

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.

	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Cost Code
	30u	Sat 11/15/2025 09:00 AM	Sat 11/15/2025 09:00 AM	Sat 11/15/2025 04:30 PM	Sat 11/15/2025 04:30 PM	10.00	10.00	10.00	41.25*	3 - REGULAR - BASE PAY (10 HR)	**DEFAULT**

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.

Edit Segment

☐ 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

Segment Length: 7.50

Time in 11/15/2025 09:00 AM

Time out 11/15/2025 04:30 PM

Break type << NONE >>

Job Code 200 - OVERTIME

Cost Code **DEFAULT**

Labor Codes 0 Manage

Rate 0.0000

Note

Custom Extra Cancel Save

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Cost Code
	Sat 11/15/2025 09:00 AM	Sat 11/15/2025 09:00 AM	Sat 11/15/2025 04:30 PM	Sat 11/15/2025 04:30 PM	7.50	7.50	7.50	38.75*	200 - OVERTIME	**DEFAULT**

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.

+ Add

Manage ▾

Exceptions ▾

Edit

Delete

Split segment by length

Split segment by percentage

Add break

Toggle break

Audit Log

View segment photos

View Location

Add Break

?

Feedback

Time in 11/15/2025 09:00 AM

Time out 11/15/2025 04:30 PM

Date 11/15/2025

Time 12:45 PM

Break length 30

Break type Unpaid Break ▾

Note

Cancel

Save

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

	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Cost Code
	30u	Sat 11/15/2025 09:00 AM	Sat 11/15/2025 09:00 AM	Sat 11/15/2025 12:45 PM	Sat 11/15/2025 12:45 PM	3.75				200 - OVERTIME	**DEFAULT**
		Sat 11/15/2025 01:15 PM	Sat 11/15/2025 01:15 PM	Sat 11/15/2025 04:30 PM	Sat 11/15/2025 04:30 PM	3.25	7.00	7.00	38.25*	200 - OVERTIME	**DEFAULT**