Clocking In from Lunch in TCP Job Aid

The purpose of this job aid is to explain how employees can clock in or "Return from Lunch" 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.

If the shift includes a lunch break, an employee must also clock out for and return from lunch. The "Return from Lunch" button will perform the clock-in operation for the remaining shift, after the employee's lunch break.

WebClock

1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
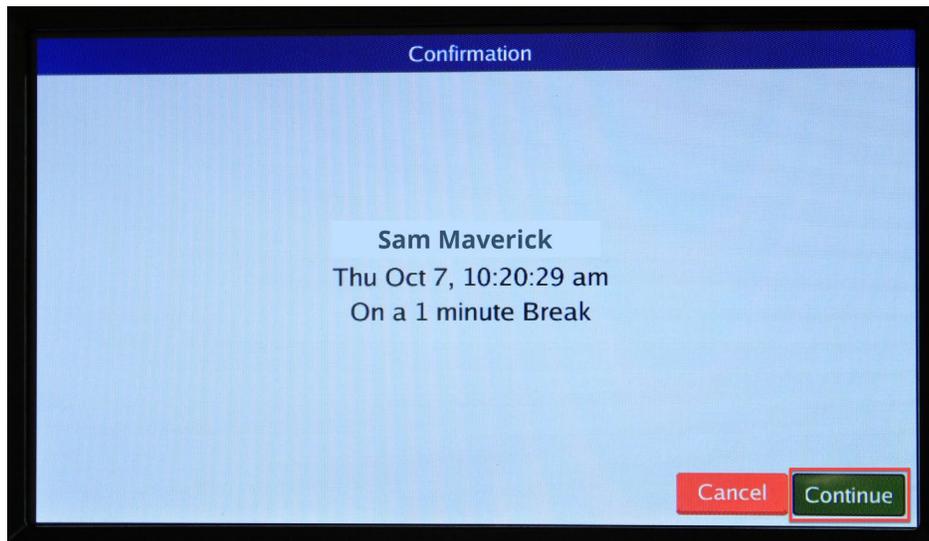
2. Select "Return from Lunch".
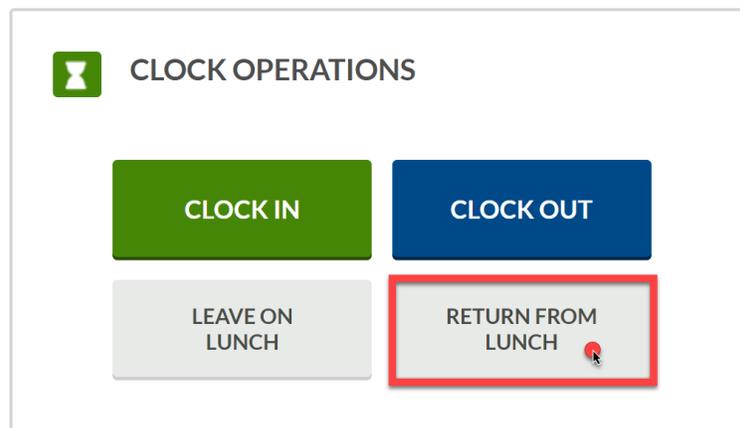
3. Confirm the information is correct and select "Continue".

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

5. Click "OK" to confirm operation.

Last Revision: 10/15/2021

Remote Data Terminal (RDT)

1. Enter your Employee ID. Alternatively, scan your employee ID badge.

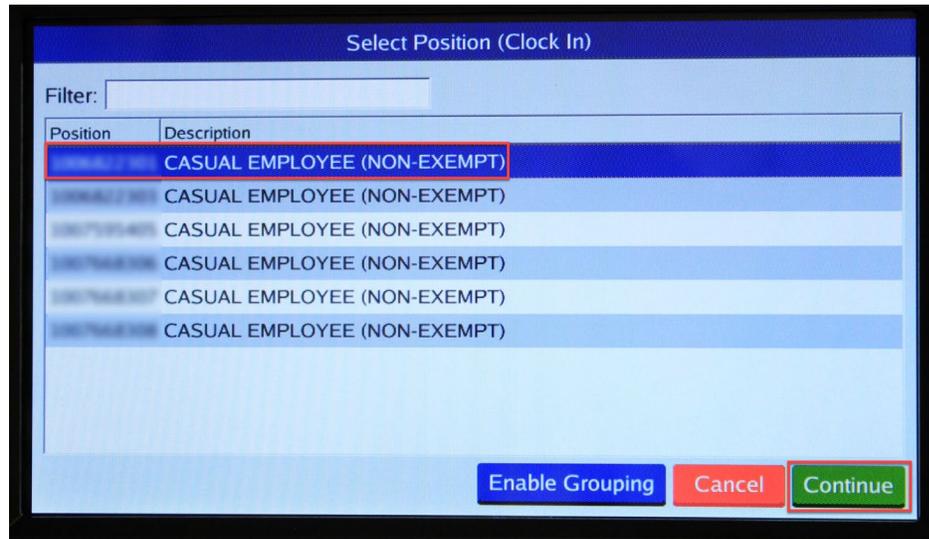2. Enter your PIN.

3. Select "Return from Lunch".
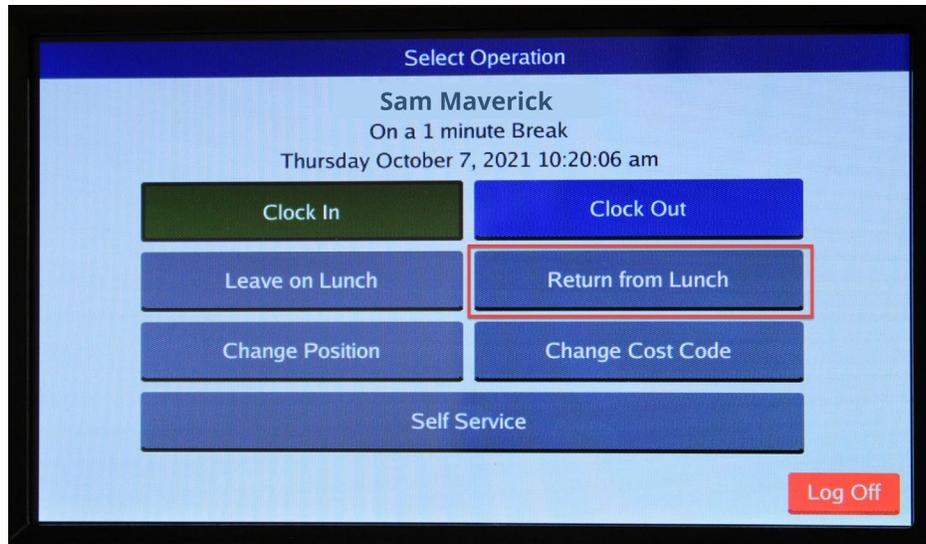
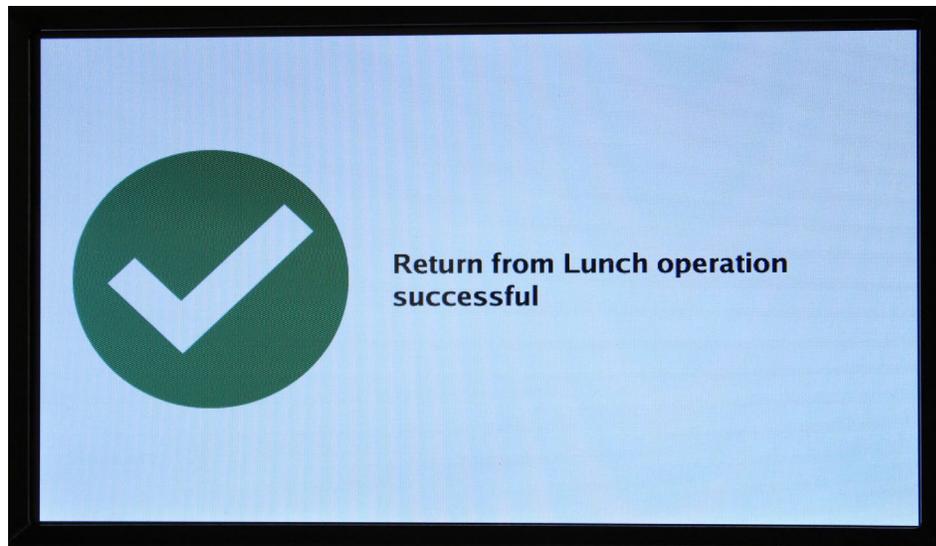4. Confirm the information is correct and select "Continue".

Alternatively, if you have more than one position, you will be prompted to select a job code and select "Continue".
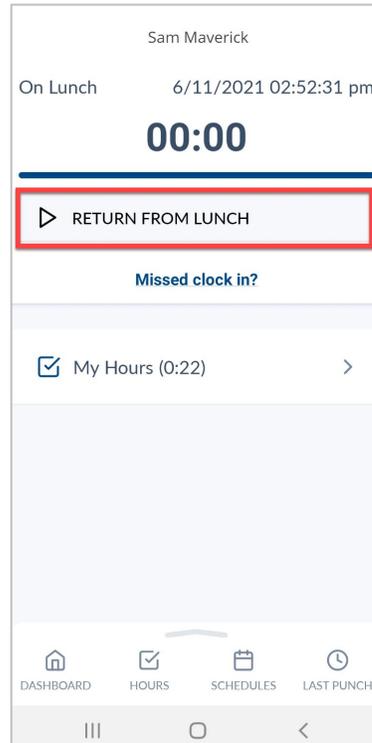
5. A pop-up will confirm the operation is successful.

MobileClock

1. Select "Return from Lunch".

2. Confirm the 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.*

Last Revision: 10/15/2021