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 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.
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- 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.

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.