

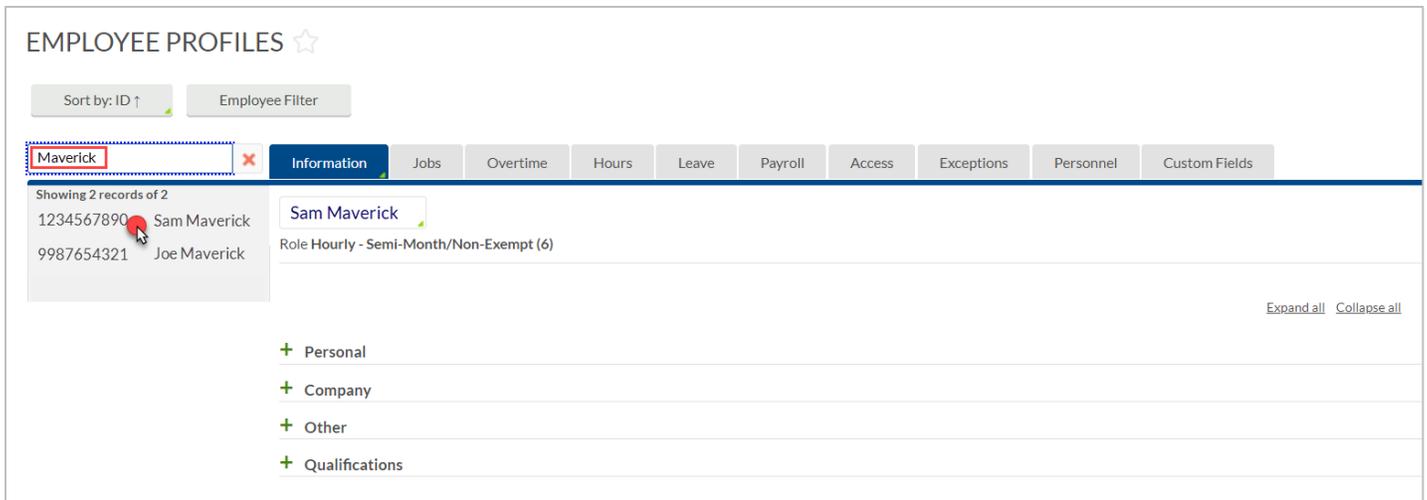
TCP Employee Profile Job Aid

Managers and Timekeepers have access to view employee profiles, However, as the information in TCP comes from UTShare, no changes can be made to profiles in TCP.

1. To access employee profiles, go to Employee, then Employee Profiles.
2. Click on an employee in the Employee List or search for an employee by typing their name or a portion of their name, or their 10-digit employee ID number in the search box.

The information is organized in tabs and expandable sections. To expand all sections on a tab, use the Expand all link on the right side of your screen.

Note: *There are several TCP-delivered fields that are not used by UTA that will, appropriately, be blank.*



On Employee Profiles, you can view the employee's data:

Data	Tab	Section	Additional Information
Employee Role	Above tabs, beneath name		Correlates with Empl Class
Empl ID	Information	Personal	
Employing Department	Information	Company	Displays Department of Primary Job only
Hire Date	Information	Company	Calculated State service hire date
Status	Information	Company	Displays Termination date if terminated or check for Suspended if on leave
Position	Job	Position	Will display as 8-digit position ID then 2-digit Empl Record
Attestation History (A&P, Faculty, Classified Exempt)	Personnel	Attestation	Displays attestations made by the employee