TimeClock Plus®

For Managers

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Payroll Services

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New Employees

Forms

Manuals

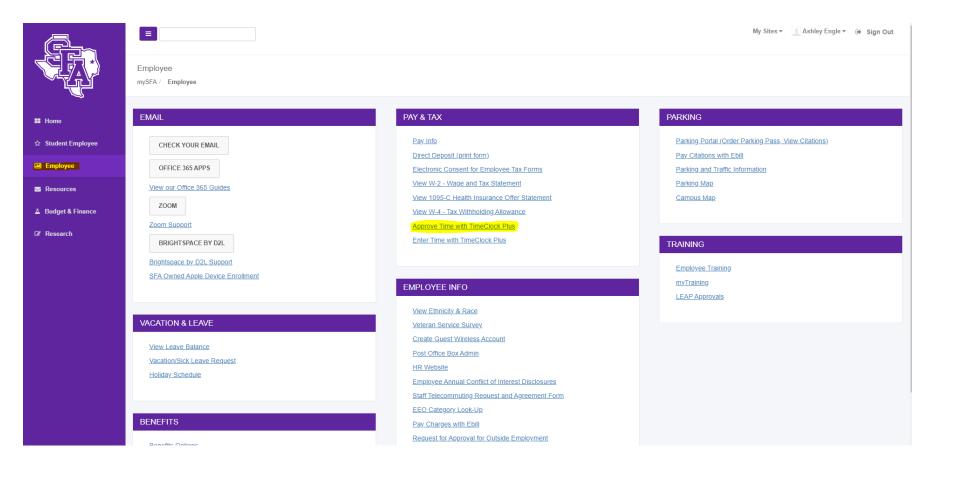
Policies & Procedures

Schedules

Payroll Services



MySFA





My Dashboard

Schedules

Reports

Configuration

Company

Q Search

0



Belinda Vanglahn

3*

3/3

Matching 100 of 1802 Employees Refresh Edit ? Feedback

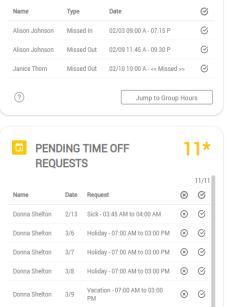
Message Center

Log out

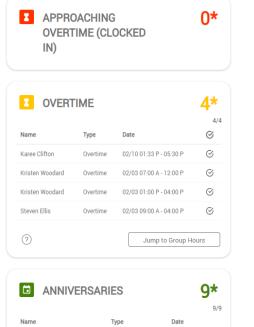
* 1702 employees were not calculated in this total. ②

My Dashboard 🌣



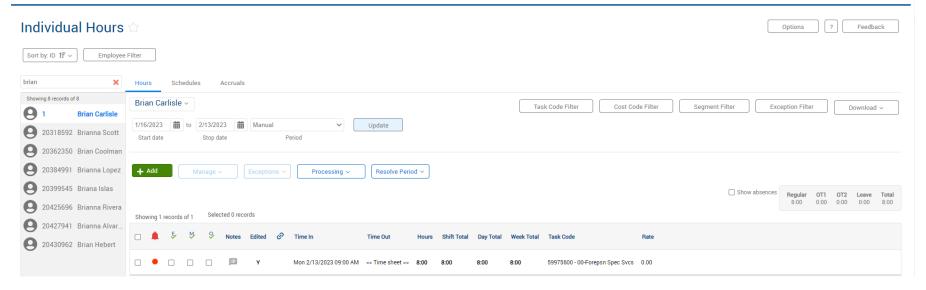


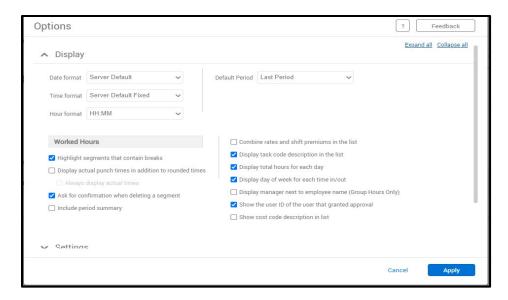
MISSED PUNCHES



Anniversary

02/21 (23)





Conflicting Segments / Missed Punches

Must be resolved and approved before Payroll can close

Conflicting Segments:

Wed 8/2/2017 02:57 PM	Wed 8/2/2017 07:01 PM	4:04		80999910 - 1B-Student Asst-AARC
Wed 8/2/2017 07:00 PM	<< Time sheet >>	1:00 8:04	5:04*	80999912 - 3B-Student Asst-AARC

Missed Punch:

Fri 8/4/2017 08:20 AM	<< Missed >>	0:00	0:00	0:00*	80996600 - 00-Student Asst-Athletics
Tue 8/8/2017 08:57 AM	Tue 8/8/2017 01:00 PM	4:03	4:03	4:03*	80996600 - 00-Student Asst-Athletics

The time keeping system is an "all or nothing" system. All time should be entered and approved under the following schedule, *regardless* if the employee is paid on a semi-monthly or monthly basis.

- ▶ 1st 15th: deadline to approve is the 17th by noon (or first business day thereafter).
- ▶ 16th end of the month: deadline to approve is the 2nd by noon (or first business day thereafter).

The deadlines are important as they give Payroll enough time to handle any problems that need to be researched or corrected prior to running the payroll.

Adding an Employee

- Employee's are added to TCP after EPAF has been applied
 - Updates at 6 am and 2 pm

- Send email to <u>tcp@sfasu.edu</u> after EPAF is applied:
 - Employee name
 - Employee campus id
 - Start date
 - Approvers
 - Position and suffix number

Removing an Employee

- Submit the separation/term EPAF
- Removed from TCP after EPAF is applied and position becomes inactive
- Send email to tcp@sfasu.edu
 - Employee name
 - Employee campus id
 - Term date
 - Position and suffix number

Adding an Approver

- Send email to <u>tcp@sfasu.edu</u> when a new approver is to be added
- If taking another's place, state whose place they took
- If not taking another's place:
 - Which employees they will approve
 - What task code access is needed
 - What type of approval: E, M, 0

Contact Info

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