Clocking In TCP Job Aid

The purpose of this job aid is to explain how employees can clock in using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock. The clocking function will provide steps to perform the operation in the three systems, or access points.
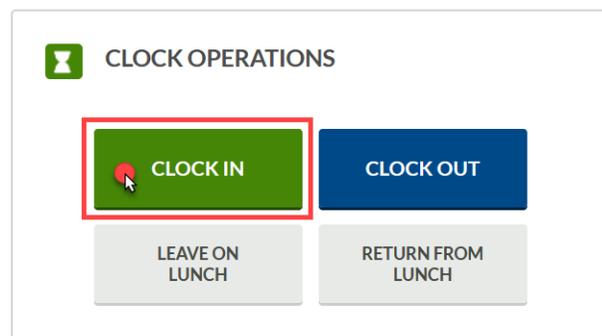
The employee should consult with their manager to determine if they have a preference for which TCP access point the employee should use for recording time.

Employees must clock in at the beginning of their shift. In each system, the "Clock In" button will perform the initial clock-in operation for the start of the shift. Once selected, the system will request a confirmation of the user's request to clock in.

Please note, time in TCP does round to the nearest 15-minute quarter-hour. If a clocking action is taken within seven minutes of the quarter-hour, the system rounds down. If clocking within 8 minutes of the quarter-hour, the system rounds up.
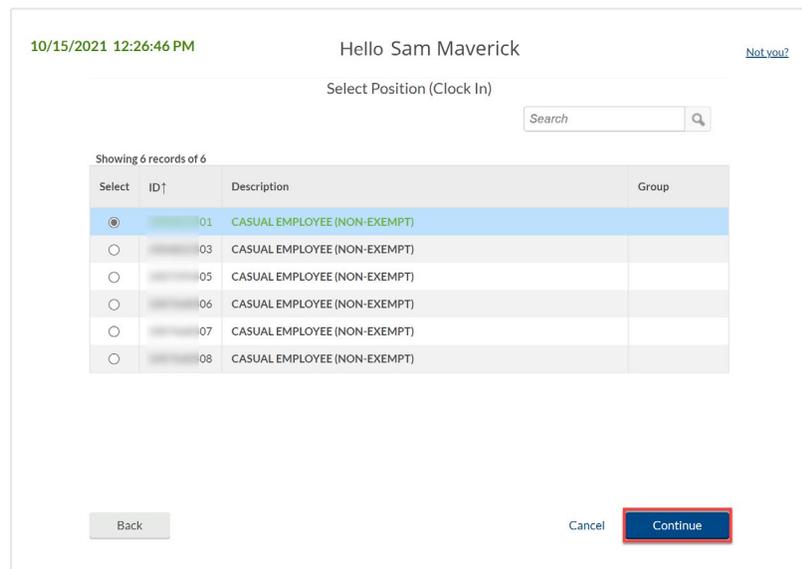
WebClock

1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.

2. Select "Clock In".

3. Confirm the information is correct and select "Continue".

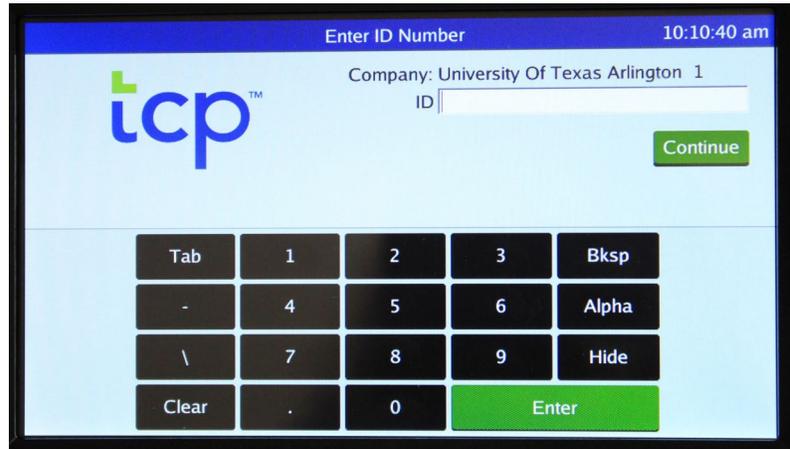4. If multiple positions are assigned, select the applicable position. Click "Continue".
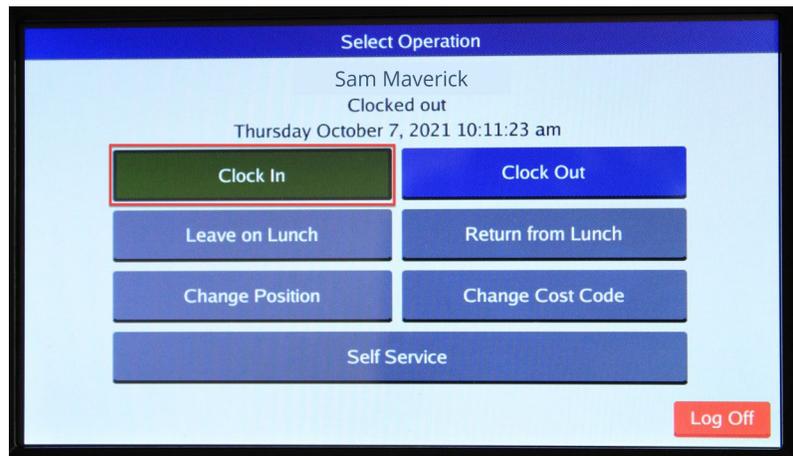

5. Click "OK" to confirm operation.

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Remote Data Terminal (RDT)
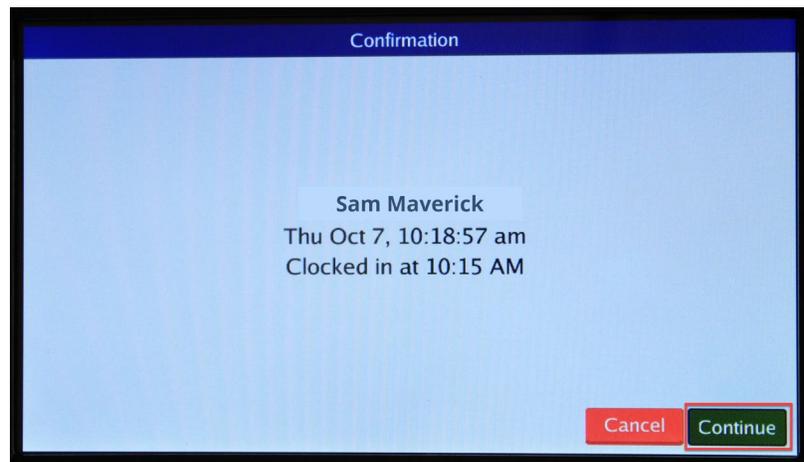
1. Enter your Employee ID.

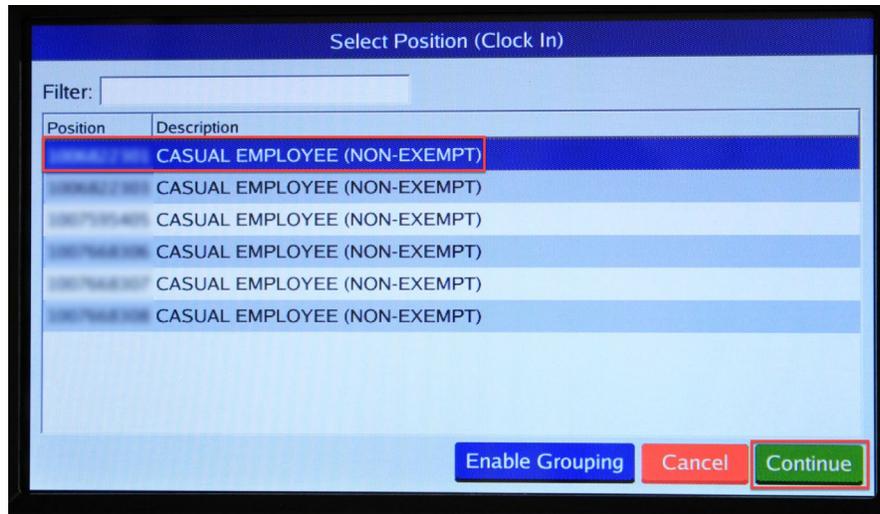   Alternatively, scan your employee ID badge.

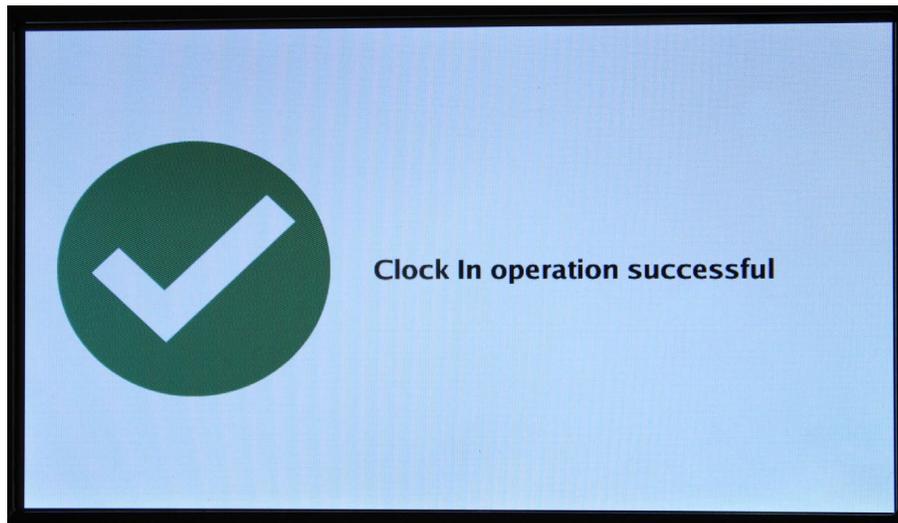2. Enter your PIN.

3. Select "Clock In".

4. Confirm the information is correct and select "Continue".

Alternatively, if you have more than one position, you will be prompted to select a job code and select "Continue".
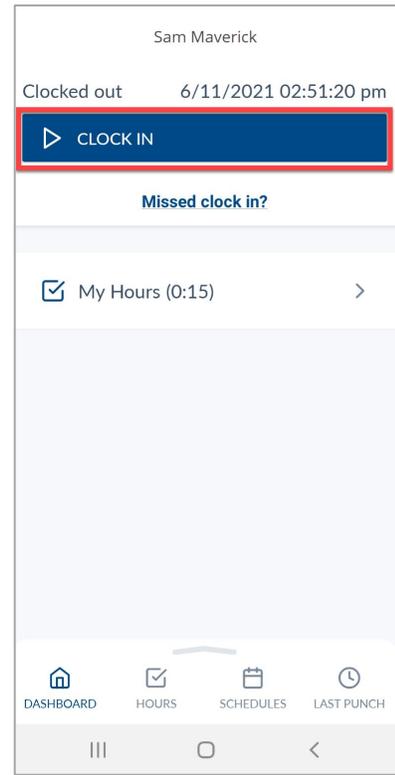

5. A notification will populate indicating the clocking operation was successful.

MobileClock

1. If prompted, enter PIN then select "Clock In".

2. Confirm your information is correct and click "Continue".

3. Click "OK" to confirm operation.

Note: *If you have multiple jobs, select the correct clocking position when prompted. The default position will be in blue text.*