edit Photo](#)

Select Role Delete

Expand all Collapse all Cancel Save

**Notes**

+ Add

Showing 0 records of 0

Edit	Delete	Date Entered	Entered By	Description
No records found				

**Reviews**

**Messages**

6/28/2021 to 7/4/2021 This Week Update

Start date Stop date Period

Showing 2 records of 2

Edit	Delete	Read	Date Read	Date Sent	Message Starts	Message Expires	Message	Sent By
			07/10/2017 02:50 PM	07/07/2017			Please see me in my office. Thank you,	AGONZA53
			Not Read	07/10/2017			Please verify your time card for last week. Thank you	AGONZA53

## Audit Log Access

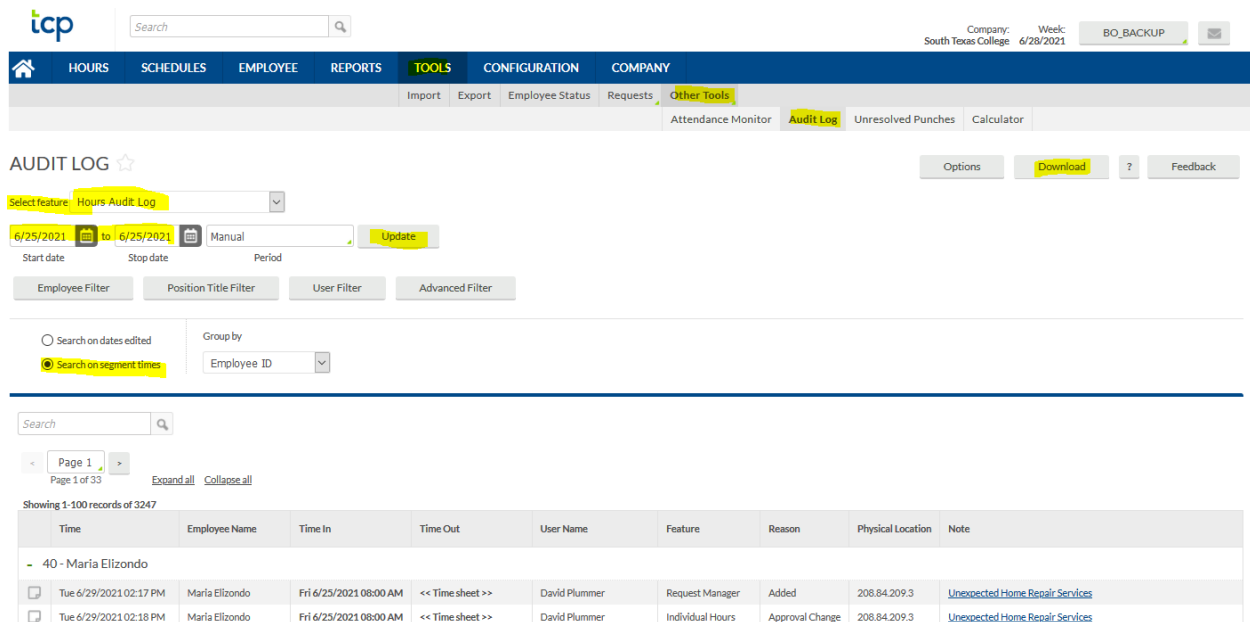
Go to Tools → Other Tools → Audit Log

Select feature → Hours Audit Log

Click Search on segment times

Enter the date → Click Update → Click Download → PDF

\*You will now see the history of the employees' timecard.



The screenshot shows the TCP Audit Log interface. At the top, there's a navigation bar with tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS (highlighted), CONFIGURATION, and COMPANY. Under TOOLS, there's a sub-menu with options: Import, Export, Employee Status, Requests, Other Tools (highlighted), Attendance Monitor, Audit Log (highlighted), Unresolved Punches, and Calculator. Below this, the 'AUDIT LOG' section is visible. It includes a 'Select Feature' dropdown set to 'Hours Audit Log'. There are date pickers for 'Start date' (6/25/2021) and 'Stop date' (6/25/2021), with a 'Manual' dropdown and an 'Update' button. Below these are filter buttons: Employee Filter, Position Title Filter, User Filter, and Advanced Filter. There are also radio buttons for 'Search on dates edited' and 'Search on segment times' (selected), and a 'Group by' dropdown set to 'Employee ID'. At the bottom, there's a search bar and a table of results. The table has columns: Time, Employee Name, Time In, Time Out, User Name, Feature, Reason, Physical Location, and Note. The first row shows data for Maria Elizondo on 6/29/2021 at 02:17 PM, with a note 'Unexpected Home Repair Services'. The second row shows data for Maria Elizondo on 6/25/2021 at 08:00 AM, also with a note 'Unexpected Home Repair Services'.

\*If you would like to isolate any adjustments you have entered to the employees' timecard please use filters below. This will show you any adjustments that have been entered do to excessiveness potential abuse of the employee not clock in and out.

Click on Position Title Filter

On the drop down menu click: Exclude Selected

Check mark all leaves in Purple & Orange.

Filter Position Title ? Feedback

☐ Include All  
☒ Select from list

Exclude selected

< > Select All Deselect All

Non-Clockable Leave ☒ Active only  🔍

Page 1 of 43

Showing 1-100 records of 4259 Selected 7 records

<input type="checkbox"/>	Position Title↑	Description	Group
<input checked="" type="checkbox"/>	7000	Vacation	
<input checked="" type="checkbox"/>	7002	Sick	
<input checked="" type="checkbox"/>	7004	Admin Leave-HR Use Only	
<input checked="" type="checkbox"/>	7005	Comp Hours - BO Use Only	
<input checked="" type="checkbox"/>	7006	Funeral Leave	
<input checked="" type="checkbox"/>	7007	Educational Activities Leave	
<input checked="" type="checkbox"/>	7008	Funeral Leave Other Imm Fam	
<input type="checkbox"/>	7009	Leave Due to	

Save as Load Disable Cancel Filter

Click User Filter

On the drop down click Exclude selected.

On the search bar, enter BO and the check mark BO\_Admin & BO\_Backup. Then click Filter.

Filter User ? Feedback

Exclude selected

☐ Active only  ✖

Showing 7 records of 7 Selected 2 records

<input type="checkbox"/>	ID↑	First Name	Last Name
<input checked="" type="checkbox"/>	BO_ADMIN	BO_ADMIN	
<input checked="" type="checkbox"/>	BO_BACKUP	BO_BACKUP	
<input type="checkbox"/>	BO_BACKUP2	BO_BACKUP2	
<input type="checkbox"/>	DGAMBOA	Dalinda	Gamboa
<input type="checkbox"/>	DOUGHBOY	Eduardo	Diaz
<input type="checkbox"/>	JBARBOZA_1384	Johnny	Barboza
<input type="checkbox"/>	JBOCANE4	Jose	Bocanegra

Disable Cancel Filter

Click Advanced Filter and select items below:

Advanced Filter

?

Feedback

☒ [Include specific operations](#)

☒ Add operations
 ☒ Edit operations
 ☒ Delete operations

☒ Include approvals
 

Approval Filter

☒ Include all features
 ☐ Include specific features
 

☒ Employee Status
 ☒ Request Manager
 ☒ Individual Hours
 ☒ Manager Time Sheet Entry
 ☒ WebClock
 ☒ RDTg
 ☒ Admin - Holiday Processing
 ☐ < Add Feature

Cancel

Save

Once you have done all the filters change the date range as preferred. Example below is for one month.

Click on Search on segment times.

AUDIT LOG

Options

Download

?

Feedback

Select feature

Hours Audit Log

6/25/2021

to

6/25/2021

Manual

Update

Start date

Stop date

Period

Employee Filter

Position Title Filter

User Filter

Advanced Filter

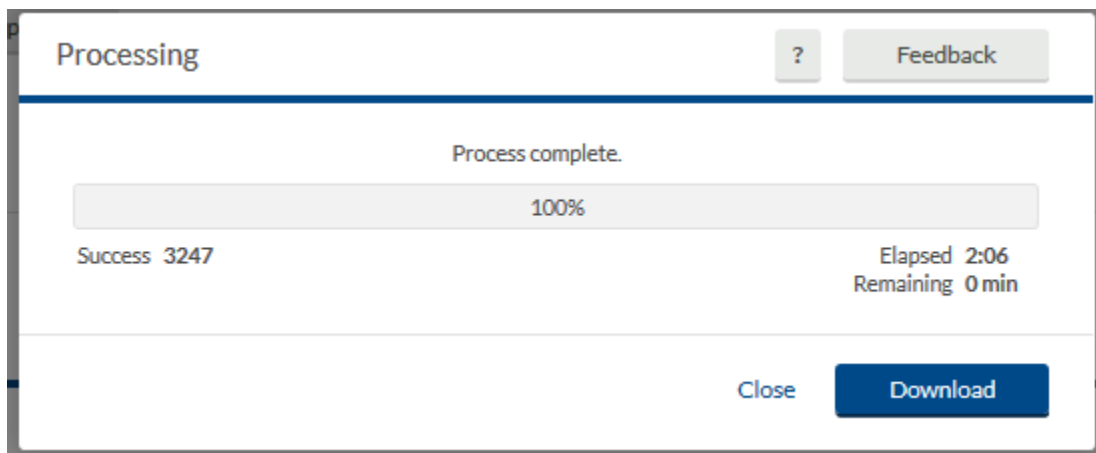
☐ Search on dates edited
 ☒ Search on segment times

Group by

Employee ID

Then click Download and select OpenXML and wait for it to process.

Once process is complete pop up below shows and click download & open file.



## Scheduler Essentials

**TimeClock Scheduler**, available from the **Schedules** menu in **TimeClock Manager**, allows you to apply and view schedules to employees', as well as run reports on scheduled time.

- A. Applying a Schedule Template**
- B. How to create an Employee Schedule**
- C. Assigning a Recurring Schedule to an Employee**
- D. Global Scheduler**
  - a. Applying a Global Schedule
  - b. Deleting a Global Schedule
  - c. Modifying a Scheduled Segment
  - d. Recurring Schedule-Assign
  - e. Recurring Schedule-Unassign

### **A. Applying a Schedule Template**

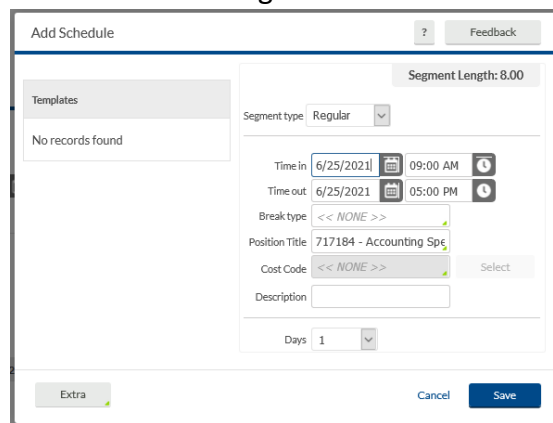
Once BO has created one or more schedule templates, you can begin using them anywhere that allows you to create schedules. Segment templates can be assigned using the **Add** button, which will overwrite the values in the **Add Segment** window with those of the template.

To use a day or week template, select the day you'd like the template to begin on, then select **Paste from Template** from the **Manage** menu. Here, you will see a sortable list of all templates and can select the one you'd like to apply.

After selecting the template and clicking **Select**, the template segment(s) will appear on that employee's schedule.

### **B. How to Create an Employee Schedule**

1. Select **Employee** from the **Schedules** menu.
2. Select an employee.
3. Click on **Add** beneath one of the days on the schedule to access the **Add Schedule** menu.
4. Enter the **Time In** and **Time Out** for the segment.





- If you'd like to copy this schedule to other days within the week, select the number of days you'd like to copy forward in the **Days** field. For example, if your week starts on a Monday and you want to copy this segment through Friday, you would select **5** in the **Days** field.

- Click **Save**.

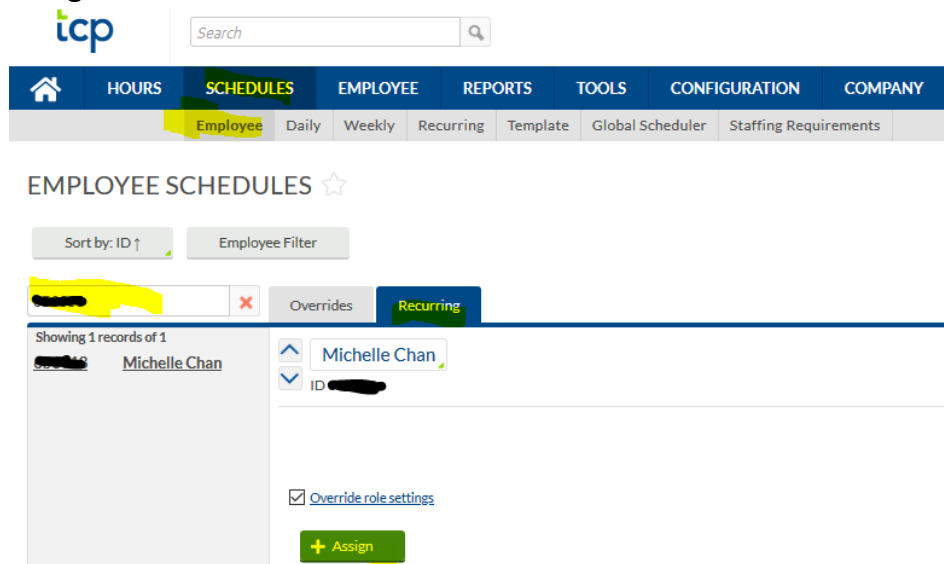
10/22 - 10/28

10/22 (Mon)	10/23 (Tue)	10/24 (Wed)	10/25 (Thu)	10/26 (Fri)
8.00	8.00	8.00	8.00	8.00
4.00	4.00	4.00	4.00	4.00
08:00 AM - 12:00 PM	08:00 AM - 12:00 PM	08:00 AM - 12:00 PM	08:00 AM - 12:00 PM	08:00 AM - 12:00 PM
753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>
4.00	4.00	4.00	4.00	4.00
01:00 PM - 05:00 PM	01:00 PM - 05:00 PM	01:00 PM - 05:00 PM	01:00 PM - 05:00 PM	01:00 PM - 05:00 PM
753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>	753184 - Payroll Sp... <a href="#">FINANCE &amp; ADMIN S...</a>

- To delete a segment, select it then select **Delete** from the **Manage** menu. You can also right click on the segment and select **Delete**.
- To copy a segment, select it then select **Copy** from the **Manage** menu. You can also right click on the segment and select **Copy**.
- To paste a copied segment to another day, right click on the day you would like to add the segment to and select **Paste**.

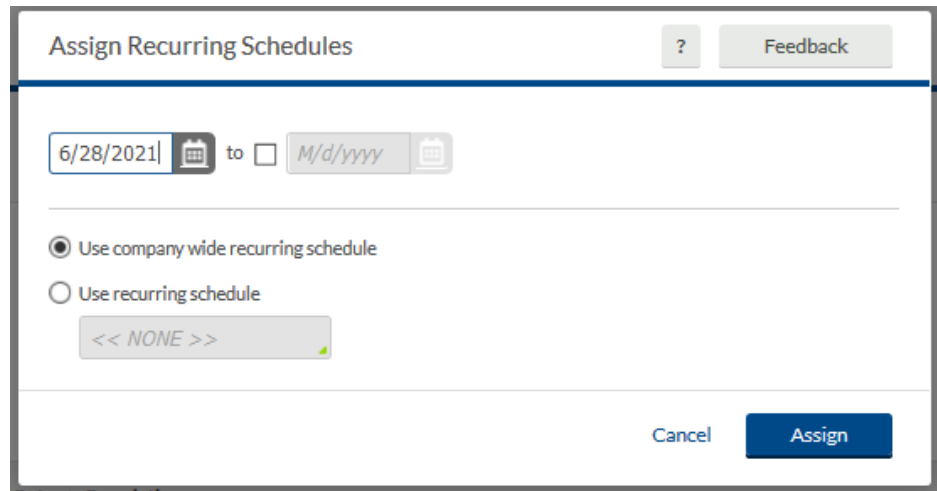
### C. Assigning a Recurring Schedule to an Employee

- Select **Schedules** then **Employee** from the sub-menu.
- Select an **Employee** from the list, then select the **Recurring** tab.
- Click on **Assign**.



The screenshot shows the iTCP Schedules interface. At the top, there is a search bar and a navigation menu with tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. The SCHEDULES tab is active, and the EMPLOYEE sub-tab is selected. Below the navigation menu, there are tabs for Employee, Daily, Weekly, Recurring, Template, Global Scheduler, and Staffing Requirements. The Recurring tab is active. The main area displays 'EMPLOYEE SCHEDULES' with a star icon. There is a 'Sort by: ID ↑' button and an 'Employee Filter' button. A list of employees is shown, with 'Michelle Chan' selected. To the right of the employee list, there is a 'Recurring' tab and an 'Assign' button. The 'Assign' button is highlighted in green.

4. Enter the **start date** for when you would like the schedule to take effect. If you'd like the schedule to stop being applied to this employee at a certain date, enter in a **Stop date** as well.



The dialog box is titled "Assign Recurring Schedules". It has a question mark icon and a "Feedback" button in the top right corner. Below the title bar, there is a date selection area with a text box containing "6/28/2021", a calendar icon, the word "to", another empty text box, the placeholder "M/d/yyyy", and another calendar icon. Below this, there are two radio buttons: "Use company wide recurring schedule" (which is selected) and "Use recurring schedule". Under the "Use recurring schedule" option is a dropdown menu currently showing "<< NONE >>". At the bottom right, there are two buttons: "Cancel" and "Assign".

5. Select the **Use company wide recurring schedule** radio button or, if you created a new recurring schedule, select the **"Use recurring schedule"** radio button, and select a recurring schedule from the dropdown menu. Then click **Assign** and **Save** to save the contents of the **Hour** tab.

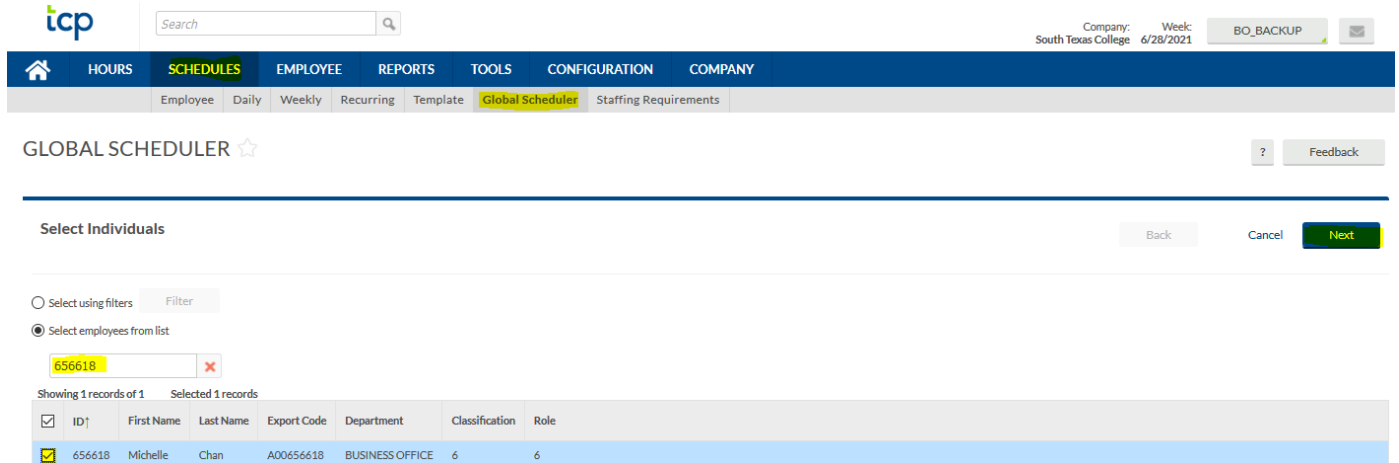
#### **D. Global Scheduler**

The **Global Scheduler** allows you to copy or delete schedules for selected employees. This allows you to copy schedules that are unique to an employee to future weeks, as well as perform this operation for several employees at once or copy those schedules into **Individual Hours** as hours that employee has worked. In addition, multiple schedules can be deleted at once with Global Scheduler.

##### **a. Applying a Global Schedule**

1. Select the **Schedules** drop down menu, then select **Global Scheduler**.

2. Select the employees you would like to copy schedules for by either selecting specific employees form the list or by using a **Filter**. Once you have identified the employees you would like to schedule, click **Next**.



GLOBAL SCHEDULER ☆

Select Individuals

Back Cancel **Next**

☐ Select using filters

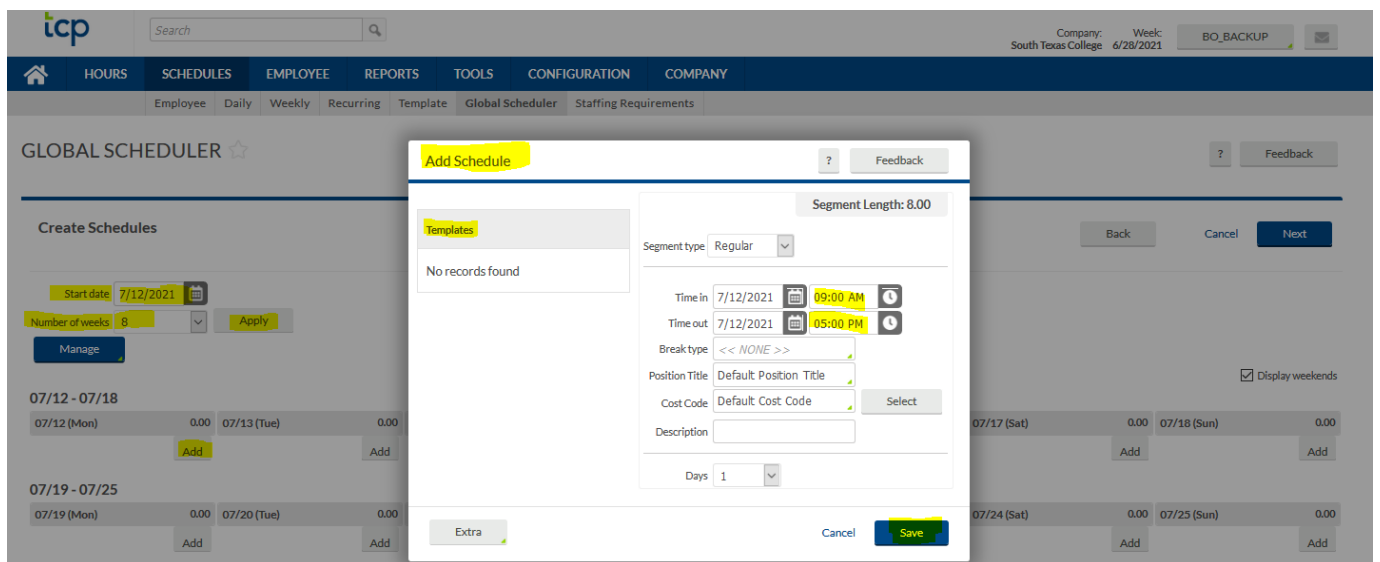
☒ Select employees from list

656618

Showing 1 records of 1 Selected 1 records

ID	First Name	Last Name	Export Code	Department	Classification	Role
656618	Michelle	Chan	A00656618	BUSINESS OFFICE	6	6

3. Select **Apply schedules** from the Schedule operations list, then click **Next**.
4. Select the **Start date** by entering the beginning date of the weekly schedule(s) you would like to create or edit. Select the **Number of weeks** you would like to create or edit and click **Apply**.
5. Create the segments(s) you would like to add for the selected employee(s). Segments can be created by clicking **Add**, enter time in and time out, or pasting from templates. When you have created the segments you would like to add to the selected schedules(s), click **Save**.



GLOBAL SCHEDULER ☆

Create Schedules

Start date: 7/12/2021

Number of weeks: 8

Apply

Manage

07/12 - 07/18

Date	Time	Days
07/12 (Mon)	0.00	07/13 (Tue)
		0.00
		Add

07/19 - 07/25

Date	Time	Days
07/19 (Mon)	0.00	07/20 (Tue)
		0.00
		Add

07/17 (Sat)

Date	Time	Days
07/17 (Sat)	0.00	07/18 (Sun)
		0.00
		Add

07/24 (Sat)

Date	Time	Days
07/24 (Sat)	0.00	07/25 (Sun)
		0.00
		Add

Back Cancel **Next**

Display weekends

Extra

Cancel **Save**

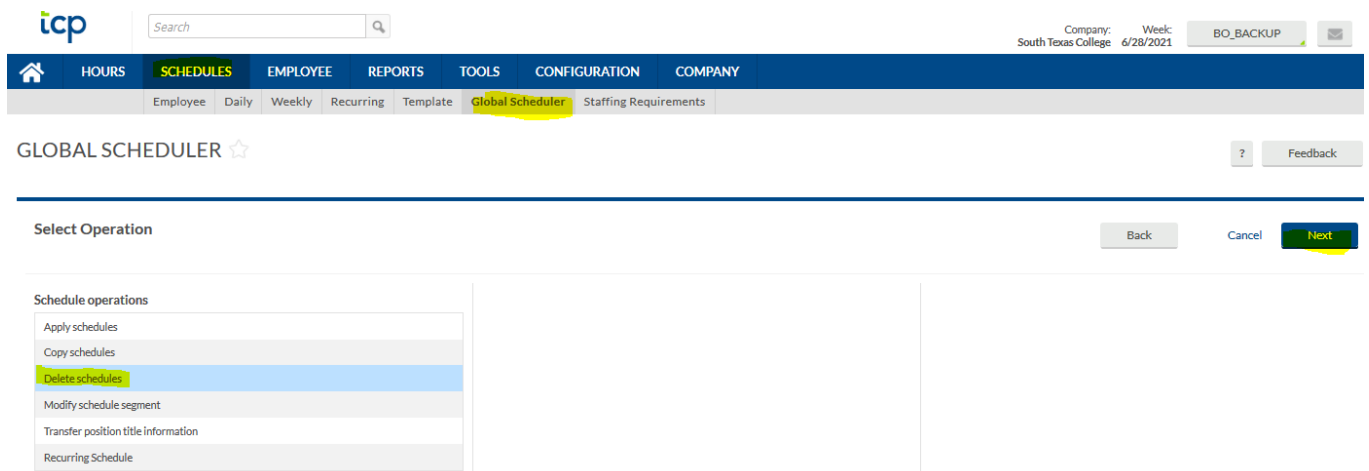
- The **Summary** screen will provide a summary of the operation you are about to perform including the number of individuals affected, and the segments you are creating. Select **Preview** to view the copy operation without making any changes to the schedule, or click **Process** to add the segments.

#### Summary

Number of employees to be modified: 1  
 Selected employees from a list  
 Applying schedule segments  
 11/05/2018 08:00 AM - 11/05/2018 01:00 PM, Default Position Title, Default Cost Code

#### b. Deleting a Global Schedule

- Select the **Schedules** drop down menu and then select **Global Scheduler**.
- Select the employees you would like to delete schedules for by either selecting the specific employees from the list or by using a **Filter**. Once you have selected the employees you would like to delete schedules for, click **Next**.
- Select **Delete schedules** and click **Next**.



icp Search

Company: South Texas College Week: 6/28/2021 BO\_BACKUP

Home HOURS **SCHEDULES** EMPLOYEE REPORTS TOOLS CONFIGURATION COMPANY

Employee Daily Weekly Recurring Template **Global Scheduler** Staffing Requirements

GLOBAL SCHEDULER ☆ ? Feedback

Select Operation Back Cancel **Next**

Schedule operations

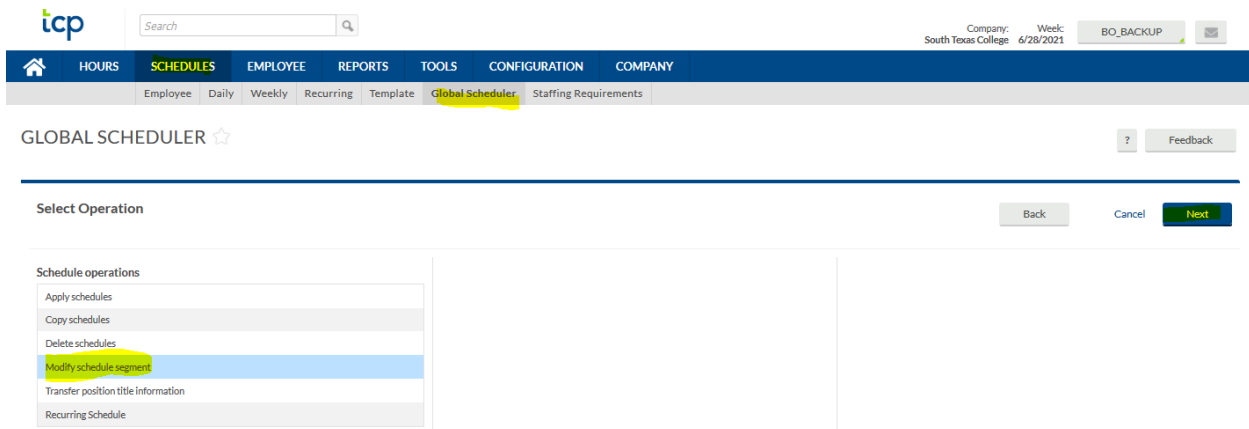
- Apply schedules
- Copy schedules
- Delete schedules**
- Modify schedule segment
- Transfer position title information
- Recurring Schedule

- Select the **Source date range** by entering the date range of schedules you would like to delete, by selecting them using the date picker, or use one of the preset ranges in the drop down list.
- If you would like to only delete segments from certain position titles, create a **Position Title Filter**.
- Check the various options for different types of segments you would like to include. Once you have finished configure the source date, click **Next**.

7. The Summary screen will provide a summary of the operation you are about to perform, including dates, the number of individuals selected, and the types of segments you will be deleting. Select **Preview** to view the copy operation without making any changes to the schedule, or click **Process** to delete the schedules.

### c. Modifying a Scheduled Segment

1. Select the **Schedules** drop down menu and then select **Global Scheduler**.
2. Select the employees you would like to modify one or more segments for by either selecting the specific employees from the list, by creating a **Filter**. Once you have selected the employees you would like to modify segment(s) for, click **Next**.
3. Select **Modify schedule segment** then click **Next**.



4. Select the **Source date range** by entering in the dates of schedules you would like to modify, by selecting them using the date picker, or use one of the preset ranges in the drop down list.
5. Check the various options for different types of segments you would like to include.
  - Include schedule segments
  - Include recurring segments
  - Include recurring override segments
  - Include segments tied to requirements
  - Include regular segments
  - Include on-call segments
  - Include off segments
  - Include unavailable segments
6. Once you have configured your range, click **Next**.

7. Select the data you would like to edit on the **Configure Segment** screen by checking the box for the relevant segment information and enter the modify information. Once you have made changes, click **Next**.

#### Configure Segment

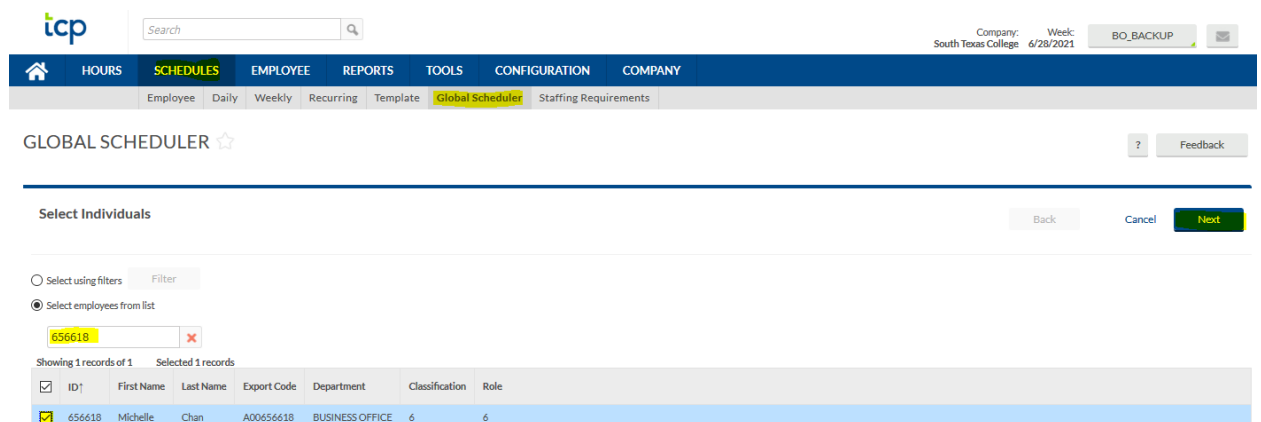
Select which fields to modify

<input type="checkbox"/>	Segment type	Regular	<input type="checkbox"/>	Time in	08:00 AM
<input type="checkbox"/>	Date in	11/5/2018	<input type="checkbox"/>	Time out	01:00 PM
<input type="checkbox"/>	Date out	11/5/2018			
<input type="checkbox"/>	Breaktype	<< NONE >>			
<input type="checkbox"/>	Position Title	Default Position Title			
<input type="checkbox"/>	Cost Code	Unspecified cost code			
<input type="checkbox"/>	Description				

8. The **Summary** screen will provide a summary of the operation you are about to perform, including the number of individual affected and the options selected for the source and destination dates. Select **Preview** to view the copy operation without making any changes to schedule, or click **Process** to modify schedules.

#### d. Recurring Schedule- Assign a recurring schedule on Global Scheduler

1. Select the **Schedules** drop down menu, then select **Global Scheduler**.



GLOBAL SCHEDULER

Select Individuals

Back Cancel Next

Select using filters Filter

Select employees from list

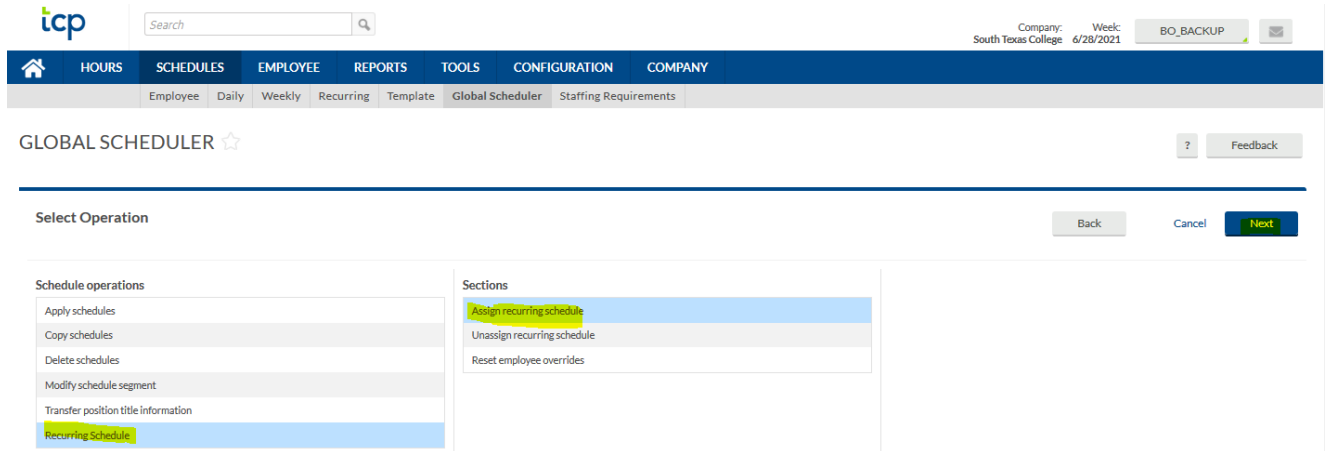
656618

Showing 1 records of 1 Selected 1 records

ID	First Name	Last Name	Export Code	Department	Classification	Role
656618	Michelle	Chan	A00656618	BUSINESS OFFICE	6	6

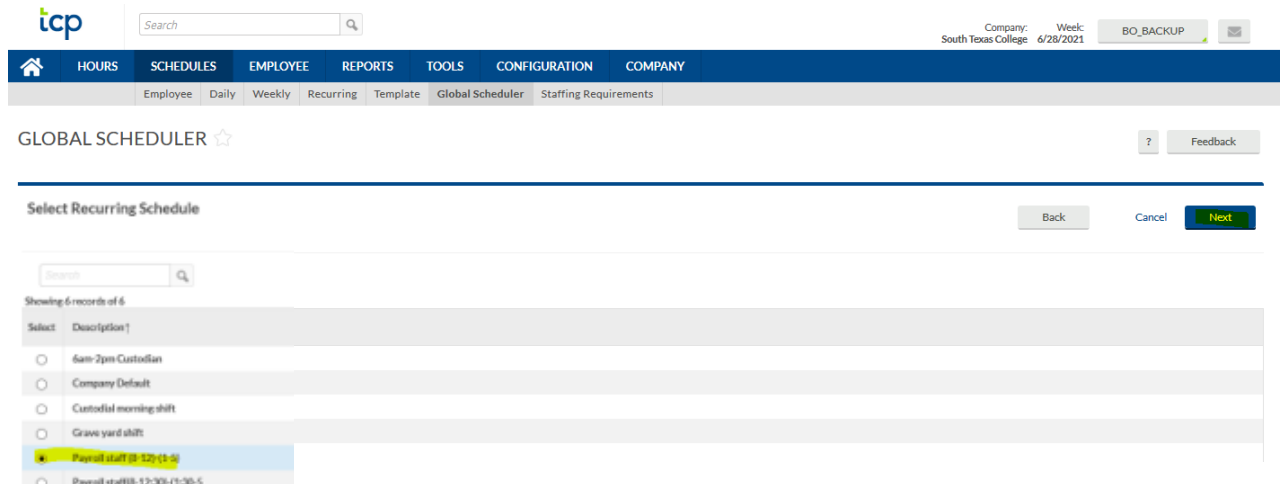
2. Select the employees you would like to recur a schedule for by either selecting specific employees form the list or by using a **Filter**. Once you have identified the employees you would like to schedule, click **Next**.

3. Select **Assign recurring schedule**, then click **Next**.



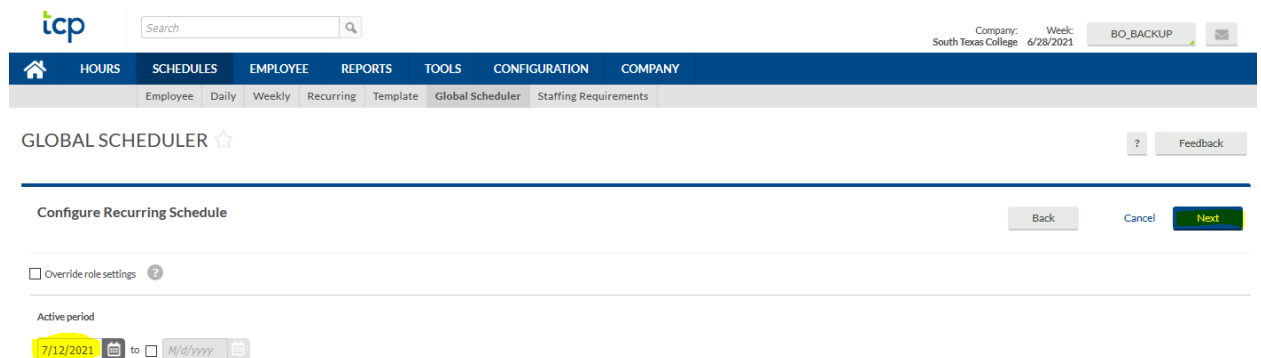
The screenshot shows the GLOBAL SCHEDULER interface. At the top, there is a search bar and navigation tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below these are sub-tabs: Employee, Daily, Weekly, Recurring, Template, Global Scheduler, and Staffing Requirements. The 'Global Scheduler' sub-tab is active. The main area is titled 'GLOBAL SCHEDULER' with a star icon and a feedback button. Below this is a 'Select Operation' section with a 'Back' button, a 'Cancel' button, and a 'Next' button. The 'Schedule operations' list on the left includes: Apply schedules, Copy schedules, Delete schedules, Modify schedule segment, Transfer position title information, and 'Recurring Schedule' (highlighted). The 'Sections' list on the right includes: 'Assign recurring schedule' (highlighted), Unassign recurring schedule, and Reset employee overrides.

4. Select your recurring schedule you would like to assign to your employee. Then click **Next**. (Example below shows a recurring schedule for payroll staff (8am-12pm)-(1pm-5pm)).



The screenshot shows the GLOBAL SCHEDULER interface. At the top, there is a search bar and navigation tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below these are sub-tabs: Employee, Daily, Weekly, Recurring, Template, Global Scheduler, and Staffing Requirements. The 'Global Scheduler' sub-tab is active. The main area is titled 'GLOBAL SCHEDULER' with a star icon and a feedback button. Below this is a 'Select Recurring Schedule' section with a 'Back' button, a 'Cancel' button, and a 'Next' button. The 'Select Recurring Schedule' section includes a search bar and a list of recurring schedules. The list shows 6 records of 6. The 'Payroll staff 8-12p (1-5)' option is highlighted. The other options are: 6am-2pm Custodian, Company Default, Custodial morning shift, Grave yard shift, and Payroll staff 12:30p-1:30-5.

5. Next you will need to configure the recurring schedule active period date range. Then click **Next**.

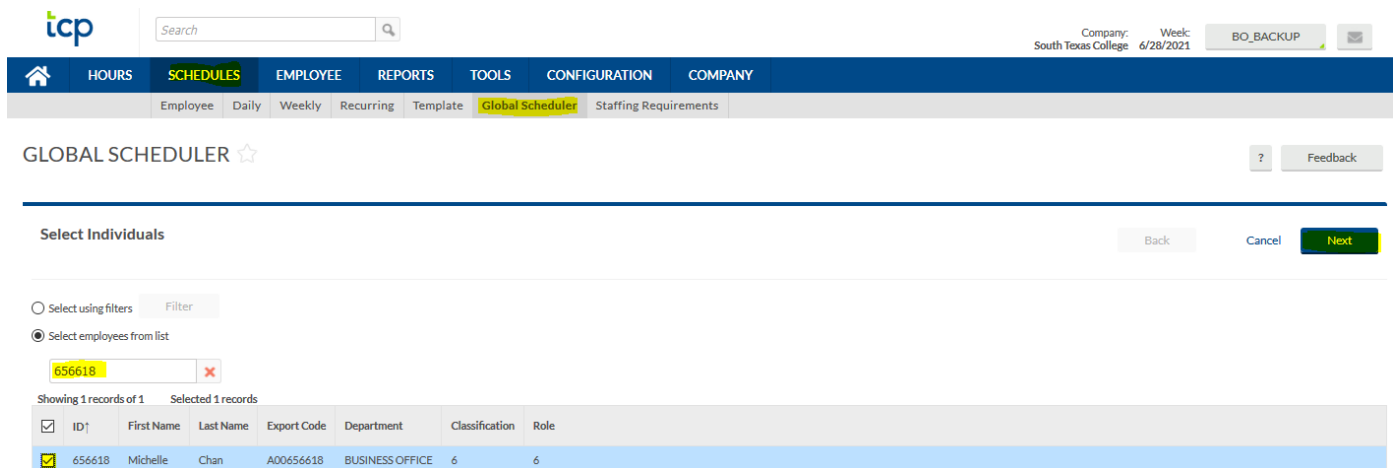


The screenshot shows the GLOBAL SCHEDULER interface. At the top, there is a search bar and navigation tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below these are sub-tabs: Employee, Daily, Weekly, Recurring, Template, Global Scheduler, and Staffing Requirements. The 'Global Scheduler' sub-tab is active. The main area is titled 'GLOBAL SCHEDULER' with a star icon and a feedback button. Below this is a 'Configure Recurring Schedule' section with a 'Back' button, a 'Cancel' button, and a 'Next' button. The 'Configure Recurring Schedule' section includes a checkbox for 'Override role settings' and an 'Active period' section. The 'Active period' section shows the date range '7/12/2021' to 'M/d/yyyy'.

- The **Summary** screen will provide a summary of the operation you are about to perform, including the number of individual affected and the options selected for the source and destination dates. Select **Preview** to view the copy operation without making any changes to schedule, or click **Process** to modify schedules.

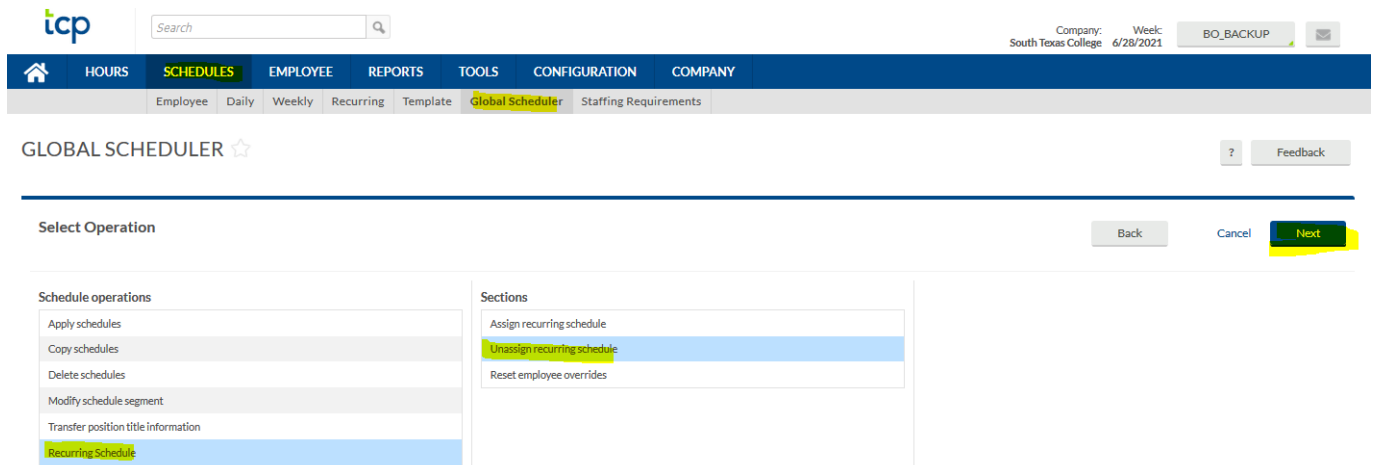
**e. Recurring Schedule- Unassign a recurring schedule on Global Scheduler**

- Select the **Schedules** drop down menu, then select **Global Scheduler**.
- Select the employees you would like to recur a schedule for by either selecting specific employees form the list or by using a **Filter**. Once you have identified the employees you would like to schedule, click **Next**.



The screenshot shows the 'GLOBAL SCHEDULER' interface. At the top, there's a navigation bar with tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below this is a sub-navigation bar with options: Employee, Daily, Weekly, Recurring, Template, Global Scheduler (highlighted), and Staffing Requirements. The main heading is 'GLOBAL SCHEDULER' with a star icon and a feedback button. The section is titled 'Select Individuals'. There are two radio buttons: 'Select using filters' and 'Select employees from list' (which is selected). Below the radio buttons is a search box containing '656618'. A table shows 'Showing 1 records of 1' and 'Selected 1 records'. The table has columns: ID, First Name, Last Name, Export Code, Department, Classification, and Role. The selected record is: 656618, Michelle, Chan, A00656618, BUSINESS OFFICE, 6, 6. At the bottom right, there are buttons: Back, Cancel, and Next (highlighted).

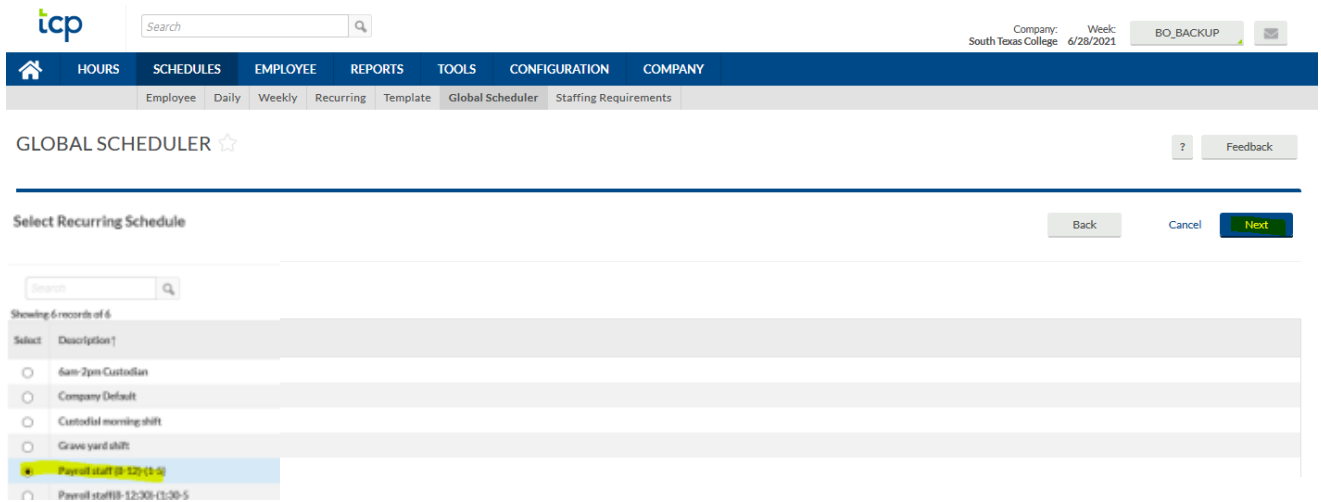
- Select **Unassign recurring schedule**, then click **Next**.



The screenshot shows the 'GLOBAL SCHEDULER' interface. At the top, there's a navigation bar with tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below this is a sub-navigation bar with options: Employee, Daily, Weekly, Recurring, Template, Global Scheduler (highlighted), and Staffing Requirements. The main heading is 'GLOBAL SCHEDULER' with a star icon and a feedback button. The section is titled 'Select Operation'. There are two panels: 'Schedule operations' and 'Sections'. In the 'Schedule operations' panel, 'Recurring Schedule' is highlighted. In the 'Sections' panel, 'Unassign recurring schedule' is highlighted. At the bottom right, there are buttons: Back, Cancel, and Next (highlighted).



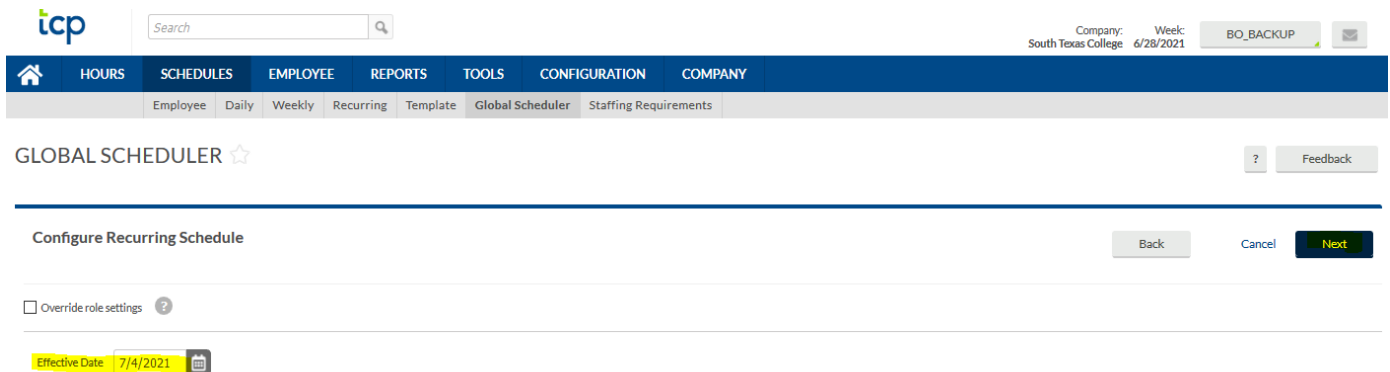
- Select your recurring schedule you would like to unassign to your employee. Then click **Next**. (Example below shows a recurring schedule for payroll staff (8am-12pm)-(1pm-5pm).



The screenshot shows the 'GLOBAL SCHEDULER' interface. At the top, there's a search bar and navigation tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below these are sub-tabs: Employee, Daily, Weekly, Recurring, Template, Global Scheduler, and Staffing Requirements. The 'Global Scheduler' sub-tab is active. The main heading is 'GLOBAL SCHEDULER'. Below it, the section is 'Select Recurring Schedule'. There are 'Back', 'Cancel', and 'Next' buttons. A search bar is present. Below it, a table shows 6 records. The selected record is 'Payroll staff (8-12)-(1-5)'.

Select	Description
<input type="radio"/>	6am-2pm Custodian
<input type="radio"/>	Company Default
<input type="radio"/>	Custodial morning shift
<input type="radio"/>	Grave yard shift
<input checked="" type="radio"/>	Payroll staff (8-12)-(1-5)
<input type="radio"/>	Payroll staff (8-12:30)-(1:30-5)

- Next you will need to configure the recurring schedule Effective Date. Then click **Next**.



The screenshot shows the 'GLOBAL SCHEDULER' interface. At the top, there's a search bar and navigation tabs: HOURS, SCHEDULES, EMPLOYEE, REPORTS, TOOLS, CONFIGURATION, and COMPANY. Below these are sub-tabs: Employee, Daily, Weekly, Recurring, Template, Global Scheduler, and Staffing Requirements. The 'Global Scheduler' sub-tab is active. The main heading is 'GLOBAL SCHEDULER'. Below it, the section is 'Configure Recurring Schedule'. There are 'Back', 'Cancel', and 'Next' buttons. A checkbox 'Override role settings' is present. Below it, the 'Effective Date' is set to 7/4/2021.

- The **Summary** screen will provide a summary of the operation you are about to perform, including the number of individual affected and the options selected for the source and destination dates. Select **Preview** to view the copy operation without making any changes to schedule, or click **Process** to modify schedules.

## Do's and Don'ts for TCP

Do's for Clock In/Out	Don'ts for Clocking In/Out
<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• Clock in/out using the time clock in your department's building or your assigned STC computer when entering or leaving work.</li> <li>• Properly clock in/out at scheduled time to begin/finish work.</li> <li>• Arrive and depart your working assignment according to your schedule.</li> <li>• Use STC Electronic Time Adjustment Request Form (BO-7700) for working travel hours.</li> <li>• Review and verify all timecards timely before the weekly deadline.</li> <li>• If verification deadline was not met, print out paper timecards and have employee and supervisor sign the timecard.</li> <li>• Keep all payroll related documentation available for auditing for 4 years for non-grant funded employees and 10 years for grand funded employees. This includes a paper timecard with signatures when deadline was missed for verifying. New payroll retention period.</li> </ul> <p><b>Any forms of abuse are considered acts of fraud. Auditors review exceptions and request justifications.</b></p>	<p><b>Don'ts</b></p> <ul style="list-style-type: none"> <li>• Don't share your TimeClock Plus online web access username and password.</li> <li>• Clock in/out through the College's wireless network utilizing personal equipment.</li> <li>• Abuse working hours. <ul style="list-style-type: none"> <li>➢ Clock in/out or authorize another individual to clock you in/out for non-working hours.</li> <li>➢ Clock in/out in a building you don't work in to adjust your arrival/departure time.</li> <li>➢ Clock in, go park your car, and then go back to work.</li> <li>➢ Clock in/out of another building when going to lunch or returning from lunch.</li> <li>➢ Clock in and use working time for personal use.</li> <li>➢ Do not abuse 15 minute rounding time setups in TCP.</li> <li>➢ Overuse the STC Electronic Time Adjustment Request Form (BO-7700) to adjust your working hours. Frequent use of this form, which will be displayed in your timecard, may cause audit issues.</li> </ul> </li> </ul>

Please visit the link below where we provide additional training material.

[www.southtexascollege.edu/go/timeclock](http://www.southtexascollege.edu/go/timeclock)

or

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

### For any questions or concerns you may contact us at:

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