

ELECTRONIC TIME ADJUSTMENT REQUEST FORM



PowerApps


BUSINESS OFFICE - PAYROLL DEPARTMENT

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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.
- Electronic TARF will be replacing current BO-7700 paper form.

 **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

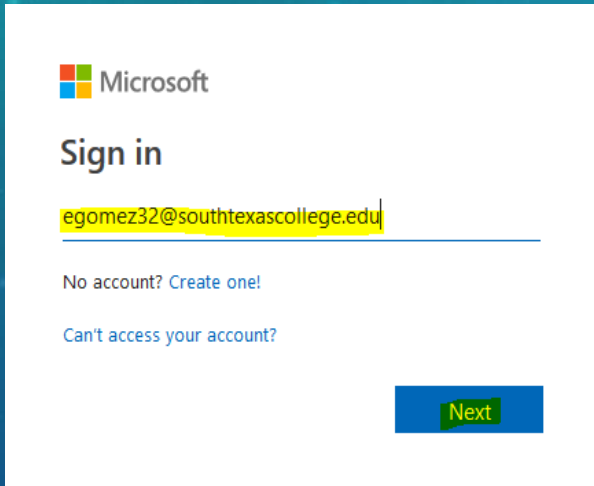
[Accept](#) [Reject](#)

POWERAPPS INTRO

- 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.*

HOW DO I LOG IN (EMPLOYEE ROLE)

- Log in to: southtexascollege.edu/go/tarf (you may use a computer or cellphone)
- Using your same credentials as Jagnet and then click **Next** or select your account.



Microsoft

Sign in

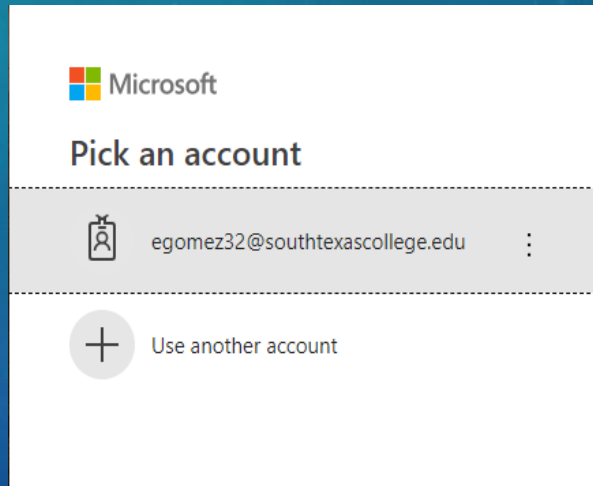
egomez32@southtexascollege.edu

No account? [Create one!](#)

[Can't access your account?](#)


Next


or



Microsoft

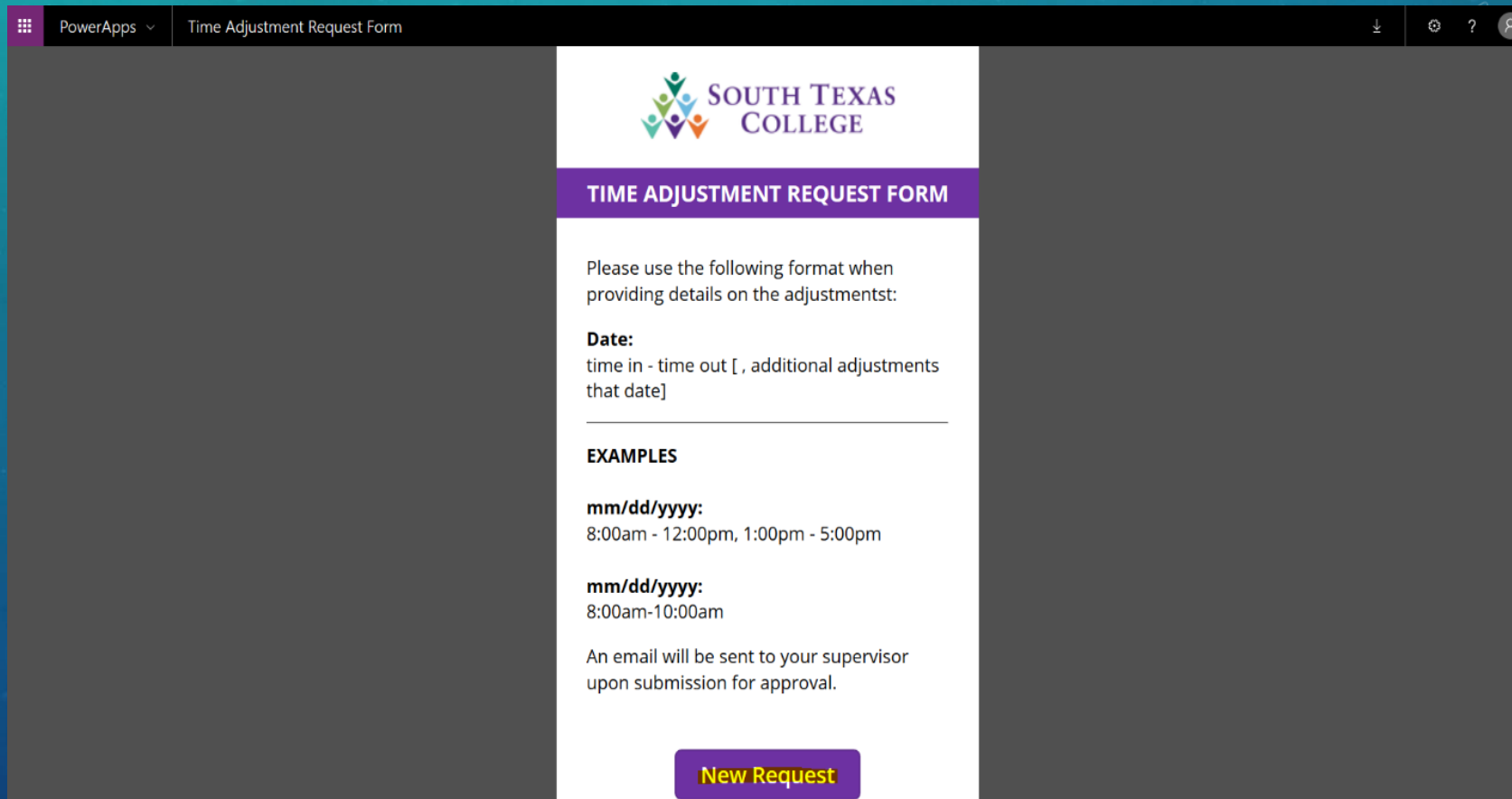
Pick an account

 egomez32@southtexascollege.edu

 Use another account


HOW DO I SUBMIT A TARF (EMPLOYEE ROLE)

- PowerApps Time Adjustment Request Form opens and then click **New Request**.



The screenshot shows the PowerApps interface for the 'Time Adjustment Request Form'. The top navigation bar includes 'PowerApps' and the title 'Time Adjustment Request Form'. The main content area features the South Texas College logo and the title 'TIME ADJUSTMENT REQUEST FORM'. Below the title, there is a section titled 'Please use the following format when providing details on the adjustments:' followed by a 'Date:' label and a text input field with a placeholder 'time in - time out [, additional adjustments that date]'. Below this, there is a section titled 'EXAMPLES' with two examples: '8:00am - 12:00pm, 1:00pm - 5:00pm' and '8:00am-10:00am'. At the bottom, there is a note: 'An email will be sent to your supervisor upon submission for approval.' and a prominent yellow 'New Request' button.

PowerApps Time Adjustment Request Form

 SOUTH TEXAS COLLEGE

TIME ADJUSTMENT REQUEST FORM

Please use the following format when providing details on the adjustments:

Date:
time in - time out [, additional adjustments that date]

EXAMPLES


mm/dd/yyyy:
8:00am - 12:00pm, 1:00pm - 5:00pm

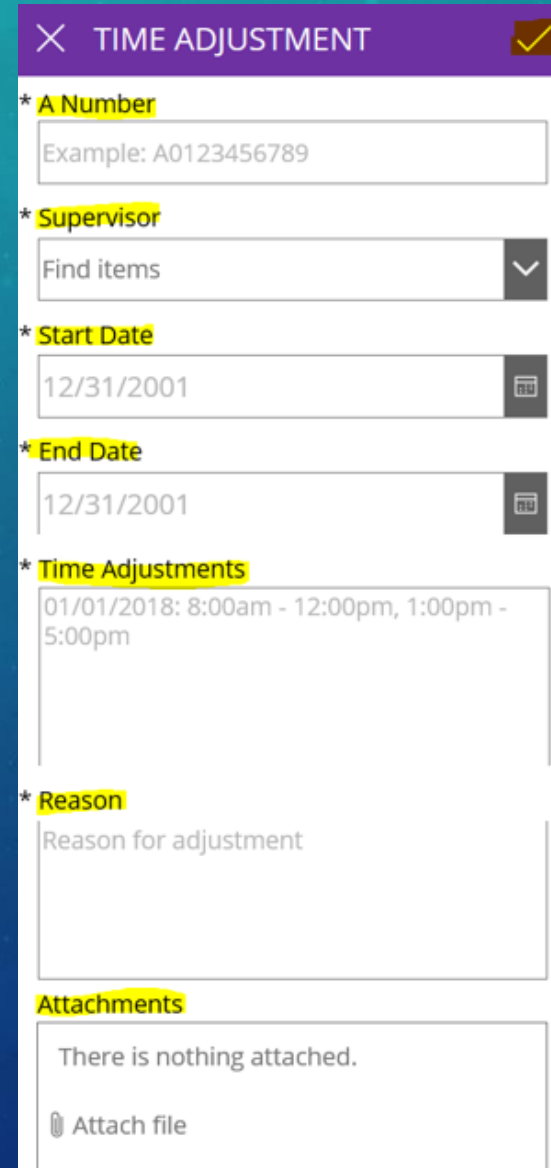
mm/dd/yyyy:
8:00am-10:00am

An email will be sent to your supervisor upon submission for approval.

[New Request](#)

TARF FIELDS (EMPLOYEE ROLE)

- Required fields: Enter your A#, Supervisor Name, Start Date (the day you need the adjustment for), End Date, Time Adjustment (times you need in your timecard to be fixed or added), and Reason (justification of why time adjustment is needed).
- Optional fields: Attachments - You can use this section to upload any conference schedule that you may have attended etc.
- Once information is complete go ahead and submit by clicking on . Your supervisor will get an email to process your request in TimeClock Plus.

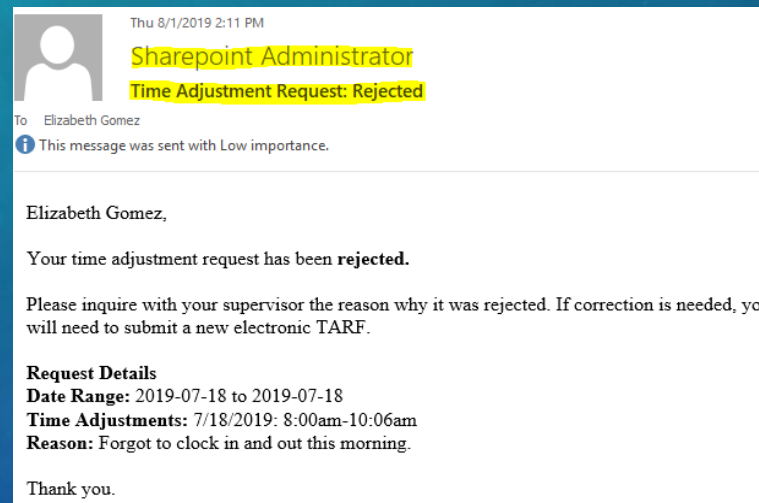
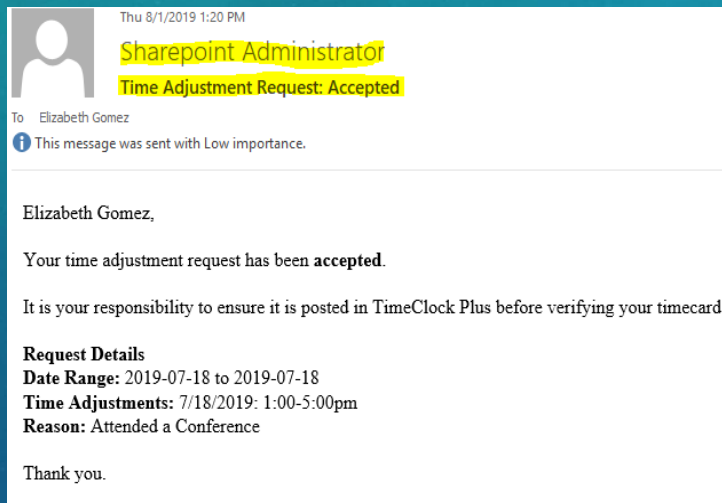


The screenshot shows a mobile application interface for submitting a time adjustment. The title bar is purple with a white 'X' icon on the left and a yellow checkmark icon on the right. The form contains several required fields, each with a yellow asterisk and label:

- * A Number**: A text input field containing the example text "Example: A0123456789".
- * Supervisor**: A dropdown menu with the text "Find items" and a downward arrow icon.
- * Start Date**: A date input field containing "12/31/2001" and a calendar icon.
- * End Date**: A date input field containing "12/31/2001" and a calendar icon.
- * Time Adjustments**: A text area containing the text "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" with a paperclip icon.

CONFIRMATION EMAIL (EMPLOYEE ROLE)

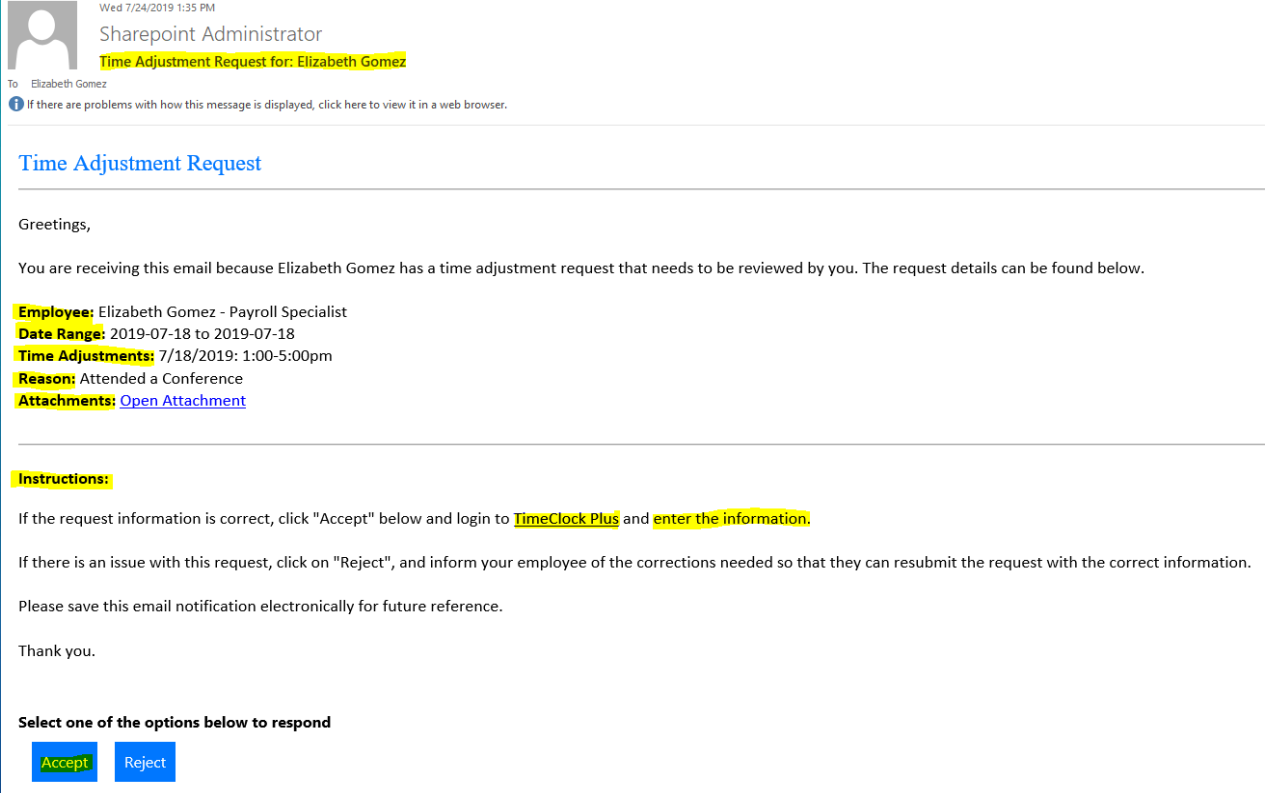
- You will get an email from “Sharepoint Administrator” letting you know that your time adjustment has been either accepted or rejected by your supervisor. Please see below examples of Accepted and Rejected.



- If your time adjustment is accepted, it is your responsibility to ensure it is posted in TimeClock Plus before verifying your timecard.
- If your time adjustment is rejected, please discuss with your supervisor the reason why it was rejected. If correction is needed, you will need to submit a new electronic TARF.

ACCEPT TARF (SUPERVISOR ROLE)

- 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 this example we have **clicked Accept**.



Wed 7/24/2019 1:35 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: Attended a 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.

Select one of the options below to respond

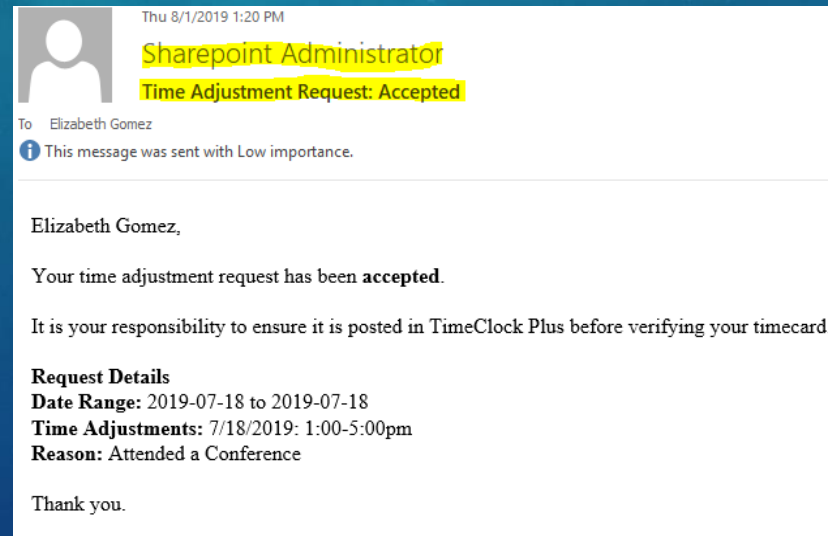
[Accept](#) [Reject](#)

ACCEPT TARF (SUPERVISOR ROLE)

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

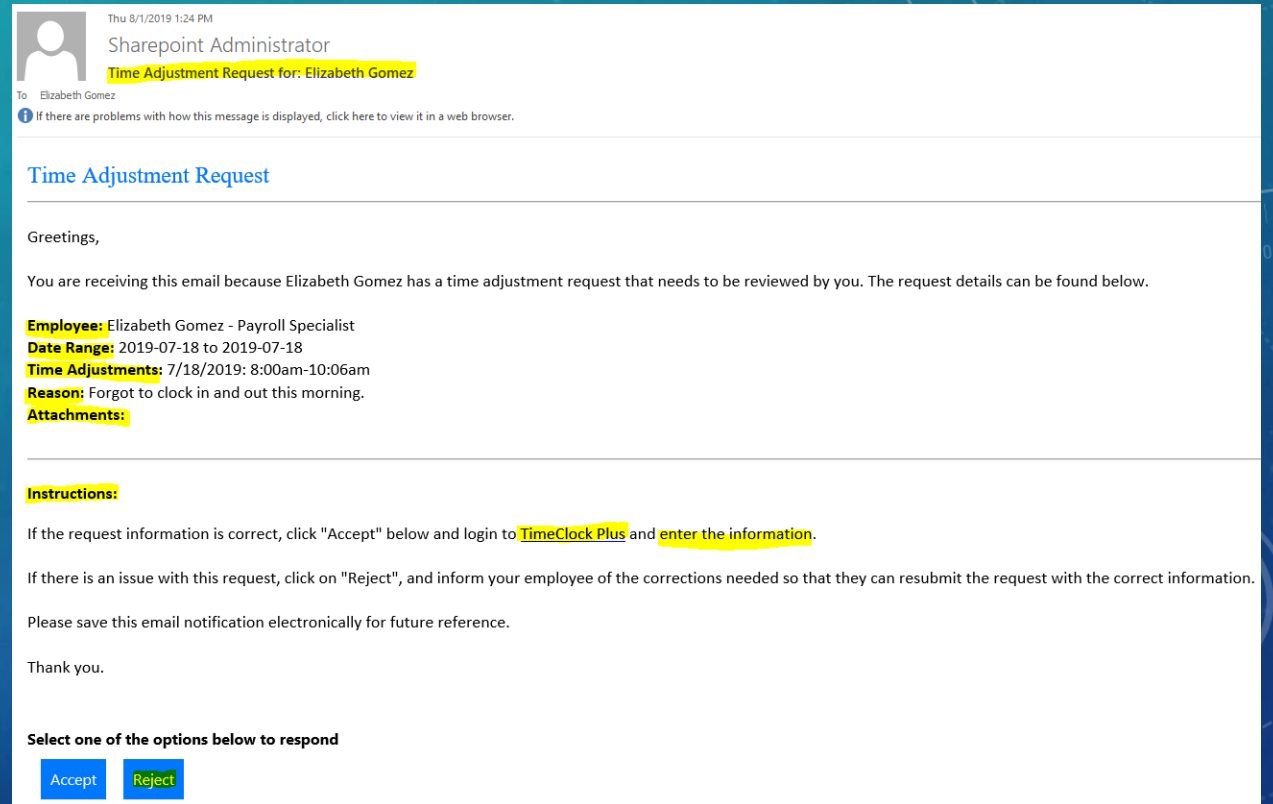
Thank you! Your response 'Accept' has been successfully registered.

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



REJECTED TARF (SUPERVISOR ROLE)

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



Thu 8/1/2019 1:24 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: 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.

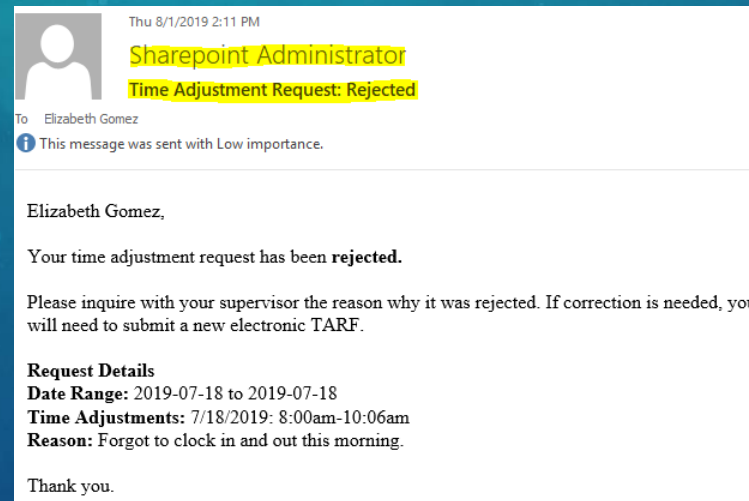
Select one of the options below to respond

REJECTED TARF (SUPERVISOR ROLE)

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

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

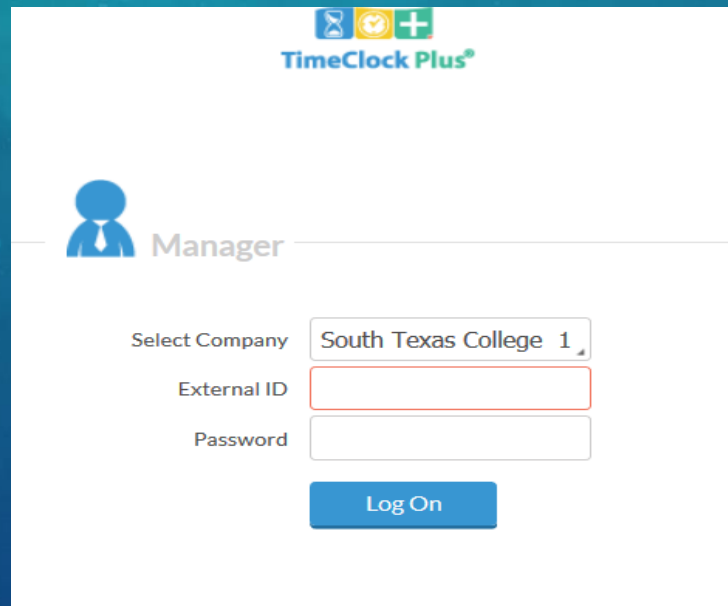
- Employee will then get an email from “Sharepoint Administrator” stating that their request has been rejected.



- You must inform your employee in person, via email or phone why it was rejected and ensure they submit a revised corrected Electronic TARF before the week closes.


HOW TO ENTER TARF IN TIMECLOCK PLUS (SUPERVISOR ROLE)

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



The screenshot shows the TimeClock Plus Manager login interface. At the top, the TimeClock Plus logo is displayed. Below it, a blue person icon is followed by the word "Manager". The login form includes a "Select Company" dropdown menu with "South Texas College 1" selected. Below this are three input fields: "External ID" (highlighted with a red border), "Password", and a "Log On" button.

TimeClock Plus[®]

 Manager

Select Company

External ID

Password

HOW TO ENTER TARF IN TIMECLOCK PLUS (SUPERVISOR ROLE)

- 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 screenshot displays the 'Individual Hours' section of the TimeClock Plus software. The background interface includes a navigation menu with 'HOURS', 'SCHEDULES', 'EMPLOYEE', 'REPORTS', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. Below this, there are sub-menus for 'Individual Hours', 'Group Hours', 'Mass Hours', 'Period Export', and 'Time Sheets'. The main area shows a search for 'Elizabeth Gomez' and a date range from 4/15/2019 to 7/21/2019. A '+ Add' button is visible. Overlaid on this is a white 'Add' dialog box with a green header. The dialog box contains several fields: 'Individual is clocked in' (checkbox), 'Time sheet entry' (checkbox), 'Missed in punch' (checkbox), and 'Missed out punch' (checkbox). To the right, there are fields for 'Time in' (7/18/2019 01:00 PM), 'Time out' (7/18/2019 05:00 PM), 'Break type' (set to '<< NONE >>'), 'Position Title' (753184 - Payroll Special), 'Cost Code' (set to '<< NONE >>'), 'Rate' (0.00), and 'Note' (Conference). A 'Segment Length: 4.00' field is also present. At the bottom of the dialog, there is a 'Days' dropdown set to '1', and buttons for 'Custom', 'Extra', 'Cancel', and 'Save'.

HOW TO ENTER TARF IN TIMECLOCK PLUS (SUPERVISOR ROLE)

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

The screenshot displays the TimeClock Plus interface for a supervisor. At the top, the employee name "Elizabeth Gomez" is selected. Below this, there are filters for "Position Title Filter", "Cost Code Filter", and "Segment Filter". The main search area shows the start date "7/18/2019", stop date "7/18/2019", and period "Manual". An "Update" button is next to the period dropdown. Below the search area, there are buttons for "+ Add", "Manage", "Exceptions", "Processing", and "Resolve Period". A checkbox labeled "Show absences" is on the right. The table below shows one record for a TARF entry on 7/18/2019.

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

KEY TAKEAWAYS TO REMEMBER:



- Electronic TARF will be replacing current BO-7700 paper form.
- Use PowerApps Electronic Form Request rather than paper TARF when possible.
- PowerApps is separate from TCP and all adjustments must be entered in TCP by supervisor and employee should always monitor timecard for adjustments.
- Supervisors should save the email requests electronically for future reference and auditing purposes.

THANK YOU!



Employee

JagNet / Employee

Business Office Forms

TimeClock Plus

TARF PowerApp Employee Manual

TARF PowerApp Supervisor Manual

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