



SOUTH TEXAS COLLEGE

ELECTRONIC TIME ADJUSTMENT REQUEST FORM



Updated Nov 2019
Employee Manual

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PowerApps Intro

PowerApps is a suite of apps, services, connectors and data platform that provides a rapid application development environment to build custom apps for our college needs. Time Adjustment Request Forms (TARF) can be processed and submitted electronically using PowerApps and have supervisors receive the request to be processed in TimeClock Plus.

If you need to correct a segment or missing out or in, you will continue to submit these corrections electronically in TCP, which is the current practice.

This new electronic TARF is only to be used when you need to submit hours worked in a full segment, such as when working outside of STC premises or traveling for conferences, etc. The electronic TARF is the preferred method for submitting time adjustments, unless there is no electricity or internet.

SOUTH TEXAS COLLEGE

TIME ADJUSTMENT REQUEST FORM

Internal Control NO. _____

FOR DEPARTMENT INTERNAL USE ONLY

THIS ORIGINAL FORM MUST BE KEPT BY DEPARTMENT ACCORDING TO THE REQUIRED PAYROLL RETENTION SCHEDULE FOR THE COLLEGE.

Employee Name: _____
 Department: _____
 A #: _____

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Punch Date:							
Time IN:							
Time OUT:							
Time IN:							
Time OUT:							
Time IN:							
Time OUT:							

Reason/Justification for Punch Adjustment: _____

Employee Signature: _____
 Date: _____

Supervisor's Signature: _____
 Date: _____

THIS ORIGINAL FORM MUST BE KEPT BY DEPARTMENT ACCORDING TO THE REQUIRED PAYROLL RETENTION SCHEDULE FOR THE COLLEGE.
 For Supervisor/Designee Making the Adjustment Use Only

Punches Corrected:

Comments: _____

Signature of Employee Entering Adjustment: _____
 Date: _____



TIME ADJUSTMENT

* **A Number**
 Example: A0123456789

* **Supervisor**
 Find items

* **Start Date**
 12/31/2001

* **End Date**
 12/31/2001

* **Time Adjustments**
 01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm

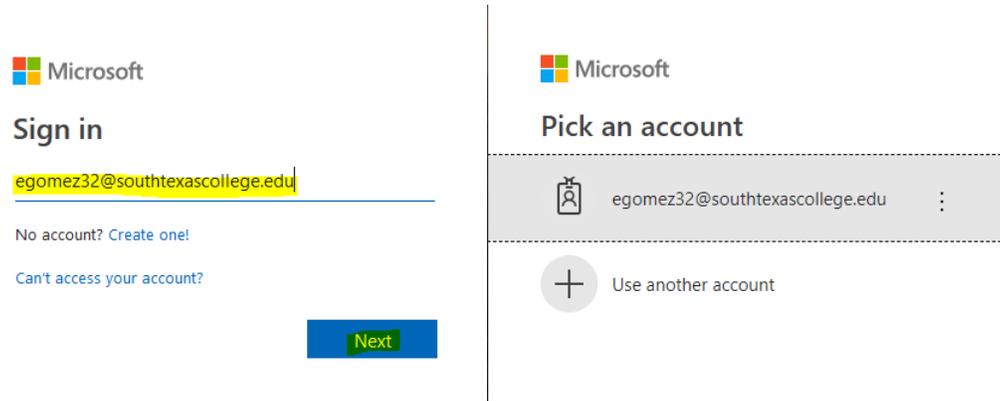
* **Reason**
 Reason for adjustment

Attachments
 There is nothing attached.
 Attach file

How to Log In & Submit Time Adjustment (using computer)

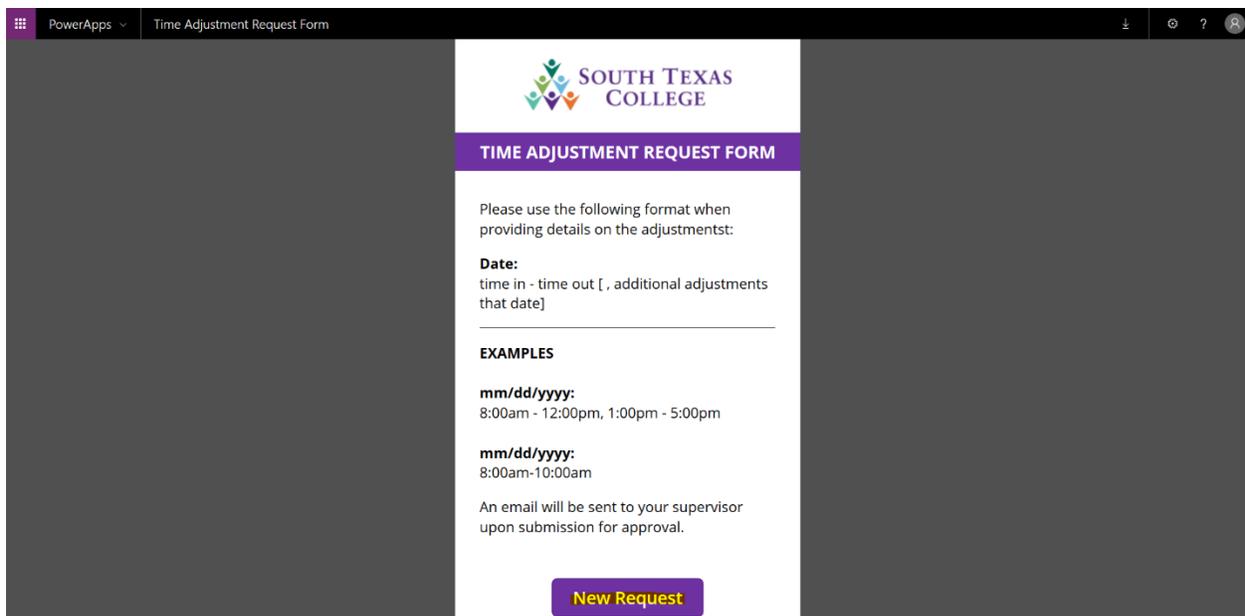
Log In to: southtexascollege.edu/go/tarf

Using your same credentials as Jagnet and then click **Next** or select your account.



The image shows two side-by-side screenshots of the Microsoft login interface. The left screenshot is the 'Sign in' page, featuring the Microsoft logo, the text 'Sign in', and a text input field containing the email address 'egomez32@southtexascollege.edu'. Below the input field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is positioned at the bottom right. The right screenshot is the 'Pick an account' page, also with the Microsoft logo and the heading 'Pick an account'. It displays a list of accounts, with 'egomez32@southtexascollege.edu' selected and highlighted. Below the list is a '+ Use another account' option.

When you see the PowerApps Time Adjustment Request Form, click on **New Request**.



The screenshot shows the 'Time Adjustment Request Form' within a PowerApps environment. At the top, there is a header with the South Texas College logo and the text 'SOUTH TEXAS COLLEGE'. Below the header, the title 'TIME ADJUSTMENT REQUEST FORM' is displayed in a purple bar. The main content area contains instructions: 'Please use the following format when providing details on the adjustments:'. Underneath, there is a 'Date:' section with the format 'time in - time out [, additional adjustments that date]'. Below this, there are 'EXAMPLES' for both 'mm/dd/yyyy' and 'mm/dd/yyyy' formats, with examples like '8:00am - 12:00pm, 1:00pm - 5:00pm' and '8:00am-10:00am'. A note states 'An email will be sent to your supervisor upon submission for approval.' At the bottom of the form, there is a purple 'New Request' button.

Required fields: Enter your A#, Supervisor Name, Start Date (the day or days you need the adjustment for), End Date, Time Adjustment (times you need in your timecard to be fixed or added), Reason (justification of why time adjustment is needed). Attachments are optional but you can use this section to upload any conference schedule that you may have attended. Once information is complete, click submit. Your supervisor will receive an e-mail notification to process your request in TimeClock Plus.

× TIME ADJUSTMENT



* **A Number**

Example: A0123456789

* **Supervisor**

Find items

* **Start Date**

12/31/2001

* **End Date**

12/31/2001

* **Time Adjustments**

01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm

* **Reason**

Reason for adjustment

Attachments

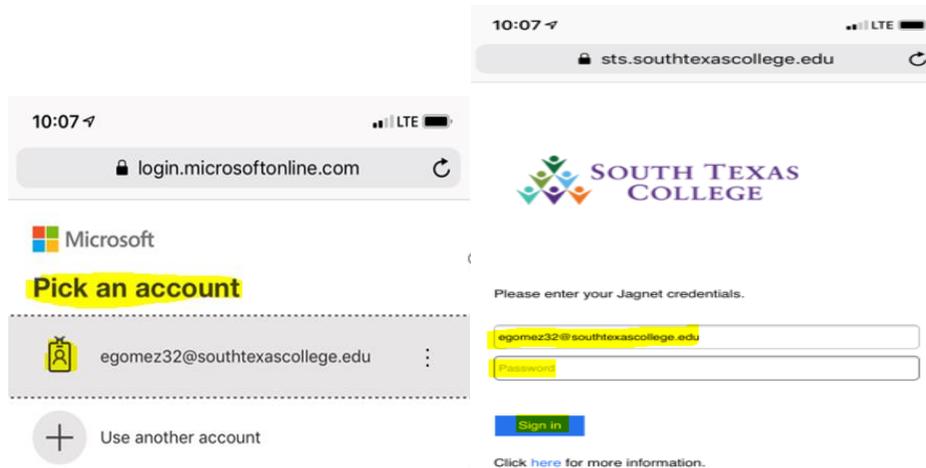
There is nothing attached.
 Attach file

How to Log In & Submit Time Adjustment (using cellphone)

Log in to: southtexascollege.edu/go/tarf



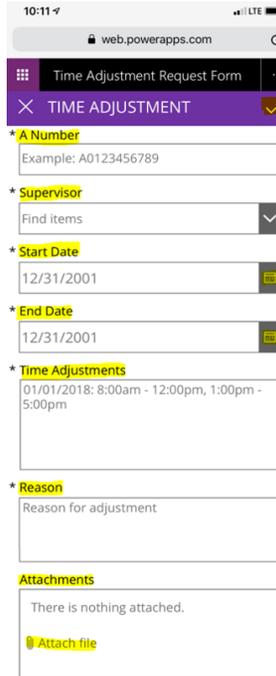
Select your account or enter your Jagnet credentials and then select Sign in.



Select New Request.



Required fields: Enter your A#, Supervisor Name, Start Date (the day or days you need the adjustment for), End Date, Time Adjustment (times you need in your timecard to be fixed or added), Reason (justification of why time adjustment is needed). Attachments are optional but you can use this section to upload any conference schedule that you may have attended. Once information is complete, click  submit. Your supervisor will receive an e-mail notification to process your request in TimeClock Plus.

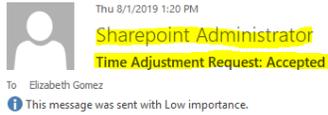


The screenshot shows a mobile browser interface for a 'Time Adjustment Request Form'. The browser address bar shows 'web.powerapps.com'. The form title is 'TIME ADJUSTMENT' with a checkmark icon. The form contains the following fields:

- * A Number**: A text input field with the example 'A0123456789'.
- * Supervisor**: A dropdown menu with 'Find items' and a downward arrow.
- * Start Date**: A date picker showing '12/31/2001'.
- * End Date**: A date picker showing '12/31/2001'.
- * Time Adjustments**: A text area containing '01/01/2018: 8:00am - 12:00pm, 1:00pm - 5:00pm'.
- * Reason**: A text area with the placeholder text 'Reason for adjustment'.
- Attachments**: A section with the text 'There is nothing attached.' and a button labeled 'Attach file'.

Confirmation Email

You will receive an email confirmation from **Sharepoint Administrator** notifying you that your time adjustment has been either accepted or rejected by your supervisor. Please see below examples of Accepted and Rejected.



Elizabeth Gomez,
Your time adjustment request has been **accepted**.
It is your responsibility to ensure it is posted in TimeClock Plus before verifying your timecard.
Request Details
Date Range: 2019-07-18 to 2019-07-18
Time Adjustments: 7/18/2019: 1:00-5:00pm
Reason: Attended a Conference
Thank you.



Elizabeth Gomez,
Your time adjustment request has been **rejected**.
Please inquire with your supervisor the reason why it was rejected. If correction is needed, you will need to submit a new electronic TARF.
Request Details
Date Range: 2019-07-18 to 2019-07-18
Time Adjustments: 7/18/2019: 8:00am-10:06am
Reason: Forgot to clock in and out this morning.
Thank you.

If your time adjustment request is accepted, it is your responsibility to ensure it is posted in TimeClock Plus before verifying your timecard.

If your time adjustment request is rejected, please inquire with your supervisor the reason why it was rejected. If correction is needed, you will need to submit a new electronic TARF.

Payroll Contacts

If you have any questions, please feel free to reach us.

Payroll E-mail: payroll@southtexascollege.edu

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

Vanessa Sifuentes, Accounting Group Manager

Phone: 956-872-4674

Elida Rangel, Payroll Accountant

Phone: 956-872-4641

Elizabeth Gomez, Payroll Specialist

Phone: 956-872-4604

Ana C. Gonzalez, Accounting Specialist, Payroll

Phone: 956-872-4629

Blanca Sanchez, Payroll Assistant

Monthly Payroll Processing

Phone: 956-872-4613

Rachel Jaramillo, Payroll Assistant

Semi-Monthly Payroll Processing

Phone: 956-872-4606