

Platform: TCP

This process below speaks to how the managers can adjust time cards for different job codes and funding.

1. Under individual hours you can either edit a punch or add a punch in order to capture the correct hours as needed.
2. To edit a current punch to a new funding source or job code, double click the punch. You can then change both drop downs as needed.

Edit Segment

?

Feedback

N/A

☒ Employee is clocked in

☐ Time sheet entry
 ☐ Edit actual time

☐ Missed in punch
 ☐ Missed out punch

Clock In Temp Score **N/A**
 Clock Out Temp Score **N/A**

Time in

10/31/2025

09:15 AM

Time out << Clocked In >>

Break type << NONE >>

Job Code 3600 - AUTO REF COL DI

Cost Code 01199\506000

Select

Labor Codes 0

Manage

Rate 25.9779

Note

Custom

Extra

Cancel

Save

Job codes that have rates hard coded into TCP will show the rate as noted above.

3. To edit a punch for an employee that worked in multiple positions that day, you will need to split the segment. Click on the day, select manage, then split segment by length.
4. To add a segment you will click the icon under split

Split

Delete

Length

Time

Break

08:00

In

09:00 AM

Out

05:00 PM

Type

<< NONE >>

Job Code

100 - REGULAR - BASE P

Rate

0.0000

Cost Code

DEFAULT

Note

5. You will then adjust the first line, making sure the in and out time are correct, then the job code and cost code. From there the below in time will automatically be updated.

Split Segment

?

Feedback

Split	Delete	Length	Time	Break					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	03:00	In 09:00 AM	Type Unpaid Break	Job Code 100 - REGULAR - BASE P	Rate 0.0000			
			Out 12:00 PM	Length 0	Cost Code **DEFAULT**	Note			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	05:00	In 12:00 PM	Type << NONE >>	Job Code 3728 - STREETS ENG FO	Rate 31.2938			
			Out 05:00 PM	Length N/A	Cost Code 01111\508000	Note			

Cancel

Save

6. You can do as many splits as needed. Click save when done.
7. Here is how the timecard will look

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Labor Code
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		Thu 10/30/2025 09:00 AM	Thu 10/30/2025 09:00 AM	Thu 10/30/2025 12:00 PM	Thu 10/30/2025 12:00 PM	3.00			100 - REGULAR - BASE PAY	**DEFAULT**	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	45u	Thu 10/30/2025 12:00 PM	Thu 10/30/2025 12:00 PM	Thu 10/30/2025 05:00 PM	Thu 10/30/2025 05:00 PM	4.25	7.25		3728 - STREETS ENG FOREMAN C23 4328	01111\508000	

8. You will need to make sure the breaks are recorded accurately.