



# TCP- Adding - Adjusting Time

## Contents

Overview ..... 1

Adding or Adjusting Time in TCP..... 1

Enabling Actual (punch) Time In / Out View:..... 2

## Overview

- Time can be manually added to or adjusted on time sheets by users with time approval access.
- Examples include: Vacation, sick, missed punches, etc.
- **CAUTION:** Time entered manually is shift time rather punch time. Always enter rounded times, otherwise the employee will get paid to the minute. E.g., enter 8 AM, not 7:56 AM.

## Adding or Adjusting Time in TCP

- Navigate to Hours > Individual Hours or Hours > Group Hours.
- Screen Definitions:
  - Key Fields
    - Time In and Time Out
      - **CAUTION: Enter as rounded time, not actual punch time.**
    - Position
      - Includes budget positions AND leave / earn codes.
    - Position Location
      - Only required when selecting budget positions.
  - Optional Fields
    - Individual is clocked in
      - Allows entry of "Time in"; employee can subsequently clock out normally.
    - Times sheet entry
      - Allows entry of start time and number of hours rather than denoting time in / out.
      - Particularly useful for recording leave time.
    - Edit actual time allows the user to edit the actual punch times.
      - **Use with caution.** It is easy to get confused about which time (shift vs actual/punch) is changing.
    - Missed in Punch and Missed out Punch
      - Denote whether the punch was missed and they are also used for reporting purposes.



# TCP- Adding - Adjusting Time

Edit Segment ?

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Segment Length: 2:00

Individual is clocked in

Time sheet entry

Edit actual time

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Missed in punch

Missed out punch

Time in: 11/10/2020 03:00 PM

Time out: 11/10/2020 05:00 PM

Break type: << NONE >>

Position: 21992200 - Student Assist

Position Location: APS99-000\DEFAULT Select

Note:

Extra
Cancel
Save

## Enabling Actual (punch) Time In / Out View:

- Select Options on the Hours screen
- Check "Display actual punch times in addition to rounded times" and optionally, "Always display actual times".

Ⓛ	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total
Ⓛ	60u	1/8/2021 08:00 AM	1/8/2021 07:58 AM	1/8/2021 04:30 PM	1/8/2021 04:37 PM	7:30	7:30	7:30