

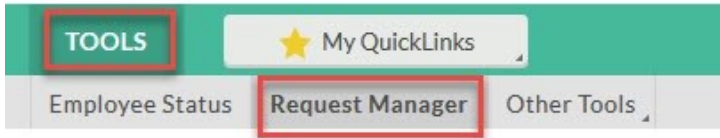
# TCP Updates

7/16/19

## Supervisors:

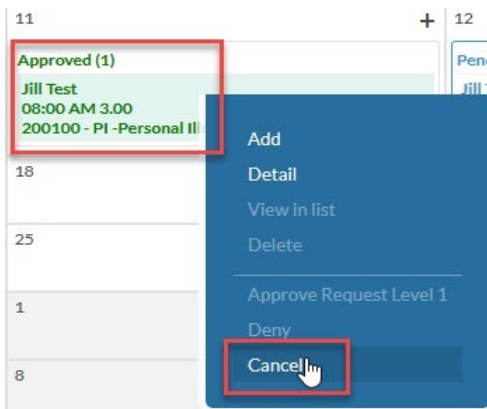
Cancel approved leave requests in the **Request Manager**:

1) Select **Tools**, then **Request Manager**:

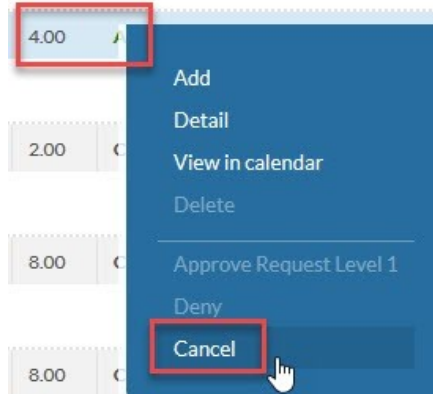


2) In the **Calendar/List** view, **right click** on the **approved** leave request. Select **Cancel**:

### Calendar View



### List View



3) The above steps will cancel the leave request and remove it from the employee's hours. This feature will also label the request in the **Request Manager** as **Canceled**:

### Calendar View



### List View

/2019	08:00 AM 2.00	2.00	Canceled
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**NOTE:** If you delete the time segment in **Hours**, it will not be removed from the **Request Manager calendar/list**, but it will be deleted from the hours.

## Employees:

Widgets added to your dashboard:

### Fulltime Non-Exempt (*Fill out a timesheet*)

**MY HOURS** (119.00) 20

Time	Job Code	20/20 Total
X 07/26 08:00 A - << Time sheet >>	200000 - VA - Vacation (NE)	8.00
X 07/27 08:00 A - << Time sheet >>	200000 - VA - Vacation (NE)	4.00
X 07/23 08:00 A - 04:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	7.00
X 07/24 08:00 A - 05:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	8.00
X 07/25 08:00 A - 05:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	8.00
X 07/25 01:00 P - << Time sheet >>	200000 - VA - Vacation (NE)	4.00
X 07/26 08:00 A - 05:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	8.00
X 07/27 08:00 A - 05:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	8.00
X 07/30 08:00 A - 05:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	8.00
X 07/31 08:00 A - 05:00 P	2423 - ASSISTANT FOOD PREP MANAG (NE)	8.00

**LEAVE REQUESTS** 4

Date	Time	Leave Code	Approval
06/12/2019 08:00 AM	8.00	200100 - P1 - Personal Illness-Sick (NE)	
07/09/2019 08:00 AM	8.00	200000 - VA - Vacation (NE)	
07/11/2019 08:00 AM	3.00	200100 - P1 - Personal Illness-Sick (NE)	
07/12/2019 08:00 AM	8.00	200000 - VA - Vacation (NE)	Approved

[Jump to Requests](#)

**MY ACCRUALS** 3

Leave Time Banks	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
FMLA	0.0000	0.0000	50.0000	0.0000	-50.0000
Sick	120.0000	0.0000	2.0000	0.0000	118.0000
Vacation	3.0000	0.0000	0.0000	0.0000	3.0000

**LINKS** 1

[Pay Dates](#) 1/1

### Part-Time (*Clock in and out*)

**MY HOURS** (6.50) 10

Time	Job Code	10/10 Total
X 07/25 11:15 A - 11:30 A	2068 - PART-TIME INFORMATION TEC (M2)	0.25
X 07/31 11:00 A - 05:00 P	2068 - PART-TIME INFORMATION TEC (M2)	6.00
X 06/03 03:30 P - 03:30 P	2068 - PART-TIME INFORMATION TEC (M2)	0.00
X 06/04 10:00 A - 10:00 A	2067 - PT - INFO TECHNOLOGY (RVC (M2)	0.00
X 06/04 10:00 A - << Missed >>	2067 - PT - INFO TECHNOLOGY (RVC (M2)	0.00
X 06/04 10:15 A - << Missed >>	2068 - PART-TIME INFORMATION TEC (M2)	0.00
X 07/09 08:30 A - 08:30 A	2068 - PART-TIME INFORMATION TEC (M2)	0.00
X 07/10 08:30 A - 08:30 A	2067 - PT - INFO TECHNOLOGY (RVC (M2)	0.00

**MY MESSAGES** 1

Read	Sent By	Message	1/1 View
<input type="checkbox"/>	CHERITEST	Your time-off request on 09/30/2016 from...	

**LINKS** 2

[Payroll](#) 2/2

[TCP Resources](#)