

Clocking Out for Lunch in TCP Job Aid

The purpose of this job aid is to explain how employees can clock out or “Leave on 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.

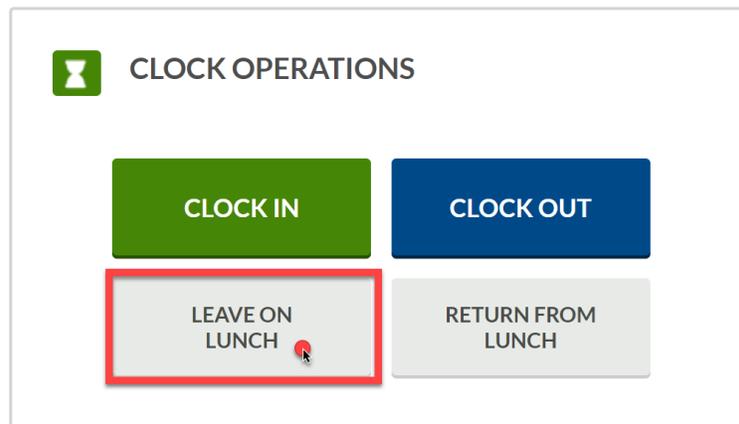
The employee should consult with their manager to determine if they have a preference for which TCP access point the employee should use for recording time.

If the shift includes a lunch break, an employee must also clock out for and return from lunch.

In each system, the “Leave on Lunch” button will perform the clock-out operation for the employee’s lunch. Once selected, the system will request a confirmation of the user’s request to “Leave on Lunch”.

WebClock

1. Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
2. Select "Leave on Lunch".

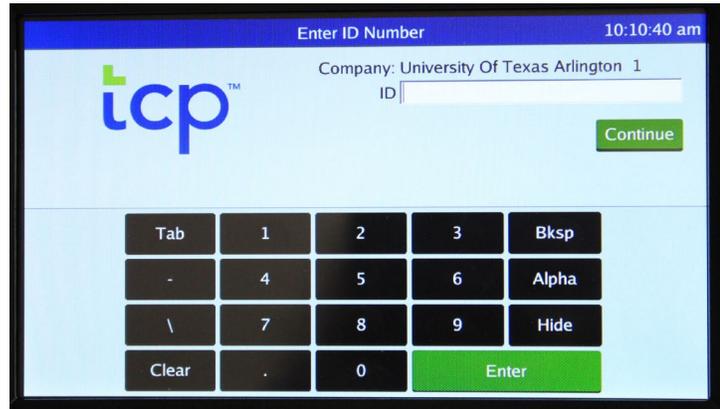


3. Confirm the information is correct and select "Continue".
4. A pop-up will confirm the operation is successful, click "OK".

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Remote Data Terminal (RDT)

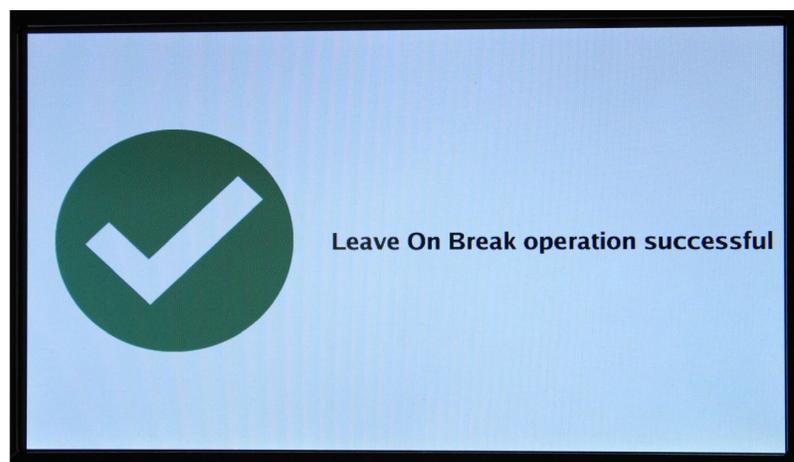
1. Enter your Employee ID.
Alternatively, scan your employee ID badge.



2. Enter your PIN.
3. Select "Leave on Lunch".

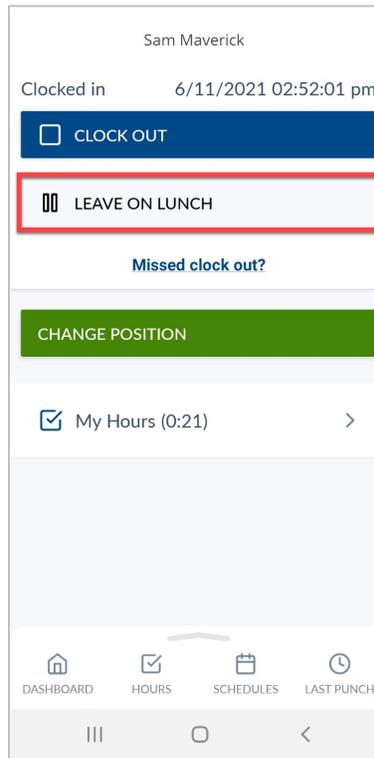


4. Confirm the information is correct and select "Continue".
5. A pop-up will confirm the operation is successful.



MobileClock

1. Select "Leave on Lunch".



2. Confirm the information is correct, click "continue".
3. A pop-up will confirm the operation is successful, click "OK".