Timekeeping for Employees

Presented by Emily Hermon and Tricia Grove
Kent State’s chosen software for timekeeping is TCP.

Access TCP is accessed via SSO, using any of the following methods:

- Direct link - [https://timekeeping.kent.edu/](https://timekeeping.kent.edu/)

- Flashline – under the *Top Employee Resources* menu
Clocking In and Out

Single-click the appropriate button

Clock In
• At the beginning of your shift
• When returning from lunch*

Clock Out
• At the end of the day
• When leaving for lunch*

Contact your supervisor to have missing or wrong punches fixed
Lunch Breaks

Default meal breaks:

- Unclassified employee = 30 minutes (supervisor can change this default)

- When you work 5+ hours, TCP will automatically deduct for a 30 minute meal break.

- *If you plan to take more than your default break length, clock out and then back in.

- If you do not take your break, add a note to your timecard so that your supervisor knows to override the automatic meal deduction.
Viewing Timecards

- On dashboard, select View > Hours
- Use the Navigate Period arrows to move between weeks
Adding a Note to a Timecard

1. On View Hours screen, select the note icon on the segment where you want to leave a note.

2. Click the Add button.
Adding a Note to a Timecard

3. Enter the note in the Add Work Segment Note box and click Save.
4. You will see the new note in the View Notes box.
5. On the View Hours screen, you will see a blue comment box.
Adding Leave to a Timecard

Leave is added on the Manage Time Sheet screen

The Navigate Period arrows and Display weekends box help you display the time period of your choosing.
Adding Leave to a Timecard

1. Click Add and the box for the day will expand

2. Enter the start time for your leave

3. Enter the number of hours, in 15-minute increments

4. Click on the leave type ("34-Comp Time Used" in example)
Adding Leave to a Timecard

1. Select the leave type within the Select Job Code box

2. There is a scroll bar on the right to view more leave codes

3. Click Save when done.
Adding Leave to a Timecard

If you are taking more than one day of leave:

1. Click Copy

2. In the Copy Segment box, select (click) the additional days
   - Squares = selected
   - Circle = current date

3. Click Save.
Adding Leave to a Timecard

Manage Time Sheet now shows all the days that your leave has been added to.

But there is one more IMPORTANT step—click Accept to add the leave to your timecard.

- This can be done in advance. Be cautious, your leave in TCP will be reduced by the time you add.
- You can also add in the current week and past week as long as time has not yet been approved.
Viewing Leave on a Timecard

To see the leave on your timecard, go to the View Hours screen.
If your supervisor want you to use TCP to request leave, go to the Requests screen.
Requesting Leave in TCP

On the View Requests screen, navigate to the date you would like to request time off and click the plus button:
Requesting Leave in TCP

In the Add Employee Request box:

1. Add the start time for leave
2. Add the number of hours in 15-minute increments
3. If more than one day, use the drop down to select the number of days
4. Select the type of leave
5. Enter a description (optional)
6. Click Save

Your request will route to your supervisor. Once they approve the leave, it will be automatically added to your timecard.
Holidays and Timecards TCP

You must be in paid status the last scheduled full day before the holiday to be eligible for holiday pay

- Paid status = any paid hours such as regular, vacation, sick, comp used.

- Make sure that your timecard is complete for that day for the holiday to automatically load at 1am the day after the holiday.

- If the holiday does not load and you are eligible, your supervisor must manually add the holiday before the timecard is approved.

- The holiday will load 8 hours of holiday pay, if you are on a flex schedule with hours other than 8, your supervisor will need to adjust the time.
General Timecard Information

Times round to the nearest 15-minute mark

:53 - :07 = :00  
:08 - :22 = :15  
:23 - :37 = :30  
:38 - :52 = :45

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<th>Comp Time</th>
<th>Notes</th>
<th>Start Time</th>
<th>Break Length</th>
<th>Time In</th>
<th>Actual Time In</th>
<th>Time Out</th>
<th>Actual Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Week Total</th>
<th>Job Code</th>
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<td></td>
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<td>5/20/2024 06:34 AM</td>
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Full-time employees must account for a 40-hour week

- If your timecard doesn’t reflect at least 40 hours, you must add leave to make it 40 hours.
- If you do not have enough leave, your supervisor must add unpaid leave for you.

Your supervisor must approve your timecard by the end of business on **Tuesday** of the following week.

- Timecards are due weekly even though there are 2 weeks in the pay period.
- If you need adjustments made to your timecard you can add a note for your supervisor or let them know.
Overtime Information

Overtime (OT) is only allowed with the permission of your supervisor/department.

If you work OT, the university must pay you for it BUT if the OT was not approved, it can be considered a disciplinary issue.

You can choose to be paid for OT or have it moved to compensatory time by your supervisor.

• Comp time can be used for time off after it has been processed through the payroll.
• Comp time can be cashed out after it have been processed through the payroll

To cash out comp time, email payroll@kent.edu with your name, Banner ID, the pay you wish it to be paid out on, and the amount to be paid out.

• Requests must be submitted to payroll by Monday at 5pm. of the pay week.
Leave Balance Information

Leave balances in Flashline are the most accurate

- The balances are as of the last paid period.
- EXAMPLE: If the last paid period was 5/5-5/18, on the 5/31 payday, the leave would include anything used and accrued by 5/18. Anything used after 5/18 would not have been subtracted from those balances.

Leave balances in TCP are current

- The balances include anything that has already been used.
- Accrual balances load each Thursday prior to payday. They are the accrual balance in Flashline.
- If time has been added prior to the accrual load, it doesn’t always include leave that has been added for the current week.
Thank you for attending!

Payroll – payroll@kent.edu