

**icp**<sup>™</sup> | TimeClock Plus<sup>®</sup>

For Managers

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mySFA

A-Z



INFO FOR:

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SFA / Payroll Services

## PAYROLL SERVICES

**Payroll Services**

**Our Staff**

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**Manuals**

**Policies & Procedures**

**Schedules**

## Payroll Services



Activate

# MySFA



Home

Student Employee

**Employee**

Resources

Budget & Finance

Research



My Sites ▾ Ashley Engle ▾ Sign Out

Employee  
mySFA / Employee

## EMAIL

CHECK YOUR EMAIL

OFFICE 365 APPS

[View our Office 365 Guides](#)

ZOOM

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BRIGHTSPACE BY D2L

[Brightspace by D2L Support](#)

[SFA Owned Apple Device Enrollment](#)

## VACATION & LEAVE

[View Leave Balance](#)

[Vacation/Sick Leave Request](#)

[Holiday Schedule](#)

## BENEFITS

[Benefits Options](#)

## PAY & TAX

[Pay Info](#)

[Direct Deposit \(print form\)](#)

[Electronic Consent for Employee Tax Forms](#)

[View W-2 - Wage and Tax Statement](#)

[View 1095-C Health Insurance Offer Statement](#)

[View W-4 - Tax Withholding Allowance](#)

[Approve Time with TimeClock Plus](#)

[Enter Time with TimeClock Plus](#)

## EMPLOYEE INFO

[View Ethnicity & Race](#)

[Veteran Service Survey](#)

[Create Guest Wireless Account](#)

[Post Office Box Admin](#)

[HR Website](#)

[Employee Annual Conflict of Interest Disclosures](#)

[Staff Telecommuting Request and Agreement Form](#)

[EEO Category Look-Up](#)

[Pay Charges with Ebill](#)

[Request for Approval for Outside Employment](#)

## PARKING

[Parking Portal \(Order Parking Pass, View Citations\)](#)

[Pay Citations with Ebill](#)

[Parking and Traffic Information](#)

[Parking Map](#)

[Campus Map](#)

## TRAINING

[Employee Training](#)

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# My Dashboard ☆

Matching 100 of 1802 Employees Refresh Edit ? Feedback

\* 1702 employees were not calculated in this total. ?

## REQUIRED APPROVALS 524\*

15/524

Name	Type	Date	✓
Agatha Moreland Richardson	Other Approval	02/01 07:00 A - 09:00 A (TS)	✓
Agatha Moreland Richardson	Other Approval	02/01 09:00 A - 11:30 A	✓
Agatha Moreland Richardson	Other Approval	02/01 11:30 A - 12:00 P	✓
Agatha Moreland Richardson	Other Approval	02/01 01:00 P - 04:00 P	✓
Agatha Moreland Richardson	Other Approval	02/02 07:00 A - 12:00 P	✓
Agatha Moreland Richardson	Other Approval	02/02 01:00 P - 04:00 P	✓
Agatha Moreland Richardson	Other Approval	02/03 07:00 A - 03:00 P (TS)	✓
Agatha Moreland Richardson	Other Approval	02/06 07:00 A - 03:00 P (TS)	✓
Agatha Moreland Richardson	Other Approval	02/07 07:00 A - 03:00 P	✓

?

Jump to Group Hours

## MISSED PUNCHES 3\*

3/3

Name	Type	Date	✓
Alison Johnson	Missed In	02/03 09:00 A - 07:15 P	✓
Alison Johnson	Missed Out	02/09 11:45 A - 09:30 P	✓
Janice Thorn	Missed Out	02/10 10:00 A - << Missed >>	✓

?

Jump to Group Hours

## APPROACHING OVERTIME (CLOCKED IN) 0\*

## OVERTIME 4\*

4/4

Name	Type	Date	✓
Karee Clifton	Overtime	02/10 01:33 P - 05:30 P	✓
Kristen Woodard	Overtime	02/03 07:00 A - 12:00 P	✓
Kristen Woodard	Overtime	02/03 01:00 P - 04:00 P	✓
Steven Ellis	Overtime	02/03 09:00 A - 04:00 P	✓

?

Jump to Group Hours

## PENDING TIME OFF REQUESTS 11\*

11/11

Name	Date	Request	⊗	✓
Donna Shelton	2/13	Sick - 03:45 AM to 04:00 AM	⊗	✓
Donna Shelton	3/6	Holiday - 07:00 AM to 03:00 PM	⊗	✓
Donna Shelton	3/7	Holiday - 07:00 AM to 03:00 PM	⊗	✓
Donna Shelton	3/8	Holiday - 07:00 AM to 03:00 PM	⊗	✓
Donna Shelton	3/9	Vacation - 07:00 AM to 03:00 PM	⊗	✓

## ANNIVERSARIES 9\*

9/9

Name	Type	Date
Belinda Vanglahn	Anniversary	02/21 (23)

# Individual Hours ☆

Options ? Feedback

Sort by: ID 17 Employee Filter

- brian
- Showing 8 records of 8
- 1 Brian Carlisle
  - 20318592 Brianna Scott
  - 20362350 Brian Coolman
  - 20384991 Brianna Lopez
  - 20399545 Brianna Islas
  - 20425696 Brianna Rivera
  - 20427941 Brianna Alvar...
  - 20430962 Brian Hebert

Hours Schedules Accruals

Brian Carlisle

1/16/2023 to 2/13/2023 Manual Period Update

Start date Stop date Period

Task Code Filter Cost Code Filter Segment Filter Exception Filter Download

+ Add Manage Exceptions Processing Resolve Period

Show absences

Regular	OT1	OT2	Leave	Total
8:00	0:00	0:00	0:00	8:00

Showing 1 records of 1 Selected 0 records

	Notes	Edited	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Task Code	Rate			
<input type="checkbox"/>					Y	Mon 2/13/2023 09:00 AM	<< Time sheet >>	8:00	8:00	8:00	8:00	59975600 - 00-Forepsn Spec Svcs	0.00

### Options

Expand all Collapse all

Display

Date format: Server Default | Default Period: Last Period

Time format: Server Default Fixed

Hour format: HH:MM

**Worked Hours**

- Highlight segments that contain breaks
- Display actual punch times in addition to rounded times
  - Always display actual times
- Ask for confirmation when deleting a segment
- Include period summary
- Combine rates and shift premiums in the list
- Display task code description in the list
- Display total hours for each day
- Display day of week for each time in/out
- Display manager next to employee name (Group Hours Only)
- Show the user ID of the user that granted approval
- Show cost code description in list

Settings

Cancel Apply



# 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.

- ▶ 1<sup>st</sup> – 15<sup>th</sup>: deadline to approve is the 17<sup>th</sup> by noon (or first business day thereafter).
- ▶ 16<sup>th</sup> – end of the month: deadline to approve is the 2<sup>nd</sup> 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 [tcp@sfasu.edu](mailto:tcp@sfasu.edu) 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](mailto:tcp@sfasu.edu)
  - Employee name
  - Employee campus id
  - Term date
  - Position and suffix number

# Adding an Approver

- ▶ Send email to [tcp@sfasu.edu](mailto:tcp@sfasu.edu) 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, O

# Contact Info

- ▶ Ashley Engle 936-468-3732
  - ▶ Paula Tykol 936-468-2451
  - ▶ [tcp@sfasu.edu](mailto:tcp@sfasu.edu)
  - ▶ Fax 936-468-8201
  - ▶ Austin Building – 205B
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