



**SOUTH TEXAS
COLLEGE**

ELECTRONIC TIME ADJUSTMENT REQUEST FORM



PowerApps

**Updated Aug 2019
Supervisor 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 electronically using PowerApps and have supervisors receive the request on their Outlook email to be processed in TimeClock Plus.

The preferred method is for employees to correct time electronically in TCP. The electronic TARF is going to be utilized when adjustments to time are for a full segment which cannot be entered by employee in TCP.

When an employee enters an electronic TARF through PowerApps, an email notification is created and submitted to the supervisor from “Sharepoint Administrator”. Attachments uploaded by employees will also be included in the same emails.

Please make sure to keep any TARF emails sent by “Sharepoint Administrator”, and do not delete them as they may be utilized for auditing purposes.

If you have a designee in TCP who assists with entering time adjustments in TCP, first accept or reject the electronic TARF email. If accepted, forward that same email to your designee so they may enter the TARF details in TCP. Indicate in the email that you have approved the time adjustment for the employee, and that it is ready for entering into TCP.

Remember that designees can assist with entering/adjusting hours in TCP, but only the supervisor can approve the changes and the supervisor should verify that all working hours are correct in TCP.

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: _____



Mon 7/22/2019 4:20 PM

Sharepoint Administrator
 Time Adjustment Request for: Elizabeth Gomez

To: Elizabeth Gomez

If there are problems with how this message is displayed, click here to view it in a web browser.

Time Adjustment Request

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

Employee: Elizabeth Gomez - Payroll Specialist
Date Range: 2019-07-18 to 2019-07-18
Time Adjustments: 7/18/2019: 1:00-5:00pm
Reason: Conference
Attachments: [Open Attachment](#)

Instructions:

If the request information is correct, click "Accept" below and login to [TimeClock Plus](#) and enter the information.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Please save this email notification electronically for future reference.

Thank you,
 STC Payroll Department

Select one of the options below to respond

[Accept](#) [Reject](#)

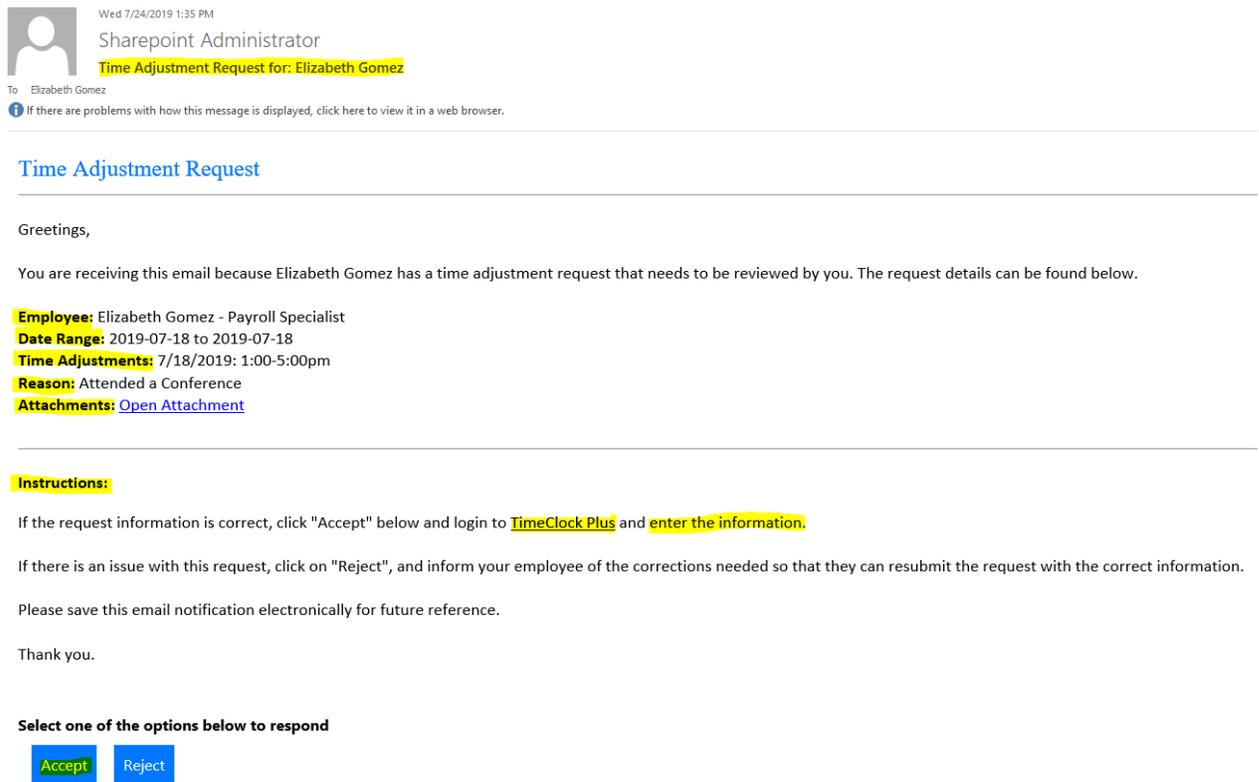
Accept TARF

When you receive a TARF from “Sharepoint Administrator” initiated by your employee via email, you will have the Time Adjustment Request Details. Any attachments (ex. conference schedules) will also be available in the same email if the employee provided one.

If all information is correct click **Accept**.

If TARF accepted, *make sure to log into TimeClock Plus to enter the time adjustment request details*. This is stand alone system and separate from TCP.

In the example below we have **clicked Accept**.

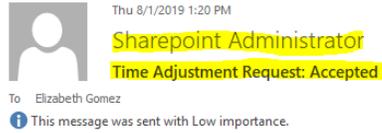


The screenshot shows an email interface. At the top left is a profile icon for Elizabeth Gomez. The sender is identified as 'Sharepoint Administrator' with a timestamp of 'Wed 7/24/2019 1:35 PM'. The subject line is 'Time Adjustment Request for: Elizabeth Gomez'. Below this, it says 'To: Elizabeth Gomez' and includes a small icon with the text 'If there are problems with how this message is displayed, click here to view it in a web browser.' The main heading of the email is 'Time Adjustment Request'. The body of the email starts with 'Greetings,' followed by a paragraph explaining that the email is received because Elizabeth Gomez has a time adjustment request that needs to be reviewed. Below this, there are several lines of highlighted information: 'Employee: Elizabeth Gomez - Payroll Specialist', 'Date Range: 2019-07-18 to 2019-07-18', 'Time Adjustments: 7/18/2019: 1:00-5:00pm', 'Reason: Attended a Conference', and 'Attachments: Open Attachment'. A section titled 'Instructions:' follows, providing directions on how to accept or reject the request. At the bottom of the email, there is a prompt to 'Select one of the options below to respond' with two buttons: 'Accept' and 'Reject'.

Once you have clicked Accept you will get the message below.

Thank you! Your response 'Accept' has been successfully registered.

Employee will then get an email from “Sharepoint Administrator” stating that their request has been Accepted.



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

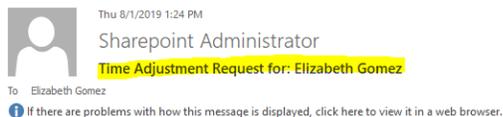
Thank you.

Rejected TARF

When you receive a TARF from “Sharepoint Administrator” initiated by your employee via email, you will have the Time Adjustment Request Details.

If information is incorrect, click on **Reject**.

On the example below we **Rejected** the TARF since employee entered times as non-rounded (ex.8:00am-10:06am).



Time Adjustment Request

Greetings,

You are receiving this email because Elizabeth Gomez has a time adjustment request that needs to be reviewed by you. The request details can be found below.

Employee: Elizabeth Gomez - Payroll Specialist
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.
Attachments:

Instructions:

If the request information is correct, click "Accept" below and login to **TimeClock Plus** and **enter the information**.

If there is an issue with this request, click on "Reject", and inform your employee of the corrections needed so that they can resubmit the request with the correct information.

Please save this email notification electronically for future reference.

Thank you.

Select one of the options below to respond

Accept

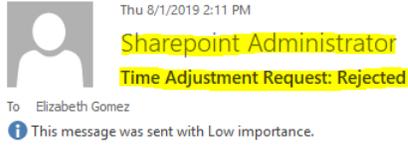
Reject

Once you have clicked Reject you will get the message below.

Thank you! Your response 'Reject' has been successfully registered.

You must inform your employee why it was rejected and ensure they submit a revised corrected Electronic TARF before the week closes.

Employee will then get an email from “Sharepoint Administrator” stating that their request has been rejected.



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

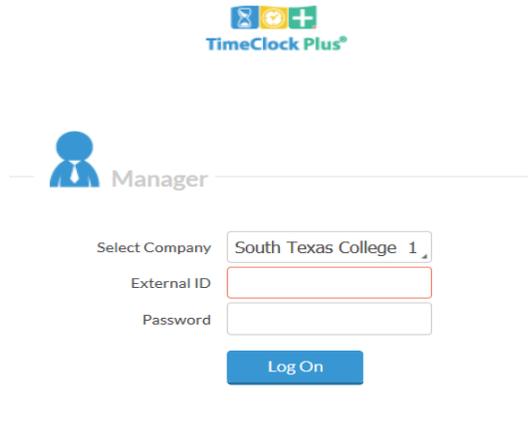
Time Adjustments: 7/18/2019: 8:00am-10:06am

Reason: Forgot to clock in and out this morning.

Thank you.

How to Enter TARF in TimeClock Plus

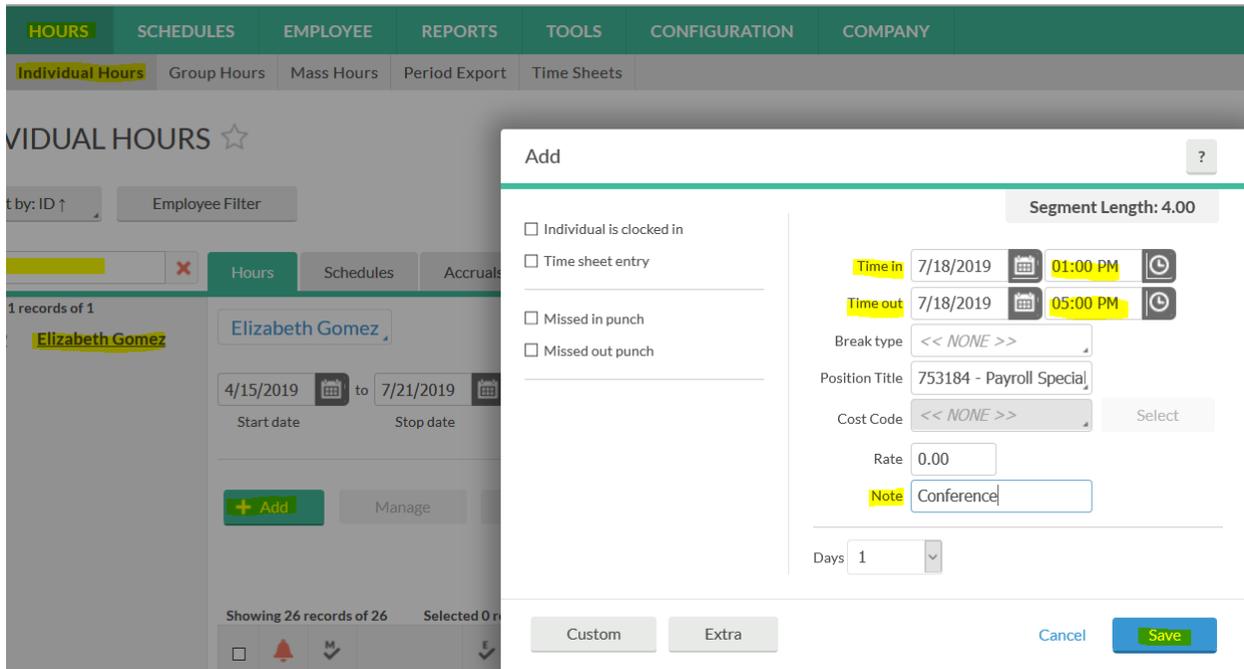
Log in to TimeClock Plus and enter the TARF, remember this is stand alone system & separate from TCP.



The image shows the TimeClock Plus Manager login interface. At the top center is the TimeClock Plus logo. Below it is a blue person icon followed by the word "Manager". The login form contains the following fields and elements:

- Select Company:** A dropdown menu with "South Texas College 1" selected.
- External ID:** An empty text input field with a red border.
- Password:** An empty password input field.
- Log On:** A blue button.

Go to **Hour** → **Individual Hours** → **Search for Employee** → click on **+Add** and **enter** the details that were provided in the TARF email, and then click **Save**.



The image is a screenshot of the TimeClock Plus web application. The top navigation bar includes "HOURS", "SCHEDULES", "EMPLOYEE", "REPORTS", "TOOLS", "CONFIGURATION", and "COMPANY". The "Individual Hours" sub-menu is active. The main content area shows a list of individual hours for "Elizabeth Gomez" with a date range from 4/15/2019 to 7/21/2019. An "Add" button is visible. An "Add" modal window is open, showing the following details:

- Segment Length:** 4.00
- Time in:** 7/18/2019 at 01:00 PM
- Time out:** 7/18/2019 at 05:00 PM
- Break type:** << NONE >>
- Position Title:** 753184 - Payroll Special
- Cost Code:** << NONE >>
- Rate:** 0.00
- Note:** Conference
- Days:** 1

At the bottom of the modal, there are "Custom" and "Extra" buttons, and "Cancel" and "Save" buttons.

Below you can verify that the TARF has been correctly entered in TimeClock Plus.

Elizabeth Gomez Position Title Filter Cost Code Filter Segment Filter

7/18/2019 to 7/18/2019 Manual Update

Start date Stop date Period

+ Add Manage Exceptions Processing Resolve Period

Show absences

Showing 1 records of 1 Selected 0 records

<input type="checkbox"/>				Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Position Title
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	Thu 7/18/2019 01:00 PM	Thu 7/18/2019 05:00 PM	4.00	4.00	4.00	4.00	753184 - Payroll Specialist

Payroll Contacts

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

Payroll Email: 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