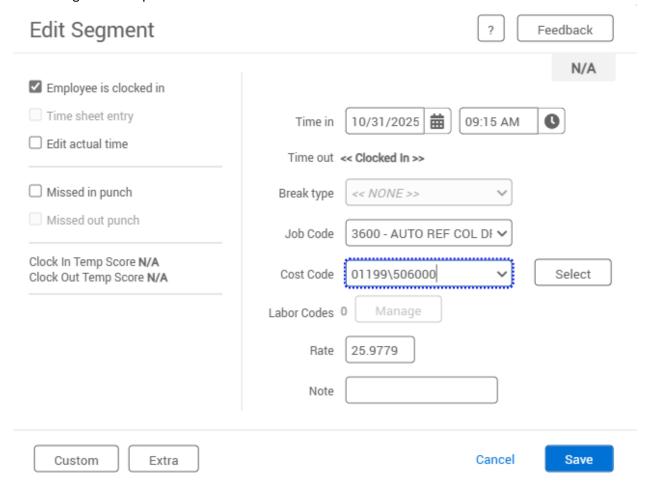
Platform: TCP

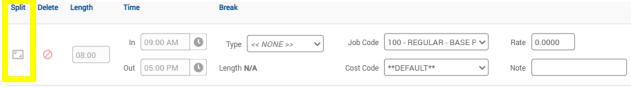
This process below speaks to how the managers can adjust time cards for different job codes and funding.

- 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.

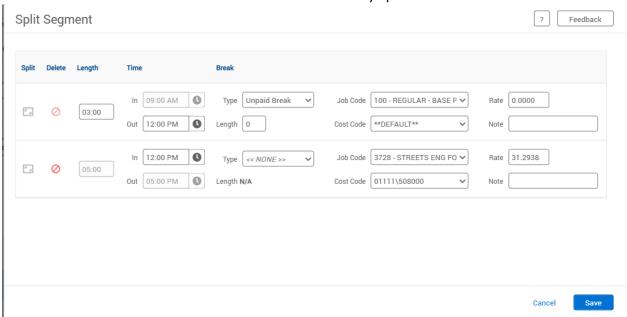


Job codes that have rates hard coded into TCP will show the rate as noted above.

- 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



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 updated.



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



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