



# TCP- Approving Time

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# TCP- Approving Time

## Who Approves Time?

- Employee's supervisor.
- Department higher-level managers.
- Note: Supervisors can only approve time for their employees and work locations.
- Note: The terms approving time, approving shifts, and approving segments all mean the same thing.

## Required Approvals

- Time worked for each employee must be approved weekly.
- Approval of each time segment is *required* for payroll processing.

## Deadlines

- Supervisors and managers are expected to check the dashboard for segments to approve at the very least by 10 AM every Monday, but daily approvals are preferred.



# TCP- Approving Time

## Approving Time - Dashboard

### Required Approvals and Missed Punches

- Quick, basic view of segments requiring approval.
- Click the check mark to approve.
- *\*Clicking Jump to Group Hours provides a more comprehensive view of the time requiring approval.*

### REQUIRED APPROVALS

17  
?

15/17

Name	Type	Date	✓
A Student	Manager Approval	11/09 08:00 A - 10:00 A	✓
A Student	Manager Approval	11/10 03:00 P - 05:00 P	✓
B Student	Manager Approval	11/09 10:00 A - 12:00 P	✓
C Test1Job	Manager Approval	11/06 11:35 A - 11:35 A	✓
C Test1Job	Manager Approval	11/07 08:00 A - 12:58 P	✓

### MISSED PUNCHES

4  
?

4/4

Name	Type	Date	✓
C Test1Job	Missed Out	11/07 02:04 P - 05:03 P	✓
C Test1Job	Missed Out	11/09 01:44 P - 03:00 P	✓
C Test1Job	Missed In	11/14 08:00 A - 11:50 A	✓
C Test2Jobs	Missed Out	11/10 10:01 A - 12:00 P	✓

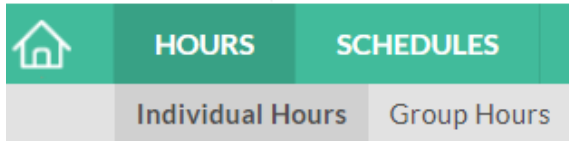
[Jump to Group Hours](#)



# TCP- Approving Time

## Approving Time - Individual Hours - Group Hours

- Select Hours to see "Individual Hours" or "Group Hours".
- "Individual Hours" shows all segments and approved leave for a *single employee* in a date range.
- "Group Hours" shows segments and approved leave in a date range for *multiple employees*.
  - Get started with Group Hours by selecting Exception Filters and then clicking Update.



## Exception Indicators

- A red dot in the Exceptions (red bell) column indicates an unapproved segment and / or other unresolved exceptions, such as Missed Punches.
- A blue dot in the Exceptions column indicates an approved segment.

Showing 2 records of 2      Selected 0 records

<input type="checkbox"/>				Notes	Edited		Time In	Time Out	Hours	Shift Total
<input type="checkbox"/>		<input type="checkbox"/>			Y		11/9/2020 08:00 AM	11/9/2020 10:00 AM	2:00	2:00
<input type="checkbox"/>		<input checked="" type="checkbox"/>			Y		11/10/2020 03:00 PM	11/10/2020 05:00 PM	2:00	2:00

## Filters

### Exception Filters

- Use Exception Filters to limit the data displayed. For example, to only display segments containing Overtime or Missed punches, or to display segments requiring Manager Approval.



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Exception Filter



- Required for close week
- Required for payroll exports and reports

Search



<input type="checkbox"/>	Long Break	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift
<input type="checkbox"/>	Missed Break	Shift
<input checked="" type="checkbox"/>	Missed Punches	Shift
<input checked="" type="checkbox"/>	Overtime	Shift
<input type="checkbox"/>	Holiday	Shift
<input type="checkbox"/>	Geofencing	Shift
<input type="checkbox"/>	Absent segment	Schedule

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

Filter

Exception Filter



- Required for close week
- Required for payroll exports and reports

Search



Showing 21 records of 21      Selected 1 records

<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Employee Approval	Approvals
<input checked="" type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Short Break	Shift
<input type="checkbox"/>	Long Break	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

Filter

## Employee Filter

- Use Employee Filter to limit the employees displayed by Department, Classification (bi-weekly vs student), Employee Role (e-class), etc.



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Employee Filter ?

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Employee Status

Employee ID

Position

Classification

**Department**

Location

Employee Role

Schedule Group

Manager

Job Classes

Provision

Qualifications

Hire Date

Days Employed

Custom Fields

Summary

Preview   Save as   Reset All

Include engineering X

	Department↑
<input type="checkbox"/>	CHEMICAL PAPER & BIOMED ENGINEERING
<input type="checkbox"/>	COMPUTER SCI & SOFTWARE ENGINEERING
<input type="checkbox"/>	ELECTRICAL AND COMPUTER ENGINEERING
<input checked="" type="checkbox"/>	ENGINEERING & COMPUTING ADMIN
<input type="checkbox"/>	ENGINEERING TECHNOLOGY
<input type="checkbox"/>	MECHANICAL AND MFG ENGINEERING

6 of 12 employees match Cancel   Filter

## Position Location Filter

- Use Position Location Filter to limit segments to those who worked in a specific location.
- Select Filter By: "Selected Position Location".
- Then select the location(s) to filter.

Filter Position Location ?

---

Save as   Delete   Set default   Load

Filter by Selected Position Location   Inclusion   Include ▼

aps X    Active only

Showing 1 records of 1   Selected 1 records

	Code↑	Description	Description
<input checked="" type="checkbox"/>	APS99-000	DEFAULT	

Disable   Cancel   Filter



# TCP- Approving Time

## Approving and Managing Segments in the Hours Section

### Time Approval

- Approve individual segments by clicking the checkbox in the Manager approval column (the M with a check mark) and then click **Apply Changes**



Showing 2 records of 2

Select				Notes	Edited		Time In
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			Y		11/9/2020 08:00 AM
<input type="checkbox"/>		<input type="checkbox"/>			Y		11/10/2020 03:00 PM

- Approve multiple segments at once by clicking the checkbox to the left of the red bell icon, then click **Exceptions, Approve, Apply**.

The screenshot shows a table with a '+ Add' button and a 'Manage' dropdown. The table has columns for 'Select', 'Exception' (bell icon), 'Manager' (M with checkmark), 'Early Out' (E with checkmark), and 'Notes'. Two records are shown, both with the 'Select' checkbox checked. A modal dialog box is open, showing 'Exceptions' and 'Processing' tabs. Under 'Processing', there are radio buttons for 'Unapprove' and 'Approve'. The 'Approve' radio button is selected. Below this are rows for 'Employee', 'Manager', 'Early In', 'Early Out', and 'Late Out', each with 'Unapprove' and 'Approve' radio buttons. The 'Approve' radio button for 'Manager' is selected. An 'Apply' button is at the bottom of the dialog.

### Missed Punch Approval

- Missed punches must be approved in addition to approving time.
- Unapproved missed punches are indicated by a blue colored punch time, in addition to the red dot in the bell - exception column.
- Approved missed punches are indicated by a green colored punch time.



# TCP- Approving Time

Unapproved Approved

Showing 2 records of 2 Selected 0 records

		Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	
<input type="checkbox"/>					Y	11/9/2020 10:00 AM	11/9/2020 12:00 PM	2:00	2:00	21992200 - Student Assistant	
<input type="checkbox"/>					Y	11/10/2020 10:00 AM	11/10/2020 12:00 PM	2:00	2:00	4:00	21992200 - Student Assistant

- Approve the missed punch by clicking the far-left checkbox on the segment, then click **Exceptions, Approve, Apply**.

The screenshot shows a 'Processing' modal window with two tabs: 'Exceptions' and 'Processing'. Under the 'Processing' tab, there are two columns: 'Unapprove' and 'Approve'. The 'Missed Out Punch' row has a radio button selected under 'Unapprove', and a mouse cursor is clicking the radio button under 'Approve'. Other rows include 'Employee', 'Manager', 'Early In', 'Early Out', and 'Late Out'. An 'Apply' button is at the bottom.

## Editing Segments

- To edit to or delete a segment, it must be unapproved; unapprove it by unchecking the box in the Manager approval column and clicking "Apply Changes".
- To edit/delete an unapproved shift, right-click on the shift or click the box in the left-most column and click the "Manage Segments" button.
- Edit Segment Screen
  - **Caution:** Time In and Time Out is "shift" time, not punch time.
    - Enter this time as the rounded time, not the actual punch time. Otherwise the employee will get paid to the minute.
  - 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.
  - 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





# TCP- Approving Time

- Denote whether the punch was missed and they are also used for reporting purposes.

Edit Segment ?

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Segment Length: 2:00

<input type="checkbox"/> Individual is clocked in <input type="checkbox"/> Time sheet entry <input type="checkbox"/> Edit actual time	Time in 11/10/2020 <input type="text"/> 03:00 PM <input type="text"/>
<input type="checkbox"/> Missed in punch <input type="checkbox"/> Missed out punch	Time out 11/10/2020 <input type="text"/> 05:00 PM <input type="text"/>
	Break type << NONE >>
	Position 21992200 - Student Assist
	Position Location APS99-000\DEFAULT <input type="button" value="Select"/>
	Note <input type="text"/>