

M TCP- Identifying Clocked Hours Source

Identifying Clock Hours Source

- In Hours, Individual Hours or Group Hours:
- Select the work segment.
- Select **Manage, Edit**.
- Click **Extra**.

Edit Segment ? Feedback

Segment Length: 9:00

Individual is clocked in
 Time sheet entry
 Edit actual time

Missed in punch
 Missed out punch

Time in: 11/9/2020 08:00 AM
Time out: 11/9/2020 05:00 PM
Break type: << NONE >>
Position: 99975500 - Sr Personnel Tec
Position Location: 000\DEFAULT
Rate: 0.00
Note:

Custom **Extra** Cancel Save

- Note the Application and Location
- Location - IP addresses for Miami's network can be used to identify the punch location.
- Application types:
 - Standalone Clock = physical clock punch.
 - WebClock = web clock punch.
 - MobileClock = mobile clock punch.
 - TimeClock Manager = time entered manually through web browser.
- Click **Cancel, Cancel** so that no accidental changes are saved.

Extra Information ? Feedback

Punch in information
Application TimeClock Manager - Manage Hours Individual
Location 134.53.88.9
Description N/A

Punch out information
Application TimeClock Manager - Manage Hours Individual
Location 134.53.88.9
Description N/A

Overtime
 Do not force overtime
 Force overtime 1
 Force overtime 2

Comp Time
 Disable comp time on qualifying segments
 Allow comp time on qualifying segments
 Force comp time on segment

Calculations
 Disable automatic deduction for this segment
 Disable segment minimum
 Reset and Disable shift differential processing

Cancel Save

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- Mobile App punch locations can be identified via the Location button on the Edit Segment screen.
- Click **Location**.
- Click **Cancel, Cancel** so that no accidental changes are saved.

Edit Segment ? Feedback

Segment Length: 0:00

Individual is clocked in
 Time sheet entry
 Edit actual time

Missed in punch
 Missed out punch

Time in 11/10/2020 11:30 AM
Time out 11/10/2020 11:30 AM
Break type << NONE >>
Position 99904400 - Food Service Su
Position Location RHD9-907\HDGS CONCES! Select
Rate 0.00
Note

Custom Extra Location Cancel Save

- The red pin on the map identifies the punch location.

Work Segment Location ? Feedback

● Clocked in ● Clocked out

Map Satellite Enter a query

Kreger Hall

Armstrong Student Center

Bishop Woods

Bishop Cir

E Spring St

Google

Map data ©2020 Terms of Use Report a map error

Cancel