# TCP Helpful hints

In TCP, employees who need to record their time in a time sheet or through a time stamp (web clock) will have an employee log in.

Managers or anyone who needs to review and/or approve hours for other employees will also have a separate User (manager) log in.

**Terminology**
Job Code- MUNIS pay code
User- Anyone who needs to view, edit, or approve timecards for other employees
Cost code-Labor level accounts

**Timecard color key**
Black- original time segment entered by the employee or manager
Orange- time segments that overlap with others
Dark Blue- Times segments that have missed punches and have not been approved
Light Blue-Time segment contains an automatic break
Green- Time segment has an identified missed punch

**Links**
Employee Log In
https://282879.tcplusondemand.com/app/webclock/#/EmployeeLogOn/282879/1

User (Manager) Platform Log In
https://282879.tcplusondemand.com/app/manager/index.html#/ManagerLogOn/282879

**Default Cost Codes**
Default cost codes pull from the ORG/OBJ/PROJ that is set in Munis. This includes any splits that are set in Munis.

**CTOT Codes**
CTOT (Count Towards Over Time) codes are no longer being used in TCP. These settings are set in the background on the employee role level. If an employee is eligible for this code, it will automatically set in the background.

**Bulk Entering Time (Primarily Seasonals and Temps)**
Time cannot be loaded fully onto one day. It must be added on a daily basis with hours per day. You can use the copy feature for ease of entry.