

TCP EMPLOYEE PORTAL

Instructions for ECPs, Non-Teaching Instructional Staff (HEOs, FT CLTs, & Librarians) & Classified Managerial

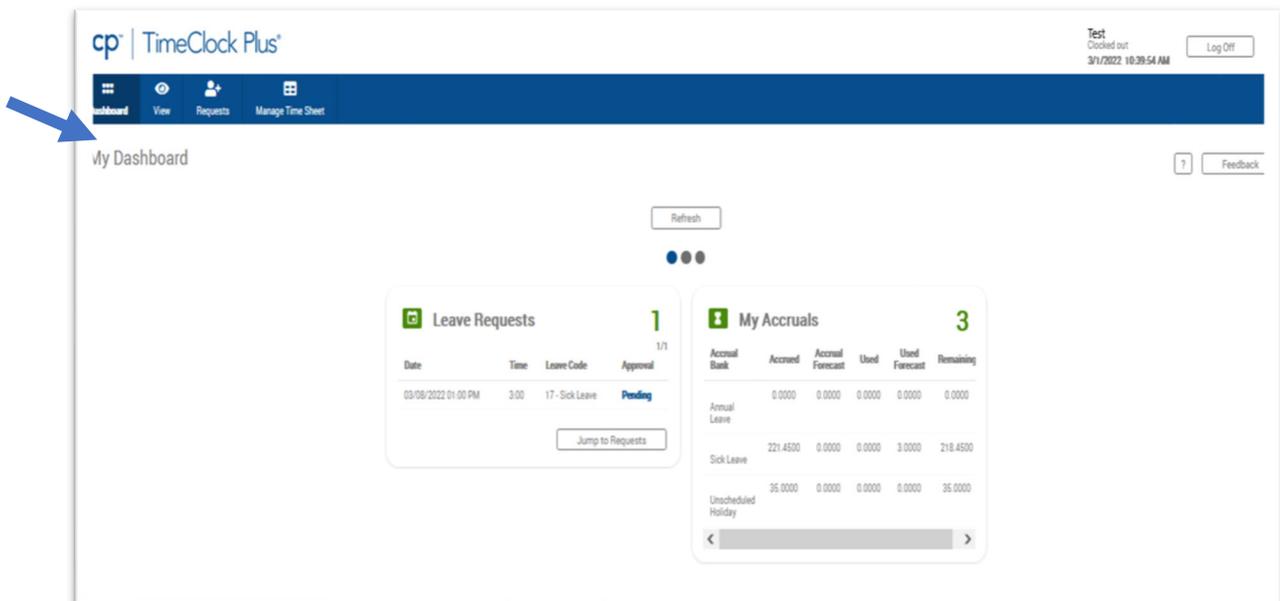
This training manual will show employees how to access the new TCP Timekeeping System to enter exception time (any time off), review up to date leave balances, and submit leave requests.

Logging into TCP Employee Portal

1. Navigate to the Hostos Single Sign On located on the Hostos website <https://www.hostos.cuny.edu/ssso> and click on “Employee Portal”

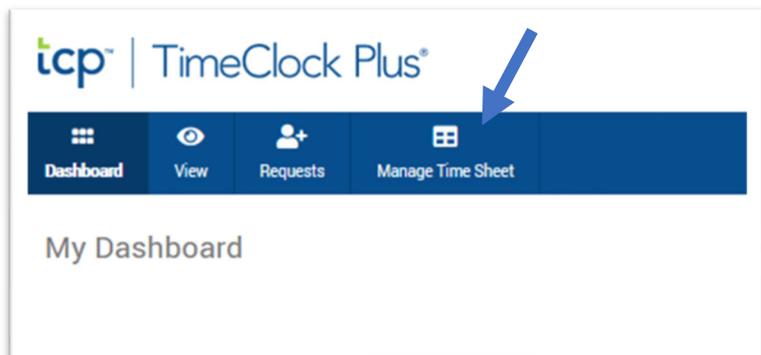


2. When you first log in, you will see your Dashboard.

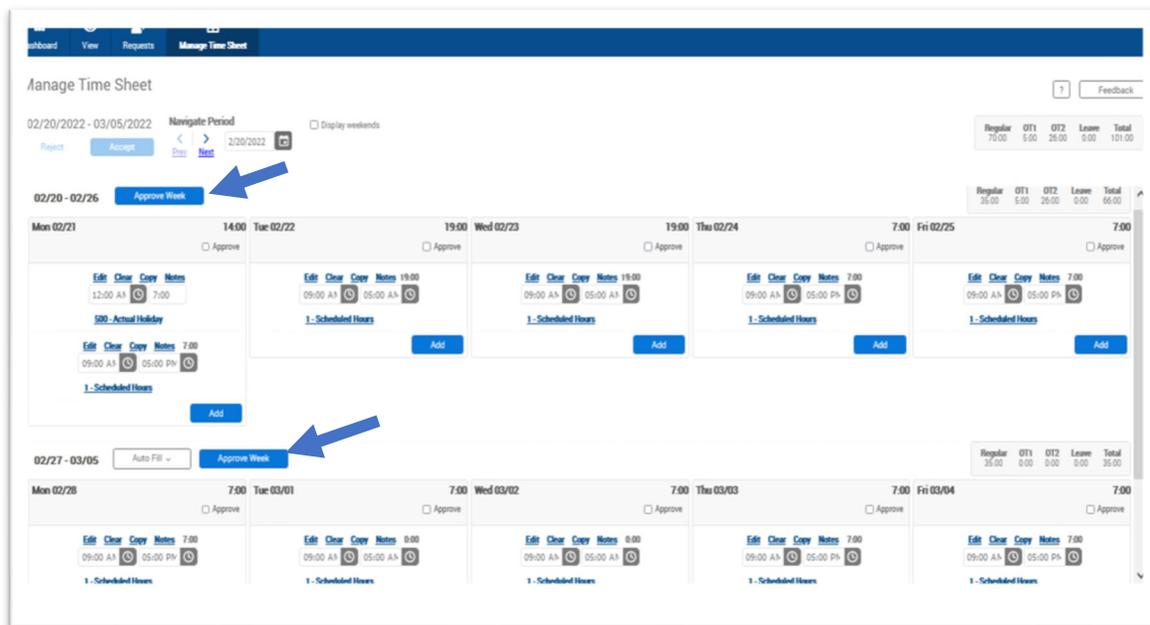


HOW TO REVIEW/APPROVE YOUR TIMESHEET

1. Click on “Manage Time Sheet.”

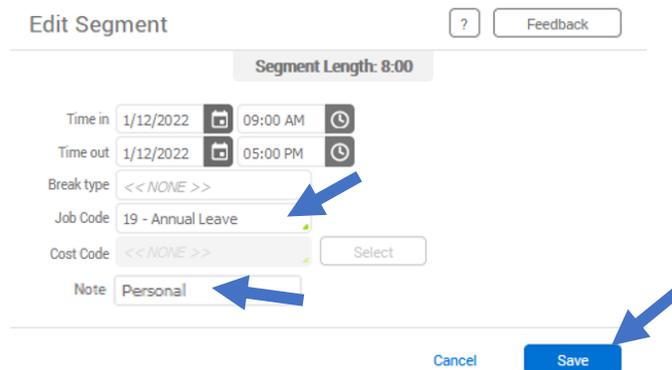
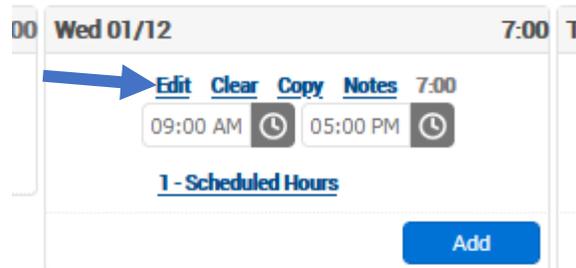


2. Once you click on “Manage Time Sheet,” you can see your timesheet for the bi-weekly pay period prior to submitting. Pre-approved leave requests will already be included on your timesheet. If the timesheet is accurate and includes any and all absences that you incurred in the week, then you are **ready to approve** by clicking “**approve week**” then **move to the second week** in the pay period and **do the same**.



HOW TO MAKE CHANGES/ENTER ADDITIONAL UNEXPECTED ABSENCES

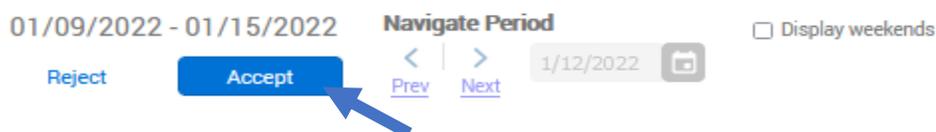
1. If you incurred any additional unexpected absences during the week such as lateness, leaving early, or full day absences after a call out, you must enter these absences in your timesheet. You also have the ability to add notes if needed. Once the timesheet reflects all absences, click **“approve week.”** See instructions below:
2. To enter additional unexpected absences such as unexpected call outs, follow the steps below:
 - Select **“edit”**, change the job code to **“annual leave”** (for personal matters) or **“sick”** (for illness), click **“save”** and then click **“accept.”**



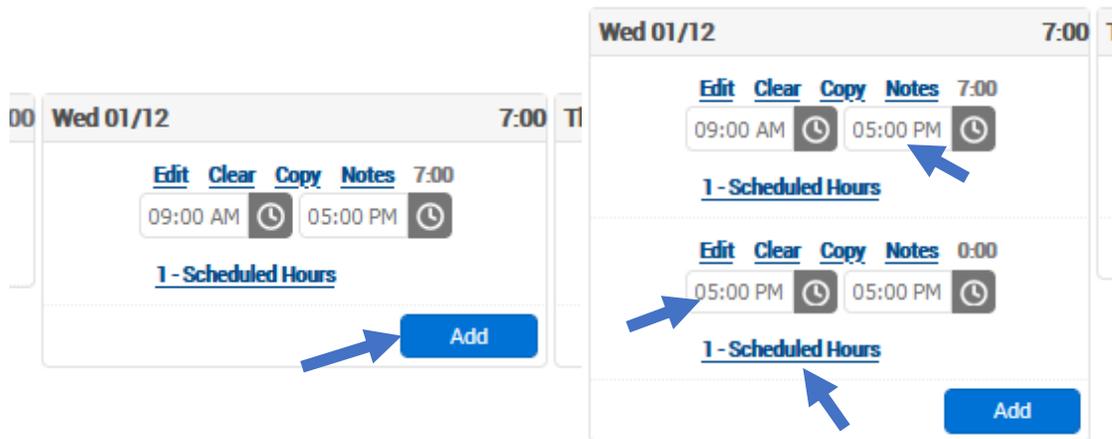
3. You must select **Accept** or **Reject** to the **changes** on your timesheet.



Manage Time Sheet

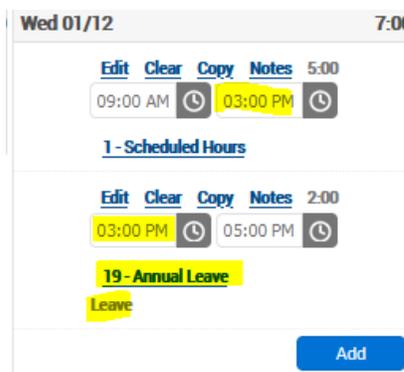


- If you had any lateness or early departures in the pay period, you must add this information to your timesheet by doing the following: click **“add”** to add a row for the day. Then edit the in and out time. Click on **“1 - Scheduled Hours”** to change the job code into the leave code, **“annual leave”** if late, or for early departures change to **“annual leave”** or **“sick (if ill).”** A general reason such as personal matter, sick, family emergency can be included in the notes.



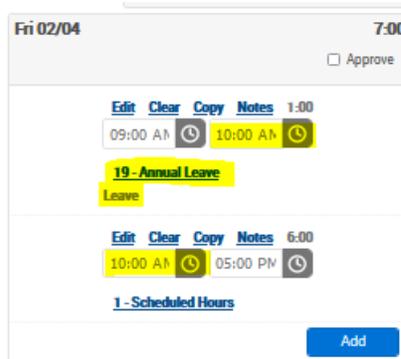
Example for Leaving Early: An employee that is scheduled to work from 9am – 5pm has a personal emergency and their supervisor authorizes a last-minute early departure at 3pm. The employee needs to add this early departure to the timesheet by adding a row with the time of 3 pm-5 pm and then designating this 2- hour absence as annual leave by changing the job code to annual leave.

- Change the out time on the first row from 9:00 - 5:00 pm to **9:00 - 3:00 pm**—see below. This time will be hours employee worked/scheduled hours.
- Change the segment in the second row that is going to be charged to leave from 9:00-5:00 to **3:00-5:00** so that 2 hours will be charged to leave—see below.
- Change the job code from “scheduled hours” to **“annual leave.”**—see below.

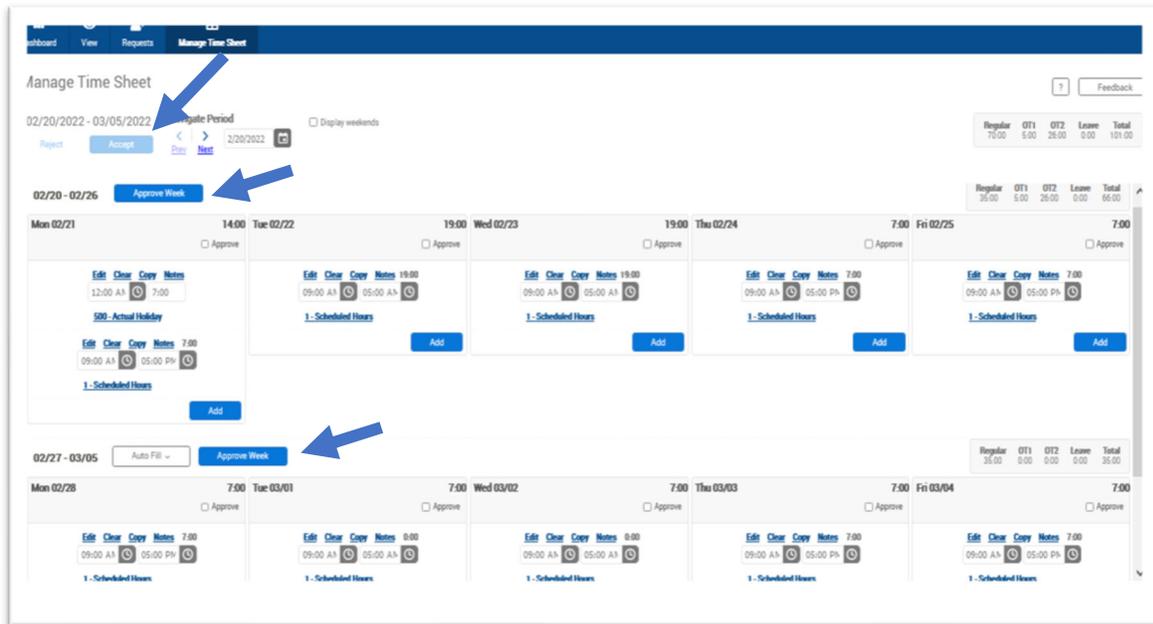


Example for Arriving Late: An employee that is scheduled to work from 9am – 5pm, arrived late at 10am. The employee needs to add this late arrival to the timesheet by adding a row with the time 9:00 to 10:00 am and designating as annual leave.

1. Change the time in the first row from 9:00 am - 5:00pm to 9:00 am - 10:00 am which will be the time charged to leave. Change the job code for this hour from “scheduled hours” to “annual leave.”
2. Change the segment in the second row that is going to be designated as actual hours worked/scheduled hours from 9:00-5:00 to 10:00 am-5:00 pm. The job code remains the same—scheduled hours.—see below.



5. If you made any additional entries or edits for unexpected call outs, lateness or early departures, **make sure to “accept” and “approve week.”** Then **move to the second week** in the pay period and **“approve week.”** Once you approve, your supervisor can review and approve on their end.



- An approved timesheet will look like the picture shown below: all approve boxes will be checked.

The screenshot displays the 'Manage Time Sheet' interface. At the top, there is a navigation bar with 'Dashboard', 'View', 'Requests', and 'Manage Time Sheet'. Below this, the 'Manage Time Sheet' title is followed by a 'Navigate Period' section showing the date range '02/20/2022 - 03/05/2022'. A summary table at the top right shows: Regular (98.00), OT1 (0.00), OT2 (0.00), Leave (21.00), and Total (98.00). The main grid shows time sheet entries for five days. Each entry has an 'Approve' checkbox that is checked and circled in red. The entries include:

- 02/20/2022: 12:00 AM - 05:00 PM, 500 - Actual Holiday, 1 - Scheduled Hours.
- 02/21/2022: 09:00 AM - 05:00 PM, 19 - Annual Leave, 1 - Scheduled Hours.
- 02/22/2022: 09:00 AM - 05:00 PM, 19 - Annual Leave, 1 - Scheduled Hours.
- 02/23/2022: 09:00 AM - 05:00 PM, 1 - Scheduled Hours.
- 02/24/2022: 09:00 AM - 05:00 PM, 1 - Scheduled Hours.

 The second section of the grid shows the period '02/27 - 03/05' with a summary table: Regular (49.00), OT1 (0.00), OT2 (0.00), Leave (14.00), and Total (49.00). The entries for this period are:

- Mon 02/28: 09:00 AM - 7:00, 17 - Sick Leave, 1 - Scheduled Hours.
- Tue 03/01: 09:00 AM - 7:00, 19 - Annual Leave, 1 - Scheduled Hours.
- Wed 03/02: 09:00 AM - 05:00 PM, 7:00, 1 - Scheduled Hours.
- Thu 03/03: 09:00 AM - 05:00 PM, 7:00, 1 - Scheduled Hours.
- Fri 03/04: 09:00 AM - 05:00 PM, 7:00, 1 - Scheduled Hours.

How to Review Balances and Request Time Off

Navigate to the Hostos Single Sign On located on the Hostos website <https://www.hostos.cuny.edu/sso> and click on “Employee Portal”



Navigating My Dashboard

After you have logged into TCP, the dashboard will pop up. You will see in the top right corner your name, the date and time, and the button to **Log Off**.



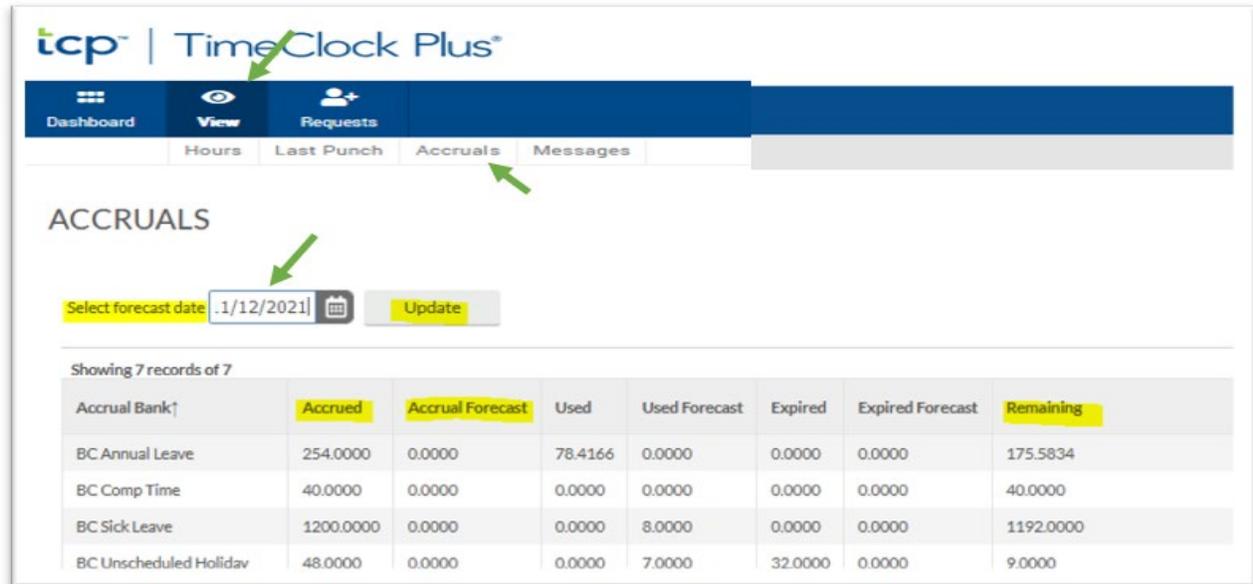
View Accruals

The “**View Accruals**” feature allows you to check your current accruals/balances and forecast future balances as well in all of your leave banks including annual leave, sick leave, unscheduled holidays, etc. This will assist when you are planning and want to request a certain amount of time off for vacation or for sick leave (medical appointments).

Please note all balances are in hours. Therefore, when determining how many days you have in your leave banks, you must divide the total number of hours by your regular work day hours. For example, White Collar and PSC employees work a 35-hour week or a 7-hour day so they would divide the total number of hours in their leave bank by 7. For Blue Collar workers who work a 40-hour week which is an 8-hour day, total hours in the leave bank would be divided by 8 to determine how many days are available in their bank.

Navigating the “View Accruals” Feature

1. Access View Accruals by logging into TCP and clicking on “View” and then “Accruals” on the dashboard.
2. By default, today’s date will appear with the accrual’s balances. To view your balances for a future date, select the date on the calendar next to “select forecast date” and click on “update.” The “accrued” will show how much has accrued as of today’s date; the “accrual forecast” will indicate how many additional hours will accrue as of the forecast date and “remaining” will indicate the total number of balances you will have as of the forecast date.



The screenshot displays the TCP TimeClock Plus interface. At the top, there is a navigation bar with 'View' and 'Accruals' tabs. Below the navigation bar, there is a section titled 'ACCRUALS' with a 'Select forecast date' field set to '.1/12/2021' and an 'Update' button. Below this, there is a table showing 7 records of accrual data.

Accrual Bank†	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
BC Annual Leave	254.0000	0.0000	78.4166	0.0000	0.0000	0.0000	175.5834
BC Comp Time	40.0000	0.0000	0.0000	0.0000	0.0000	0.0000	40.0000
BC Sick Leave	1200.0000	0.0000	0.0000	8.0000	0.0000	0.0000	1192.0000
BC Unscheduled Holiday	48.0000	0.0000	0.0000	7.0000	32.0000	0.0000	9.0000

How to Request Time Off and View Status of Requests in the “View Requests” Feature

The “View Requests” feature allows employees to **enter leave (time off) requests**. Time off requests are used when employees want to request a certain amount of time off using annual leave or unscheduled holidays for vacation (or personal days) or sick leave for medical appointments. The same feature of “View Requests” can also be used to **view the status of your request** to see whether it has been approved, denied, or is still pending. In addition, employees can use this feature to **see a list of all their leave requests**.

Navigating the “View Requests” Feature:

1. Access “View Requests” by logging into TCP and clicking on “Requests” on the dashboard.
2. By default, requests will be visible in a “Calendar view”—which is in a monthly calendar format. You can **view the status of a request** that you submitted (approved, denied or pending) by looking at the specific day on the calendar that you requested time off for.
3. If you would like to **see a list of all of your leave requests**, you may select “List tab.”

Calendar View:

tcp | TimeClock Plus®

Dashboard View Requests

VIEW REQUESTS

Calendar List Leave Bids

Status FMLA Leave Calendar Company Default

+ Add Manage Refresh << < November 2021 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Entered	2 Entered	3 Entered Election Day Act 220x (R)	4 Entered	5 Entered	6 Entered	7 Entered
8 Entered	9 Entered	10 Entered	11 Entered Veterans Day Act 220x (R)	12 Entered Approved (1) 08:00 AM 8:00 19 - Annual Leave	13 Entered	14 Entered
15 Entered	16 Entered	17 Entered	18 Entered	19 Entered	20 Entered	21 Entered
22 Entered Denied (1) 08:00 AM 8:00 19 - Annual Leave	23 Entered	24 Entered	25 Entered Pending (1) 08:00 AM 8:00 33 - Unscheduled Holiday	26 Entered Thanksgiving Day Act 220x (R)	27 Entered	28 Entered
29 Entered	30 Entered	1 Entered	2 Entered	3 Entered	4 Entered	5 Entered

List View:

tcp | TimeClock Plus®

Dashboard View Requests

VIEW REQUESTS

Calendar List Leave Bids

Status FMLA Leave Calendar Company Default

10/17/2021 to 11/30/2021 Manual Update

+ Add Manage Expand all Collapse all

Showing 3 records of 3 Selected 0 records

	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail
-	Company Default (3 of 3 requests)									
<input type="checkbox"/>	11/12/2021	0	11/12/2021	08:00 AM 8:00	8:00	Approved	N/A	N/A	Leave Code	19 - Annual Leave
<input type="checkbox"/>	11/12/2021	3	11/15/2021	08:00 AM 8:00	8:00	Denied	N/A	N/A	Leave Code	19 - Annual Leave
<input type="checkbox"/>	11/12/2021	12	11/24/2021	08:00 AM 8:00	8:00	Pending	N/A	N/A	Leave Code	33 - Unscheduled Holiday

Submitting a Leave Request for Time Off

To submit a leave request for time off:

1. Once you have navigated to the “**View Requests**” feature by **logging into TCP** and clicking on “**Requests**” on the dashboard, you will be in a **monthly calendar view**.
2. Move your cursor to the day on the calendar that you want off and then **click the plus sign in the top right corner**. After doing this, the “**Add Employee Request**” box will open.
3. Select the type of leave on the left side under Templates, i.e., Annual – Full Day, Annual – Partial Day, Other Leave– Full Day (Sick Leave), Other Leave – Partial Day (Sick Leave), etc.
4. In “**Date Requested**” enter the **start date** of the leave request.
5. Enter the **start time**. For example, if you wanted to create a full day leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM. If you want to do a partial day leave such as 2:00 PM – 4:00 PM, you would enter a start time of 2:00 PM.
6. For Full Days, the “Hours” box will be fixed at 8:00 – 1 hour will be deducted for meal break. Only 7 hours will be charged to your leave balances. **This number does not change even if your request is for more than one day.**
7. For Partial Days, you can enter the number of hours if you are requesting half day, or a few hours off for that day such as 4:00 hours, 1 hour, etc. Select the number of leave days requested. For example, if you are requesting Monday 8/23/21-Wednesday 8/25/21, then you would select 3 days.

IMPORTANT- If your leave request spans over regular days off (Sat and Sun for most employees), **you must submit multiple requests**. Please see examples below:

Scenario 1: You work Monday through Friday, Saturdays and Sundays off. You are requesting leave from Wednesday, August 25, 2021 through Wednesday, September 1, 2021. In this scenario, **you must enter two separate requests**. The first request starting Wednesday 8/25/21 covering through Friday 8/27/21 (3 days) and a second request starting Monday 8/30/21 covering through Wednesday 9/1/21 (3 days).

Scenario 2: You are an employee with regular days off on Mondays and Tuesdays. You are requesting leave from Sunday, August 29, 2021 through Wednesday, September 8, 2021. In this example, **you must submit 3 separate requests**. The first request to cover Sunday 8/29/21 (1 day), the second request starting Wednesday 9/1/21 and covering through Sunday 9/5/21 (5 days), and the third request for Wednesday 9/8/21 (1 day).

NOTE – You must follow these instructions or the wrong days will be charged as leave and your timesheet will not be accurate.

8. **Select the Leave Code** to be used for this time off request (**annual leave or unscheduled holiday for vacation** (or personal time) and “**other**” which then gives you the option to select “sick” for medical appointments).
9. Click “**Save.**”
10. If you forgot to check your accruals and don’t have sufficient balances you will receive an error message.

Dashboard View Requests Manage Time Sheet

View Requests

Calendar List Leave Bids

Status FMLA Leave Calendar Company Default

+ Add Manage Refresh << >>

Add Employee Request

Leave Calendar Company Default

Employee Test ECP 1 [56]

Date requested 7/6/2022

Start time 09:00 AM

Hours 8:00

Days 1

Leave Code 19 - Annual Leave

Description 7-Hour Annual Leave

Accruals Cancel **Save**

Sun	Mon	Tue	Sat
26 0 entered	27 0 entered	28 0 entered	2 0 entered
3 0 entered	4 0 entered	5 0 entered	9 0 entered
10 0 entered	11 0 entered	12 0 entered	16 0 entered
17 0 entered	18 0 entered	19 0 entered	23 0 entered
24 0 entered	25 0 entered	26 0 entered	30 0 entered
31 0 entered	1 0 entered	2 0 entered	6 0 entered

Once your request is saved, it will appear as pending and is ready for your manager to approve the request.

Dashboard View Requests Manage Time Sheet

View Requests

Calendar List Leave Bids

Status FMLA Leave Calendar Company Default

+ Add Manage Refresh << >> July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 0 entered	27 0 entered	28 0 entered	29 0 entered	30 0 entered	1 0 entered	2 0 entered
3 0 entered	4 0 entered	5 0 entered	6 0 entered	7 0 entered	8 0 entered	9 0 entered
10 0 entered	11 0 entered	12 0 entered	13 0 entered	14 0 entered	15 0 entered	16 0 entered
17 0 entered	18 0 entered	19 0 entered	20 0 entered	21 0 entered	22 0 entered	23 0 entered
24 0 entered	25 0 entered	26 0 entered	27 0 entered	28 0 entered	29 0 entered	30 0 entered
31 0 entered	1 0 entered	2 0 entered	3 0 entered	4 0 entered	5 0 entered	6 0 entered

And there you have it! —It is as simple as that. Viewing your current leave balances and submitting leave requests could not be easier!!

