



TCP Employee Training Guide

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Introduction to TCP

TCP is a workforce management solution for time collection, leave requests, and workforce scheduling, all in one application. This software platform is being used to streamline time reporting across UTA, replacing the mixture of time reporting practices at the University. To meet the needs of employees, this solution provides multiple options for reporting time and absences.

TCP will be where employees will clock in and out for work shifts, report and review hours worked, and request to take leave. What actions an employee is required to complete in TCP is dependent upon their Employee Classification.

Classifications, Eligibility and Actions Needed:

- A&P - Exempt Monthly: Request Leave
- Classified Exempt – Monthly: Vacation, Sick, Hours Entry, Straight Time
- Classified Non-Exempt – Monthly: Vacation, Sick, Hours Entry, Straight Time, Overtime
- Semi-Month/Non-Exempt: Vacation, Sick, Hours Entry, Straight Time, Overtime
- Casual (Hourly)- Temp/Non-Exempt: Hours Entry
- Student Worker – Hourly: Hours Entry
- Work Study - Hourly/Non-Exempt: Hours Entry
- Faculty - Exempt, Monthly: Sick

Note: *The employee's corresponding Canvas course also provides the employee actions and eligibility, based on their classification, in TCP.*

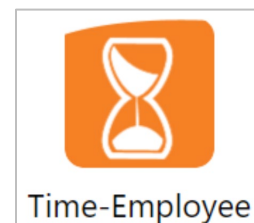
Accessing TCP

TCP is accessible to users in three different ways. All three of these methods record the information in TCP and behave much the same, meaning many of the buttons and screen layouts look the same.

WebClock

The TCP WebClock is a website that can be accessed from the [UTA Apps page](#), from any computer, and will use Single Sign-on. The UTA Apps page will have the “Time-Employee” TCP icon. **This icon will populate on an employee’s UTA Apps page once they have completed the corresponding TCP Canvas course.**

The “Time-Employee” icon is used to access the TCP Employee Portal where employees will manage and review their own time. This is also used if an employee needs to view schedules, add hours and or submit leave requests.



TCP Dashboard

The first page upon logging in to TCP is the Dashboard. Dashboards contain boxes, or “widgets”, that display various information. Dashboards differ by position classification.

The screenshot shows the TCP Dashboard interface. At the top, there is a blue navigation bar with a home icon, the text "VIEW REQUESTS", and a question mark icon. Below the navigation bar, the main content area is titled "MY DASHBOARD" and includes a "Refresh" button and three dots. The dashboard is composed of several widgets:

- MY HOURS (137:35)**: A table showing time entries with columns for Time, Position, and Total. It includes a "Jump to View Hours" link at the bottom.
- LEAVE REQUESTS**: A section for managing leave requests.
- MY MESSAGES**: A section for viewing messages, with a "0/0 View" indicator.
- MY EMPLOYEE CLASS**: A section showing the current employee class as "Hourly - Semi-Month/Non-Exempt".
- MY ACCRUALS**: A table showing accrual data with columns for Accrual Bank, Accrued, Accrual Forecast, Used, Used Forecast, and Remaining.

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
1.5 Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000
Sick	8.0000	16.0000	0.0000	0.0000	24.0000
Straight Comp	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	17.0000	34.0000	0.0000	0.0000	51.0000
- MY SCHEDULES (352:00)**: A table showing schedule entries with columns for Time, Position, and Total. It includes a "Jump to View Schedules" link at the bottom.
- CLOCK OPERATIONS**: A section with buttons for "CLOCK IN", "CLOCK OUT", "LEAVE ON LUNCH", "RETURN FROM LUNCH", and "CHANGE POSITION".
- FMLA LINKS**: A section with a list of links related to Family Medical Leave Act (FMLA) procedures and forms.

Most widgets have a hyperlink to jump to specific features in TCP. For example, in the My Hours widget, there is a link to jump to Hours. This will take you to the Hours page to view and approve time worked. To return to the dashboard at any time, click the Home icon in the top left of the blue menu bar.

Remote Data Terminals (RDT)

The RDT (Remote Data Terminal) is a timeclock device that records clock operations (clock in, clock out, etc.) and immediately sends the information to TCP. Employees can first either key-in their employee ID or swipe their ID card, then enter a pin, to login to the RDT.

RDT Employee Self Service Features:

- Go on break during a shift
- Choose/change departments during a shift
- Choose/change tasks worked during a shift
- Receive messages from management
- Track multiple shifts each day
- View hours for any pay period
- View hours on current shift
- View schedules on current period & next
- Submit leave requests
- Approve hours
- View accruals



Remote Data Terminal Locations

Employees can use the RDT that is nearest to their workstation. Currently there are 32 Remote Data Terminals installed around the UTA campus.

Building	Location
Arlington Hall	Inside room 275- computer lab
Business Building (COBA)	By 100
EH Herford University Center (UC)	1st floor, behind housing
Engineering Research Building (ERB)	By B71
Fine Arts Building (FA)	By 146
Chemistry and Physics Building (CPB)	Near 110C
Life Science (LS)	By 124
Maverick Activities Center (MAC)	By 110A
University Hall (UH)	By 121
Nedderman Hall (NH)	By 127A
KC Hall	Custodial Closet
Pickard Hall (PKH)	By 133
Wetsel Service Center (WET) - Carpenter Shop	Room 100 by the key box
Wetsel Service Center (WET) - Electric Shop	Outside breakroom main hallway by key box
Wetsel Service Center (WET) - Grounds Warehouse	101
Wetsel Service Center (WET) - Wetsel by 109d	By 109d
Wetsel Service Center (WET) - Physical Plant Operations	By 100

Building	Location
Wetsel Service Center (WET) - across from paint shop	Outside in hall across from paint shop
West Hall	Near custodial closet
Science & Engineering Innovation	Loading dock by the hallway entrance
College Park Center (CPC) - Special Events	CPC dock marshalling area by freight elevator
College Park Center (CPC) - Special Events	CPC 1108H
Texas Hall (TEX)	Backstage near West 1
Center for Innovation at Arlington (ATI) - (PD)	Eastern wall of corridor 1C3 on the first floor
EE Davis Hall/ University Administration Building (UAB)	Basement, near B15
University Police Building (POL)	Southern wall of corridor 1C1 next to room 120
Office & Classroom Building (OCB)	Eastern wall of room 108
College Park Center (CPC) - Athletics	In front of computer lab in study hall facility
Maverick Stadium	Room 101
Clay Gould	Ticket Office
Center for Innovation at Arlington (ATI)	Entry space 2C1 on east wall, between double doors and elevator
Library (LIBR)	Room 123

MobileClock

TCP is also available on a smartphone through a mobile app titled "TCP MobileClock". Employees can use this app to review schedules, enter requests, clock in and out, along with review and approve hours that have been recorded in TCP.

Smartphone Compatibility:

- Android version 5.0 ("Lollipop") or higher.
- iOS version 9 or higher for iPhone® and iPad®.



Installation and Setup

The MobileClock app is downloadable from Google Play™ and the Apple App Store®. To find it, search for "TCP Mobile Clock," and install it like any other app.

Note: *TCP may have more than one app, ensure the "TCP Mobile Clock" app is selected to install.*

After installation, you'll need to configure TCP on your device:

1. Open the app. An introduction screen will appear. Press Next.
2. Enter correct information on each subsequent screen. These screens will consist of:

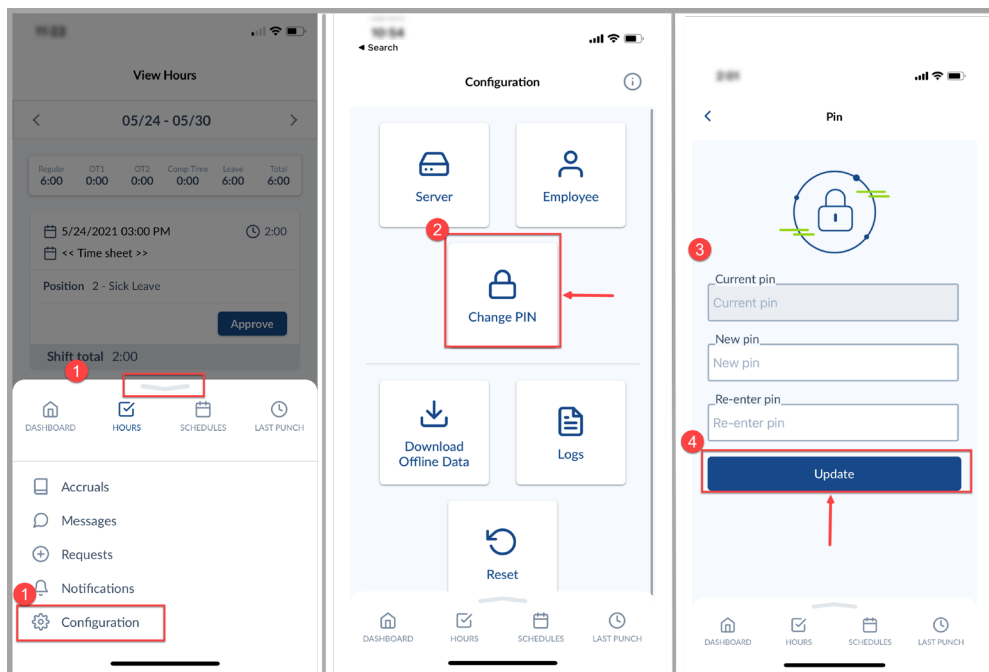
- Customer ID: 90621
- Log On ID Number: Employee ID number
- For the first login, your pin is set to 1111. You are required to reset this pin upon your first log-in. See the “Resetting the PIN” section below.

Note: The TCP PIN will be the same for an RDT and MobileClock. If you have already setup your TCP PIN on an RDT, please use that PIN when logging into MobileClock.

Resetting the PIN

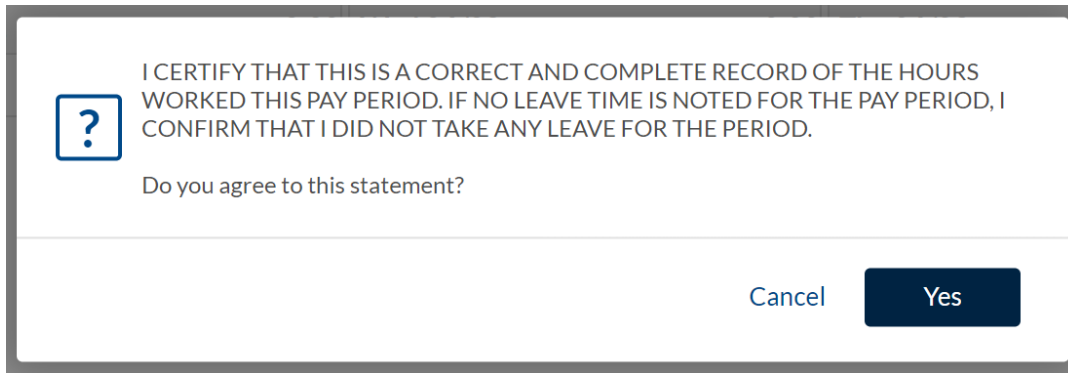
To reset your pin on the mobile app:

1. Open the app and swipe up and select “Configurations”.
2. Select "Change Pin".
3. If this is the first time you are changing your pin, enter 1111, otherwise enter your current pin in "Current Pin" and your new, 4-digit, pin in the two remaining fields. **Keep a record of this pin as it is unique to you.**
4. Then press "Update".



Attestation

Upon first logging into TCP for the day, an attestation will appear for employees with a classification of A&P, Faculty, and Classified Exempt. This attestation requires the employee to verify if the applicable leave and hours are, or are not, correct. Select “No” if the leave and hours are incorrect for the pay period, or “Yes” if leave and hours are correct, then proceed.



Clocking Functions

Employees can record time using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock. Each 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.

Employees and their managers will also need to approve the hours in TCP to ensure accurate timekeeping for the month.

Please note, time in TCP does round to the nearest 15-minute quarter-hour. If a clocking action is taken within seven minutes of the quarter-hour, the system rounds down. If clocking within 8 minutes of the quarter-hour, the system rounds up.

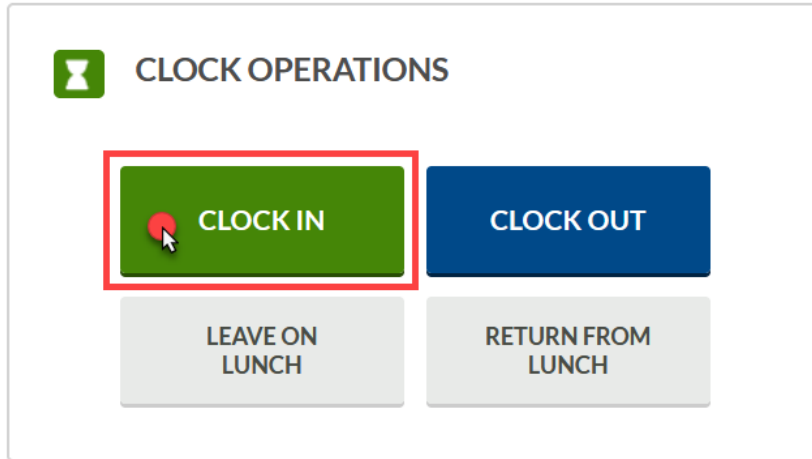
For all clocking functions, if there is an unread message, the message will display (after making a selection) until marked as read. To proceed with the clocking operation, click "continue" (on the message screen). See the [Messaging](#) section to learn more about marking messages as "Read".

Clocking in

Employees must clock in at the beginning of their shift. In each system, the "Clock In" button will perform the initial clock-in operation for the start of the shift. Once selected, the system will request a confirmation of the user's request to clock in.

WebClock

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



3. Confirm the information is correct and select "Continue".
4. If multiple positions are assigned, select the applicable position. Click "Continue".

10/15/2021 12:26:46 PM Hello Sam Maverick [Not you?](#)

Select Position (Clock In)

Search

Showing 6 records of 6

Select	ID ↑	Description	Group
<input checked="" type="radio"/>	01	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	03	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	05	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	06	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	07	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	08	CASUAL EMPLOYEE (NON-EXEMPT)	

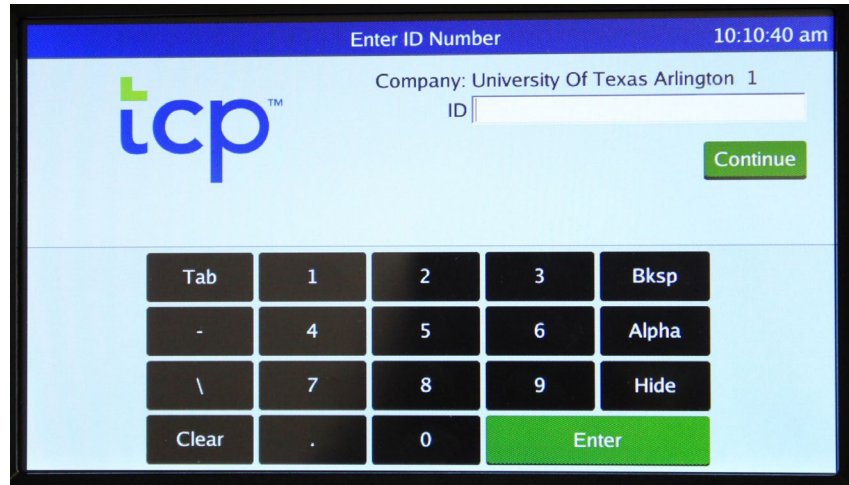
Back Cancel **Continue**

5. Click "OK" to confirm operation.

Remote Data Terminal (RDT)

1. Enter your Employee ID.

Alternatively, scan your employee ID badge.



Enter ID Number 10:10:40 am

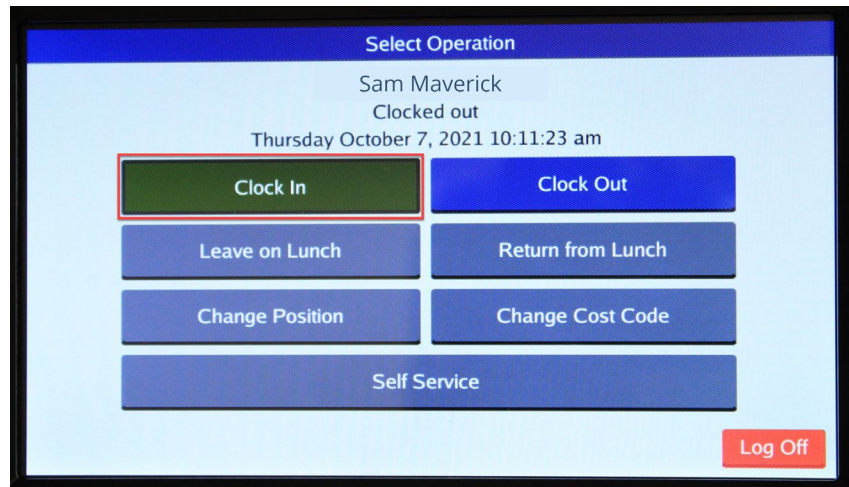
Company: University Of Texas Arlington 1

tcp™ ID

Continue

Tab	1	2	3	Bksp
-	4	5	6	Alpha
\	7	8	9	Hide
Clear	.	0	Enter	

2. Enter your PIN.
3. Select "Clock In".



Select Operation

Sam Maverick
Clocked out
Thursday October 7, 2021 10:11:23 am

Clock In Clock Out

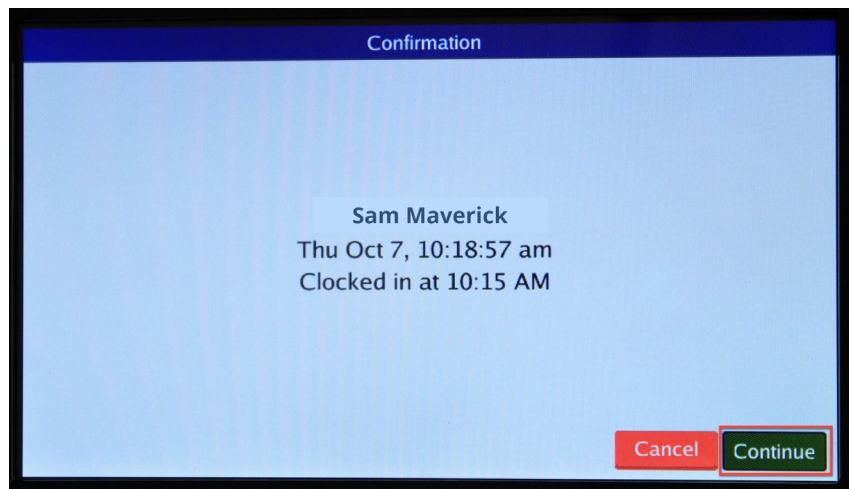
Leave on Lunch Return from Lunch

Change Position Change Cost Code

Self Service

Log Off

4. Confirm the information is correct and select "Continue".

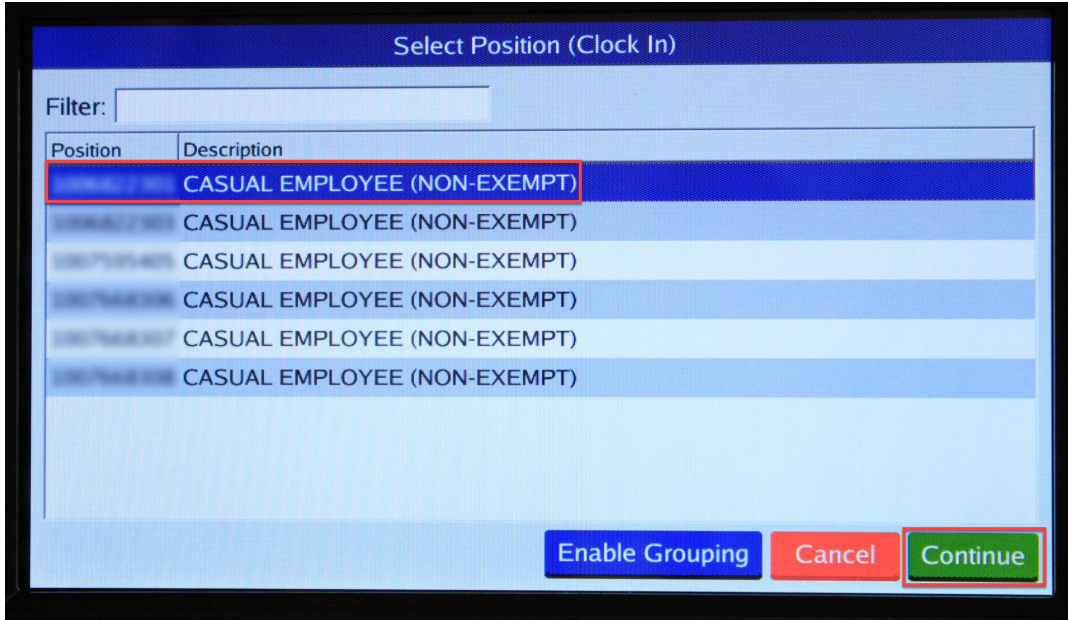


Confirmation

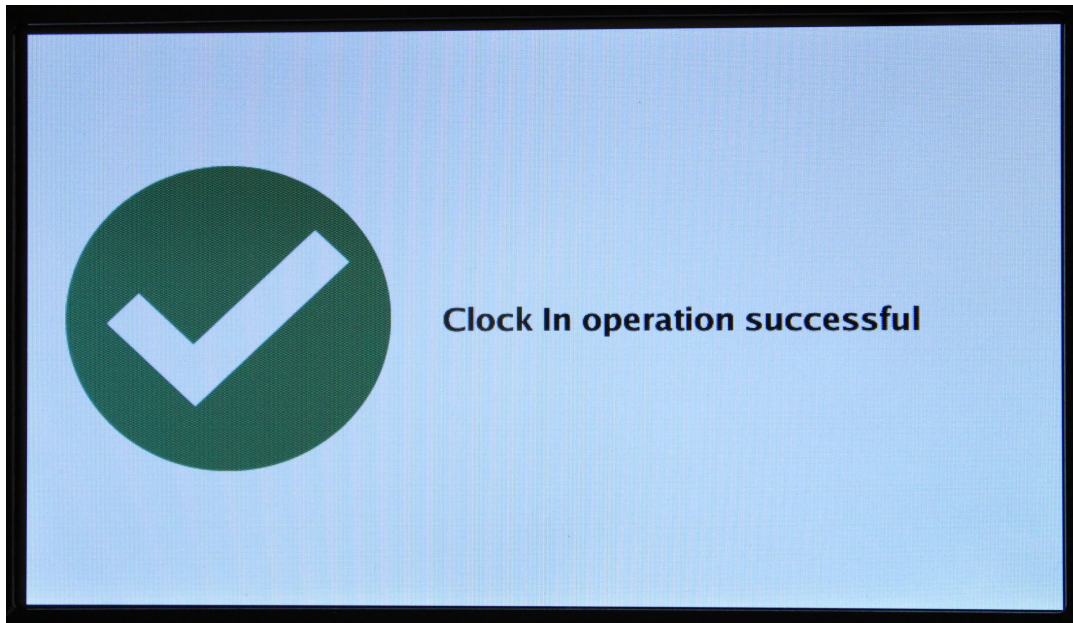
Sam Maverick
Thu Oct 7, 10:18:57 am
Clocked in at 10:15 AM

Cancel Continue

Alternatively, if you have more than one position, you will be prompted to select a job code and select "Continue".

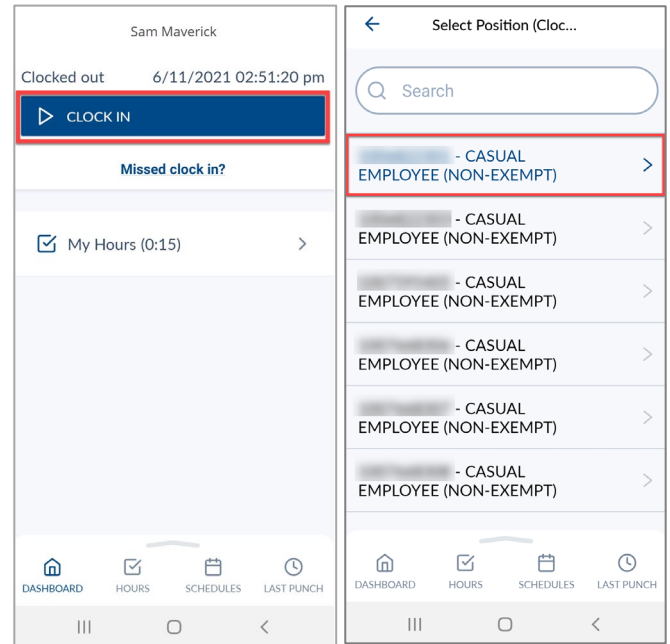


5. A notification will populate indicating the clocking operation was successful.



MobileClock

1. If prompted, enter PIN then select "Clock In".



Alternatively, if you have more than one position, you will be prompted to select a job code and select "Continue".

2. Confirm your information is correct and click "Continue".
3. Click "OK" to confirm operation.

Note: *If you have multiple jobs, select the correct clocking position when prompted. The default position will be in blue text.*

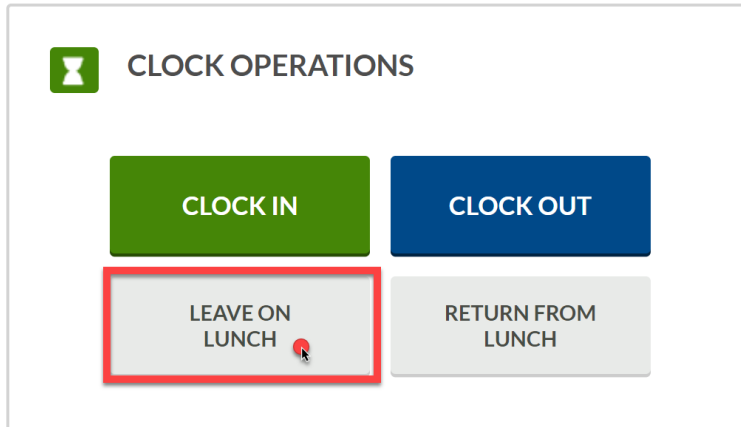
Clocking out for Lunch

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

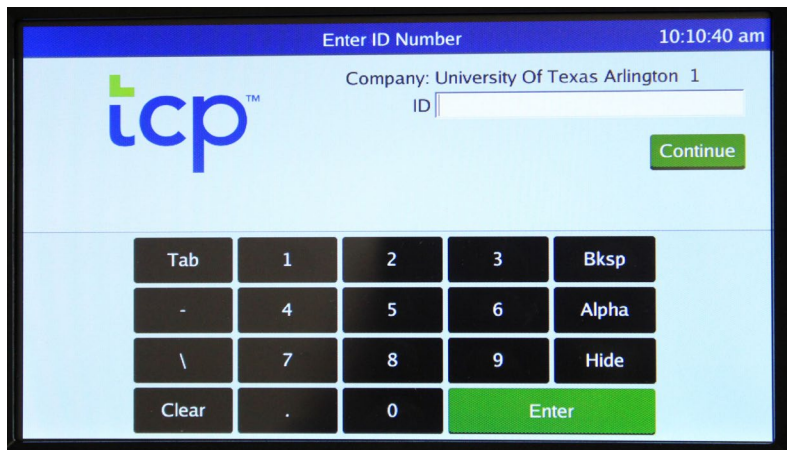
1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
2. Select "Leave on Lunch".



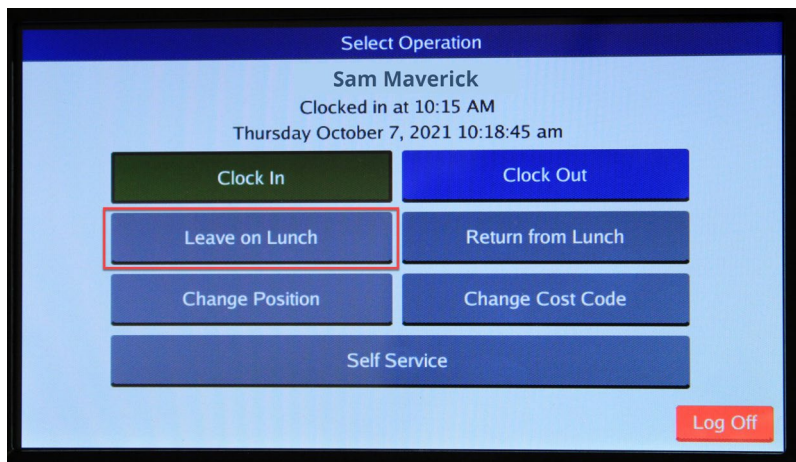
3. Confirm the information is correct and select "Continue".
4. A pop-up will confirm the operation is successful, click "OK".

Remote Data Terminal (RDT)

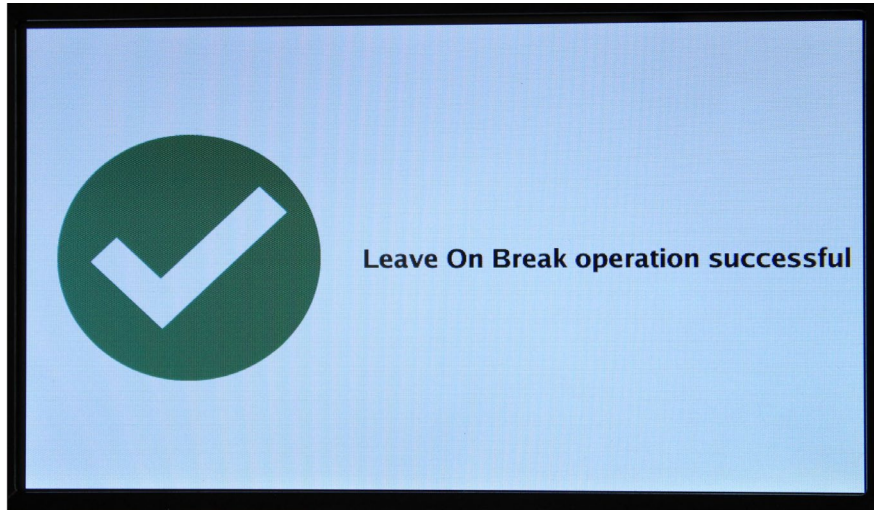
1. Enter your Employee ID.
Alternatively, scan your employee ID badge.



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

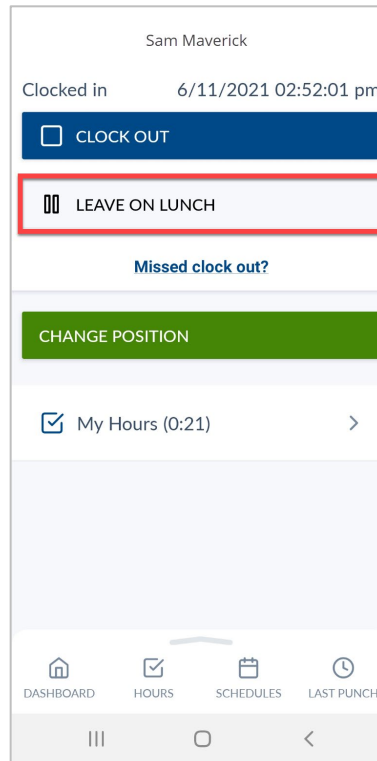


4. Confirm the information is correct and select "Continue".
5. A pop-up will confirm the operation is successful.



MobileClock

1. Select "Leave on Lunch".



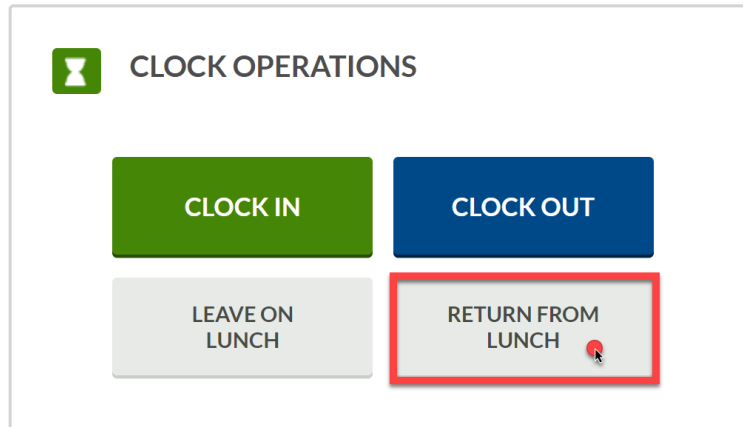
2. Confirm the information is correct, click "continue".
3. A pop-up will confirm the operation is successful, click "OK".

Clocking in from Lunch

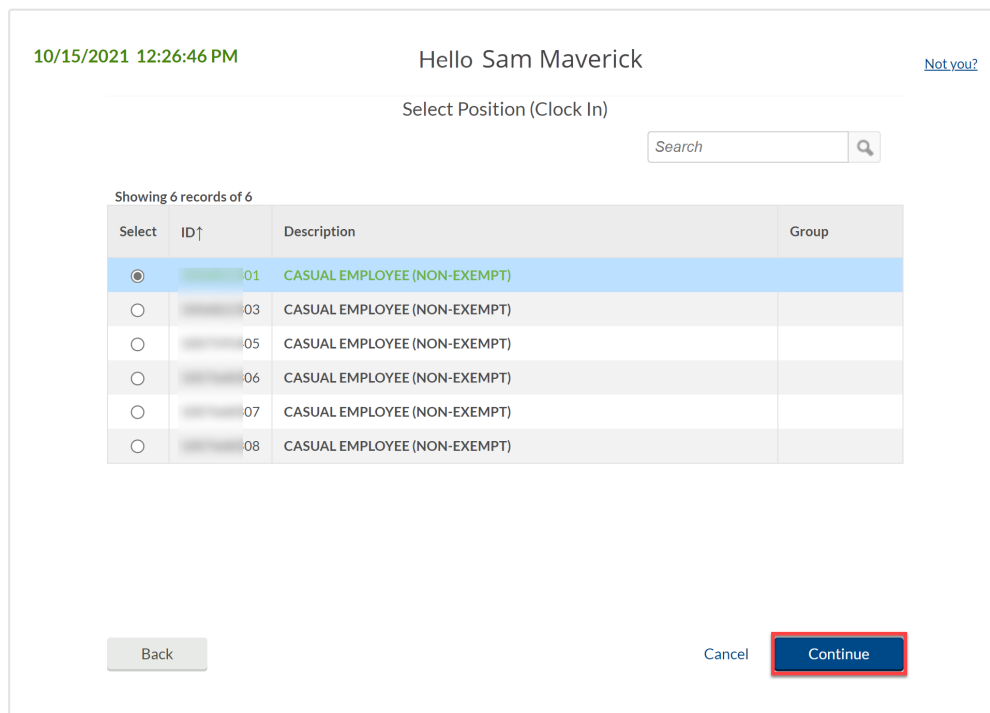
Upon the employee's return, the "Return from Lunch" button will perform the clock-in operation for the remaining shift, after the employee's lunch break.

WebClock

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



3. Confirm the information is correct and select "Continue".
4. If multiple positions are assigned, select the applicable position. Click "Continue".



10/15/2021 12:26:46 PM Hello Sam Maverick [Not you?](#)

Select Position (Clock In)

Search

Showing 6 records of 6

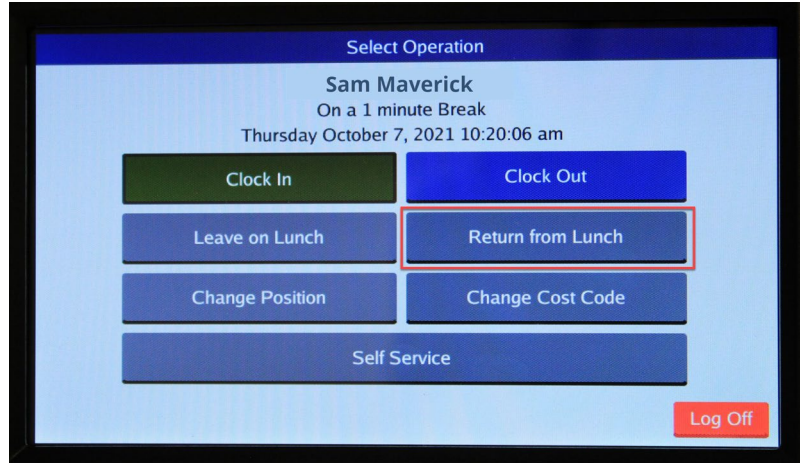
Select	ID↑	Description	Group
<input checked="" type="radio"/>	01	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	03	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	05	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	06	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	07	CASUAL EMPLOYEE (NON-EXEMPT)	
<input type="radio"/>	08	CASUAL EMPLOYEE (NON-EXEMPT)	

Back Cancel Continue

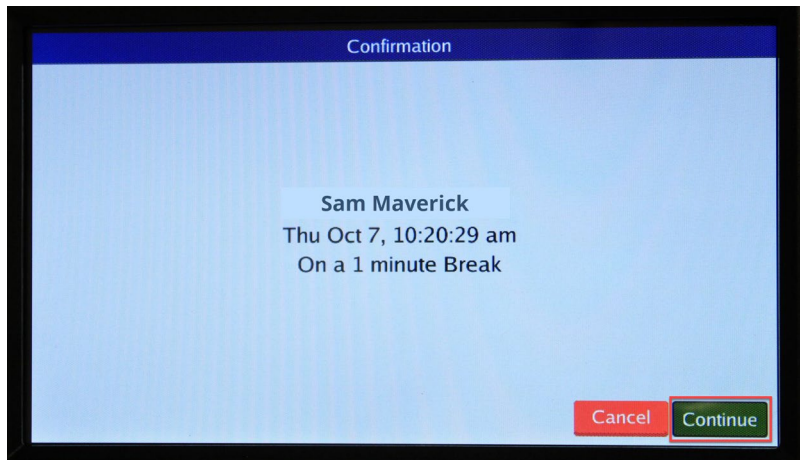
5. Click "OK" to confirm operation.

Remote Data Terminal (RDT)

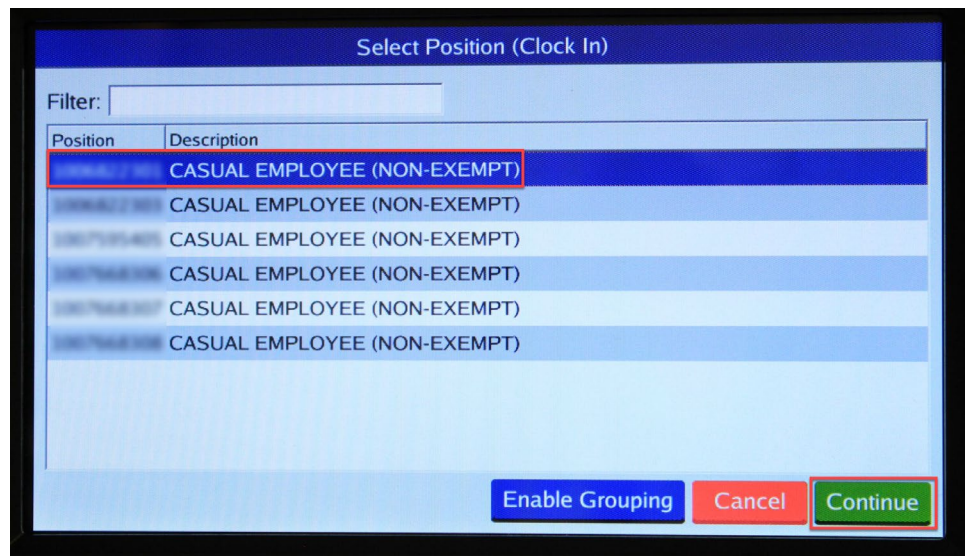
1. Enter your Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select "Return from Lunch".



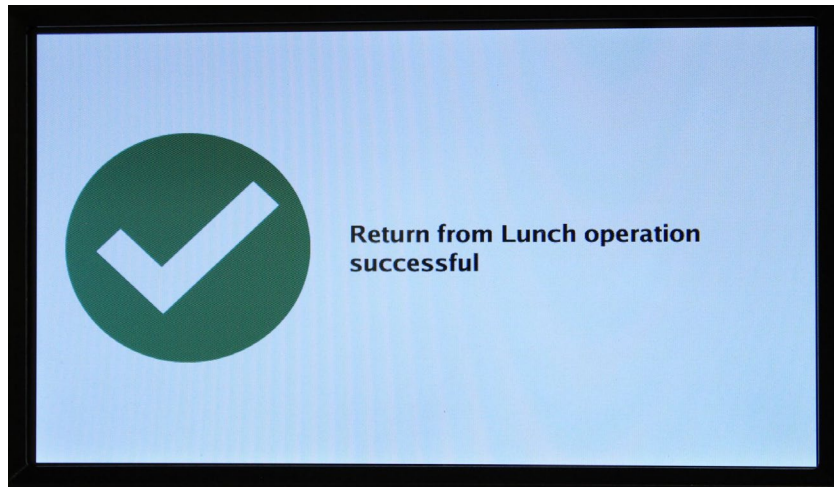
4. Confirm the information is correct and select "Continue".



Alternatively, if you have more than one position, you will be prompted to select a job code and select "Continue".

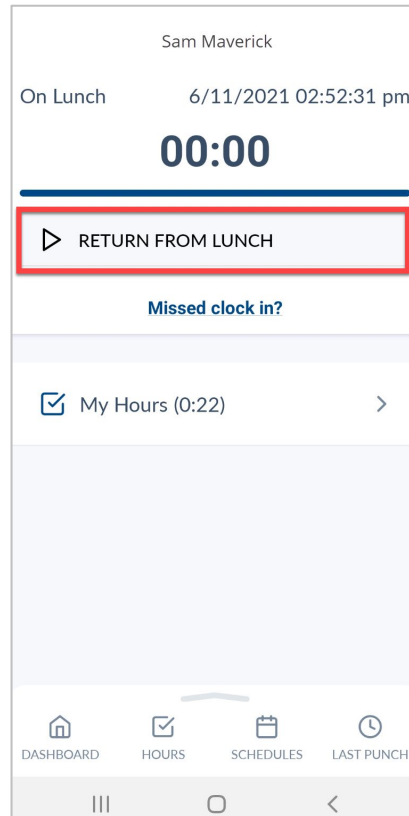


5. A pop-up will confirm the operation is successful.



MobileClock

1. Select "Return from Lunch".



2. Confirm the information is correct and click "Continue".
3. Click "OK" to confirm operation.

Note: *If you have multiple jobs, select the correct clocking position when prompted. The default position will be in blue text.*

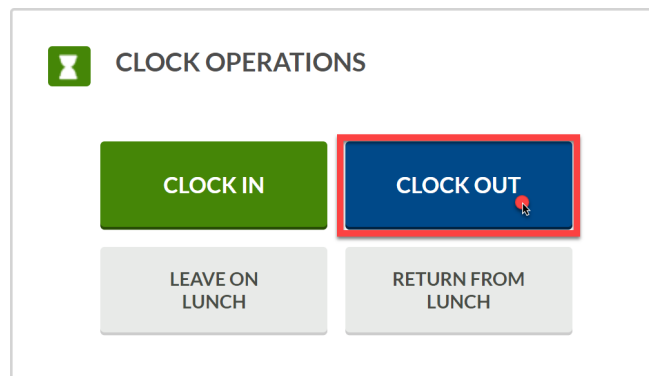
Clocking Out

When an employee completes their work shift, they will need to clock out.

In each system, the "Clock Out" button will perform the clock-out operation. Once selected, the system will request a confirmation of the user's request to clock out.

WebClock

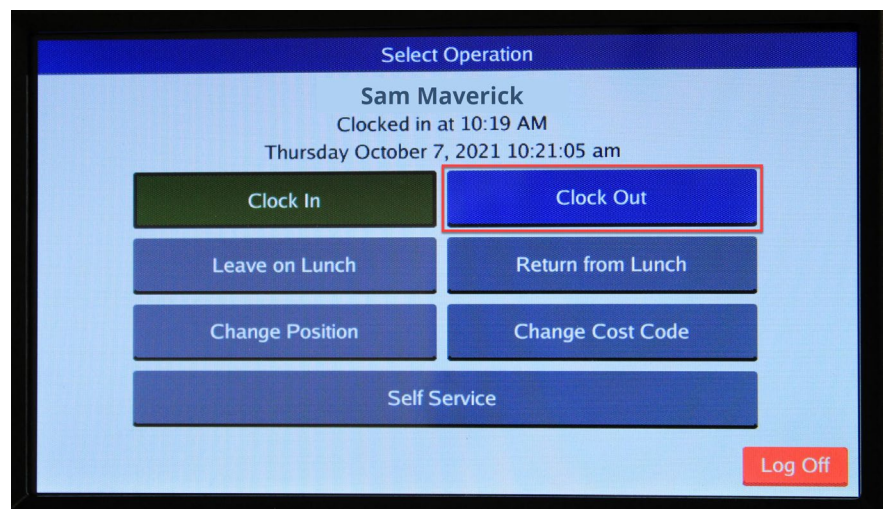
1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
2. Select "Clock Out".



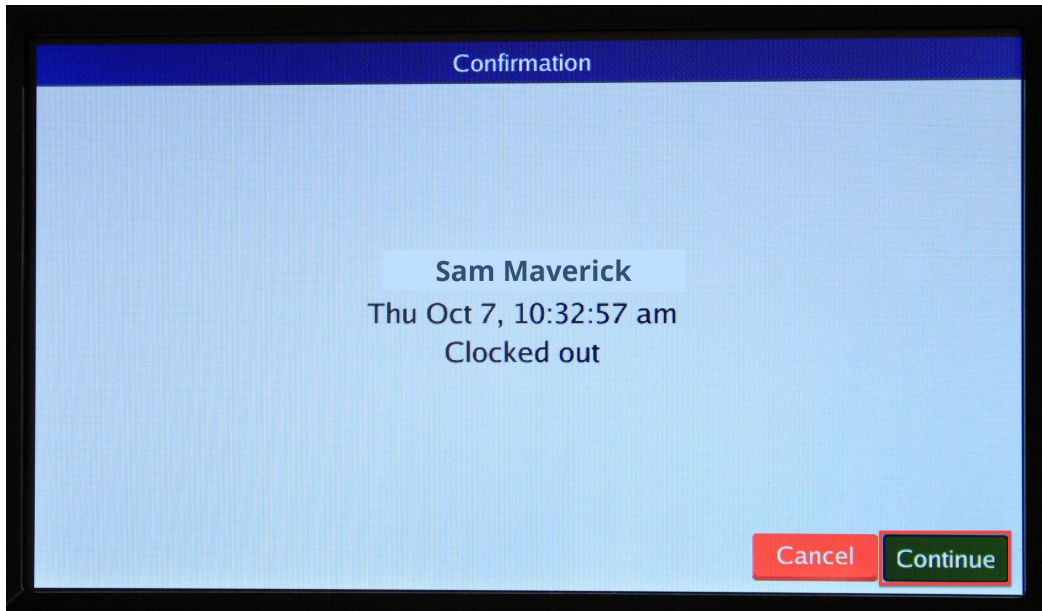
3. Confirm the information is correct and select "Continue".
4. Click "OK" to confirm operation.

Remote Data Terminal (RDT)

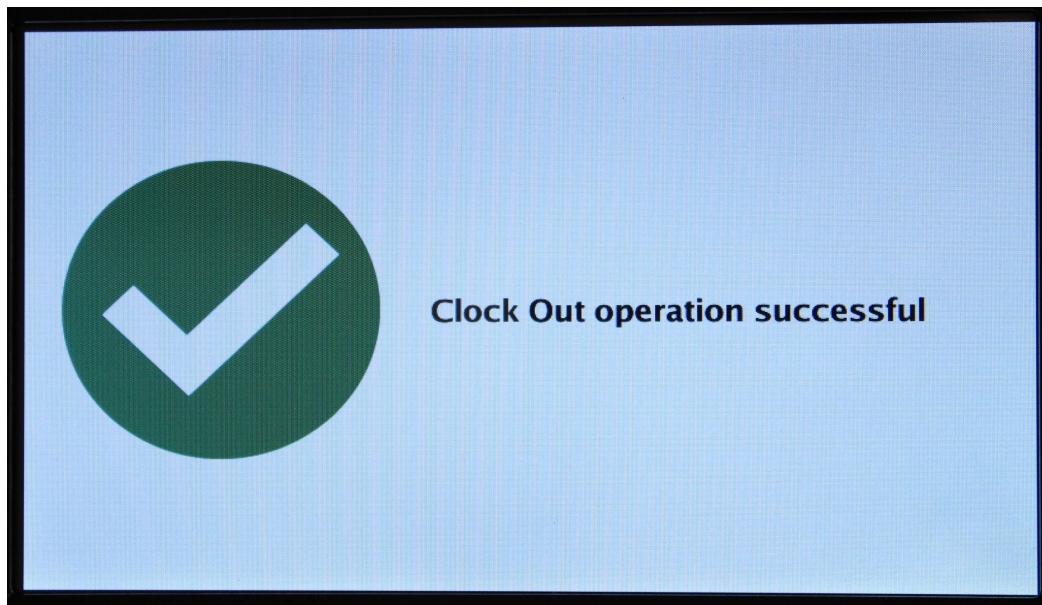
1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select "Clock Out".



4. Confirm the name is correct and select "Continue".

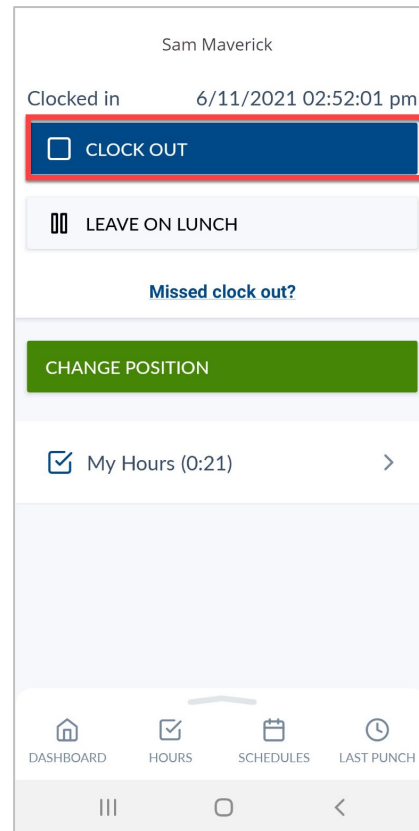


5. A pop-up will confirm the operation is successful.



MobileClock

1. If prompted, enter PIN then select "Clock Out".



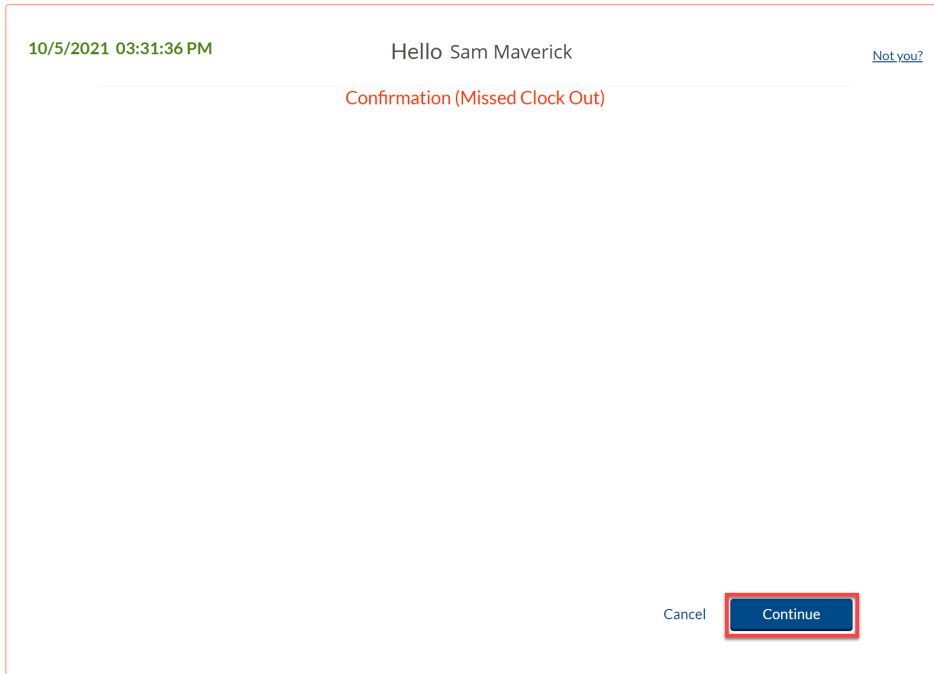
2. Confirm the information is correct and click "Continue".
3. Click "OK" to confirm operation.

Missed Punches

Occasionally employees may forget to perform a clocking operation. **TCP allows an employee to correct one missed punch, from the last time segment.** Upon the employee's login for the next clocking operation, TCP will display a screen requesting confirmation of the missed punch. The employee can either confirm the missed punch by selecting "Continue" to correct, or "Cancel" if a punch was not missed.

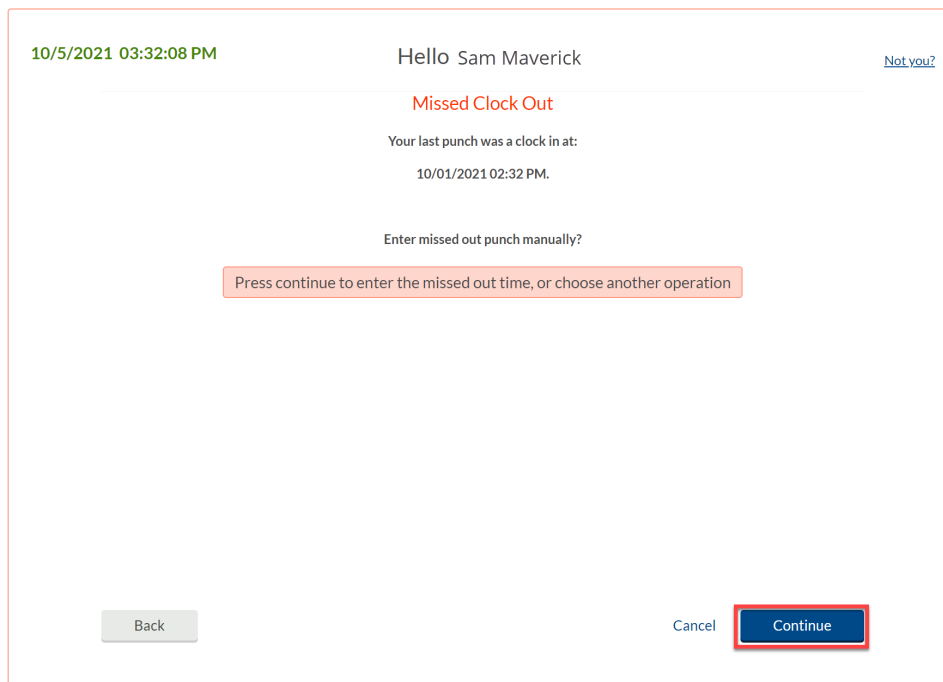
WebClock

1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
2. Select the appropriate clocking function.
3. A notification will display indicating a missed punch.
4. Click "Continue" to edit the missed punch time.



Note: Clicking “Cancel” will cancel the clocking operation.

5. A confirmation of the missed punch will populate. Click “Continue” to enter the time manually.



6. Select the clock icon to the right of the incorrect punch time to input the correct punch time.

10/5/2021 03:32:26 PM Hello Sam Maverick [Not you?](#)

Time Entry (Missed Clock Out)

Date in 10/1/2021 02:32 PM

Date out 10/1/2021 02:32 PM

Back Cancel **Continue**

7. Once the correct time has been input, click “Ok”. Then click “Continue”.
8. A confirmation of the change will populate to confirm the new time entry. Click “Continue”.

10/5/2021 03:33:21 PM Hello Sam Maverick [Not you?](#)

Summary (Missed Clock Out)

Date in 10/01/2021 02:32 PM

Date out 10/01/2021 05:00 PM

Position Building Attendant II

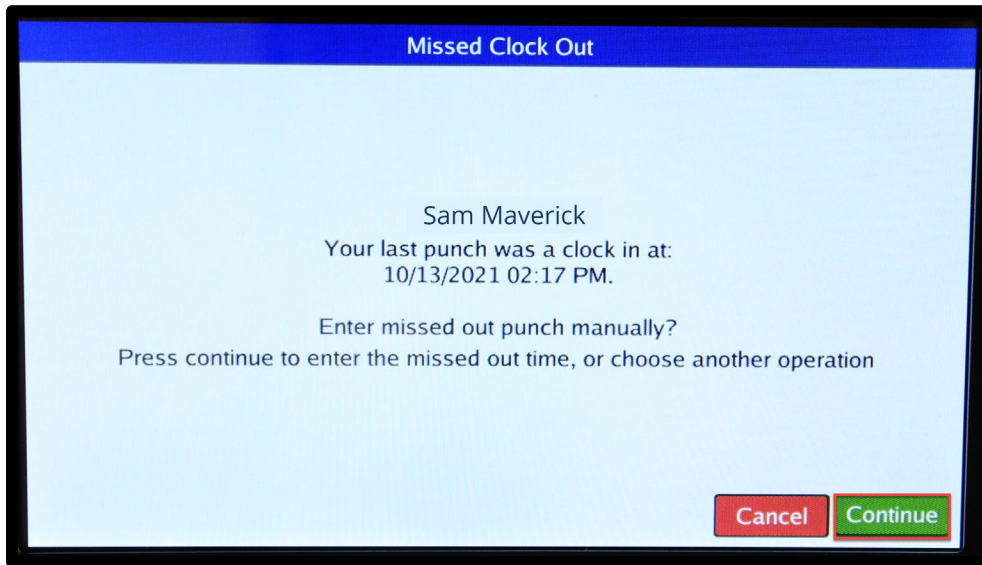
Press continue to finish clocking out and save this information

Back Cancel **Continue**

9. A notification will populate indicating the clock operation was successful. Click “Ok”.

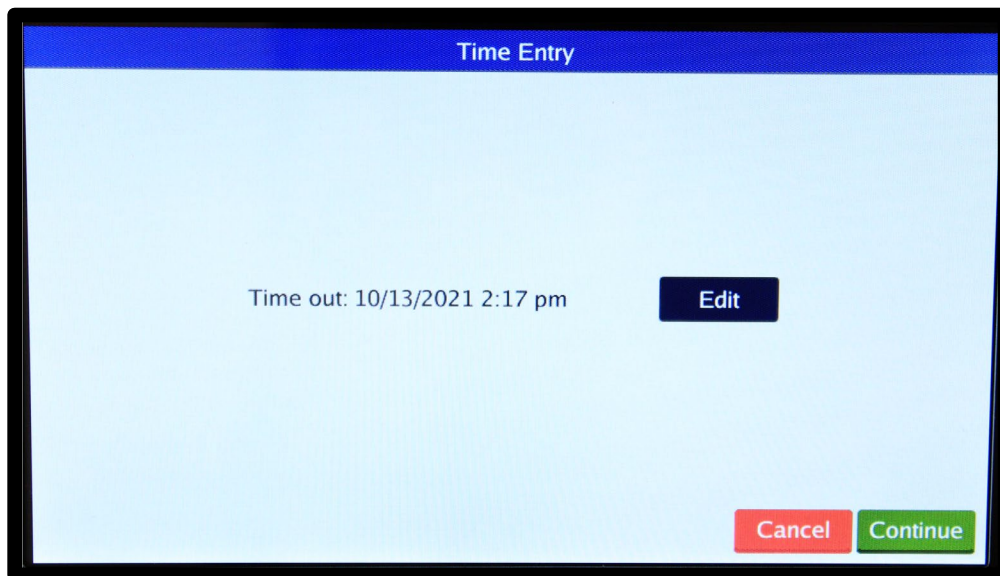
Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select the appropriate clocking function.
4. A notification will display indicating a missed punch.
5. Click “Continue” to edit the missed punch time.



Note: Clicking “Cancel” will the cancel the clocking operation.

6. A confirmation of the missed punch will populate. Click “Edit” to enter the time manually.



7. Input the correct punch time.

Date/Time Entry

10/13/2021 2:17 pm

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1 2 3 AM

4 5 6

7 8 9 PM

C 0

Ok Cancel Continue

8. Once the correct time has been input, click “Ok”. Then click “Continue”.

9. A confirmation of the change will populate to confirm time entry. Click “Continue”.

Summary (Missed Clock Out)

Sam Maverick

Date in: 10/13/2021 02:17 PM

Date out: 10/13/2021 07:15 PM

Position: CASUAL EMPLOYEE (NON-EXEMPT)

Press continue to finish clocking out and save this information

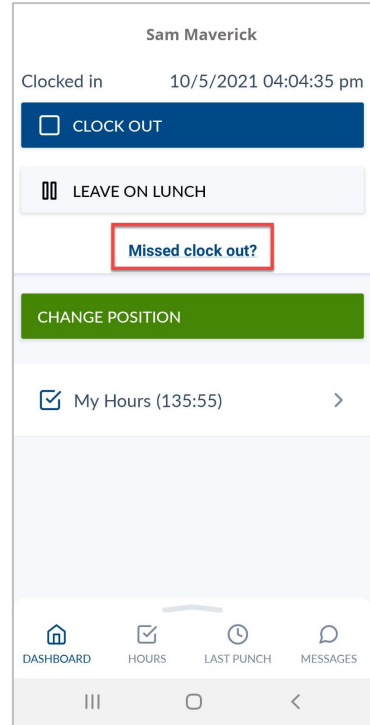
Cancel Continue

10. A notification will populate indicating the clock operation was successful. Click “Ok”.

MobileClock

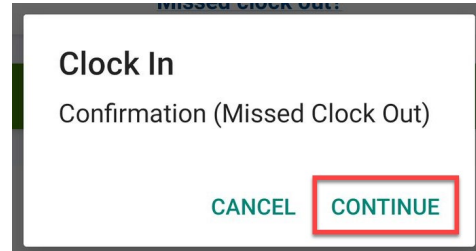
1. Select the blue “Missed clock out?” link.

Note: When correcting a missed punch, the next clocking operation will be performed. Only correct the missed punch upon your next clocking operation.

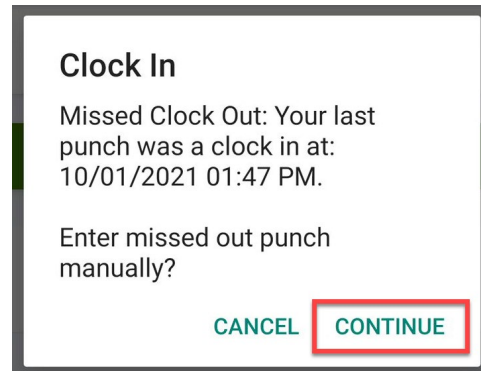


2. A notification will display indicating a missed punch. Click “Continue” to edit the missed punch time.

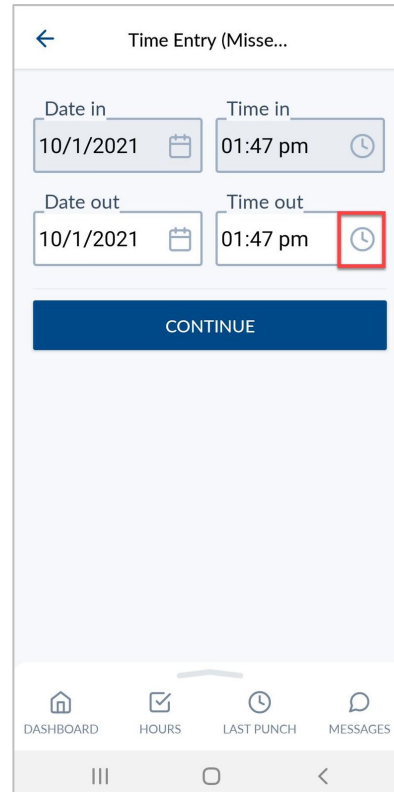
Note: Clicking “Cancel” will cancel the clocking operation.



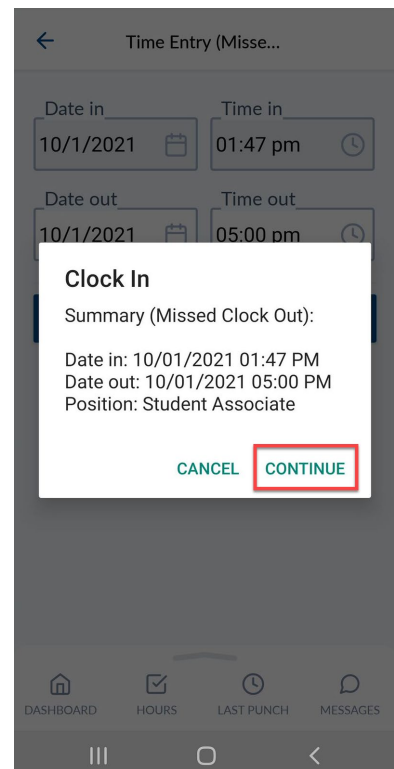
3. A confirmation of the missed punch, along with the last punch time, will populate. Click “Continue” to enter the time manually.



4. Select the clock icon to the right of the incorrect punch time to input the correct punch time.



5. Once the correct time has been input, click "Ok". Then click "Continue".
6. A confirmation of the change will populate to confirm time entry. Click "Continue".



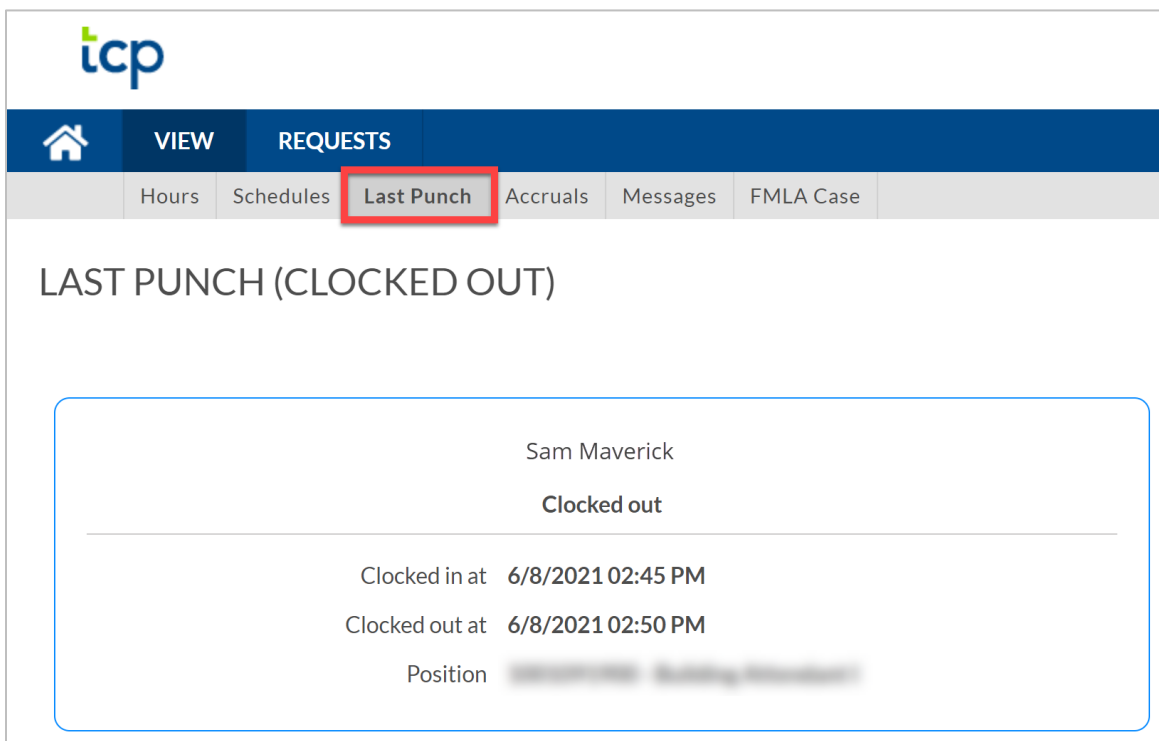
7. A notification will populate indicating the clock operation was successful.

Viewing Last Punch

Viewing “Last Punch” allows the employee to view the last clocked operation they performed. This can be useful if the employee needs to check when they last clocked out, left for lunch, or if they need to check the time they clocked in for the day.

WebClock

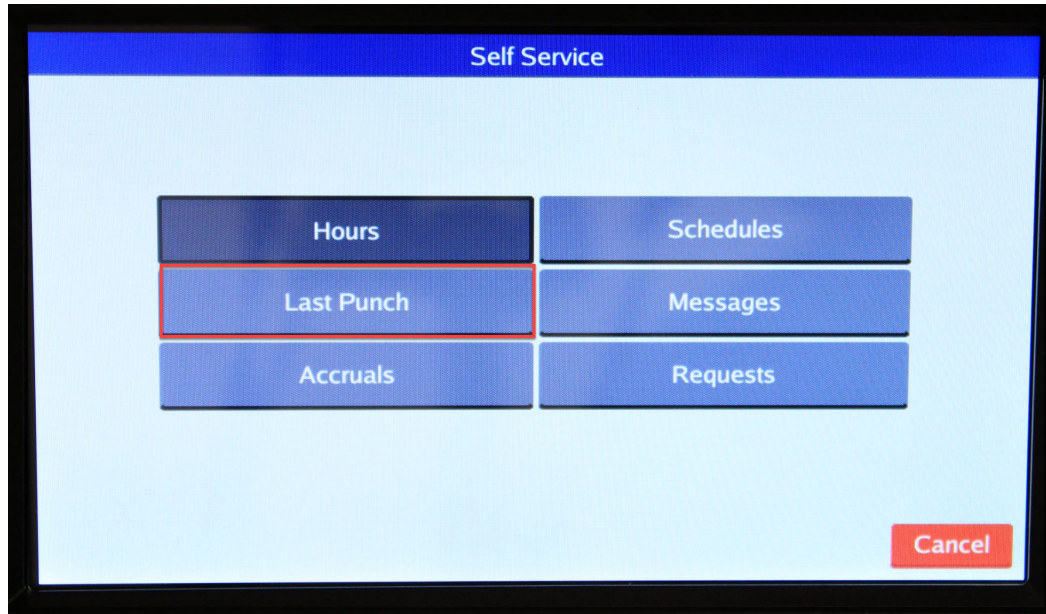
1. Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
2. Select View > Last Punch
3. The screen will show the last clocked operation, including the date, time, job code, and the type of clocking operation.



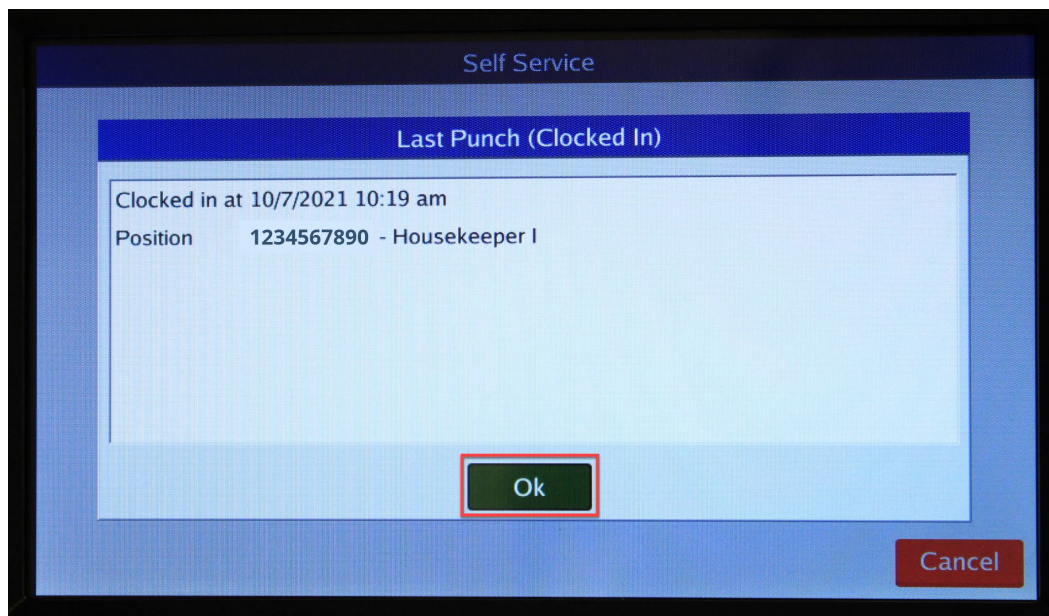
The screenshot displays the TCP WebClock interface. At the top left is the 'tcp' logo. Below it is a navigation bar with a home icon, 'VIEW', and 'REQUESTS'. Underneath this is a secondary menu with 'Hours', 'Schedules', 'Last Punch' (highlighted with a red box), 'Accruals', 'Messages', and 'FMLA Case'. The main content area is titled 'LAST PUNCH (CLOCKED OUT)'. A rounded rectangular box contains the following information: 'Sam Maverick', 'Clocked out', a horizontal line, 'Clocked in at 6/8/2021 02:45 PM', 'Clocked out at 6/8/2021 02:50 PM', and 'Position' followed by a blurred job code.

Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Self Service > click "Last Punch".

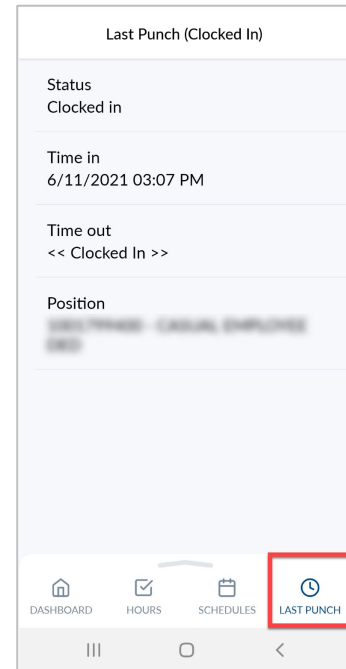


4. Last punch will show the last clocked operation, including the date, time, job code, and the type of clocking operation. Click "Ok".



MobileClock

1. Select Last Punch.
2. The Last Punch screen will show you the last clocked operation, including the date, time, job code, and the type of clocking operation.

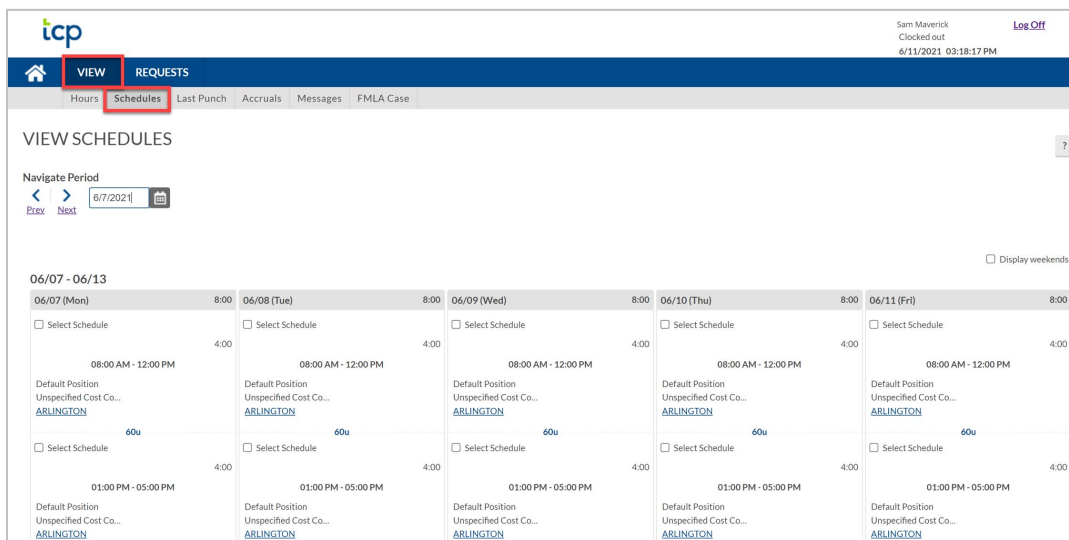


Viewing Schedules

Some employees will have schedules in TCP, this depends on the employee's classification.

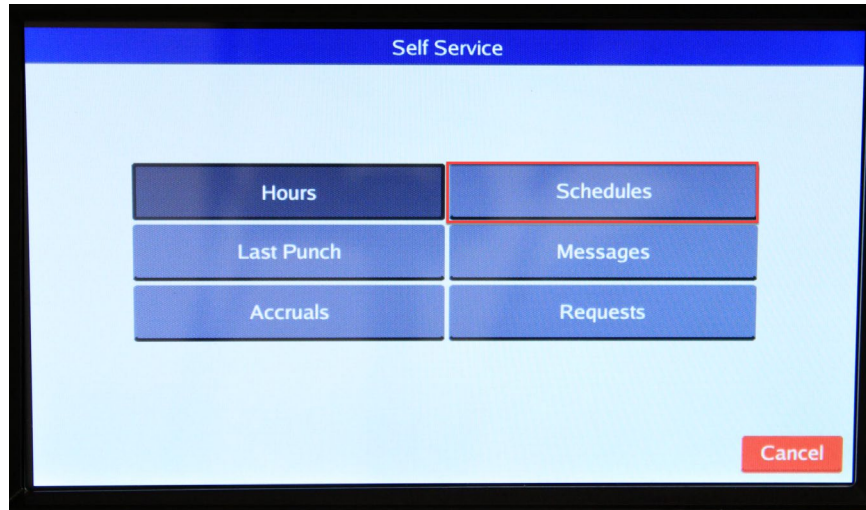
WebClock

1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
2. Select View > Schedules.
3. Use the Prev < and Next > arrows to navigate to the period or click on the calendar to select desired date.

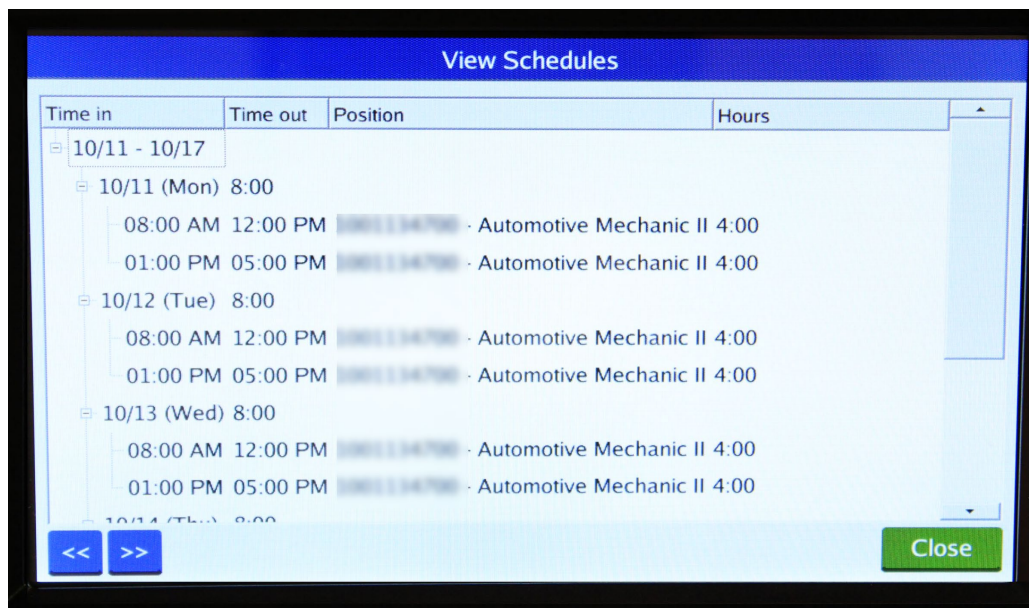


Remote Data Terminal (RDT)

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

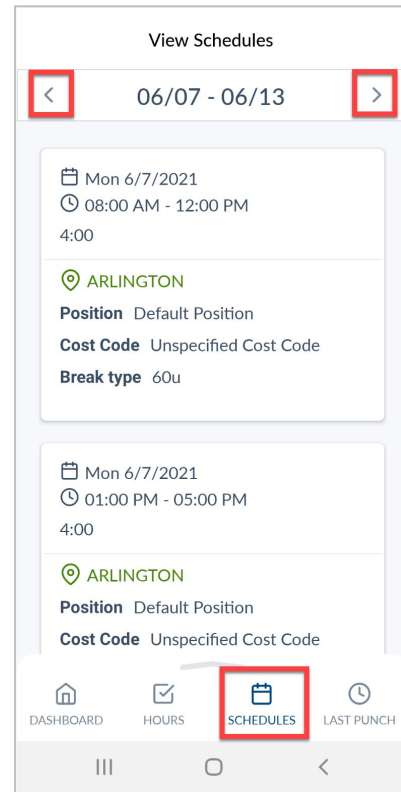


4. Your current schedule will populate. Expand each segment by selecting "+" next to each week and day.



MobileClock

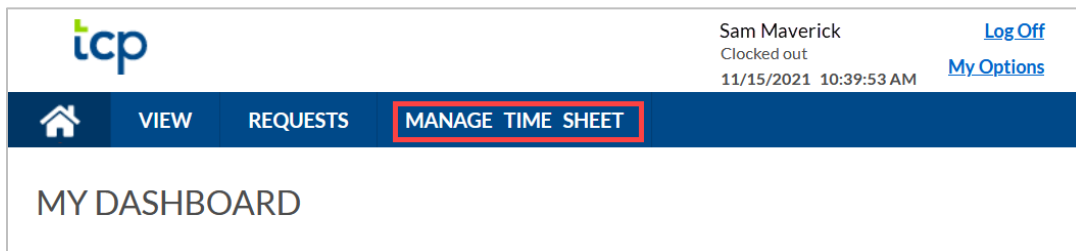
1. Select Schedules.
2. Each scheduled shift appears on separate lines. Use the Prev < and Next > arrows to browse from week to week.



Adding Hours for Exempt Employees

Classified Exempt employees will manually add hours worked to generate Compensatory time, for hours worked over 40 each week. This will also be performed in WebClock.

1. Navigate to the Manage Timesheet page:




2. Confirm the date range for the time period. If necessary, click the “Display weekends” checkbox.

Note: The “Prev <” will move back one week and the “Next >” will move ahead one week.

3. Click the “Add” button for the date on which the hours need to be entered.
4. Enter the start time for the hours.
5. Enter the quantity of Hours to be added. Enter that Hours as “Hours:Minutes”.


6. Once Hours have entered, a pop-up window will populate at the top-right of the screen stating that the ‘Accept’ button should be used to “commit the changes”. Click the “Accept” button to save the changes.

Click 'Accept' button anytime to commit the changes 


VIEW REQUESTS **MANAGE TIME SHEET**

MANAGE TIME SHEET

11/15/2021 - 11/21/2021 **Navigate Period** Display weekends

Reject **Accept** [Prev](#) [Next](#) 11/15/2021 

11/15 - 11/21 **Approve Week**


Mon 11/15	Tue 11/16	Wed 11/17
3:15 <input type="checkbox"/> Approve	0:00 Add	
Edit Clear Copy Notes 05:00 PM  3:15 1001029400 - Business Support Analyst II Add		

- The hours will now appear on the Timesheet and the Compensatory Hours will calculate.
- To approve the hours, click the "Approve" checkbox for the day.

VIEW REQUESTS **MANAGE TIME SHEET**


MANAGE TIME SHEET

11/15/2021 - 11/21/2021 **Navigate Period** Display weekends

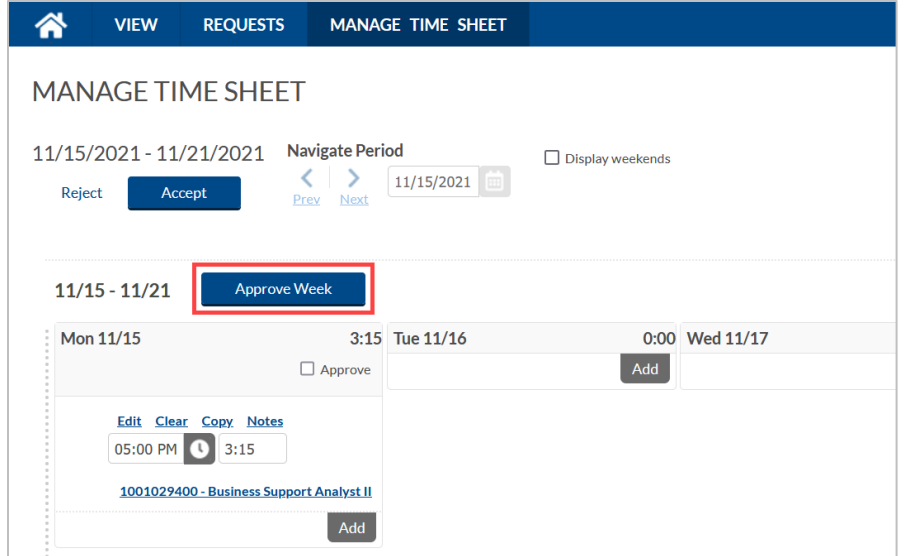
Reject **Accept** [Prev](#) [Next](#) 11/15/2021 

	Regular	OT1	OT2	Comp Time	Leave	Total
	0:00	0:00	0:00	3:15	0:00	3:15

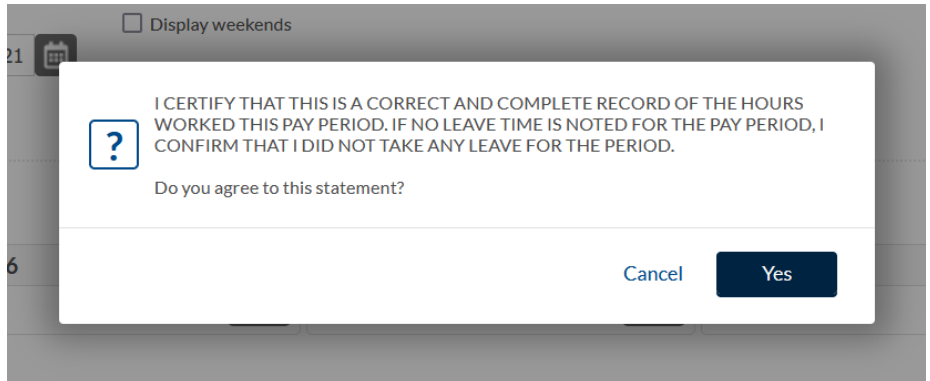
11/15 - 11/21 **Approve Week**

Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19
3:15 <input type="checkbox"/> Approve Add	0:00 Add	0:00 Add	0:00 Add	0:00 Add
Edit Clear Copy Notes 05:00 PM  3:15 1001029400 - Business Support Analyst II Add				

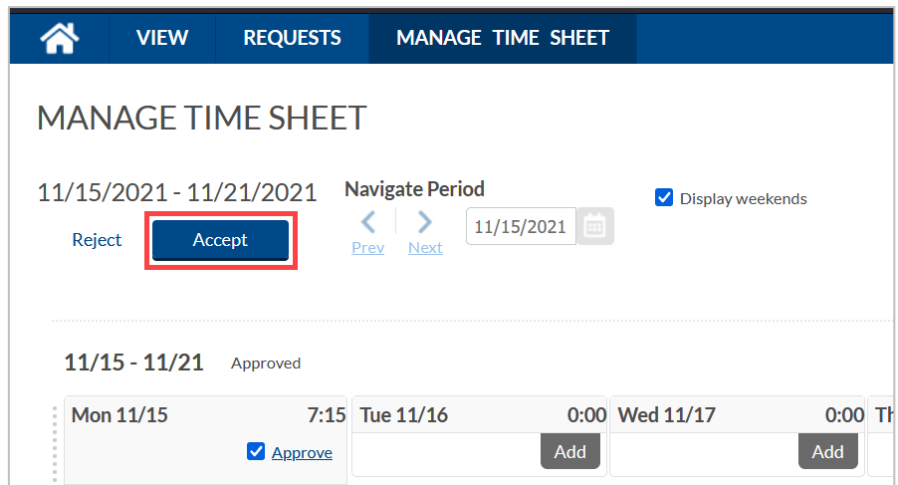
If there are multiple days with hours added, click the “Approve Week” button to approve multiple days.



A message will populate asking you to certify the hours for the pay period is correct and complete. Click the “Yes” button to continue.



9. Click the “Accept” button to save the approval.



Reviewing and Approving Hours

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

Alternatively, use the "My Hours" widget on the homepage.

Time In	Time Out	Hours	Shift Total	Week Total	Position
6/8/2021 11:00 AM	6/8/2021 02:33 PM	3:33	3:33		
6/8/2021 01:00 PM	6/8/2021 02:30 PM	1:30	1:30		
6/8/2021 02:23 PM	6/8/2021 02:30 PM	0:07	0:07		
6/8/2021 02:30 PM	6/8/2021 02:30 PM	0:00	0:00		
6/8/2021 02:45 PM	6/8/2021 02:45 PM	0:00			
6/8/2021 02:45 PM	6/8/2021 02:50 PM	0:05	0:05	5:15	

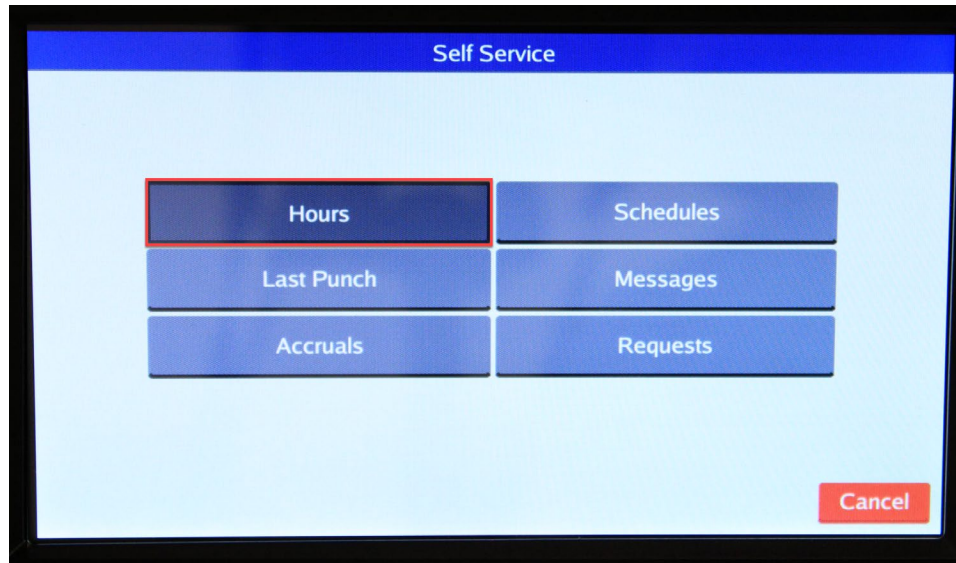
3. To view shift notes, click on the blue Notes icon. To add a new note, select the gray Notes icon, then click the green Add button at the top of this screen, type a note, and select "Save".

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

4. Since rounding is enabled, employees can tap each segment to view both the actual punch times and the rounded times.
5. To return to the main screen, click the home icon in the upper right corner.

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".

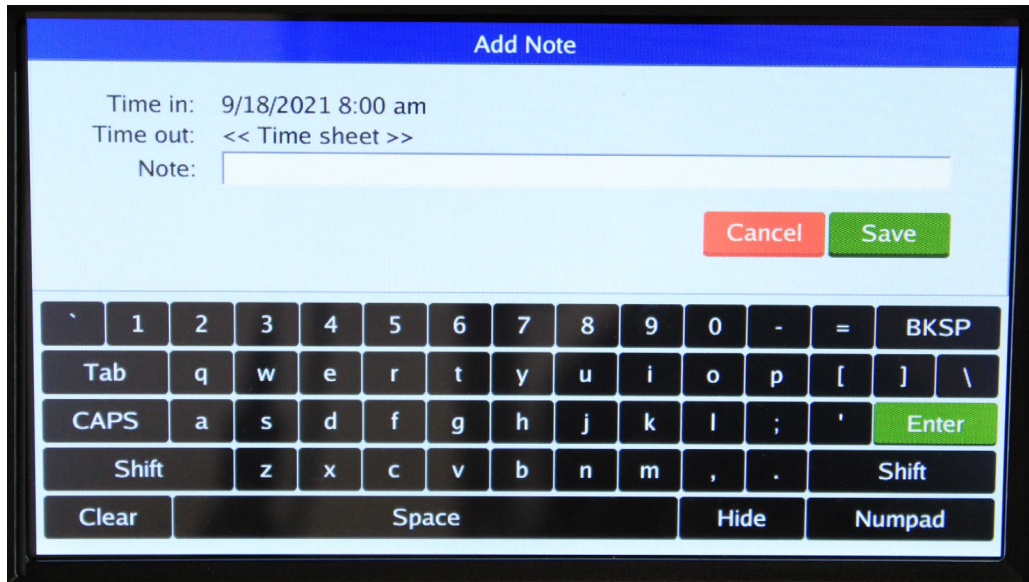


5. Clocked hours will populate. Review to ensure they accurately reflect hours worked.

The screenshot displays a table of clocked hours for the period 10/04 - 10/10. The table includes columns for Aprv, Note, Brk, Time in, Time out, Position, and Hours. The total hours are 0:07. The table shows four rows of data for 10/7/2021, including a 'Clocked In' entry.

Aprv	Note	Brk	Time in	Time out	Position	Hours
			10/7/2021 10:15 am	10/7/2021 10:15 am	Housekeeper I	0:00
			10/7/2021 10:15 am	10/7/2021 10:15 am	Housekeeper I	0:00
			10/7/2021 10:15 am	10/7/2021 10:19 am	Housekeeper I	0:04
			10/7/2021 10:19 am	<< Clocked In >>	Housekeeper I	0:03

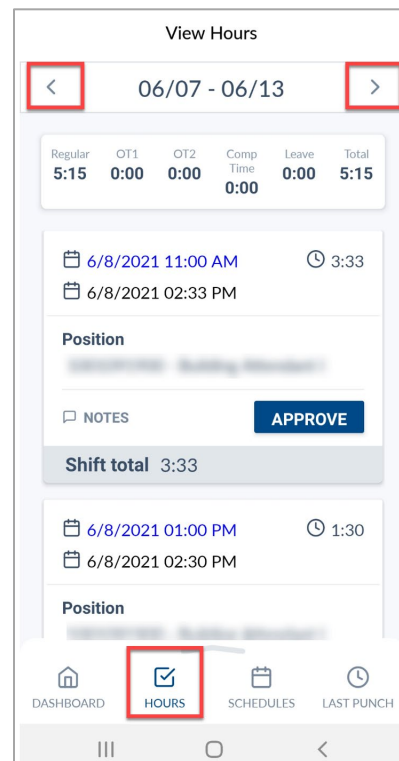
6. To view shift notes, click on the Note  icon. To add a new note, select the "Add Note" button, type a note, and select "Save".



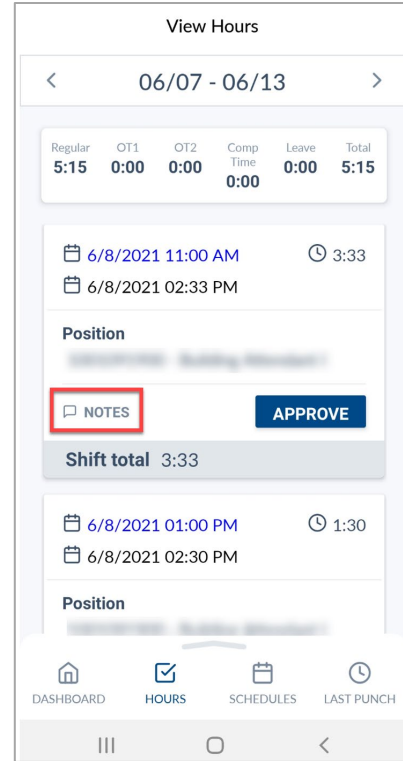
7. To return to the main screen, click “Close”.

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 > arrows to browse from week to week.



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

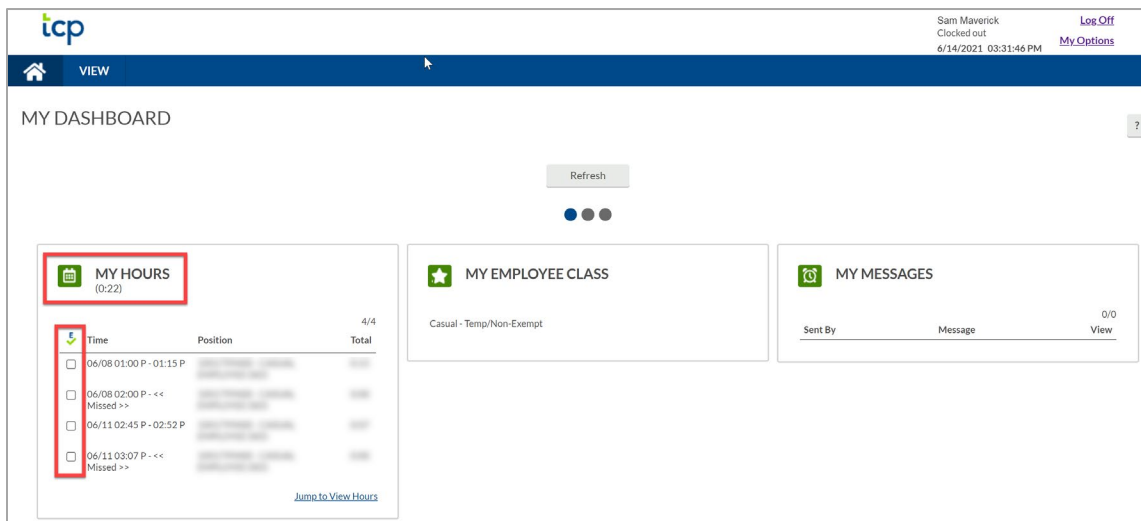



- To return to the main screen, click “Dashboard”.

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  above the checkboxes.

VIEW HOURS

Navigate Period
 < | >
 Prev Next
 09/27 - 10/03

Showing 10 records of 10

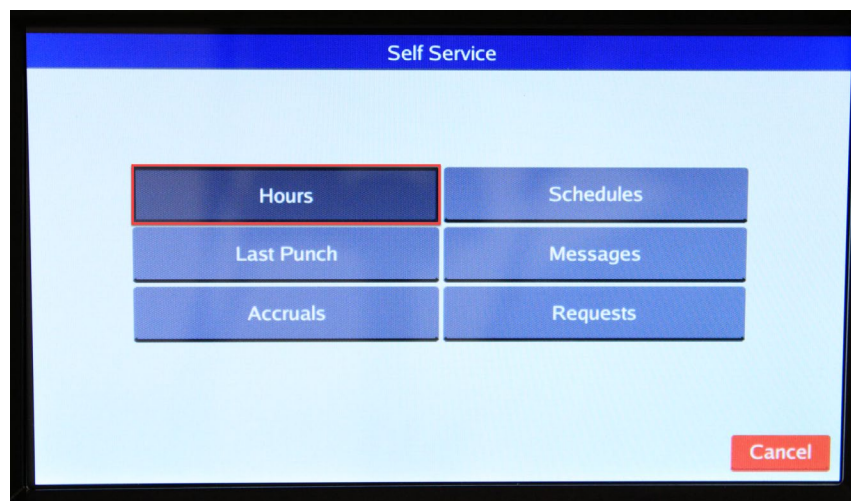
Comp Time	Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Position
<input checked="" type="checkbox"/>			30u	9/27/2021 08:00 AM	9/27/2021 11:30 AM	3:30			
<input checked="" type="checkbox"/>				9/27/2021 12:00 PM	9/27/2021 05:03 PM	5:03	8:33		
<input checked="" type="checkbox"/>			90u	9/28/2021 08:00 AM	9/28/2021 11:59 AM	3:59			
<input checked="" type="checkbox"/>				9/28/2021 01:29 PM	9/28/2021 05:00 PM	3:31	7:30		
<input checked="" type="checkbox"/>		Y	60u	9/29/2021 08:00 AM	9/29/2021 12:00 PM	4:00			
<input checked="" type="checkbox"/>		Y		9/29/2021 01:00 PM	9/29/2021 05:00 PM	4:00	8:00		
<input checked="" type="checkbox"/>			90u	9/30/2021 07:45 AM	9/30/2021 12:00 PM	4:15			
<input checked="" type="checkbox"/>				9/30/2021 01:30 PM	9/30/2021 05:00 PM	3:30	7:45		
<input checked="" type="checkbox"/>			60u	10/1/2021 08:00 AM	10/1/2021 01:32 PM	5:32			
<input checked="" type="checkbox"/>				10/1/2021 02:32 PM	10/1/2021 05:00 PM	2:28	8:00	39:48	

- 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".

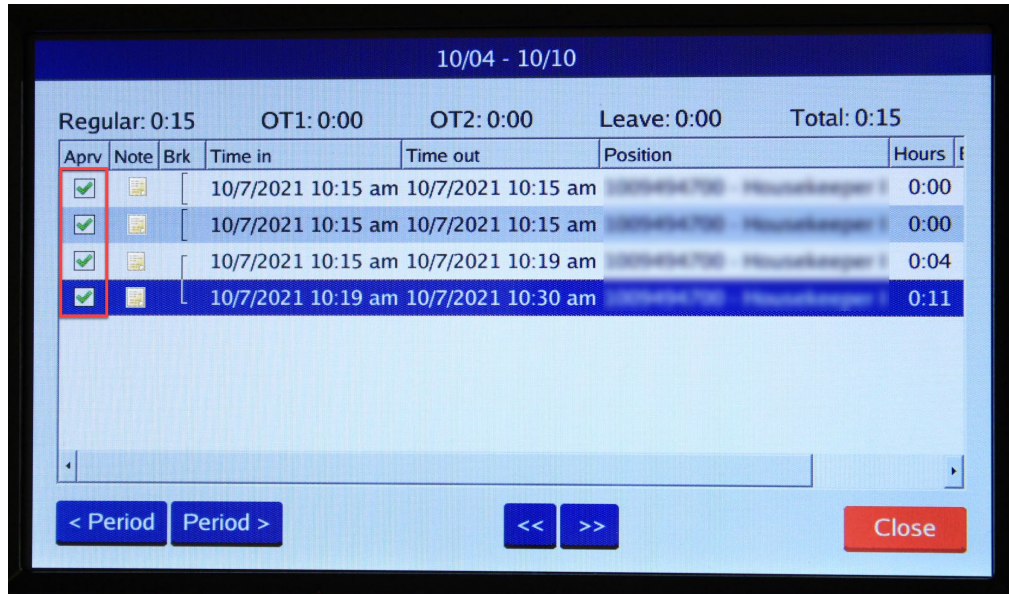
Note: The blue Notes icon indicates the segment contains notes, the gray Notes icon indicates no notes have been input for that segment.

Remote Data Terminal (RDT)

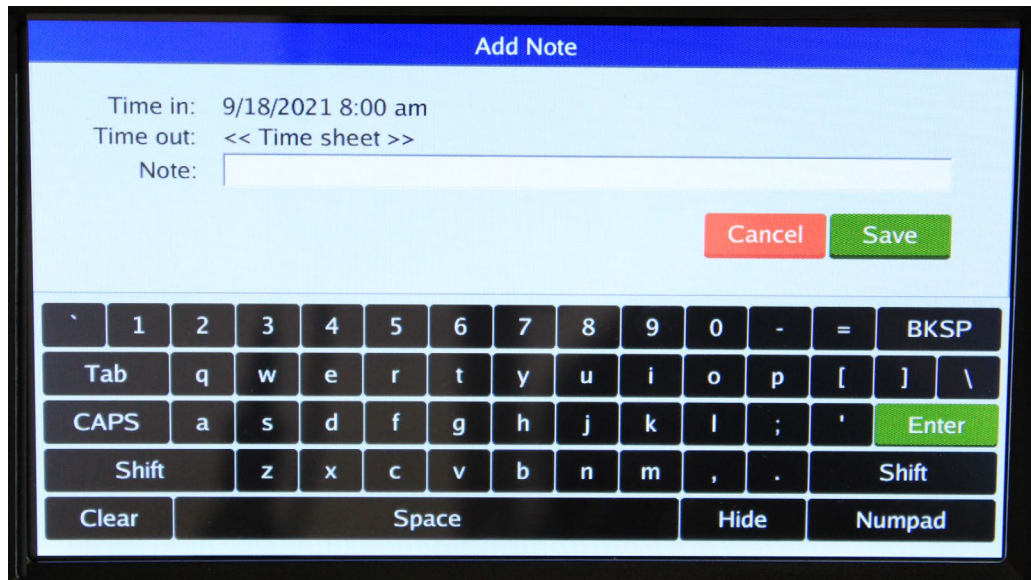
- Enter the Employee ID. Alternatively, scan your employee ID badge.
- Enter your PIN.
- Select "Self Service" and choose "Hours".



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



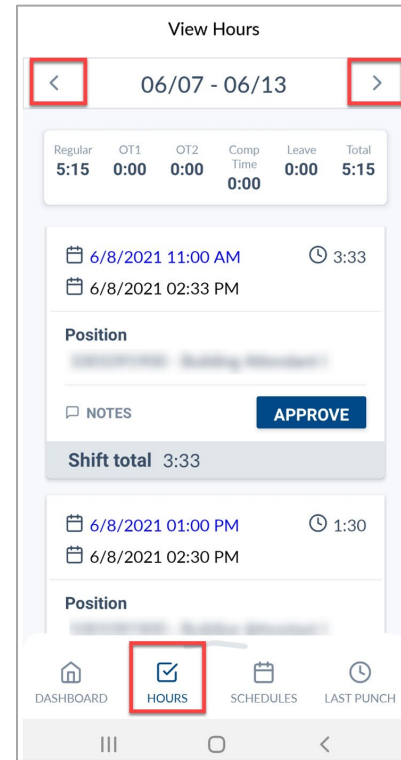
- To view shift notes, click on the Note  icon. To add a new note, select the "Add Note" button, type a note, and select "Save".



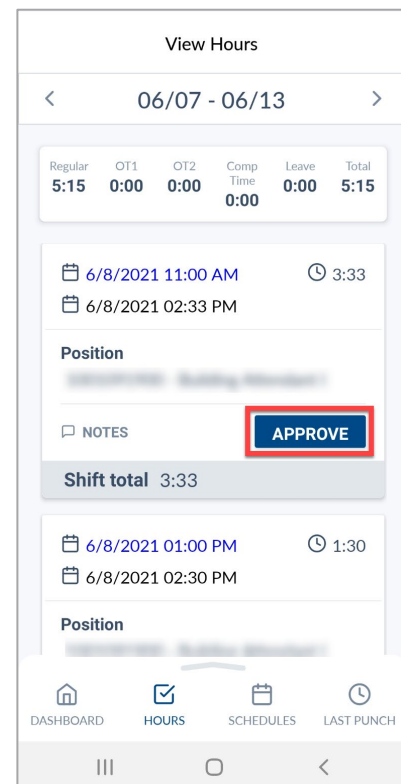
- To return to the main screen, click "Close".

MobileClock

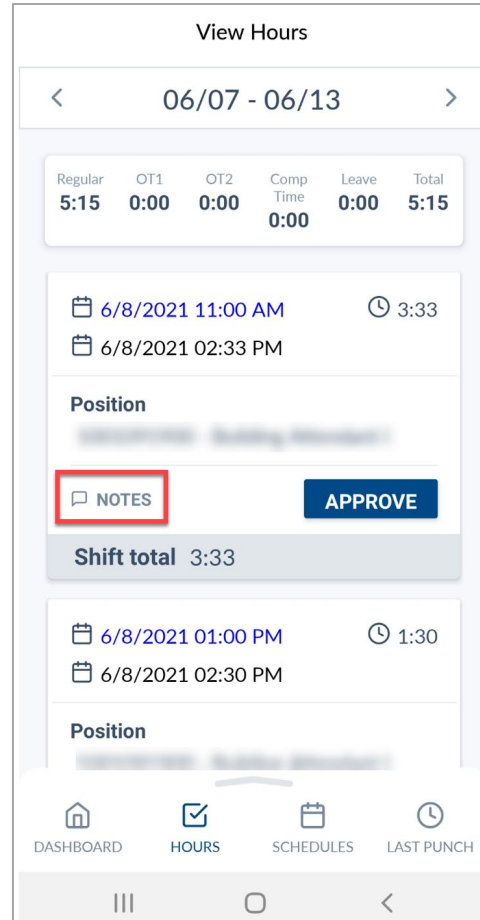
1. Select Hours.
2. Each shift and absence segment will be listed on separate lines, and any relevant totals will be noted beneath. Use the Prev < and Next > arrows to browse from week to week.



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”.

Submitting an FMLA Case

To begin an FMLA case, login to WebClock from the MyApps page. Once submitted, Leave Management is responsible for managing the submitted case in TCP. The FMLA Case is not finalized until it is responded to by Leave Management. If and when the case is approved, employees can submit time off using FMLA.

WebClock

- Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
- 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

Group by:

7/1/2021 to 7/31/2021 This Period

Start date Stop date Period

+ Add

Showing 0 records 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	Description
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

Case Details

[Expand all](#) [Collapse all](#)

Information

Employee: [REDACTED] Current Balance: 12.00 (480:00)

Reason Code:

Description

Questions

What is the start date of Expected Leave?

What is the expected date of return?

Have you submitted the Certification of Health Care Provider to Human Resources?

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:

7/1/2021 to 7/31/2021 This Period

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	

Leave Accruals and Requesting Time Off

Depending on the employee’s classification, they may or may not be eligible for certain types of Leave. Leave types include sick, vacation, straight compensatory time, Jury Duty, Bereavement, Parent/Teacher Conference, and Other leave types.

When employees need to request to use leave for a work day, they will need to submit a Request in TCP. When at all possible, requests should be submitted prior to the date of the request.

Employees will see their Vacation, Sick, and, if applicable, compensatory time balances in TCP. These leave balances should be reviewed prior to submitting the request to ensure there is time available to take.

Viewing Leave Accrual Banks

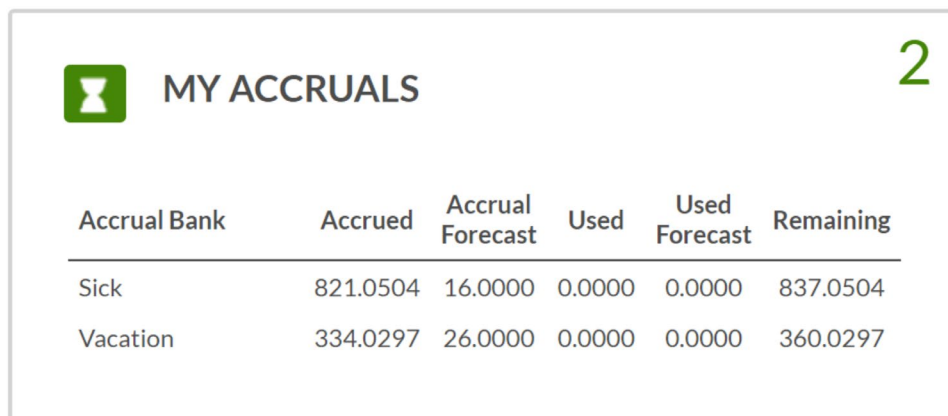
WebClock

There are two places to view your accruals in TCP:

- The My Accruals Widget located on the Dashboard or
- View > Accruals from the top menu.

The My Accruals Widget shows your actual accruals in the first “Accrued” column. The second column is a forecast of the hours you will accrue based on the future months open in TCP, remaining is the sum of your balance and forecast.

- Accrual Bank – type of leave
- Accrued – amount accrued to-date
- Accrual Forecast – accrual to be earned in TCP’s open months
- Used – amount of leave used
- Used Forecast - any leave that has been approved but has not been through the close process to reconcile the total.
- Remaining – usable number of hours, taking into account your accrual forecast



The widget displays a table titled "MY ACCRUALS" with a green hourglass icon and a green number "2" in the top right corner. The table has six columns: Accrual Bank, Accrued, Accrual Forecast, Used, Used Forecast, and Remaining. It lists two rows of data: Sick and Vacation.

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Sick	821.0504	16.0000	0.0000	0.0000	837.0504
Vacation	334.0297	26.0000	0.0000	0.0000	360.0297

The View > Accruals page shows open period accruals.

- Accrual Bank – type of leave.
- Accrued – amount accrued to-date.
- Accrual Forecast – monthly accrual that will be earned.
- Used – amount of leave used.
- Used Forecast – any leave that has been approved but has not been through the close process to reconcile the total.
- Expired – for straight comp, number of hours that have expired.
- Expired Forecast – for straight comp, number of hours that will be expiring.
- Remaining – usable number of hours.

tcp

VIEW REQUESTS

Accruals Messages FMLA Case

ACCRUALS

Select forecast date: 6/11/2021 Update

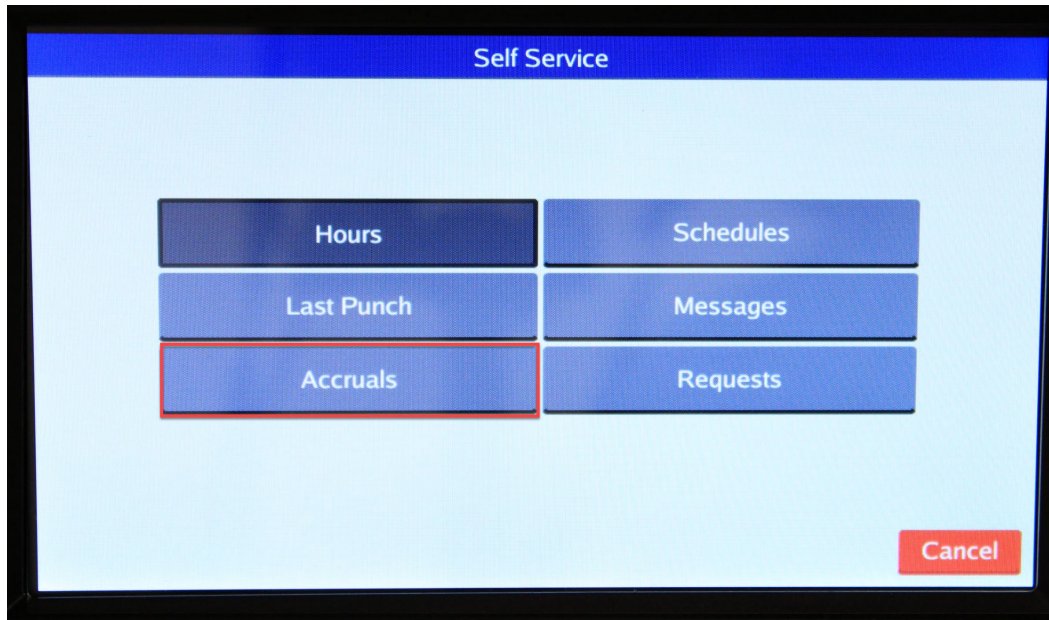
Showing 2 records of 2

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Sick	821.0504	32.0000	0.0000	16.0000	0.0000	0.0000	837.0504
Vacation	334.0297	52.0000	0.0000	8.0000	0.0000	0.0000	378.0297

Note: The forecast on the accruals page indicates any months' accruals where the pay period is not yet closed, and will likely have a balance of two months accruals, but can be more or less.

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 Accruals.



5. Current accruals will populate. Click "Select" to choose a different day to view.

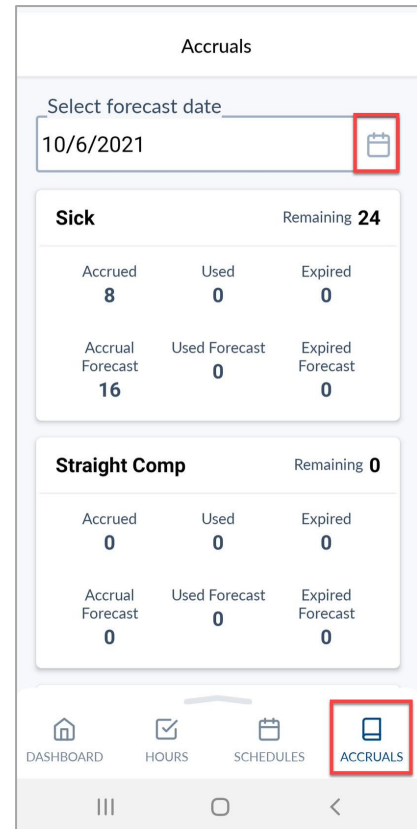
The screenshot shows the 'View Accruals' screen. At the top, it says 'Forecast date: 10/14/2021' followed by a 'Select' button. Below this is a table with the following data:

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
1.5 Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000
Military Leave	120.0000	0.0000	0.0000	64.0000	56.0000
Sick	8.0000	16.0000	0.0000	0.0000	24.0000
Straight Comp	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	11.0000	22.0000	0.0000	0.0000	33.0000

A 'Close' button is located in the bottom right corner.

MobileClock

1. Select the “Accruals” icon.
2. If necessary, choose a different date by clicking the calendar icon in the "Select forecast date".



Note: The Accruals icon will only be visible in the MobileClock menu if your classification is eligible for Leave.

3. Once the date is selected, click “OK”.
4. If you have multiple Leave types available, scroll to view additional Accrual balances.

Requesting Time Off

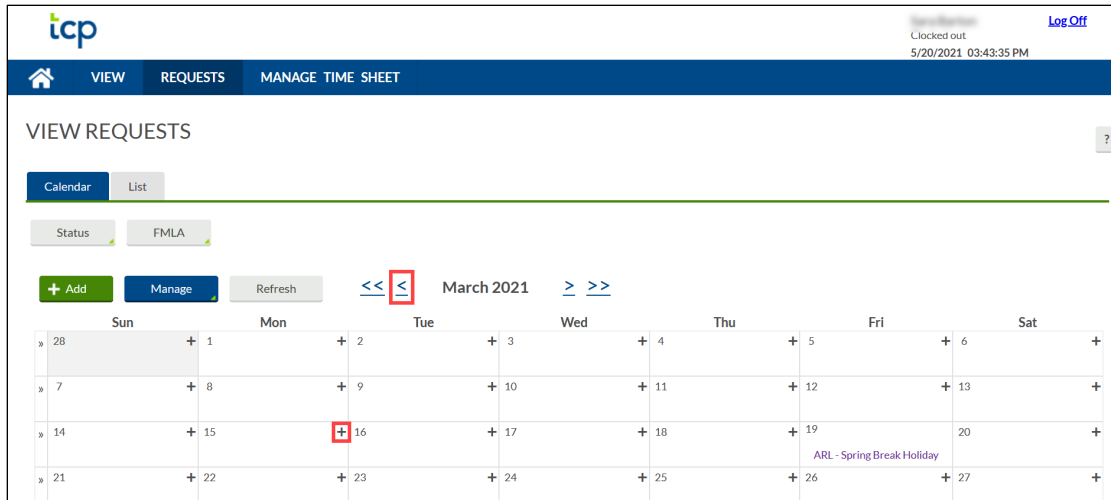
If an employee needs to request time off during a workday, a request needs to be submitted in TCP prior to taking leave. Once submitted, the employee’s supervisor, along with their supervisor, will receive an email notification of the request.

WebClock

1. Click on “Requests”. The View Requests page will populate.
2. Use the Prev < and Next > arrows to navigate to the month of the proposed request.

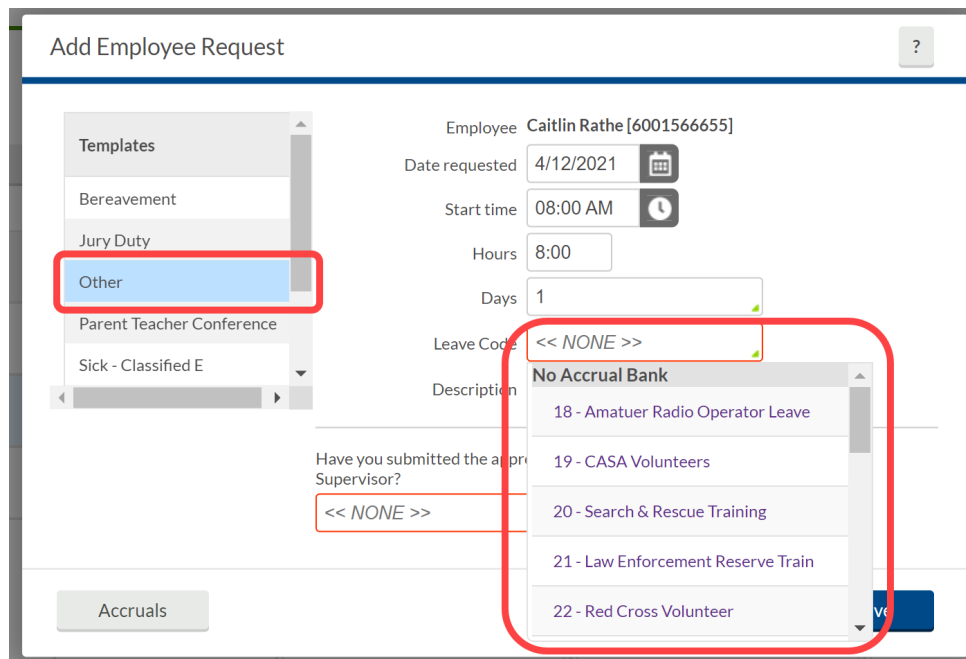
Note: The double arrow navigation will navigate one calendar year.

3. Click on the “+” on the day for which the leave needs to be requested.
Alternatively, click the green “Add” button and enter the date of the leave request.



4. Add the Employee Leave Request:

- a. Select the Request Template from the list of Templates on the left. This is to specify the type of leave being used.
- b. Enter the Date of the requested leave.
- c. Enter "Start Time" and "Hours" of leave.
- d. If the leave request is for multiple consecutive days, enter quantity in the "Days" field. If the request dates span two weeks and include days not regularly worked (for example, a classified employee took vacation Friday through Tuesday), input the leave requests for each week separately (one for Friday, another for Monday and Tuesday).
- e. Select the appropriate "Leave Code" or "Leave Group" from the drop-down menu.



- i. If requesting time off using an active FMLA case, select the Leave Code drop down and change to "FMLA Case".

The screenshot shows the 'Add Employee Request' form. On the left, a 'Templates' list includes Bereavement, FMLA (highlighted), Jury Duty, OPE - Faculty, and Other. On the right, the form fields are: Employee (redacted), Date requested (3/30/2022), Start time (08:00 AM), Hours (8:00), Days (1), FMLA Case (selected in a dropdown menu, highlighted with a red box), and Description (15 - 11/17/2021 FMLA). At the bottom, there are buttons for Accruals, Cancel, and Save.

- ii. Select the employee's approved FMLA case from the case drop down.

The screenshot shows the 'Add Employee Request' form. On the left, a 'Templates' list includes Bereavement, FMLA (highlighted), Jury Duty, Military Leave - Salary, and Other. On the right, the form fields are: Employee (Classified HR Candidate), Date requested (8/10/2021), Start time (08:00 AM), Hours (8:00), Days (1), FMLA Case (selected in a dropdown menu, highlighted with a red box), and Description (25 - 07/15/2021 FMLA). At the bottom, there are buttons for Accruals, Cancel, and Save.

Note: The Leave Code will auto-populate for Bereavement, Jury Duty, and Parent Teacher Conference leave. The Leave Group must be selected for Sick and Vacation leave; there will only be one option in the Leave Group drop-down. If an employee took "Other" leave, select the appropriate type from the Leave Code drop-down menu.

- If applicable, select whether or not you have submitted documentation to your supervisor or timekeeper.
- Click "Save".

Add Employee Request

Employee: [Redacted]

Date requested: 4/12/2021

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Code: 19 - CASA Volunteers

Description: [Empty]

Have you submitted the appropriate documentation to your Timekeeper or Supervisor?

<< NONE >>

Yes

No

Accruals [Button] Cancel [Button] **Save [Button]**

- The leave request will now show in the Calendar view as pending.

Calendar | List

Status [Button] FMLA [Button]

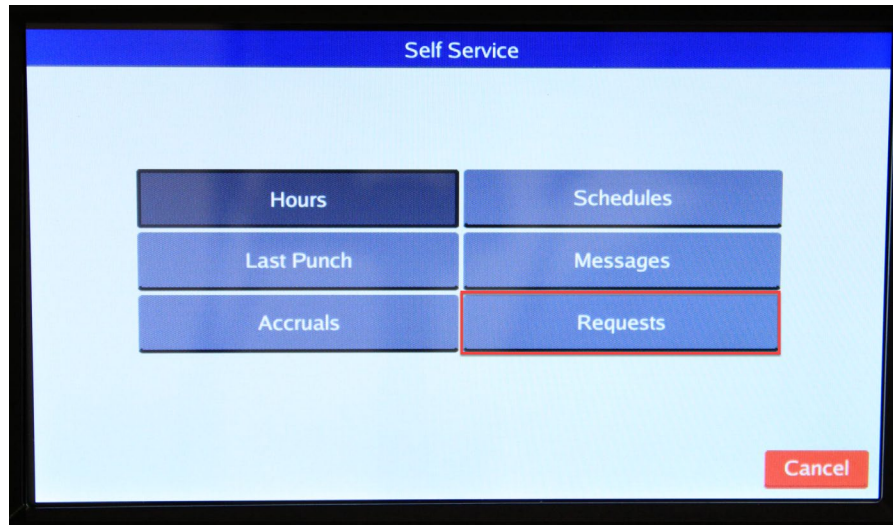
+ Add [Button] Manage [Button] Refresh [Button] << < April 2021 > >>

Sun	Mon	Tue	Wed
» 28	29	30	31
» 4	+ 5	+ 6	+ 7
» 11	+ 12 Pending (1) 08:00 AM 8:00 19 - CASA Volunteers	+ 13	+ 14
» 18	+ 19	+ 20	+ 21

Note: Once the request has been approved in TCP, it cannot be edited. Employees can cancel an approved leave request until the date of leave. After the date of leave, only Timekeepers and Manager have access to cancel approved leave requests.

Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select SelfService.
4. Click "Requests".



5. Current requests will show for the populated period. Click "Add".



6. In the "Employee Request" window, choose a template for the type of leave being requested.
7. Input the day of leave in "Date Requested".
8. If the request is for part of the workday, enter the "Start time" and amount of hours in "Hours".
9. If requesting more than one consecutive day, enter the number of days in "Days".

10. If applicable, using the "Leave Code" or "Leave Group" dropdown, select leave type.

Note: Depending on the Leave Template selected, a Leave Code or Leave Group will populate.

11. Add the leave request description (optional).

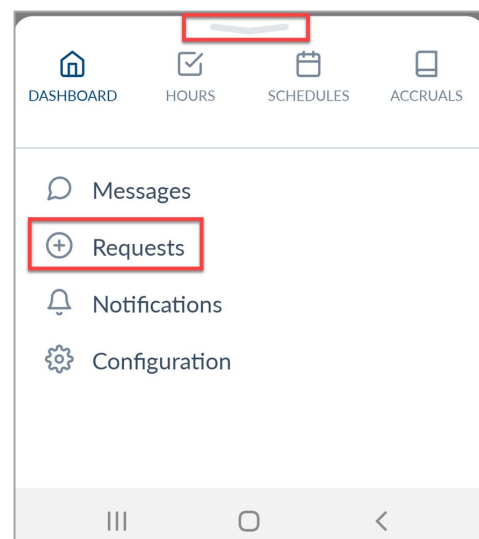
12. Click "Save".

The screenshot shows a web form titled "Add Employee Request". On the left, there is a "Templates" dropdown menu with the following options: Bereavement, Jury Duty, Military Leave - Hourly, Other, Overtime Comp - Classified, Parent Teacher Conference, Sick - Classified NE, Straight Comp - Classified, and Vacation - Classified NE (which is highlighted). To the right of the templates, the form fields are: Name: Sam Maverick; Date requested: 10/14/2021; Start time: 8:00 am; Hours: 8:00; Days: 1; Leave Code: Vacation - Classified NE; and Description: (empty). There are "Edit" buttons next to the Name, Date requested, and Start time fields. At the bottom right, there are "Cancel" and "Save" buttons.

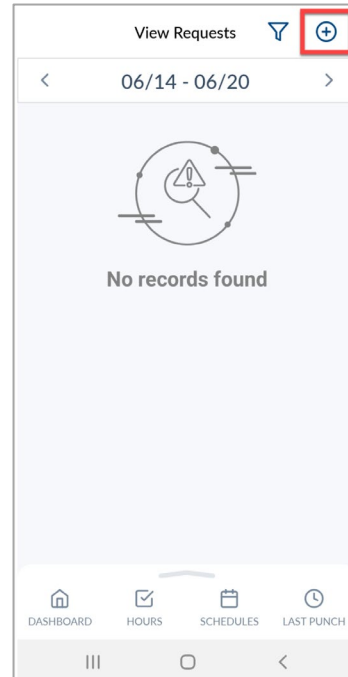
Note: Once the request has been approved in TCP, it cannot be edited. Employees can cancel an approved leave request until the date of leave. After the date of leave, only Timekeepers and Manager have access to cancel approved leave requests.

MobileClock

1. Open the menu by sliding on the menu bar.
2. Select "Requests".



3. To add a request, select “+”.



4. Select reason for leave under "Templates".
5. Verify or correct the “Date Requested”.
6. If the request is for part of the workday, enter the “Start time” and amount of hours in “Hours”.
7. If requesting more than one consecutive day, enter the number of days in “Days”.
8. Using the "Leave Code" or “Leave Group” dropdown, select leave type.

Note: Depending on the Leave Template selected, a Leave Code or Leave Group will populate.

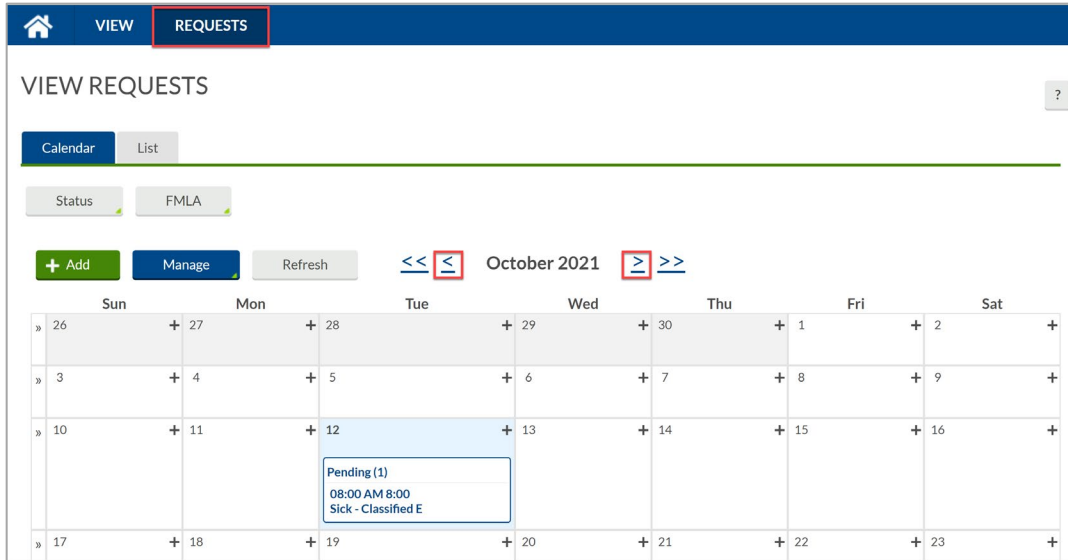
9. Add the leave request description (optional).
10. Click "Save".

Note: Once the request has been approved in TCP, it cannot be edited. Employees can cancel an approved leave request until the date of leave. After the date of leave, only Timekeepers and Manager have access to cancel approved leave requests.

Viewing Requests

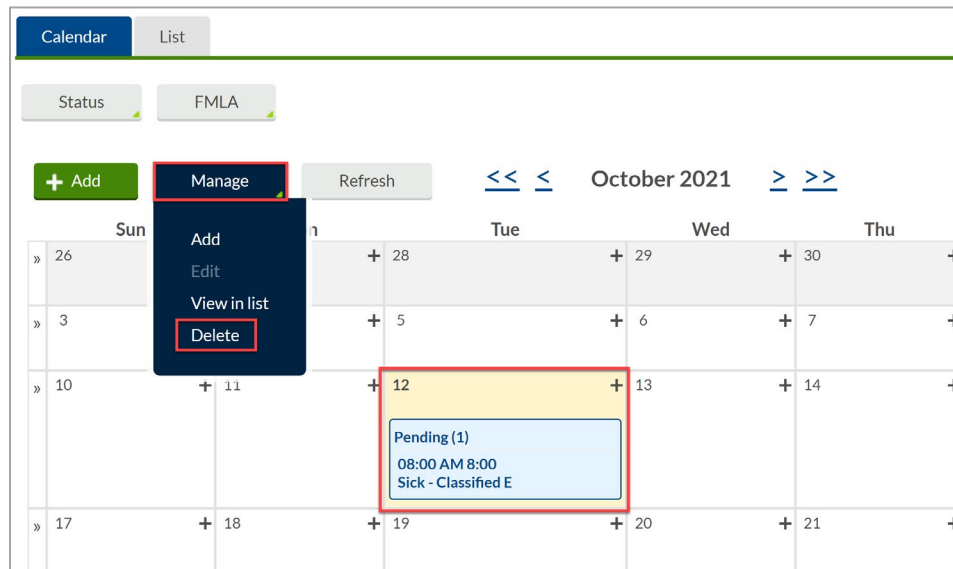
WebClock

1. Click Requests.
2. Use the Prev < and Next > arrows to navigate to the desired Month.



Note: The double arrow navigation will navigate one calendar year.

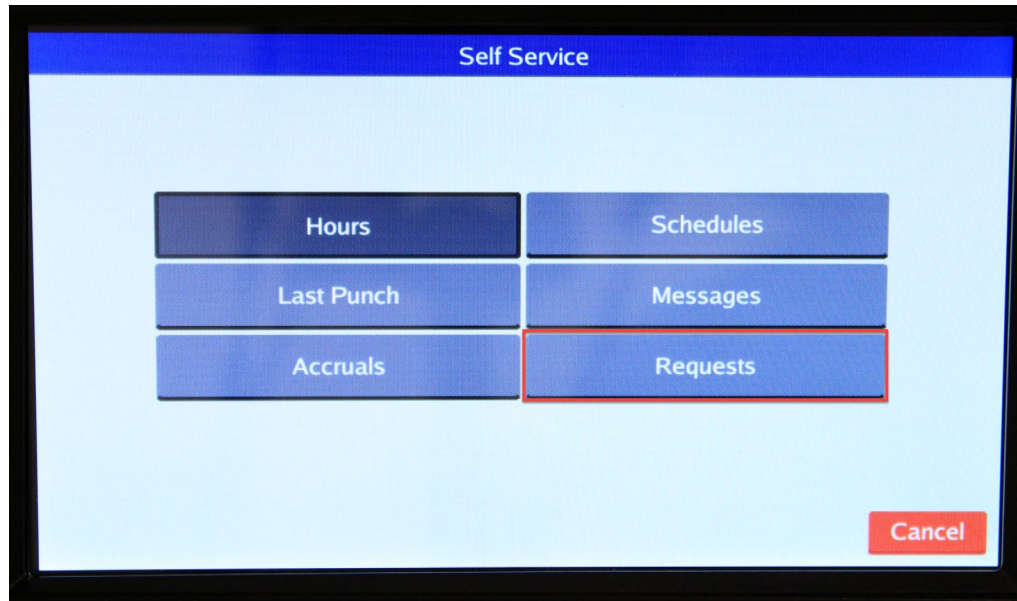
3. To delete a request, highlight it and select “Manage”, then “Delete”.



Note: If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.

Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select SelfService.
4. Click "Requests".



Current requests will show for the populated period.

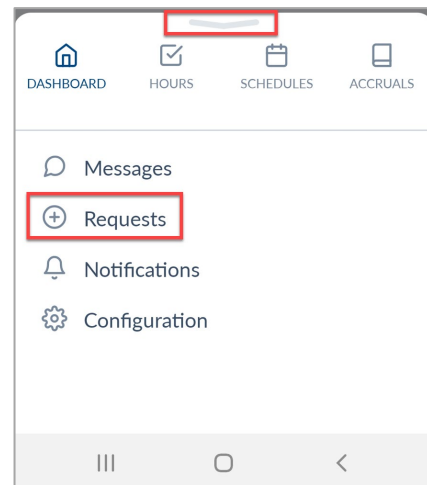


5. To delete a request, highlight it and select "Remove".

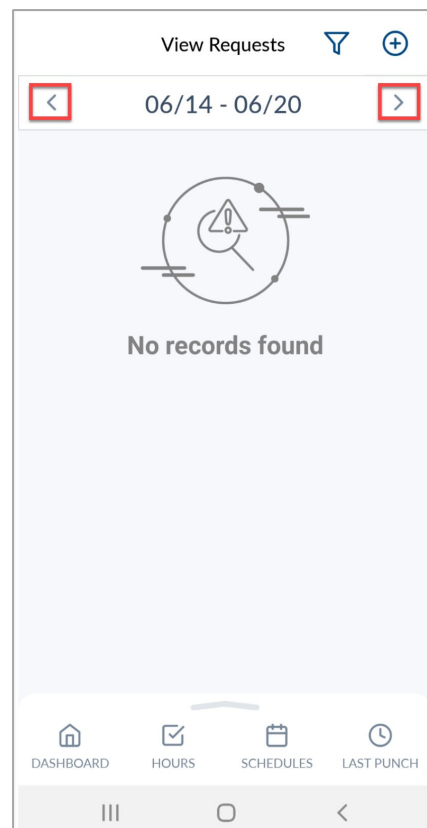
Note: If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.

MobileClock

1. Open the menu by sliding up on the menu bar.
2. Select "Request".



3. Navigate to the desired date by using the Prev < and Next > arrows.



4. To delete a request, highlight it and select "Remove".

Note: *If a mistake was entered on a submitted request, delete the request and resubmit. A request cannot be deleted once approved.*

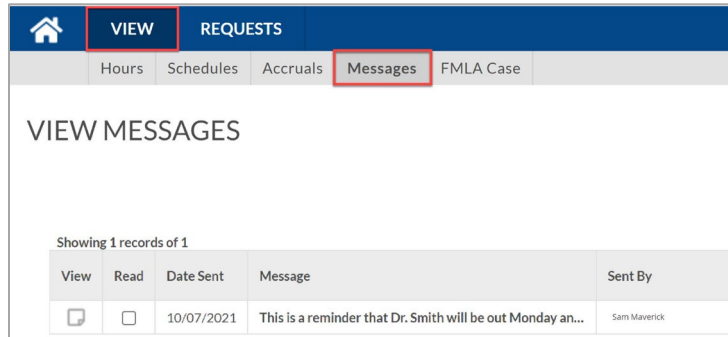
Messaging

The employee's Manager or Timekeeper can send messages to notify an individual of any potential time corrections, or other related announcements.

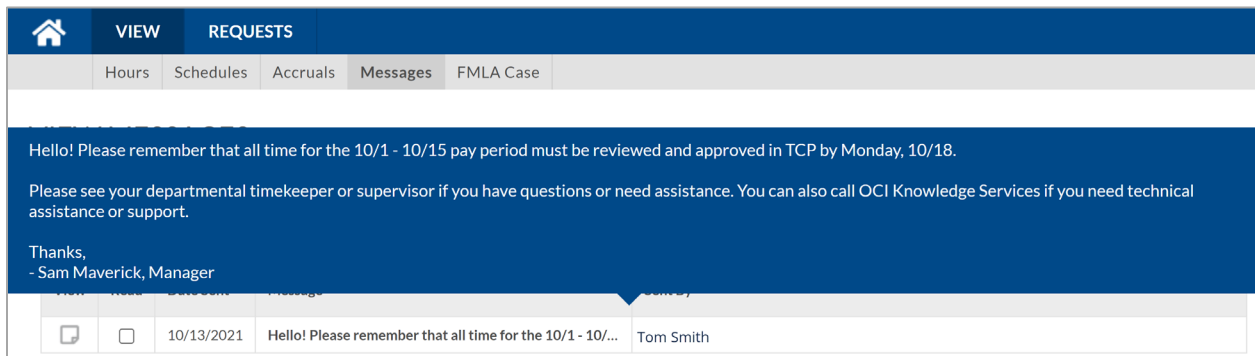
All employees will have access to their messages in TCP under "Messages". For applicable employees, messages will also populate when performing clock operations until they are marked as "Read".

WebClock

1. Select View > Messages



2. To view a message, hover over the new message. A blue popup will populate showing the entire message.
Alternatively, select the icon under "View".

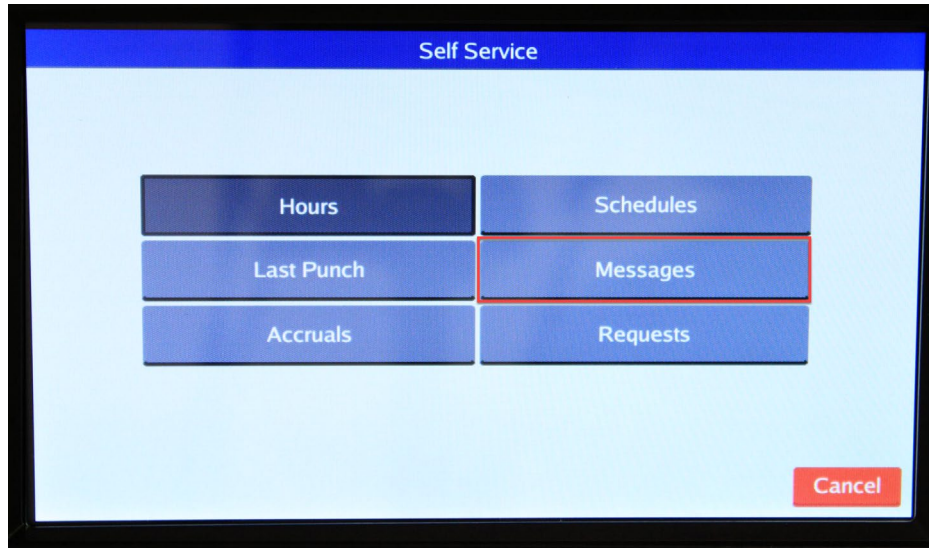


3. Once read, check the box under the "Read" column, then click "Mark as read".

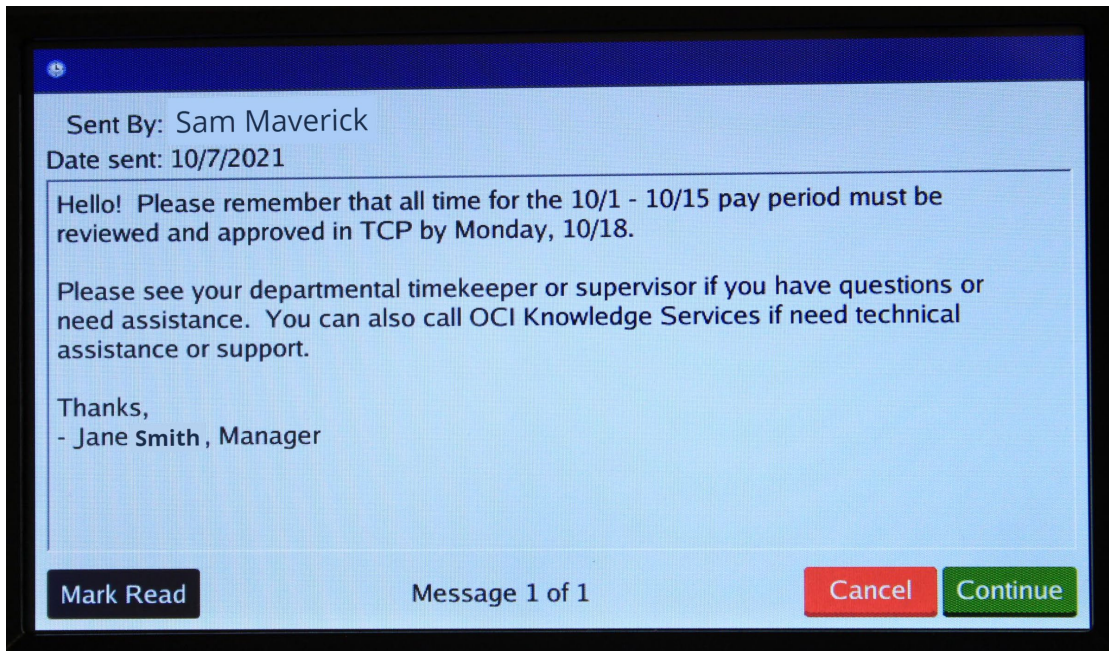


Remote Data Terminal (RDT)

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



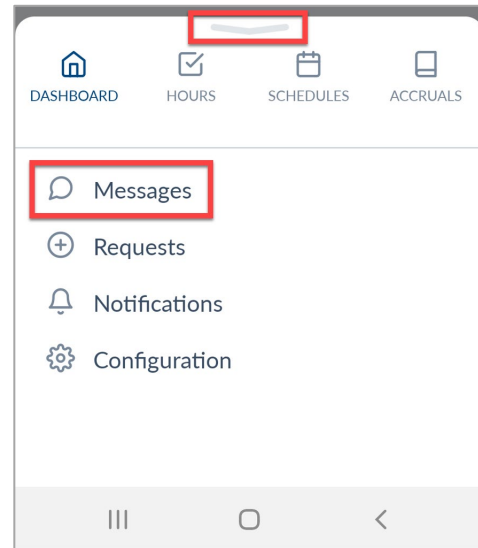
5. Messages will be displayed.



6. Select "Mark Read" once you have reviewed the message, then click "Continue".
7. A notification will populate indicating there are no new messages to view, click "OK".

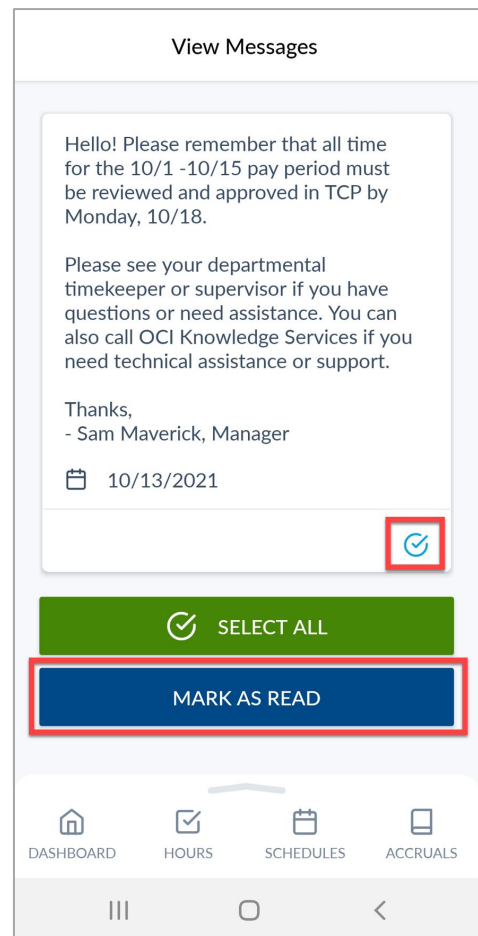
MobileClock

1. Open the menu by sliding up on the menu bar.
2. Select "Messages".



3. If any new messages are available, they will populate on the screen.
4. After reviewing the message, click the circle with a check mark to select the message, then click "Mark As Read".

Alternatively, use the green "Select All" button to select all messages in the inbox, then click "Mark As Read".



Note: Marking the message as read will remove it from your inbox.