Accruals in TCP Job Aid

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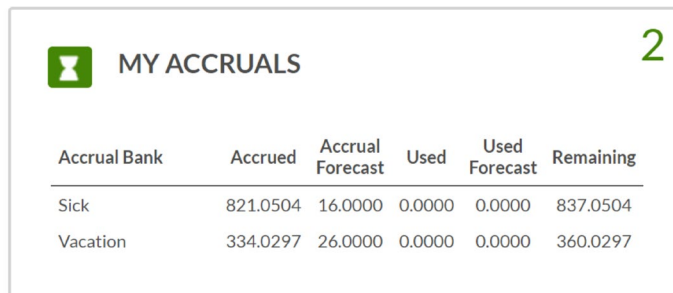
WebClock

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 requested during unclosed weeks
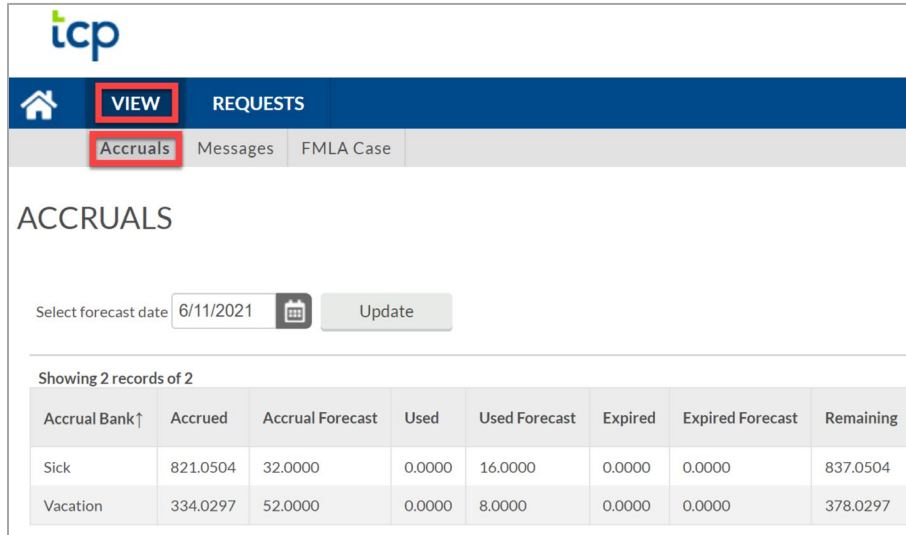- Remaining – usable number of hours, taking into account your accrual forecast

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.
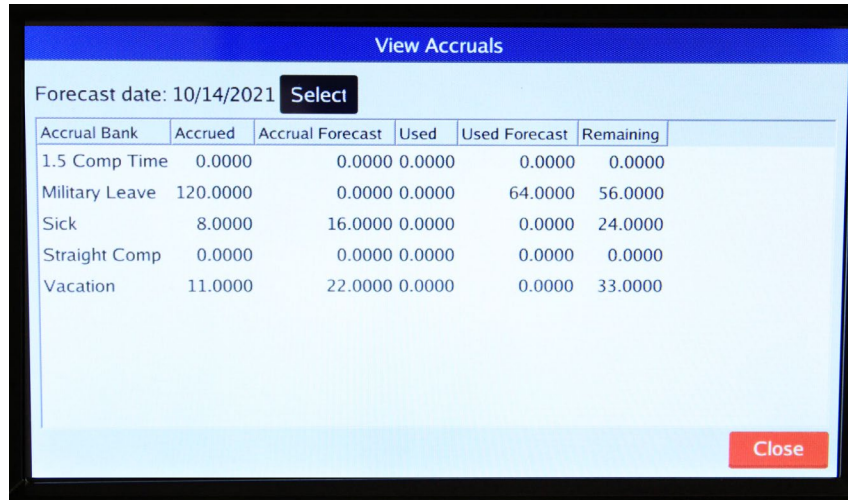- Remaining – usable number of hours.

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.
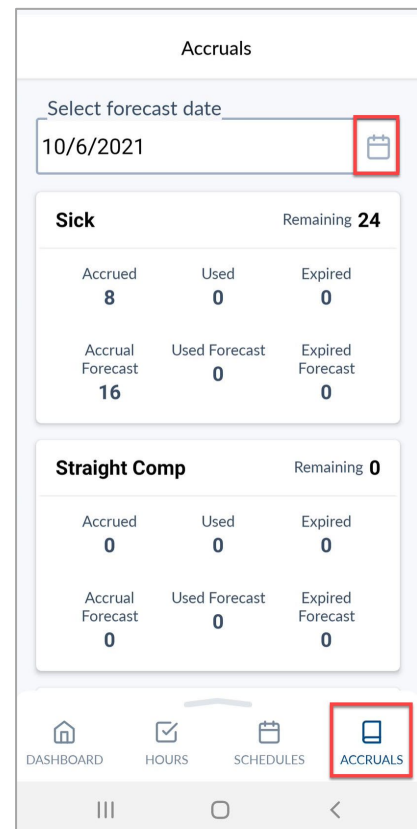3. Select Self Service.
4. Click Accruals.

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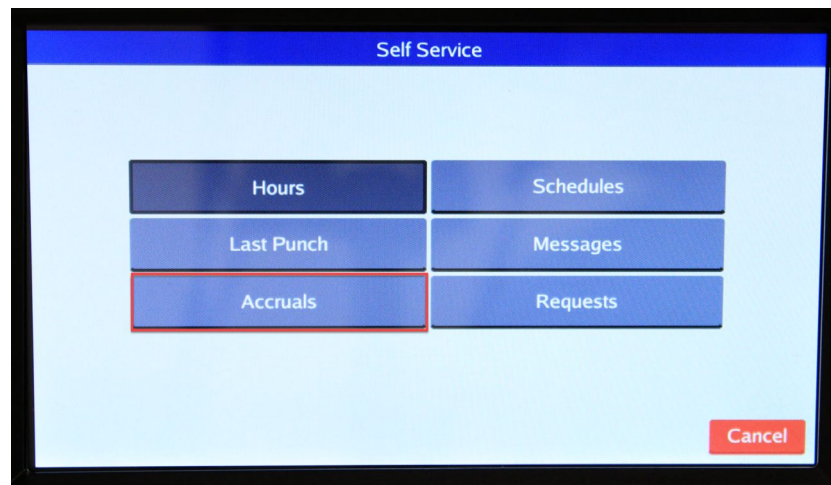
5. Current accruals will populate. Click "Select" to choose a different day to view.

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.

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