

Review and Approve Hours in TCP Job Aid

The purpose of this job aid is to explain how to view and approve hours in TCP, using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

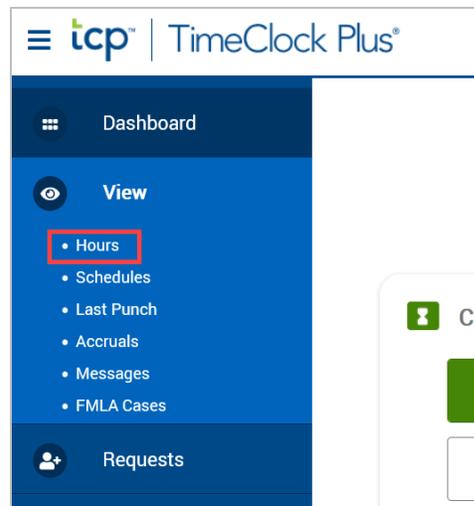
Employees will need to review and approve the hours that have been recorded in TCP.

At the end of each week, employees must review and approve their recorded worked hours. The UTA work week closes on Sunday, so hours should be reviewed on Monday. If errors are identified, you will need to notify your departmental Timekeeper of the changes that need to be made. Once the changes are made in TCP, the hours will need to be approved by the employee and their manager. All time will need to be reviewed and approved no later than the end of the pay period.

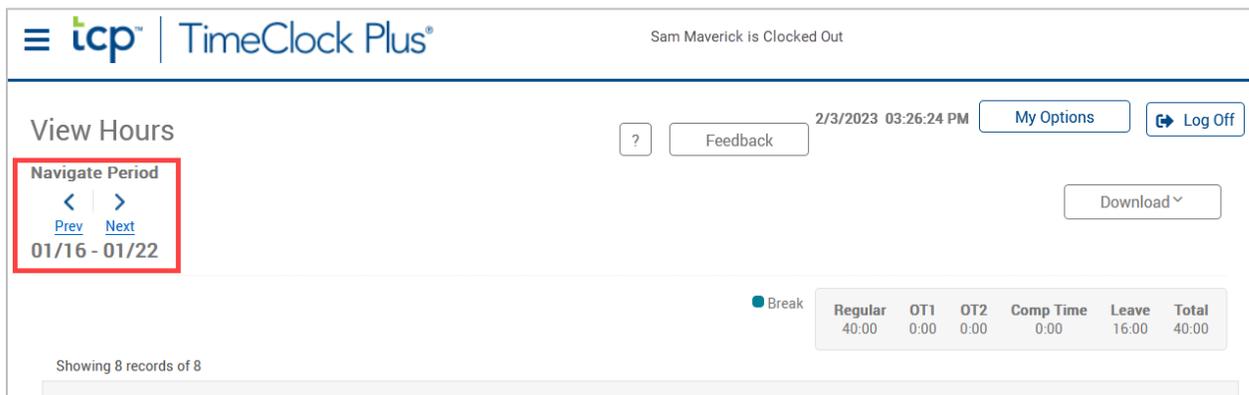
Viewing Hours

WebClock

1. Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
2. To view hours, Select View > Hours.



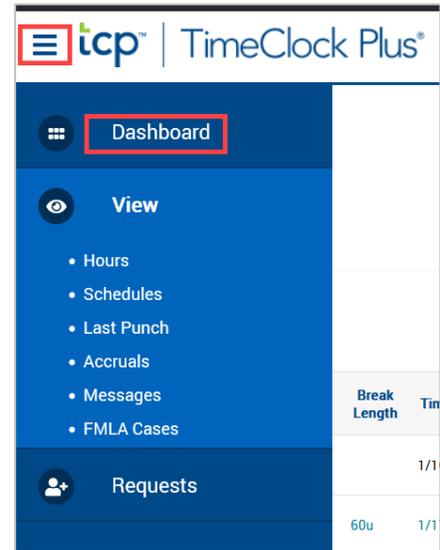
3. Use the Prev < and Next > buttons to browse from week to week.



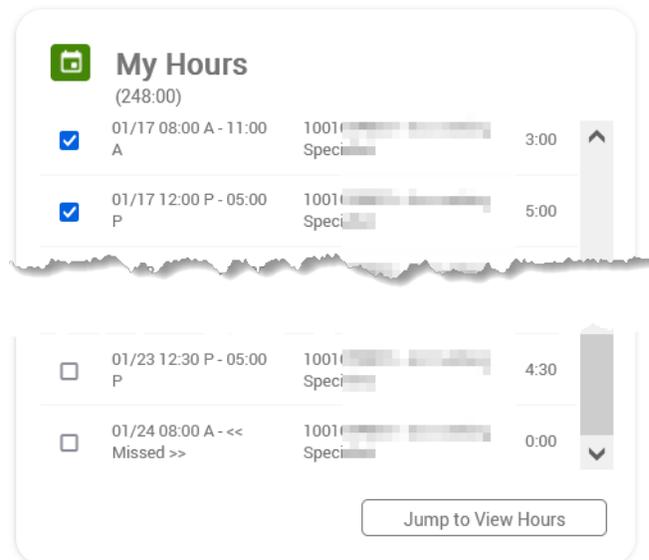
- To view shift notes, click on the blue Notes icon. To add a new note, select the gray Notes icon, then click the green Add button at the top of this screen, type a note, and select "Save".

Note: *The blue Notes icon indicates the segment contains notes, the gray Notes icon indicates no notes have been input for that segment.*

- To return to the main screen, click the hamburger icon in the upper right corner, then select "Dashboard".

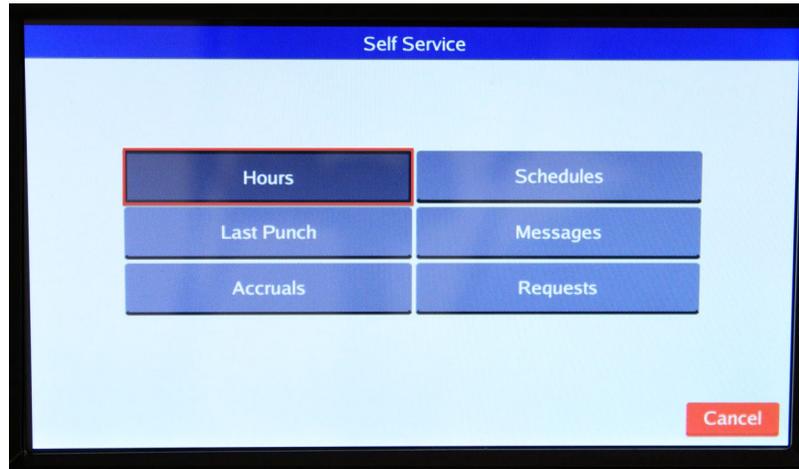


Alternatively, use the "My Hours" widget on the homepage to view the hours of the open TCP period. The "Jump to View Hours" button will take you to the View Hours screen.

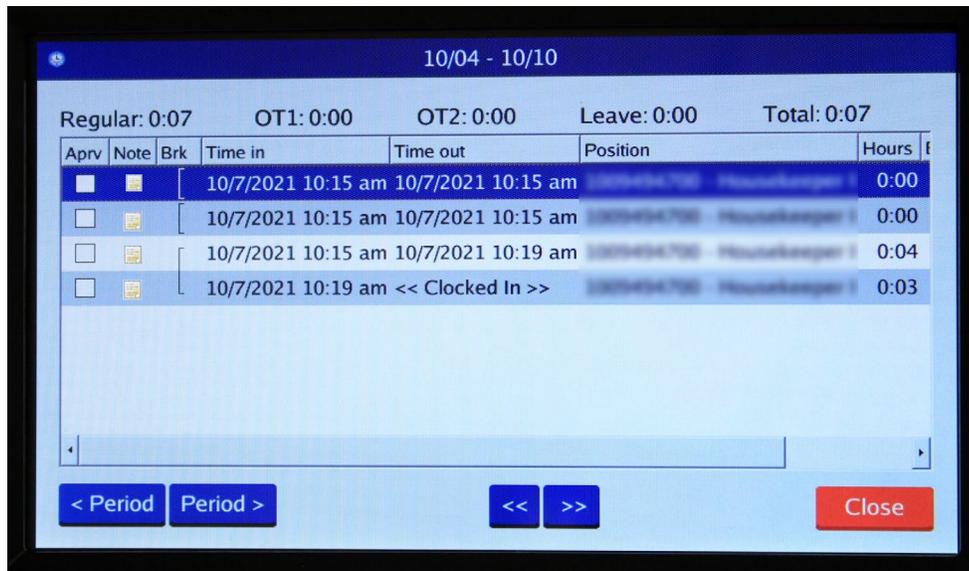


Remote Data Terminal (RDT)

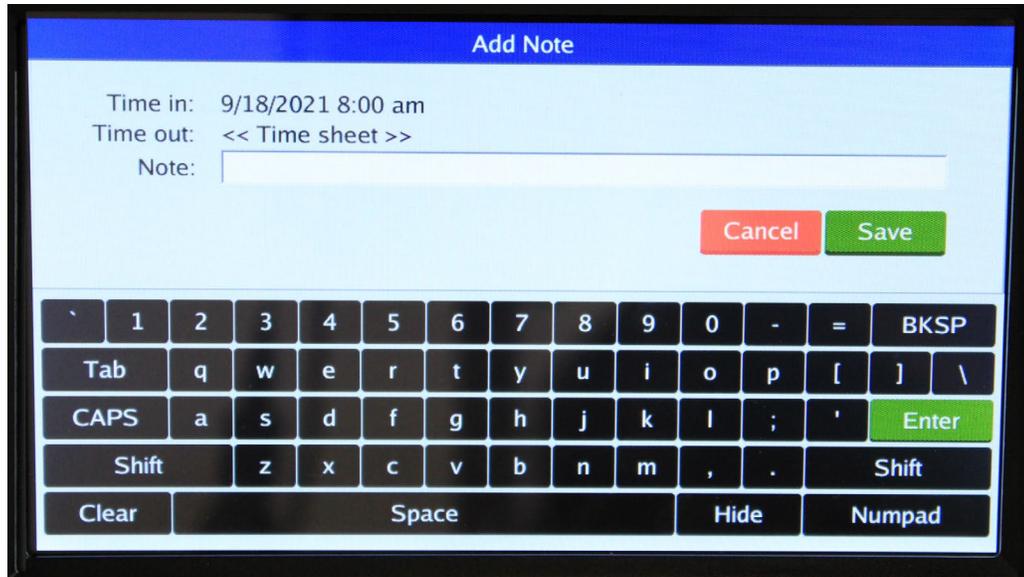
1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select "Self Service".
4. Click "View Hours".



5. Clocked hours will populate. Review to ensure they accurately reflect hours worked.



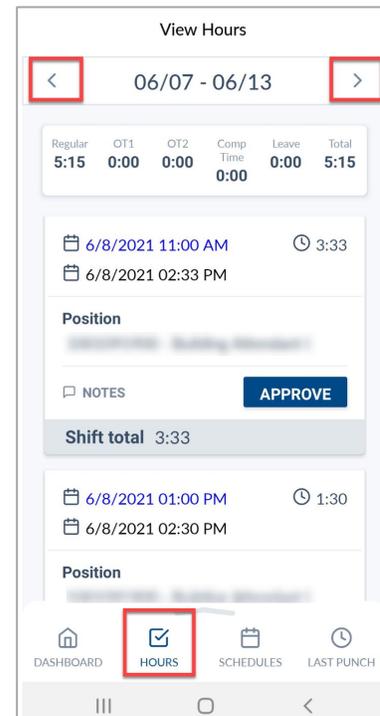
6. To view shift notes, click on the Note icon. To add a new note, select the "Add Note" button, type a note, and select "Save".



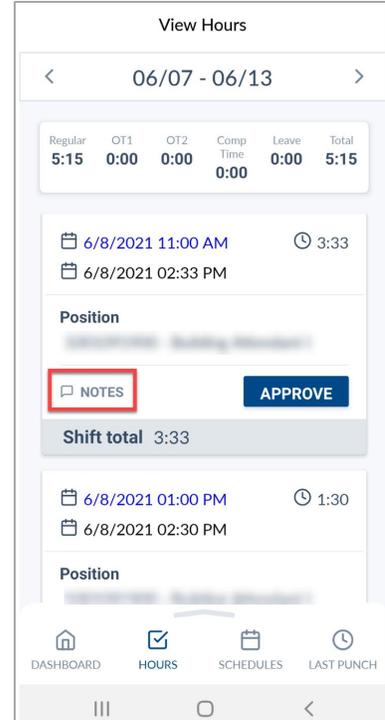
7. To return to the main screen, click “Close”.

MobileClock

1. Select Hours.
2. Each shift and absent segment will be listed on separate lines, and any relevant totals will be noted beneath. Use the Prev < and Next > buttons to browse from week to week.



- To view shift notes, select “Notes” of the segment. To add a new note, select the green Add button at the top of this screen, type a note, and select “Save”.

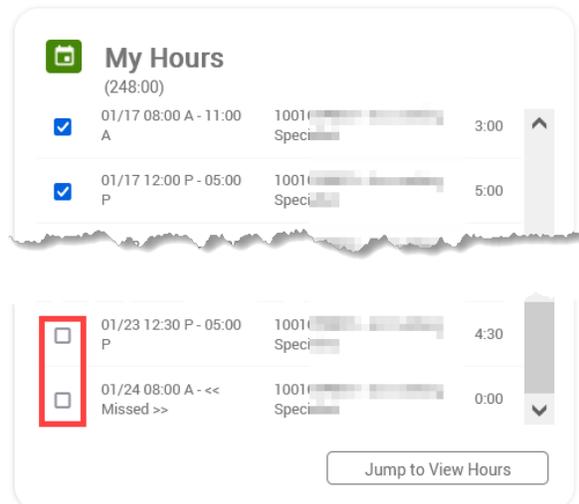


- To return to the main screen, click “Dashboard”.

Approving Hours

WebClock

- Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
- To approve hours, click on the box to the left of each shift from the Dashboard.



Alternatively, select View > Hours. Approve each time segment by selecting the check box next to each segment, or approve all by selecting the “E” above the checkboxes.

The screenshot shows the 'View Hours' interface for Sam Maverick. The left sidebar contains 'Dashboard', 'View', 'Hours', 'Schedules', 'Last Punch', 'Accruals', 'Messages', 'FMLA Cases', and 'Requests'. The 'View' and 'Hours' items are highlighted with red boxes. The main content area shows a table of time segments for the period 01/23 - 01/29. The table has columns for 'Comp Time', 'Notes', 'Break Length', 'Time In', 'Time Out', 'Hours', 'Shift Total', 'Week Total', and 'Position'. There are three records shown. The first two records have checkboxes and a green 'E' button highlighted with a red box. The third record is marked as 'Missed'.

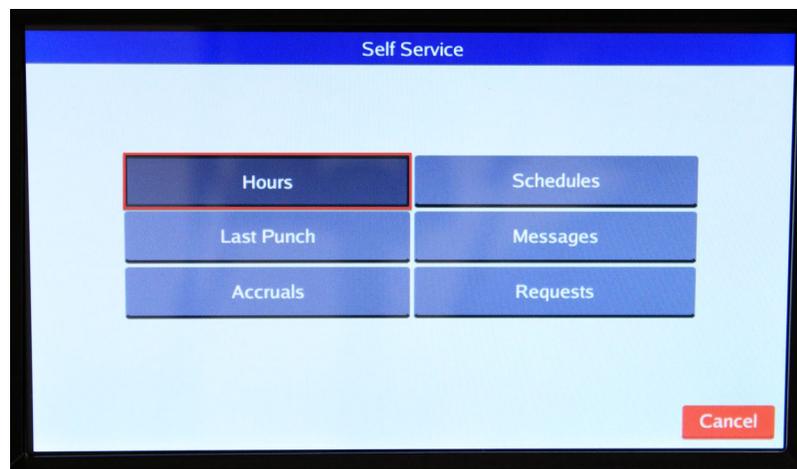
Comp Time	Notes	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input type="checkbox"/>		60u	1/23/2023 08:00 AM	1/23/2023 11:30 AM	3:30			10010
<input type="checkbox"/>		L	1/23/2023 12:30 PM	1/23/2023 05:00 PM	4:30	8:00		10010
<input type="checkbox"/>		c	1/24/2023 08:00 AM	<< Missed >>	0:00	0:00	8:00	10010

- To view shift notes, click on the blue Notes icon. To add a new note, select the gray Notes icon, then click the green Add button at the top of this screen, type a note, and select “Save”.

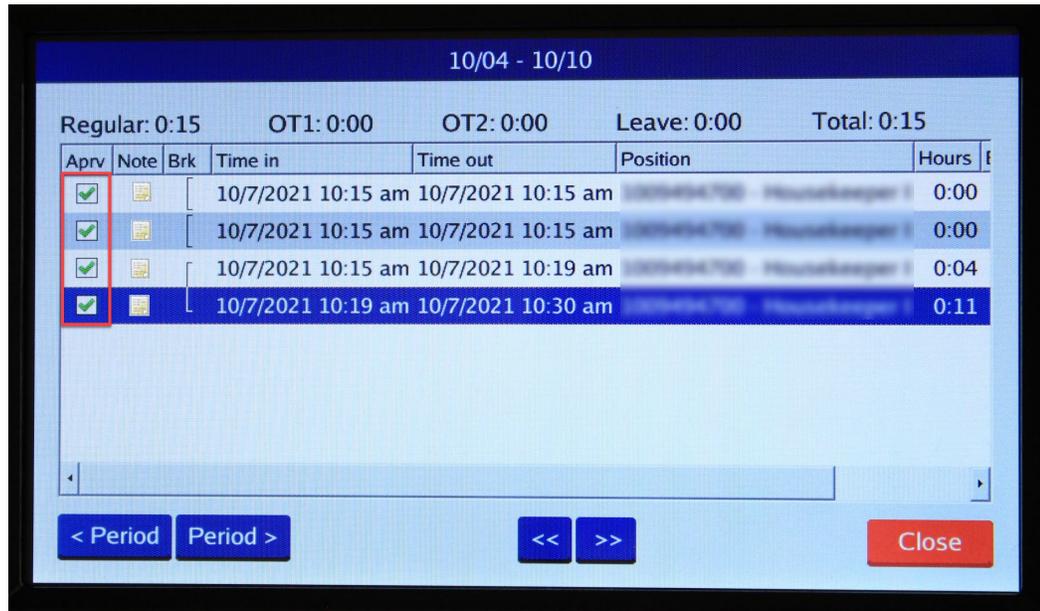
Note: The blue Notes icon indicates the segment contains notes, the gray Notes icon indicates no notes have been input for that segment.

Remote Data Terminal (RDT)

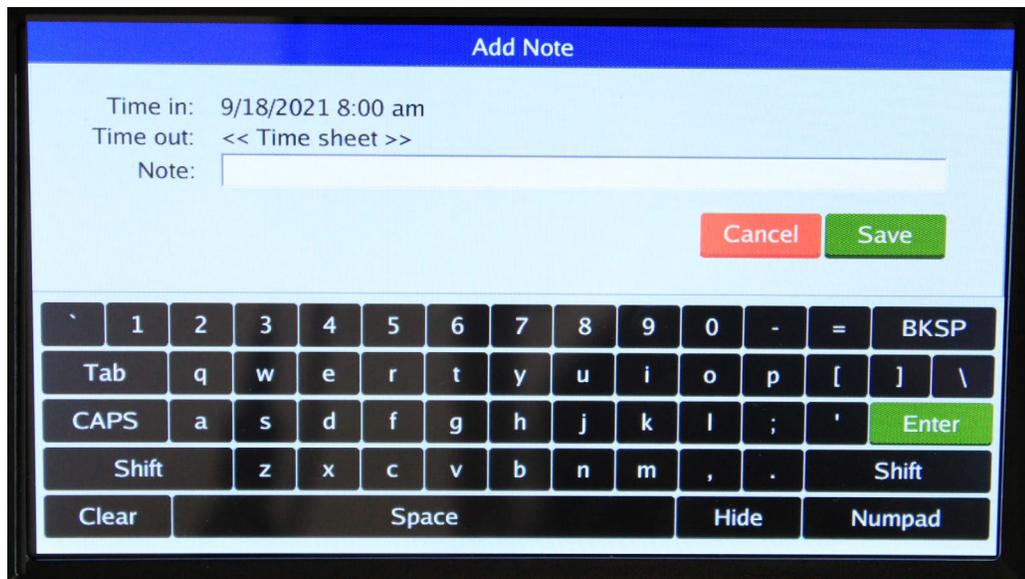
- Enter the Employee ID. Alternatively, scan your employee ID badge.
- Enter your PIN.
- Select "Self Service" and choose "Hours".



- Verify time entry log is correct, select the checkbox next to each entry in the "Aprv" column to approve.



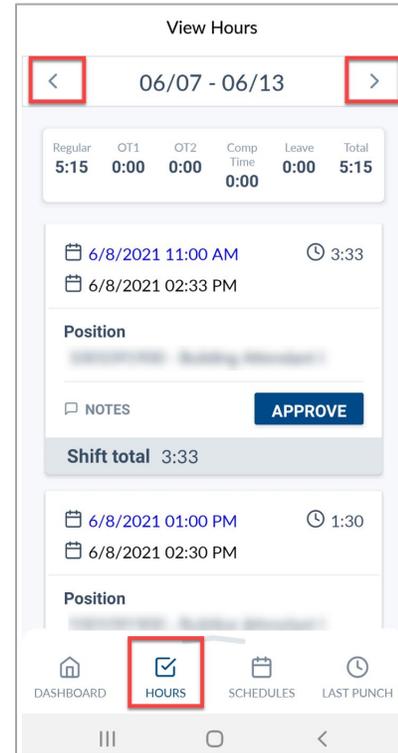
- To view shift notes, click on the Note icon. To add a new note, select the "Add Note" button, type a note, and select "Save".



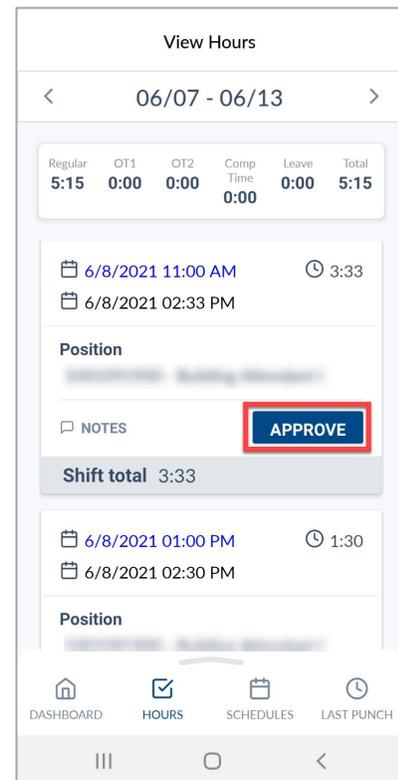
- To return to the main screen, click "Close".

MobileClock

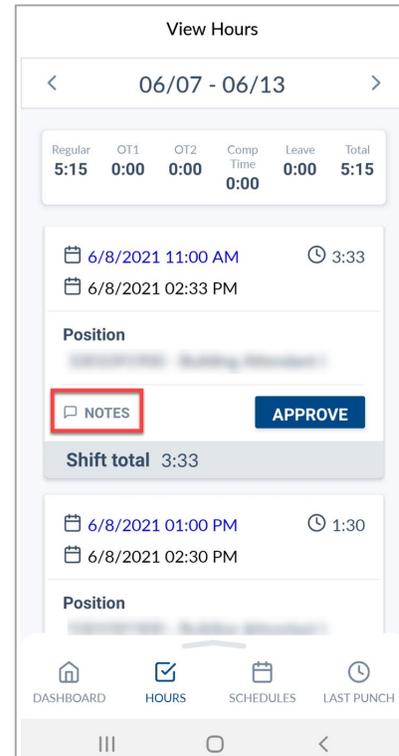
1. Select Hours.
2. Each shift and absence segment will be listed on separate lines, and any relevant totals will be noted beneath. Use the Prev < and Next > buttons to browse from week to week.



3. If enabled in Clock Configurations, employees can approve each shift by pressing the check mark on the left side of the segment. Alternatively, select the "Approve" button.



- To view shift notes, select “Notes” of the segment. To add a new note, select the “Add” button, type a note, and select “Save”.



- To return to the main screen, click “Dashboard”.