Editor and Approver FAQ’S

Q. How do I delete leave that an employee has requested and the Administrator has approved?

A. This is a two step process. First the Editor will need to remove the time segment from the TCP time sheet. Second the Approver (Administrator) will need to delete the time from request manager.

Q. How do I add Shift Differential for my night custodian?

A. Please see timekeeping basics for Office Managers or contact the TCP office for assistance.

Q. When will I see my new employee in TCP?

A. Within 24 hours of the ePAR being completed by Payroll you should be able to see the employee and that employee should be able to clock in.

Q. Do I need to approve or correct time for jobs worked by my employees for another site such as tutoring, split jobs, extra duty or grants?

A. Only approve or correct time that is for your site. For help on sorting jobs only for your site please see timekeeping basics for Office Managers or contact TCP office for assistance.

Q. I can’t see an employee I should be seeing, what should I do?

A. Please contact the TCP office

Q. How do I add a time segment for an employee or filter just the jobs for my site?

A. Please see timekeeping basics for Office Managers.

Q. What steps should do I need to do to complete the approval process for the Time and Attendance Office deadline?

A. Make sure

1. Missed punches have been resolved and approved
2. Long shifts have been reviewed and approved
3. If you are the approver make sure all leave requests have been approved or denied in request manager
4. Make sure overtime is approved
5. Make sure all conflicting segments have been reviewed and corrected
6. Make sure all approvals are completed (employee, editor, manager)

See timekeeping basics for full instructions.