Accruals in TCP Job Aid

The purpose of this job aid is to explain how to view accruals in TCP, using any of the three access methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

WebClock

To view your accruals in TCP, go to View > Accruals from the side menu this 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.

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.
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.