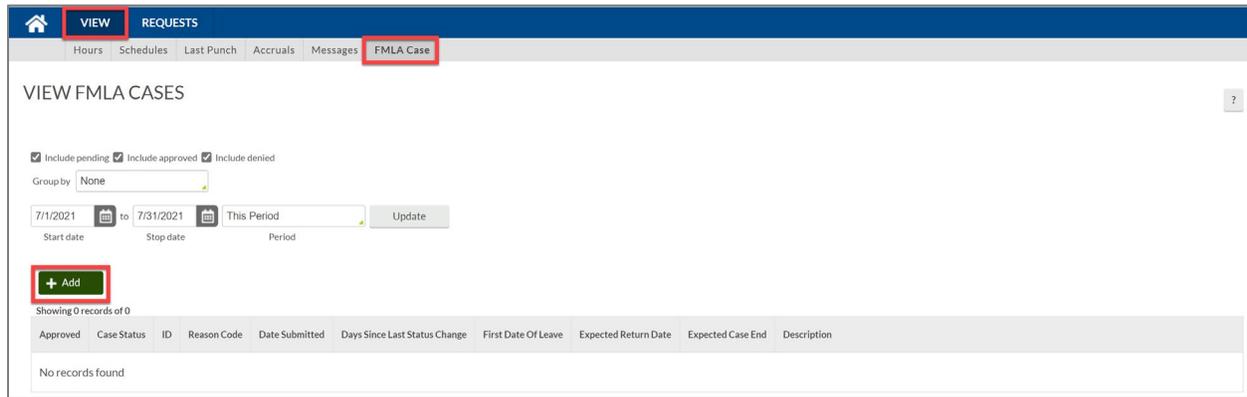


## Submitting FLMA Case in TCP Job Aid

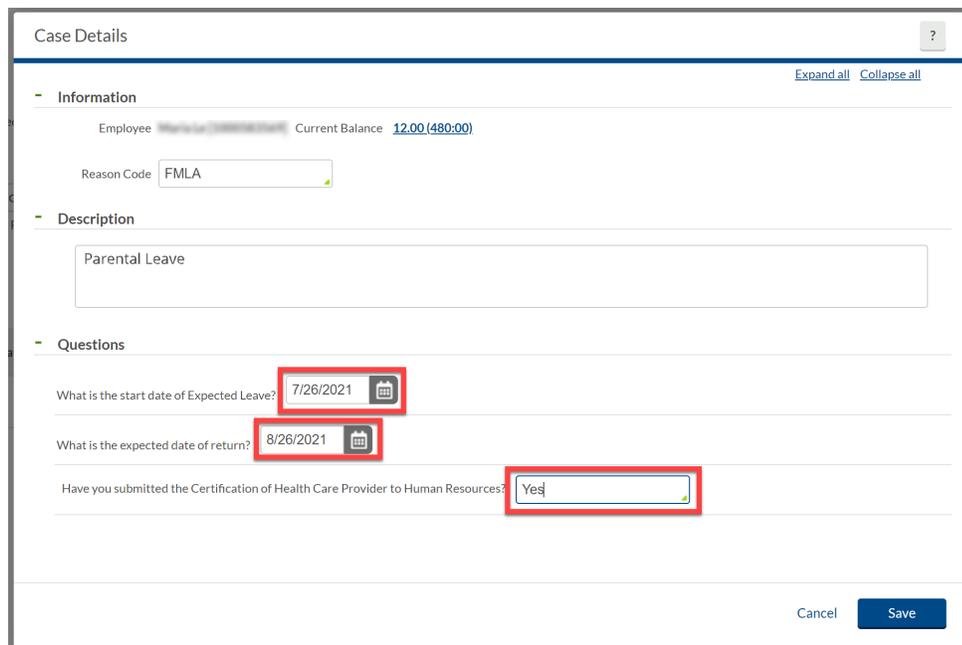
The purpose of this job aid is to explain how to submit an FMLA Case in TCP, using the WebClock.

### WebClock

1. Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
2. Navigate to the View FMLA Case page: **View > FMLA Case** then select “add”.

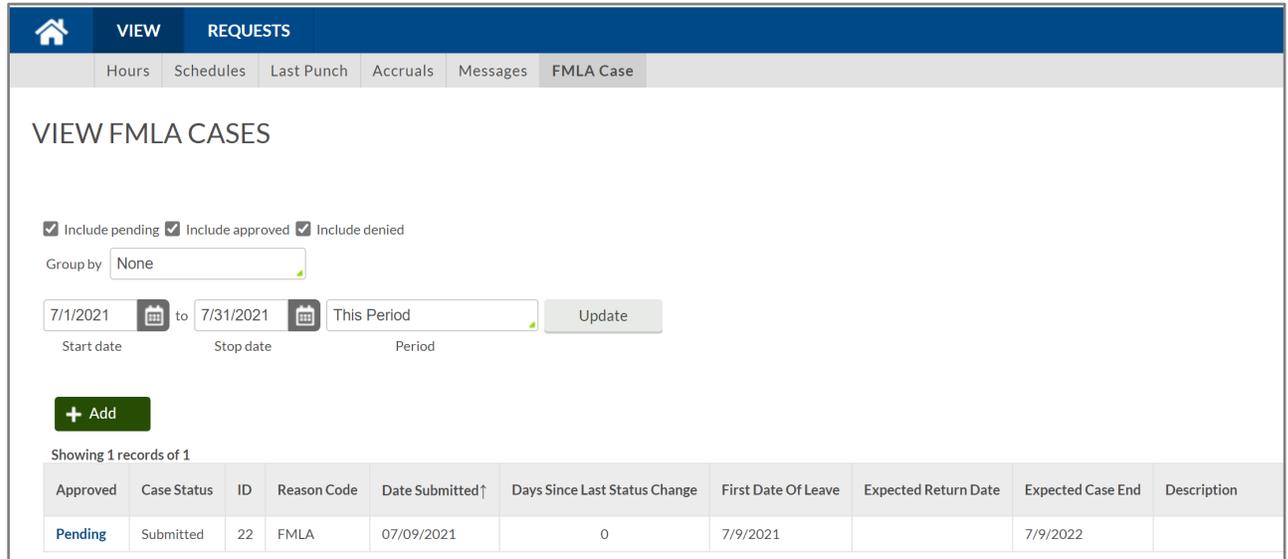


3. Fill out required information in the fields.
  - a. Reason Code
  - b. Description
  - c. Start date of expected leave
  - d. Expected date of return
  - e. Submission of Certification



## Submitting FMLA Case in TCP Job Aid

4. Click "Save"
5. The FMLA case is now submitted and will reflect on the "View FMLA Cases" page.



**VIEW FMLA CASES**

Include pending
  Include approved
  Include denied

Group by:

to

Start date   
  Stop date   
  Period

Showing 1 records of 1

Approved	Case Status	ID	Reason Code	Date Submitted↑	Days Since Last Status Change	First Date Of Leave	Expected Return Date	Expected Case End	Description
Pending	Submitted	22	FMLA	07/09/2021	0	7/9/2021		7/9/2022	