

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.

<u>WebClock</u>

- 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".

VIEW REQUESTS											
Hours Schedules Last Punch Accruals Messages FMLA Case											
VIEW FMLA CASES											
🗹 Include pending 🗹 Include approved 🖉 Include denied											
Groupby None											
7/1/2021 💼 to 7/31/2021 💼 This Period Update											
Start date Stop date Period											
+ Add Showing Operated of 0											
Approved Case Status ID Reason Code Date Submitted Days Since Last Status Change First Date Of Leave Expected Return Date Expected Case End											
No records found											

- 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

Information	Expand all Collapse all
Employee Current Balance 12.00 (480:00)	
Reason Code FMLA	
Description	
Parental Leave	
Questions	
What is the start date of Expected Leave? 7/26/2021	
What is the expected date of return? 8/26/2021	
Have you submitted the Certification of Health Care Provider to Human Resources? Yes	



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

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	Hours	Schedu	ıles	Last Punch	Accruals	Messages	FMLA Case							
VIEW	VIEW FMLA CASES													
7/1/202	7/1/2021 im This Period Update													
Start o	Start date Stop date			e	Period									
+ Add Showing 1 records of 1														
Approv	ved C	ase Status	ID	Reason Code	Date Subm	itted↑ Day	/s Since Last Status Change	First Date Of Leave	Expected Return Date	Expected Case End	Description			
Pendin	g Su	ubmitted	22	FMLA	07/09/202	1	0	7/9/2021		7/9/2022				