

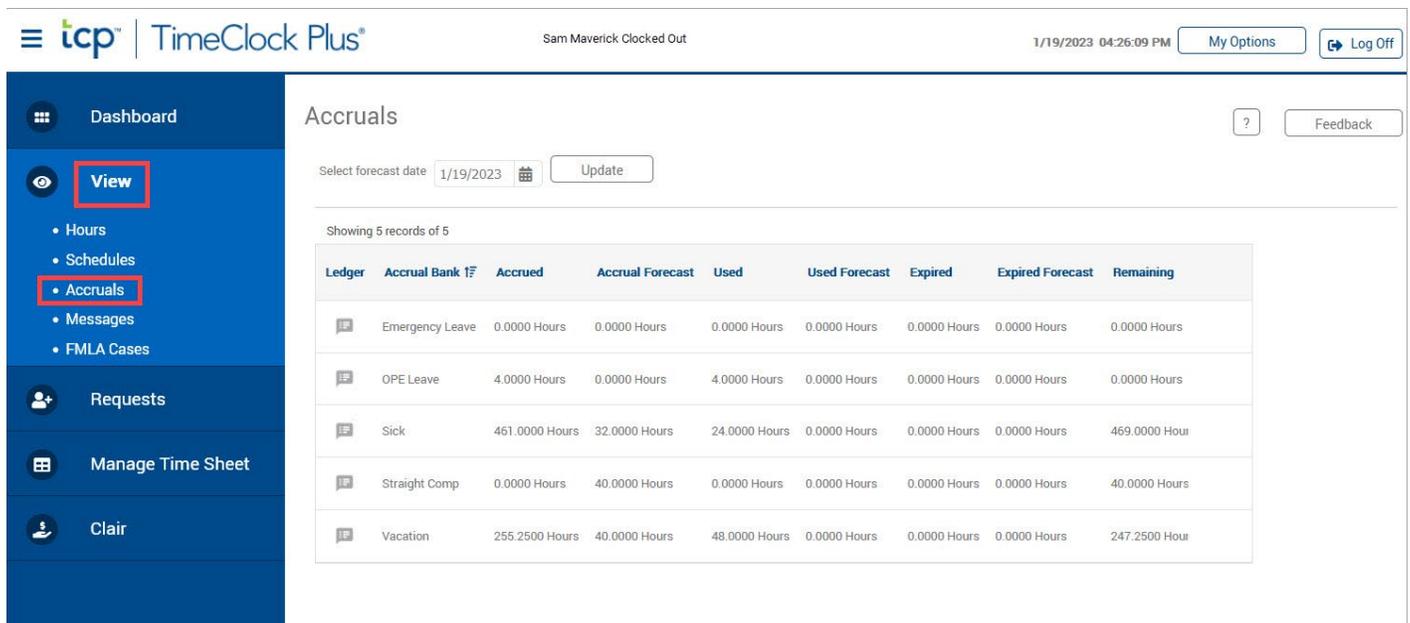
Accruals in TCP Job Aid

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.



tcp | TimeClock Plus

Sam Maverick Clocked Out

1/19/2023 04:26:09 PM My Options Log Off

Dashboard

View

- Hours
- Schedules
- **Accruals**
- Messages
- FMLA Cases

Requests

Manage Time Sheet

Clair

Accruals

Select forecast date 1/19/2023 Update

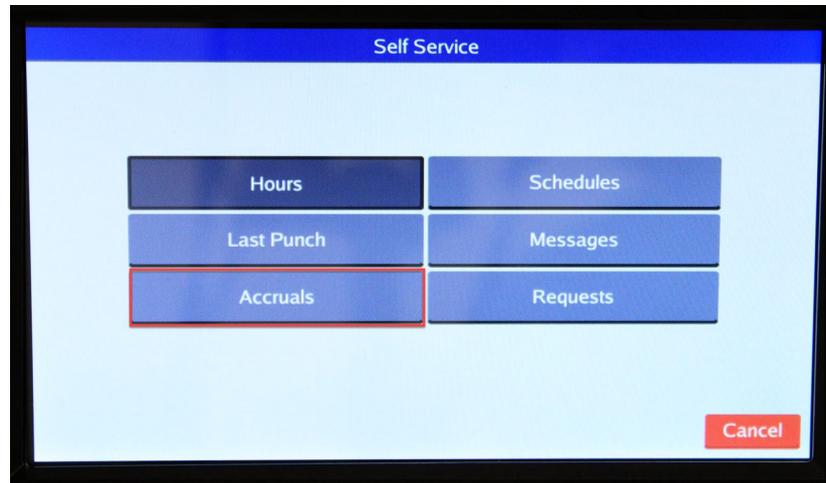
Showing 5 records of 5

Ledger	Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Emergency Leave		0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
OPE Leave		4.0000 Hours	0.0000 Hours	4.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
Sick		461.0000 Hours	32.0000 Hours	24.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	469.0000 Hour
Straight Comp		0.0000 Hours	40.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	40.0000 Hours
Vacation		255.2500 Hours	40.0000 Hours	48.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	247.2500 Hour

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 a 'View Accruals' interface. At the top, the text 'View Accruals' is displayed in white on a blue header bar. Below the header, the text 'Forecast date: 10/14/2021' is shown next to 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

In the bottom right corner, there is a red 'Close' button.

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.

The screenshot displays the 'Accruals' screen in the MobileClock application. At the top, the title 'Accruals' is centered. Below it is a 'Select forecast date' field with the date '10/6/2021' and a calendar icon to its right, which is highlighted with a red box. The screen is divided into two sections: 'Sick' and 'Straight Comp'. Each section shows a 'Remaining' balance and a table of 'Accrued', 'Used', and 'Expired' amounts, along with 'Accrual Forecast', 'Used Forecast', and 'Expired Forecast' values. The 'Sick' section shows a remaining balance of 24, with 8 accrued, 0 used, and 0 expired. The 'Straight Comp' section shows a remaining balance of 0, with 0 accrued, 0 used, and 0 expired. At the bottom, a navigation bar contains icons for 'DASHBOARD', 'HOURS', 'SCHEDULES', and 'ACCRUALS', with the 'ACCRUALS' icon highlighted by a red box.

Sick			Remaining 24		
Accrued	Used	Expired			
8	0	0			
Accrual Forecast	Used Forecast	Expired Forecast			
16	0	0			

Straight Comp			Remaining 0		
Accrued	Used	Expired			
0	0	0			
Accrual Forecast	Used Forecast	Expired Forecast			
0	0	0			