

TCP Helpful hints-DPW

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.tcplusedemand.com/app/webclock/#/EmployeeLogOn/282879/1>

User Manager Platform Log In

<https://282879.tcplusedemand.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.

Landfill Differential

Managers will need to add a segment (time entry for this) under individual hours click add and fill out the required totals. Under job code select 866 Landfill Diff.

If this is for multiple days in a row with the same time frame, you can change the days drop down to add to continuous days.

Shift Diff for Holidays and Vacation (For employees with more than 5 years on an unusual schedule)

Use codes 2001 for 2nd Shift and 2002 for 3rd Shift. Any time you add this code, it needs to be done as a punch, do not check off timesheet entry.

Shift differentials outside of Holidays and Vacation, will automatically add within the system through an automation. Regular punches should be added and when the automation runs it will calculate shift differentials.

Shift Differential for Winter Schedules

This is for employees who work a shift that should be fully covered by shift differential but it is outside of the standard shift defined within the contract. Example winter shifts from 3pm-11:30pm.

The 4pm-11:30 will automatically code as shift differential. For the First part of the shift you will need to add a segment under 2001 for the same total time as the regular shift 3-4pm. See below.

Showing 6 records of 6 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Break Length	Shift	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Cost
<input type="checkbox"/>					TCP_LCONSTANCI				1	Mon 12/1/2025 02:45 PM	Mon 12/1/2025 02:41 PM	Mon 12/1/2025 04:00 PM	Mon 12/1/2025 04:00 PM	1.25				100 - REGULAR - BASE PAY	**DE
<input type="checkbox"/>					TCP_LCONSTANCI			30u	2	Mon 12/1/2025 04:00 PM	Mon 12/1/2025 04:00 PM	Mon 12/1/2025 11:30 PM	Mon 12/1/2025 11:31 PM	7.00	8.25			822 - A SHIFT	**DE
<input type="checkbox"/>					TCP_LCONSTANCI					Mon 12/1/2025 11:30 PM	Mon 12/1/2025 11:30 PM	Tue 12/2/2025 12:45 AM	Tue 12/2/2025 12:45 AM	1.25	1.25	9.50		2001 - 2ND SHIFT ENTRY	

Preparation Pay

Add a segment, select time sheet entry, job code 862, and set the hours to 1.

Edit Segment

☐ Employee is clocked in

☒ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Clock In Temp Score **N/A**

Clock Out Temp Score **N/A**

Segment Length: 1:00

Time in

Hours

Job Code

Cost Code

Labor Codes 0

Rate

Note

Meal Allowances

Add a segment, select time sheet entry, job code 759, and set the hours to 1. The rate will show as \$0, this rate is determined in Munis.