

TIMECLOCK PLUS (FOR MANAGERS)

SSO URL (may take a couple minutes to load as it loads your dashboard):

<https://adfs.macomb.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=https://272362.tcplusondemand.com/api/v0000/saml2Sessions/0/Saml2SingleSignOnUserPost>

Non-SSO URL: <https://272362.tcplusondemand.com/app/manager/#/ManagerLogOn/272362>

ID: FirstInitialLastName (i.e. JMcNally)

PW: blank the first time you go in, then you will need to set your password

To set up or reset your password: when you are logged in to the system, click on your name in the upper right corner, select “My Options,” then create the System Access password under the Passwords tab. *If you forget your password & SOS is not working, contact Jessica McNally to reset your password.*

Home screen: User dashboard filtered by the employees that you have access to. From your dashboard you will see items that are awaiting your approval as well as other items of interest (Birthdays, Anniversaries, etc.). You can modify what widgets appear on your Dashboard by clicking the Edit button in the upper right.

For items that need your approval, you can approve them right from your dashboard by clicking on the checkmark, or you can use the “Jump to...” link in the lower right of the widget to take you to that area of the site.

TimeClock Plus

Company: Macomb Community College 7/12/2020 Jessica McNally

MY DASHBOARD Matching 100 of 667 Employees Refresh Edit 7 Feedback

* 567 employees were not calculated in this total.

REQUIRED APPROVALS 19*

Name	Type	Date	
Anna Anderson	Manager Approval	07/12/2020 A - 04:30 P	✓
Anna Anderson	Manager Approval	07/14/2020 A - 04:30 P	✓
Anna Anderson	Manager Approval	07/15/2020 A - 04:30 P	✓
Anna Anderson	Manager Approval	07/16/2020 A - 05:00 P	✓
Anna Anderson	Manager Approval	07/17/2020 A - 05:00 P	✓
Robert L. Linton	Manager Approval	07/12/2020 A - 05:00 P	✓
Robert L. Linton	Manager Approval	07/14/2020 A - 05:00 P	✓
Robert L. Linton	Manager Approval	07/15/2020 P - 04:30 P	✓
Teri Hugler	Manager Approval	07/12/2020 A - 05:00 P	✓
Teri Hugler	Manager Approval	07/14/2020 A - 05:00 P	✓
Teri Hugler	Manager Approval	07/15/2020 A - 05:00 P	✓
Teri Hugler	Manager Approval	07/16/2020 A - 05:00 P	✓
Teri Hugler	Manager Approval	07/17/2020 A - 05:00 P	✓
Teri Hugler	Manager Approval	07/18/2020 A - 05:00 P	✓
Timothy Conley	Manager Approval	07/12/2020 A - 04:30 P	✓

[Jump to Group Hours](#)

MISSED PUNCHES 0*

PENDING TIME OFF REQUESTS 8*

Name	Date	Request	M	S	
Anna Anderson	7/14	PFO - 01:00 PM to 05:00 PM	x	✓	
Anna Anderson	7/15	PFO - 08:00 AM to 04:00 PM	x	✓	
Teri Hugler	7/17	PFO - 08:00 AM to 04:00 PM	x	✓	
Teri Hugler	7/18	PFO - 08:00 AM to 04:00 PM	x	✓	
Teri Hugler	7/19	PFO - 08:00 AM to 04:00 PM	x	✓	
Teri Hugler	7/20	PFO - 08:00 AM to 04:00 PM	x	✓	
Teri Hugler	7/21	PFO - 08:00 AM to 04:00 PM	x	✓	
Rachel Sedberry	7/17	PFO - 01:00 PM to 05:00 PM	x	✓	

[Jump to Request Manager](#)

OVERTIME 5*

Name	Type	Date	
Teri Hugler	Overtime	07/14/2020 A - 05:00 P	✓
Teri Hugler	Overtime	07/15/2020 A - 05:00 P	✓
Teri Hugler	Overtime	07/16/2020 A - 05:00 P	✓
Teri Hugler	Overtime	07/17/2020 A - 05:00 P	✓
Teri Hugler	Overtime	07/18/2020 A - 05:00 P	✓

[Jump to Group Hours](#)

BIRTHDAYS 0*

CONFLICTING SEGMENTS 0*

REMINERS + 0

ANNIVERSARIES 11*

Name	Type	Date
Ann McNeal	Anniversary	08/02/180
Anthony Black	Anniversary	07/19/121
Brianna Bentley	Anniversary	07/30/121
Elizabeth Angi	Anniversary	08/06/139
John Boone	Anniversary	08/12/150
Joseph Griffiths	Anniversary	07/12/171
Julie Bogart	Anniversary	07/19/166
Madeline White	Anniversary	07/09/139
Madeline Jamison	Anniversary	08/09/125
Renee Valencia	Anniversary	08/09/125
Timothy Conley	Anniversary	07/29/185

Note, you will likely have access to more employees than those whom you are the designated approver for. You can filter the employees further by clicking on your name in the upper right, selecting “My Options”, then under Global Options, click the Employee Filter button. In the Filter screen, check Employee ID. If you don’t know the ID’s of the employees, hit the Select button to select from a list.

Employee Filter

☒ Employee Status
☒ **Employee ID**
☐ Job Code
☐ Classification
☐ Department

Include ▾

1-9999999999

Select

Example: 1-5,8,10-1000

Deselect any employees that you do not wish to see on your dashboard. Be sure to hit the Select button when finished.

Select Employees ?

Search

☒ Active only

Showing 14 records of 14

Selected 14 records

<input checked="" type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	46155	Anna	Anderson	0046155	62003		5
<input checked="" type="checkbox"/>	90414	Rachel	Spalding	0090414	62003		5
<input checked="" type="checkbox"/>	90939	Florence	Ciolino-Kepler	0090939	62003		6
<input checked="" type="checkbox"/>	171873	Sonya	Kushler	0171873	62003		6
<input checked="" type="checkbox"/>	194270	Rachel	Bostic	0194270	62003		6
<input checked="" type="checkbox"/>	509603	Kristy	Doherty	0509603	62003		6
<input checked="" type="checkbox"/>	589298	Andrea	Wangelin	0589298	62003		5
<input checked="" type="checkbox"/>	856121	Dana	Jackson	0856121	62003		5

Cancel

Select

Back on the Employee Filter screen, hit the Filter button to save your changes.

Employee Filter ?

☒ Employee Status
☒ **Employee ID**
☐ Job Code
☐ Classification
☐ Department
☐ Location
☐ Employee Role
☐ Schedule Group
☐ Manager
☐ Job Classes
☐ Provision
☐ Qualifications
☐ Hire Date
☐ Days Employed
☐ Custom Fields
Summary

Include ▾

46155,90414,90939,171873

Select

Example: 1-5,8,10-1000

Preview Save as Reset All

14 of 24 employees match

Cancel

Filter

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EDITING AND APPROVING TIME

Group Hours

<https://timeclockplus.force.com/TCPsupport/s/article/Group-Hours-Essentials-Guide>

<https://timeclockplus.force.com/TCPsupport/s/article/Approvals-in-Group-Hours>

<https://timeclockplus.force.com/TCPsupport/s/article/Exceptions-Essentials-Guide>

<https://timeclockplus.force.com/TCPsupport/s/article/Approving-Shifts>

REQUIRED APPROVALS 144
15/144
[Jump to Group Hours](#)

TimeClock Plus® Search Company: Macomb Community College

HOURS SCHEDULES EMPLOYEE REPORTS TOOLS CONFIGURATION COMPANY
Individual Hours **Group Hours** Mass Hours Period Export Time Sheets

Update start date & stop date
with pay period start/end dates

GROUP HOURS ☆

Sort by: ID ↑

7/12/2020 Start date to 7/25/2020 Stop date Open Weeks Period Update

Employee Filter Job Code Filter Cost Code Filter Exception Filter ☐ Show absences

In order to increase performance and enhance the user experience, we have implemented a new feature Mass Hours. To add or edit hours for multiple employees, please use the Mass Hours feature.

Options ? Feedback

Display Date format Company Default Default Period Open Weeks

Recommended Settings

Worked Hours

- ☒ Highlight segments that contain breaks
- ☒ Display actual punch times in addition to rounded times
- ☒ Always display actual times
- ☒ Ask for confirmation when deleting a segment
- ☐ Show comp time breakdown
- ☒ Include Period Summary

- ☐ Combine rates and shift premiums in the list
- ☒ Display job code description in the list
- ☐ Display total hours for each day
- ☐ Display day of week for each time in/out
- ☐ Display manager next to employee name (Group Hours Only)
- ☐ Show the user ID of the user that granted approval
- ☐ Show cost code description in list

Settings Warnings

Cancel Apply

Adjust the settings above and click "Update"

Hit Update after you
have desired settings.

If an employee has made a note on a shift, it will be highlighted Blue in the Notes column. Click on the icon to view the note.

Period Summary based on dates specified

Expand all Collapse all

Regular	OT1	OT2	Comp Time	Leave	Total
78.00	6.00	0.00	0.00	8.00	84.00

Notes	Edited	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code	Cost Code	Rate
	Y	60u	1	7/13/2020 08:00 AM	7/13/2020 08:00 AM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/14/2020 08:00 AM	7/14/2020 08:00 AM	7/14/2020 04:30 PM	7/14/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/15/2020 08:00 AM	7/15/2020 08:00 AM	7/15/2020 04:30 PM	7/15/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/16/2020 08:00 AM	7/16/2020 08:00 AM	7/16/2020 04:30 PM	7/16/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/17/2020 08:00 AM	7/17/2020 08:00 AM	7/17/2020 05:00 PM	7/17/2020 05:00 PM	8.00	8.00	38.00	1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/20/2020 08:00 AM	7/20/2020 08:00 AM	<< Time sheet >>		8.00	8.00		3432 - PTO		0.00
	Y	60u	1	7/20/2020 08:00 AM	7/20/2020 08:00 AM	7/20/2020 04:30 PM	7/20/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/21/2020 08:00 AM	7/21/2020 08:00 AM	7/21/2020 04:30 PM	7/21/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/22/2020 08:00 AM	7/22/2020 08:00 AM	7/22/2020 04:30 PM	7/22/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/23/2020 08:00 AM	7/23/2020 08:00 AM	7/23/2020 04:30 PM	7/23/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser		0.00
	Y	60u	1	7/24/2020 08:00 AM	7/24/2020 08:00 AM	7/24/2020 05:00 PM	7/24/2020 05:00 PM	8.00	8.00	46.00	1832 - S3010FINAN Financial Ser		0.00
Weekly Totals													
Regular	OT1	OT2	Comp Time	Leave	Total								
76.00	0.00	0.00	0.00	4.00	76.00								
Regular	OT1	OT2	Comp Time	Leave	Total								
64.12	0.00	0.00	0.00	0.00	64.12								

add

+ Add

Notes	Edited	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code	Cost Code	Rate
	Y			7/13/2020 09:00 AM	7/13/2020 09:00 AM	<< Time sheet >>		8.00	8.00		458 - C5050FINAN Accounting CI		0.00
		72u		7/14/2020 07:30 AM	7/14/2020 07:26 AM	7/14/2020 01:00 PM	7/14/2020 01:00 PM	5.50			458 - C5050FINAN Accounting CI		0.00
				7/14/2020 02:12 PM	7/14/2020 02:12 PM	7/14/2020 04:30 PM	7/14/2020 04:31 PM	2.30	7.80		458 - C5050FINAN Accounting CI		0.00
		58u		7/15/2020 07:30 AM	7/15/2020 07:26 AM	7/15/2020 01:58 PM	7/15/2020 01:58 PM	6.47			458 - C5050FINAN Accounting CI		0.00
				7/15/2020 02:56 PM	7/15/2020 02:56 PM	7/15/2020 04:30 PM	7/15/2020 04:30 PM	1.57	8.03		458 - C5050FINAN Accounting CI		0.00
		60u		7/16/2020 07:00 AM	7/16/2020 07:01 AM	7/16/2020 02:33 PM	7/16/2020 02:33 PM	7.55			458 - C5050FINAN Accounting CI		0.00
				7/16/2020 03:33 PM	7/16/2020 03:33 PM	7/16/2020 04:00 PM	7/16/2020 04:00 PM	0.45	8.00		458 - C5050FINAN Accounting CI		0.00

Requires Approval

Manager

Red dot indicates that there is an exception that needs approval
Blue dot indicates a flagged exception that does not require approval
Hover over dot to view exception (in this case the shift just requires manager approval/timecard approval)

Notes:

- Employee approvals (E) and Other approvals (O) are not required
- Schedules for STAs & Command Officers are automatically imported in to their timecards and will have a "Y" in the Edited column for this reason (more on scheduling later)
- Automatic lunch breaks are set up for the following groups:
 - ½ hour for MCCCOPA
 - 1 hour for STAs

If you have an employee in one of these groups whose lunch break is regularly different than that specified, please contact Payroll to update the automatic break. This will save you editing time.

- Rounding rules are set up for employees who Clock In/Out – that is why the "Time in" may vary from the "Actual time in"

Individual Hours

<https://timeclockplus.force.com/TCPsupport/s/article/Individual-Hours-Essentials-Guides>

Hours can be viewed, edited and approved within Group Hours (all filtered employees at once) or in Individual Hours (single employee).

The screenshot shows the 'Individual Hours' page in the TimeClock Plus system. The interface includes a top navigation bar with 'HOURS', 'SCHEDULES', 'EMPLOYEE', 'REPORTS', and 'TOOLS'. Below this, a sub-navigation bar shows 'Individual Hours', 'Group Hours', and 'Time Sheets'. The main content area is titled 'INDIVIDUAL HOURS' and features a search bar, a sort dropdown (set to 'ID ↑'), and an 'Employee Filter' button. A list of employees is shown, with '1239088 Jessica McNally' selected. To the right of the list, there are tabs for 'Hours', 'Schedules', and 'Accruals'. Below the tabs, there are filters for 'Job Code', 'Cost Code', 'Segment', and 'Exception'. A date range selector shows '7/12/2020' to '7/25/2020' with an 'Open Weeks' dropdown and an 'Update' button. At the bottom, there are buttons for '+ Add', 'Manage', 'Exceptions', 'Processing', and 'Resolve Period'. A table at the bottom right shows time categories: Regular (80.00), OT1 (0.00), OT2 (0.00), Comp Time (0.00), and Lea (3.00). Annotations with red arrows point to the 'Employee Filter' button, the search bar, the 'Schedules' tab, and the 'Hours' tab.

Search for employee by name or ID number (if the employee does not show up, check your filter by click the Employee Filter button)

One advantage of Individual Hours is that you can also jump to the employee's schedule, or check leave Accrual balances.

Within Individual Hours, you can click on the employee's name (in blue) and jump to their Employee Profile or Schedule.

The screenshot shows the 'Employee Profile' page for Jessica McNally. The page has a header with the employee's name 'Jessica McNally' in a blue link. Below the header, there is a section with employee details: 'Employee ID 1239088', 'Classification Empty', 'Manager Empty', 'Job Code S3011FINAN Financial Svc', and 'Department 62003'. At the bottom, there are two blue buttons: 'Employee Schedules' and 'Employee Profiles'.

Editing Time

Some common edits:

Editing In/Out time (ex: employee forgets to punch in and notifies you that they punched in at 7:30 AM instead of their start time of 7)

Click on the segment that needs to be edited, click on the Manage button and select Edit (alternatively, you can double click on the time that needs to be edited)

Manage Exceptions Resolve Period													
es	Edited		Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job	
	Y				7/13/2020 09:00 AM	7/13/2020 09:00 AM	<< Time sheet >>		8.00	8.00		458	
			72u		7/14/2020 07:30 AM	7/14/2020 07:26 AM	7/14/2020 01:00 PM	7/14/2020 01:00 PM	5.50			458	
					7/14/2020 02:12 PM	7/14/2020 02:12 PM	7/14/2020 04:30 PM	7/14/2020 04:31 PM	2.30	7.80		458	
			58u		7/15/2020 07:30 AM	7/15/2020 07:26 AM	7/15/2020 01:58 PM	7/15/2020 01:58 PM	6.47			458	
					7/15/2020 02:56 PM	7/15/2020 02:56 PM	7/15/2020 04:30 PM	7/15/2020 04:30 PM	1.57	8.03		458	
			60u		7/16/2020 07:00 AM	7/16/2020 07:01 AM	7/16/2020 02:33 PM	7/16/2020 02:33 PM	7.55			458	
					7/16/2020 03:33 PM	7/16/2020 03:33 PM	7/16/2020 04:00 PM	7/16/2020 04:00 PM	0.45	8.00		458	
			68u		7/17/2020 08:00 AM	7/17/2020 07:56 AM	7/17/2020 12:30 PM	7/17/2020 12:30 PM	4.50			458	
					7/17/2020 01:38 PM	7/17/2020 01:38 PM	7/17/2020 04:30 PM	7/17/2020 04:30 PM	2.87	7.37	39.20	458	
			60u		7/20/2020 07:30 AM	7/20/2020 07:30 AM	7/20/2020 01:00 PM	7/20/2020 01:00 PM	5.50			458	
					7/20/2020 02:00 PM	7/20/2020 02:00 PM	7/20/2020 04:30 PM	7/20/2020 04:30 PM	2.50	8.00		458	

Edit Segment

☐ Individual is clocked in
☐ Time sheet entry
☐ Edit actual time
☒ Missed in punch
☐ Missed out punch

If you are editing the time due to a missed punch, select the appropriate box.

If employee notifies you the same day, prior to clocking out or going on lunch, be sure to check "Individual is clocked in." This will leave the Time out empty, allowing the employee to complete the day.

Segment Length: 6.00

Time in 7/20/2020 07:00 AM

Time out 7/20/2020 01:00 PM

Break type Lunch

Job Code 458 - C5050FINAN Account

Cost Code << NONE >>

Note

Edit Time in or Time out as needed (in this example the 1 PM out time is when they went on lunch)

Custom Extra

Cancel Save

After you hit Save, you should receive a warning about Editing Actual Times – leave it as “Keep actual time(s)”

Edit Action

?

You are editing rounded times. Which action should be taken on the actual times?

Rounded times

Time in 7/22/2020 07:00 AM
Time out 7/22/2020 02:00 PM

Actual times

Time in 7/22/2020 07:31 AM
Time out 7/22/2020 02:00 PM

☒ Keep actual time(s)
☐ Edit actual time(s)
☐ Remember my current selection

Cancel
Ok

Deleting a segment/shift

In the example below, an employee is showing conflicting shifts (orange font) because they have 8 hours of PTO in addition to entering time on a timesheet. The note left by the employee indicates that they used PTO.

(Note: when an employee has approved PTO it will automatically clear that employee’s schedule for the day and enter the time on the timesheet. The employee should NOT enter time on that day if the entire day was PTO. However, if the PTO was only for a partial day, the employee will need to enter the time worked since the entire day’s schedule is cleared with the PTO approval)

					Notes	Edited	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			7/20/2020 08:00 AM	7/20/2020 08:00 AM	<< Time sheet >>		8.00	8.00		3432 - PTO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/20/2020 08:00 AM	7/20/2020 08:00 AM	7/20/2020 04:30 PM	7/20/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser

Edit
Delete
Entered By
Date Entered
Note

SELF
07/22/2020 08:34 AM
Used PTO day

Notice the different Job Codes

Since the employee used PTO, that segment is correct and the second segment needs to be deleted. Check the box to the left of the segment, click Manage, then Delete.

Manage
Exceptions
Resolve Period

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

Expand all
Go

Unapproved
Approved
Conflict

Add 1 records
+ Add

					Notes	Edited	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/13/2020 08:00 AM	7/13/2020 08:00 AM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/14/2020 08:00 AM	7/14/2020 08:00 AM	7/14/2020 04:30 PM	7/14/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/15/2020 08:00 AM	7/15/2020 08:00 AM	7/15/2020 04:30 PM	7/15/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/16/2020 08:00 AM	7/16/2020 08:00 AM	7/16/2020 04:30 PM	7/16/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/17/2020 08:00 AM	7/17/2020 08:00 AM	7/17/2020 05:00 PM	7/17/2020 05:00 PM	8.00	8.00	38.00	1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			7/20/2020 08:00 AM	7/20/2020 08:00 AM	<< Time sheet >>		8.00	8.00		3432 - PTO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	60u	1	7/20/2020 08:00 AM	7/20/2020 08:00 AM	7/20/2020 04:30 PM	7/20/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser

Splitting a Time Segment

You may find it necessary to split a time segment in to 2 or more separate segments. In the example below the employee was clocked in from 8:30 to 4:30 but 2 hours of PTO need to be added to the middle of the day.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/1/2020 08:30 AM	9/1/2020 08:33 AM	9/1/2020 04:30 PM	9/1/2020 04:30 PM	8.00	8.00
-------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------	-------------------	-------------------	-------------------	-------------------	------	------

Select the segment, click Manage, then “Split Segment by Length”

On the split segment screen, click the Split icon to create 2 segments. If you need to create additional segments, hit the Split icon again. Adjust the In/Out times or the Length of each segment to reflect the times worked. Then hit Save.

In our example, we need 3 segments. One for 2 hours worked from 8:30 – 10:30 AM, one for 2 hours of PTO from 10:30 AM to 12:30 PM, and one for 4 hours worked from 12:30-4:30 PM. Hit the Split icon twice to create 3 segments and adjust each segments details.

Manage

Exceptions

Edit

Delete

Split segment by length

Split segment by percentage

Add break

Toggle break

Audit Log



View segment photos

Note: the system will maintain the total Length of the original segment. So if your original segment was 8 hours, the sum of all of the individual segments will need to be 8 hours. This also allows you to just change the Length column and the system will modify the In/Out times appropriately. So in this example, I entered segment lengths of 2, 2, 4.

Split Segment

?

Feedback







Split	Delete	Length	Time	Break	Job Code	Rate
		08:00	In 08:30 AM Out 04:30 PM	Type Lunch Length N/A	2495 - E6054BUGEN NBU A	0.00

CancelSave

Split Segment

?

Feedback

Split	Delete	Length	Time	Break	Job Code	Rate
		02:00	In 08:30 AM Out 10:30 AM	Type << NONE >> Length N/A	2495 - E6054BUGEN NBU A	0.00
		02:00	In 10:30 AM Out 12:30 PM	Type << NONE >> Length N/A	3432 - PTO	0.00
		04:00	In 12:30 PM Out 04:30 PM	Type << NONE >> Length N/A	2495 - E6054BUGEN NBU A	0.00

CancelSave

If you are adding a PTO segment, be sure to change the Job Code

Watch the Break column; if no lunch was taken, be sure to change Type to “None”

Add Time Segment

In the timesheet below, an employee has 4 hours of approved PTO on 7/17 but did not record any other time worked. If she had worked the other 4 hours, add a segment by selecting the Add button next to their name.

																	Regular	OT1	OT2	Comp Time	Leave	Total
																	76.00	0.00	0.00	0.00	4.00	76.00
<input type="checkbox"/>					Notes	Edited		Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code	Cost Code	Rate			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/13/2020 07:30 AM	7/13/2020 07:30 AM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/14/2020 07:30 AM	7/14/2020 07:30 AM	7/14/2020 04:30 PM	7/14/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/15/2020 07:30 AM	7/15/2020 07:30 AM	7/15/2020 04:30 PM	7/15/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/16/2020 07:30 AM	7/16/2020 07:30 AM	7/16/2020 04:30 PM	7/16/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y				7/17/2020 01:00 PM	7/17/2020 01:00 PM	<< Time sheet >>		4.00	4.00	36.00	3432 - PTO		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/20/2020 07:30 AM	7/20/2020 07:30 AM	7/20/2020 04:30 PM	7/20/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/21/2020 07:30 AM	7/21/2020 07:30 AM	7/21/2020 04:30 PM	7/21/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/22/2020 07:30 AM	7/22/2020 07:30 AM	7/22/2020 04:30 PM	7/22/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/23/2020 07:30 AM	7/23/2020 07:30 AM	7/23/2020 04:30 PM	7/23/2020 04:30 PM	8.00	8.00		2338 - S5069FINAN Mgr Acctng Sr		0.00			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	7/24/2020 07:30 AM	7/24/2020 07:30 AM	7/24/2020 04:30 PM	7/24/2020 04:30 PM	8.00	8.00	40.00	2338 - S5069FINAN Mgr Acctng Sr		0.00			

Complete the Add screen with Time in date & time, number of Hours of segment worked. Most employees only have one work (non-leave) job code but for an employee with multiple job codes, select the correct Job Code from the drop down list. Hit Save.

Add

?

Feedback

☐ Individual is clocked in
☒ Time sheet entry

☐ Missed in punch
☐ Missed out punch

Segment Length: 4:00

Time in

7/17/2020

09:00 AM

Hours

4:00

Job Code

2338 - S5069FINAN Mgr Ac

Cost Code

<< NONE >>

Select

Rate

0.00

Note

Days

1

▼

Custom

Extra

Cancel

Save

By selecting "Time sheet entry" you only have to specify Time in and number of hours. To specify an in and out time, deselect this option

Note field is optional

Adding Missed PTO

Please see Adding a Request under REQUEST MANAGER section

Deleting/Editing a Break/Lunch (UNPAID)

If Automatic Breaks are set up for an employee (STA, MCCCOPA), a lunch will automatically be deducted. If an employee skips their lunch, or takes a shorter or longer lunch, the automatic break will need to be deleted and a new break added (break length cannot be *edited* - must be deleted then added).

Note: if an employee is set up with an automatic break that is incorrect, please notify payroll.

Delete Break

Select the segment with the break that needs to be deleted, select Manage, Edit

Shows 60 minute

es	Edited	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	30u	1	7/13/2020 08:00 AM	7/13/2020 08:00 AM	7/13/2020 12:15 PM	7/13/2020 12:15 PM	4.25			1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input checked="" type="checkbox"/>		1	7/13/2020 12:45 PM	7/13/2020 12:45 PM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	3.75	8.00		1832 - S3010FINAN Financial Ser
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60u	1	7/14/2020 08:00 AM	7/14/2020 08:00 AM	7/14/2020 04:30 PM	7/14/2020 04:30 PM	7.50	7.50		1832 - S3010FINAN Financial Ser

On the Edit Segment screen, select Extra button, then in the Extra Information box, check the “Disable automatic deduction for this segment” box and Save

Segment Length: 8.50

Time in: 7/14/2020 08:00 AM
Time out: 7/14/2020 04:30 PM
Break type: << NONE >>
Job Code: 1832 - S3010FINAN Financ
Cost Code: << NONE >>

Extra Information

Punch in information
Application Admin - Transfer Job Information
Location EC2AMAZ-NTMJ2LM
Description N/A

Punch out information
Application Admin - Transfer Job Information
Location EC2AMAZ-NTMJ2LM
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

Add Break

Select segment to add the break to, click Manage, Add break

Add break

es	Edited	Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	30u	1	7/13/2020 08:00 AM	7/13/2020 08:00 AM	7/13/2020 12:15 PM	7/13/2020 12:15 PM	4.25			1832 - S3010FINAN Financial Ser
<input type="checkbox"/>	<input checked="" type="checkbox"/>		1	7/13/2020 12:45 PM	7/13/2020 12:45 PM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	3.75	8.00		1832 - S3010FINAN Financial Ser
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	7/14/2020 08:00 AM	7/14/2020 08:00 AM	7/14/2020 04:30 PM	7/14/2020 04:30 PM	8.50	8.50		1832 - S3010FINAN Financial Ser

Add Break ?

Time in 7/14/2020 08:00 AM
Time out 7/14/2020 04:30 PM

Date 7/14/2020

Time 12:00 PM

Break length 30

Break type Lunch

Note

Cancel Save

Complete the “Add Break” screen with the time the employee left on lunch and the length of the break. Hit Save.

Editing Job Code (including deleting “Shift Diff”)

Time that qualifies to receive shift differential pay according to union contracts is automatically processed in to a separate job code (i.e. “STA Shift Diff”). If the employee should NOT receive shift differential for that time (voluntary schedule), you can edit the Job Code back to the employee’s default job code.

In the example below, due to PTO taken, the timesheet entry of 2 PM to 4 PM is being calculated as shift (*Note: this is why “breaks” are utilized for unpaid lunches; it prevents 2 separate segments*).

<input type="checkbox"/>					Notes	Edited		Break Length	Shift	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y				7/17/2020 10:00 AM	7/17/2020 10:00 AM	<< Time sheet >>		4.00	4.00		3432 - PTO
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		2		7/17/2020 02:00 PM	7/17/2020 02:00 PM	7/17/2020 04:00 PM	7/17/2020 04:00 PM	2.00	2.00	43.00	3444 - STA Shift Diff

To edit Job Code, either double click on the Job Code to be changed, or select that line and hit the Manage button and select Edit. In the Edit Segment screen, change the Job Code and hit Save.

Edit Segment ?

Segment Length: 2.00

☐ Individual is clocked in
☐ Time sheet entry
☐ Edit actual time

☐ Missed in punch
☐ Missed out punch

Time in 7/17/2020 02:00 PM

Time out 7/17/2020 04:00 PM

Break type << NONE >>

Job Code 3444 - STA Shift Diff

Cost Code << NONE >>

Note

Custom Extra Cancel Save

Edit Segment ?

Segment Length: 2.00

☐ Individual is clocked in
☐ Time sheet entry
☐ Edit actual time

☐ Missed in punch
☐ Missed out punch

Time in 7/17/2020 02:00 PM

Time out 7/17/2020 04:00 PM

Break type << NONE >>

Job Code 2444 - S5080FINAN Mgr.O

Cost Code << NONE >>

Note

Custom Extra Cancel Save

Note: if the employee is consistently working a schedule that qualifies for Shift pay but is not to receive the differential pay (voluntary schedule), please notify payroll and the shift differential can be turned off for that employee.

Approving Time

Time must be approved to process payroll. Deadline: Noon Tuesday following the pay period

Note: once the time is approved by a Manager, the employee cannot edit the time. So for employees utilizing timesheets (STA, Command officers), it is recommended that you do not approve time until the end of the pay period.

Things to check before approving time:

- Full-time employees: do they have at least 40 hours? If not...
 - Is there PTO that needs to be entered? *See “Adding a Request” under Request Manager*
 - Is the employee punching in on time?
- If a full-time employee has over 40 hours (hours will show up under OT1 & OT2), were they approved for overtime? *If they worked it, we have to pay it but you should be monitoring unapproved overtime.*
- Check the Job Code column – is the employee receiving Shift differential that they should not be?
- Check any Notes left by the employee to see if their time needs to be edited.

AFTER YOU HAVE REVIEWED THE TIME & MADE ANY NECESSARY EDITS...

Manage

Exceptions

Resolve Period

Expand all

Collapse all

Page 1

Page 1 of 2

Showing 1-100 records of 192

Selected 0 records

Manager approval

+ Add

Unapproved

Approved

Conflict

Break

					Notes	Edited		Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code	Cost Code
						Y		30u	1	7/13/2020 08:00 AM	7/13/2020 08:00 AM	7/13/2020 12:15 PM	7/13/2020 12:15 PM	4.25			1832 - S3010FINAN Financial Ser	
						Y			1	7/13/2020 12:45 PM	7/13/2020 12:45 PM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	3.75	8.00		1832 - S3010FINAN Financial Ser	
						Y		30u	1	7/14/2020 08:00 AM	7/14/2020 08:00 AM	7/14/2020 12:00 PM	7/14/2020 12:00 PM	4.00			1832 - S3010FINAN Financial Ser	

Check the box in the Manager (M) Approval column to approve the time. This can be done segment (line) by segment by checking the box, or if you click on the “M” in the column header it will check the boxes for the entire timesheet (see below).

					Notes	Edited		Break length	Shift	Time in	Actual time in	Time out	Actual time out	Hours	Shift total	Week total	Job Code
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/13/2020 08:00 AM	7/13/2020 08:00 AM	7/13/2020 12:15 PM	7/13/2020 12:15 PM	4.25			1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/13/2020 12:45 PM	7/13/2020 12:45 PM	7/13/2020 04:30 PM	7/13/2020 04:30 PM	3.75	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/14/2020 08:00 AM	7/14/2020 08:00 AM	7/14/2020 12:00 PM	7/14/2020 12:00 PM	4.00			1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/14/2020 12:30 PM	7/14/2020 12:30 PM	7/14/2020 04:30 PM	7/14/2020 04:30 PM	4.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/15/2020 08:00 AM	7/15/2020 08:00 AM	7/15/2020 04:30 PM	7/15/2020 04:30 PM	8.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/16/2020 08:00 AM	7/16/2020 08:00 AM	7/16/2020 04:30 PM	7/16/2020 04:30 PM	8.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/17/2020 08:00 AM	7/17/2020 08:00 AM	7/17/2020 05:00 PM	7/17/2020 05:00 PM	8.50	8.50	40.50	1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/20/2020 08:00 AM	7/20/2020 08:00 AM	<< Time sheet >>		8.00	8.00		3432 - PTO
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/20/2020 08:00 AM	7/20/2020 08:00 AM	7/20/2020 04:30 PM	7/20/2020 04:30 PM	8.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/21/2020 08:00 AM	7/21/2020 08:00 AM	7/21/2020 04:30 PM	7/21/2020 04:30 PM	8.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/22/2020 08:00 AM	7/22/2020 08:00 AM	7/22/2020 04:30 PM	7/22/2020 04:30 PM	8.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/23/2020 08:00 AM	7/23/2020 08:00 AM	7/23/2020 04:30 PM	7/23/2020 04:30 PM	8.00	8.00		1832 - S3010FINAN Financial Ser
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	1	7/24/2020 08:00 AM	7/24/2020 08:00 AM	7/24/2020 05:00 PM	7/24/2020 05:00 PM	8.50	8.50	48.50	1832 - S3010FINAN Financial Ser

Notice that in the above example, that there are still 2 red dots (7/17 & 7/24). This means that those days have exceptions that need to be approved. Hover over the dot to find out what the exception is.

REQUEST MANAGER

*Note: you will **NOT** receive an email notification from the system when an employee requests time off. So it is important that you check TCP regularly for pending requests.*

Navigation: From the Manager Dashboard, click the “Jump to Request Manager” under the widget Pending Time Off Requests.

 **PENDING TIME OFF REQUESTS**


5

Name	Date	Request	X	✓
Elizabeth Yakamovich	8/31	PTO - 08:00 AM to 04:00 PM	X	✓
Kristy Doherty	7/27	PTO - 08:00 AM to 04:00 PM	X	✓
Kristy Doherty	7/28	PTO - 08:00 AM to 04:00 PM	X	✓
Kristy Doherty	7/30	PTO - 08:00 AM to 04:00 PM	X	✓
Kristy Doherty	7/31	PTO - 08:00 AM to 04:00 PM	X	✓

[Jump to Request Manager](#)

-or-

From the menu bar, select Tools → Requests → Request Manager



Company: Macomb Community College Week: 7/12/2020

Home HOURS SCHEDULES EMPLOYEE REPORTS TOOLS CONFIGURATION COMPANY

Import Export Employee Status Requests Other Tools

Request Manager

Adding a Request

In Request Manager, select the Add button and complete the request. You can also approve the request right from the “Add Employee Request” window.

Add Employee Request ? Feedback

Templates

No records found

Employee Sonya Kushler [171873]

Date requested 7/20/2020

Start time 12:15 PM

Hours 2:45

Days 1

Leave Code 3432 - PTO

Description

☒ Approve request

☐ Send user notification

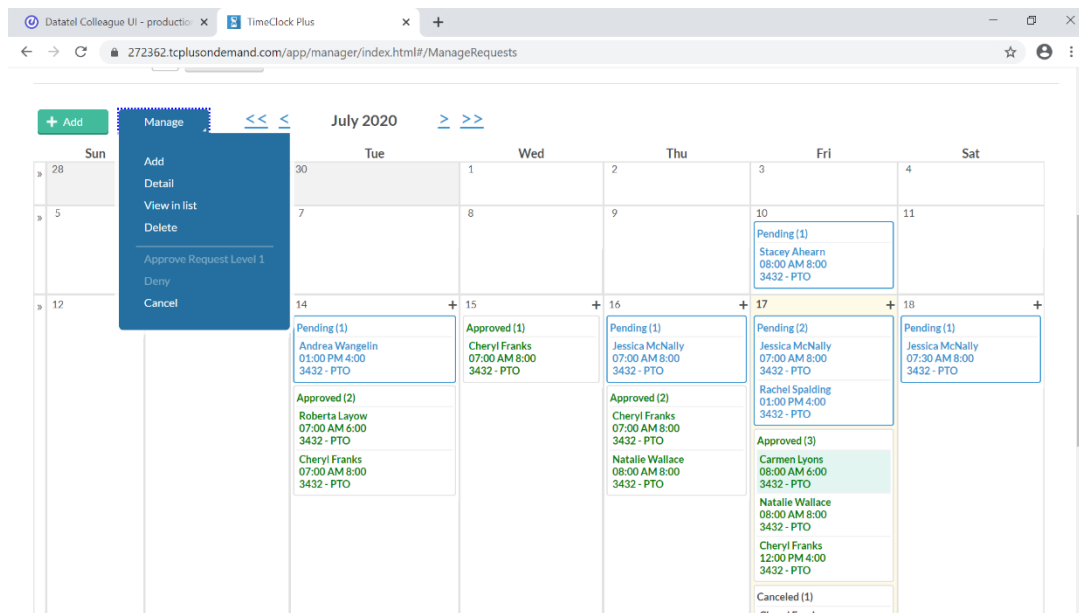
Accruals

Cancel Save

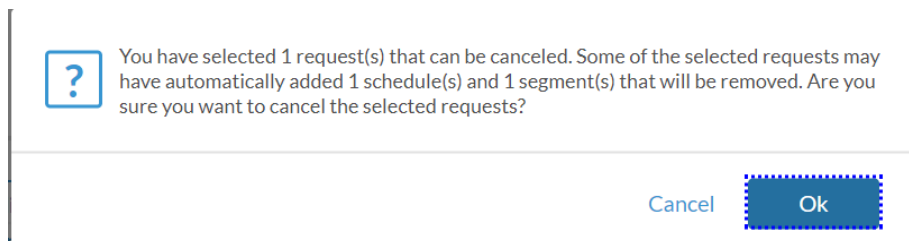
Employees can only add a PTO request up until the starting time of the PTO. After that, the manager will need to add the PTO request in Request Manager.

Cancelling a Request

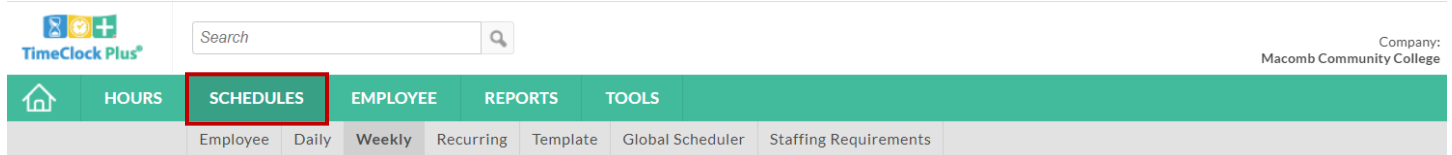
To cancel a PTO request that has been approved: click on the approved PTO request, then click on the Manage button and select Cancel.



You should receive that the following error message. Just click Ok.



SCHEDULES



<https://timeclockplus.force.com/TCPsupport/s/article/Scheduler-Essentials-Guide>

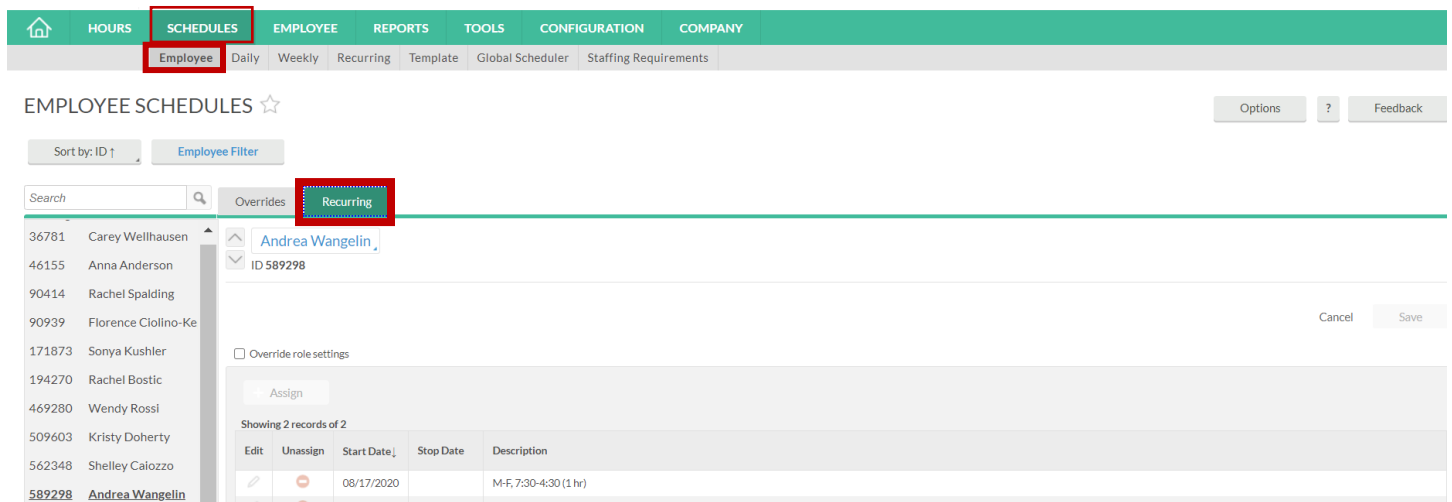
<https://timeclockplus.force.com/TCPsupport/s/article/Staffing-Requirements-Essentials>

Recurring Schedules

The STA employee role is setup with a 7:30 AM – 4:30 PM Monday-Friday recurring schedule.

Remove Recurring Schedule

Under Schedules → Employee, select the employee from the list on the left, then click on the Recurring tab:



Since the recurring schedule is set up on the STA role, you will have to check the box next to “Override role settings” then click the Edit pencil icon for the current record and enter an end date:

☒ Override role settings

+ Assign

Showing 2 records of 2

Edit	Unassign	Start Date ↓	Stop Date	Description
		08/17/2020		M-F, 7:30-4:30 (1 hr)
		02/02/2020	08/16/2020	M-F, 7:30-4:30 (1 hr)

Assign Recurring Schedules

8/17/2020 to **9/6/2020**

☐ Use company wide recurring schedule

☒ Use recurring schedule

M-F, 7:30-4:30 (1 hr)

Cancel Assign

Check the box next to the end date and enter the end date (must be a Sunday)

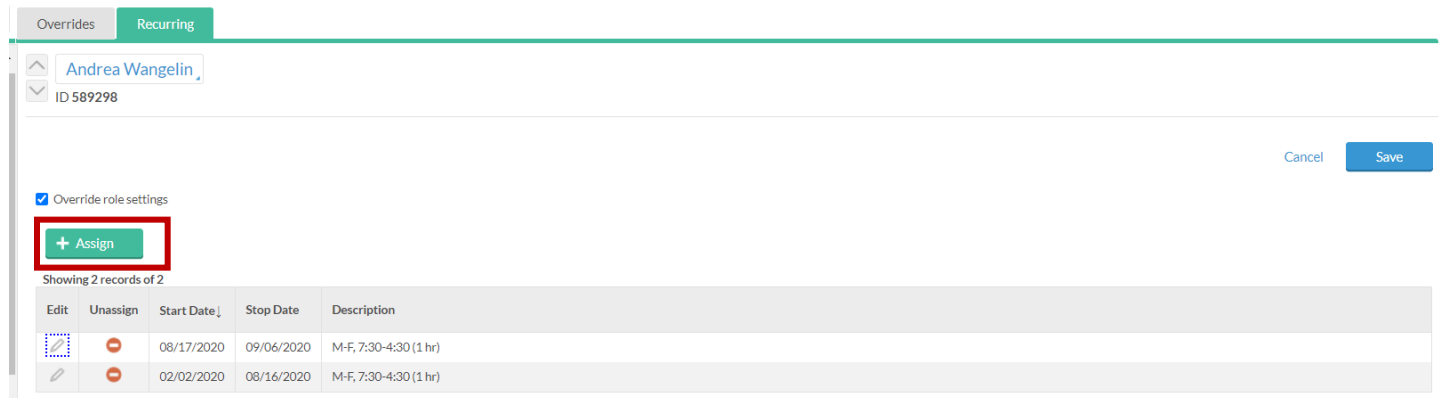
After you have entered an end date, click Assign.

If you are not assigning a new recurring schedule, click Save.

Assigning a New Recurring Schedule

*You cannot assign a new recurring schedule before ending any current recurring schedule (see above).

Make sure the “Override role settings” box is checked. Then click the “+ Assign” button:



Overrides Recurring

Andrea Wangelin
ID 589298

Cancel Save

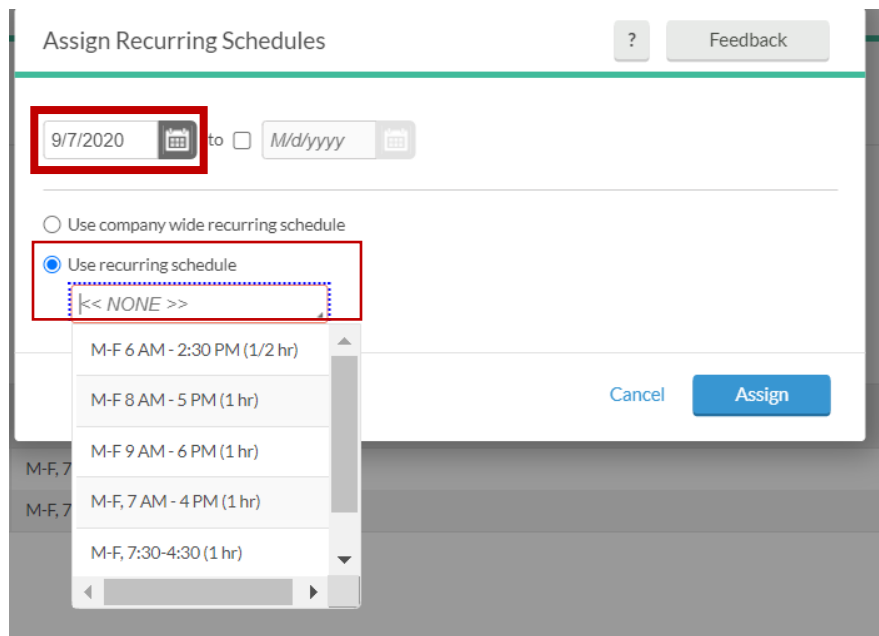
☒ Override role settings

+ Assign

Showing 2 records of 2

Edit	Unassign	Start Date	Stop Date	Description
		08/17/2020	09/06/2020	M-F, 7:30-4:30 (1 hr)
		02/02/2020	08/16/2020	M-F, 7:30-4:30 (1 hr)

Select the Start Date for the recurring schedule which must be a Monday and must be after the Stop Date of any closed schedules. If the new schedule is indefinite, leave the “to” box unchecked. Select “Use recurring schedule” and select the appropriate schedule from the list.



Assign Recurring Schedules ? Feedback

9/7/2020 to M/d/yyyy

☐ Use company wide recurring schedule

☒ Use recurring schedule

<< NONE >>

- M-F 6 AM - 2:30 PM (1/2 hr)
- M-F 8 AM - 5 PM (1 hr)
- M-F 9 AM - 6 PM (1 hr)
- M-F, 7 AM - 4 PM (1 hr)
- M-F, 7:30-4:30 (1 hr)

Cancel Assign

! Important:

- STA's are set up with an automatic 1 hour lunch so make sure to select one of the recurring schedules that have (1 hr) in description.
- MCCCOPA are set up with an automatic 1/2 hour lunch so make sure to select one of the recurring schedules that have (1/2 hr) in description.
- If the schedule you need is not in the list, please email payroll@macomb.edu with the recurring schedule that is needed.

After you select the correct recurring schedule, click Assign, then Save.

TimeClock Plus Provided Essential Guides for Users (Managers)

<https://timeclockplus.force.com/TCPSupport/s/article/60-Manager-Essentials>

<https://timeclockplus.force.com/TCPSupport/s/article/Approving-Shifts-and-Exceptions>

<https://timeclockplus.force.com/TCPSupport/s/article/Adding-Employee-Schedules>

<https://timeclockplus.force.com/TCPSupport/s/article/Editing-Individual-Hours>

<https://timeclockplus.force.com/TCPSupport/s/article/Adding-and-Editing-Requests>

<https://timeclockplus.force.com/TCPSupport/s/article/Adding-Breaks-in-Individual-Hours>

<https://timeclockplus.force.com/TCPSupport/s/article/Scheduler-Essentials-Guide>

<https://timeclockplus.force.com/TCPSupport/s/article/Staffing-Requirements-Essentials>

