## **DPW Saturday/Sunday Shifts SOP**

**Platform: TCP** 

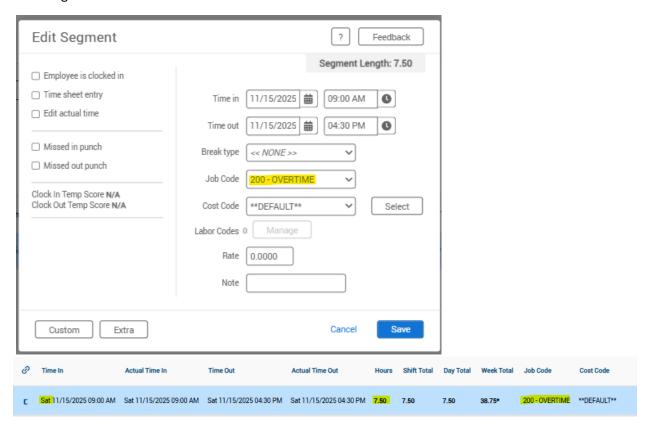
11/20/2025

## **Solid waste Saturday & Sunday Adjustments**

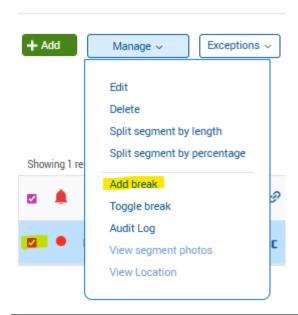
1. Due to the 10 Hour guarantee that is built in TCP, when solid waste employees work on a Saturday and Sunday, the time will need to be automatically adjusted. Below is how the timecard will populate.

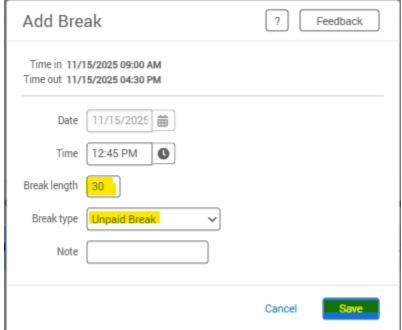


2. Double click on the punch to edit the job code (pay type). This will eliminate the 10 hour guarantee and reflect the actual hours worked.



3. If they took a break, the break will need to be manually added. Click on the day, go to the manage drop down and select add break.





4. The final results with the break added will look like this.

