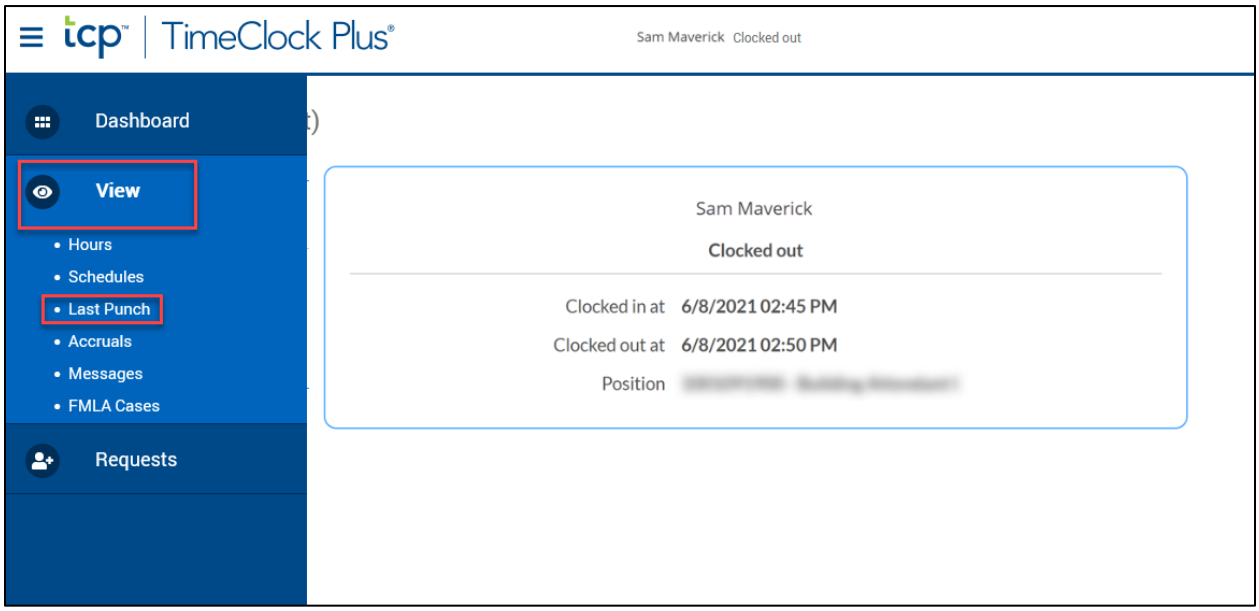
Viewing Last Punch in TCP Job Aid

The purpose of this job aid is to explain how an employee can view their last punch in TCP, using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

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.

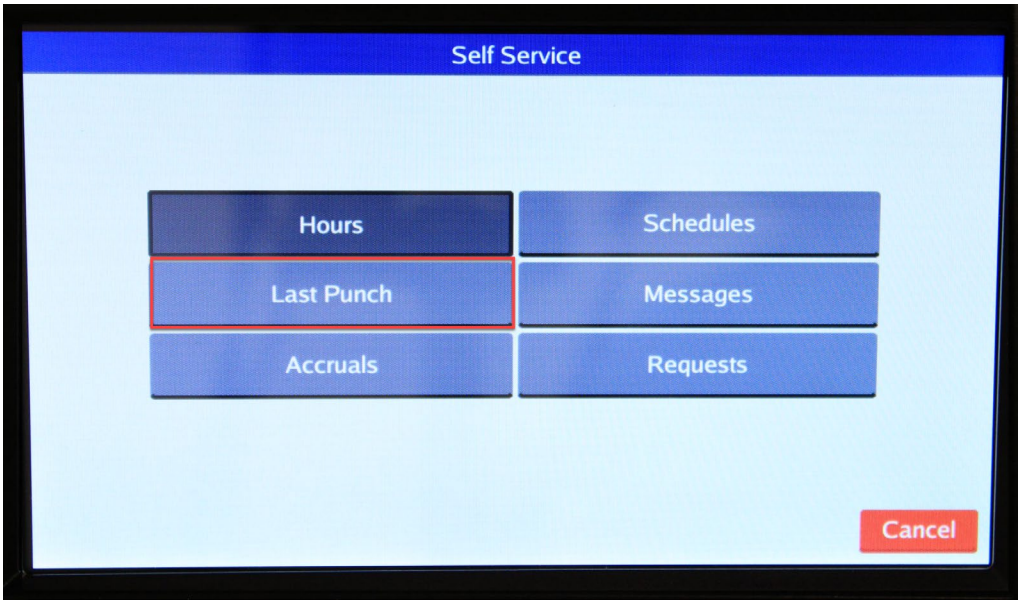
WebClock

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.

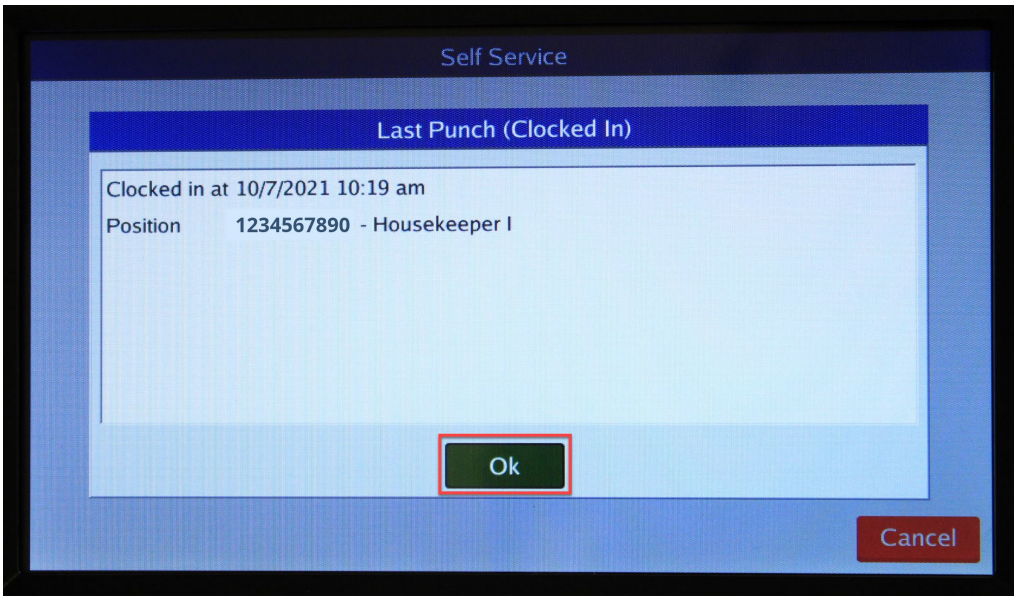


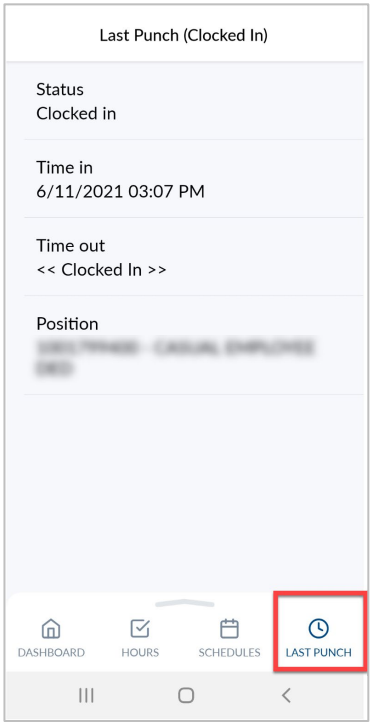
Remote Data Terminal (RDT)

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.