

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.

≡ tcp " TimeClock Plus"	Sam Maverick is Clocked Out
View Hours Navigate Period < > Prev 01/16 - 01/22	? Feedback 2/3/2023 03:26:24 PM My Options
Showing 8 records of 8	Break Regular OT1 OT2 Comp Time Leave Total 40:00 0:00 0:00 0:00 16:00 40:00



4. 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".

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

9						10/04	- 10/10			
F	Regu	ılar: 0	:07	OT1:	0:00	OT2: 0	:00	Leave: 0:00	Total: 0:0)7
1	Aprv	Note	Brk	Time in	13240	Time out		Position		Hours I
			ſ	10/7/2021	10:15 an	1 10/7/2021	10:15 am	1005454.700	Housekeeper	0:00
			Ī	10/7/2021	10:15 an	10/7/2021	10:15 am	1009494708	Housekeeper	0:00
			[10/7/2021	10:15 an	10/7/2021	10:19 am	1009494700	Housekeeper	0:04
			L	10/7/2021	10:19 an	n << Clocke	d In >>	1005454700	Housekeeper	0:03
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	< Pe	eriod	Pe	eriod >			<< >>	>	(Close
								-	_	

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".



Add Note													
Time in: 9/18/2021 8:00 am Time out: << Time sheet >> Note:													
Note: Cancel Save													
1	2	3	4	5	6	7	8	9	0	-	=	Bk	SP
Tab	q	w	е	r	t	у	u	i	0	р	[]	1
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Shift z x c v b n m , . Shift											Shift		
Clear Space Hide Numpa										d			
						_				_		_	

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

<u>MobileClock</u>

- 1. Select Hours.
- 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.

		View	Hours											
<	< 06/07 - 06/13 >													
Regular 5:15	OT1 0:00	OT2 0:00	Comp Time 0:00	Leave 0:00	Total 5:15									
☐ 6/3	8/2021 8/2021	11:00 02:33	<mark>AM</mark> PM	G	3:33									
Positi	on			-										
□ NO	TES			APPRO	VE									
Shift	total 3	3:33												
₫ 6/3	8/2021 8/2021	01:00 02:30	PM PM	S	1:30									
Positi	on													
DASHBOARD	но	ני JRS	SCHEDU	JLES L	() AST PUNCH									
	11	(<										



3. 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".



4. To return to the main screen, click "Dashboard".

Approving Hours

WebClock

- 1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
- 2. 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.

≡ tcp [™] TimeClock Plus [®] s					Sam	I Maveric	k Clocked Out			2	/3/2023 03	:40:04 F	M	My Options		Log Off
Dashboard	View	/ HC nte Pe	DUIS											?	Fee	edback
• Hours • Schedules • Last Punch • Accruals	< <u>Prev</u> 01/23	> <u>Nex</u> } - 01,	<u>d</u> /29							Break	Regular 8:00	OT1 0:00	OT2 0:00	Comp Time 0:00	Download Leave 0:00	d∨ Total 8:00
• Messages • FMLA Cases		Ş.	Comp Time	Notes	Ð	Break Length	Time In	Time Out	Hours	Shift Total	Week To	tal P	osition			
P Requests	•			j:	Г	60u	1/23/2023 08:00 AM	1/23/2023 11:30 AM	3:30			1(010		-	
	•				L		1/23/2023 12:30 PM	1/23/2023 05:00 PM	4:30	8:00		10	010			
	•			E	C		1/24/2023 08:00 AM	<< Missed >>	0:00	0:00	8:00	10	0010 =		1940.44	

3. 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)

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





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

	10/04 - 10/10													
Regi	Regular: 0:15 OT1: 0:00 OT2: 0:00 Leave: 0:00 Total: 0:15													
Aprv	Note	Brk	Time in		Time out		Position		Hours I					
		[10/7/2021	10:15 am	10/7/2021	10:15 am	1009494700	Housekeeper	0:00					
		Ī	10/7/2021	10:15 am	10/7/2021	10:15 am	1005454708	Housekeeper	0:00					
		Γ	10/7/2021	10:15 am	10/7/2021	10:19 am	1009494700	Housekeeper	0:04					
		Ĺ	10/7/2021	10:19 am	10/7/2021	. 10:30 am		Housekeeper	0:11					
4														
									<u>·</u>					
< P	eriod	P	eriod >			<< >>			Close					

5. 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".

Add Note													
Time in: 9/18/2021 8:00 am Time out: << Time sheet >> Note:													
Note: Cancel Save													
1	2	3	4	5	6	7	8	9	0	-	=	ВК	SP
Tab	q	w	е	r	t	у	u	i	0	р	[1	1
CAPS	a	s	d	f	g	h	j	k		;	•	En	ter
Shift z x c v b n m , . Shift													
Clear Space Hide Numpad												d	

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



MobileClock

- 1. Select Hours.
- 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.

 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.







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



5. To return to the main screen, click "Dashboard".