

Clocking Out in TCP Job Aid

The purpose of this job aid is to explain how employees can clock out using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock. The clocking function will provide steps to perform the operation in the three systems, or access points.

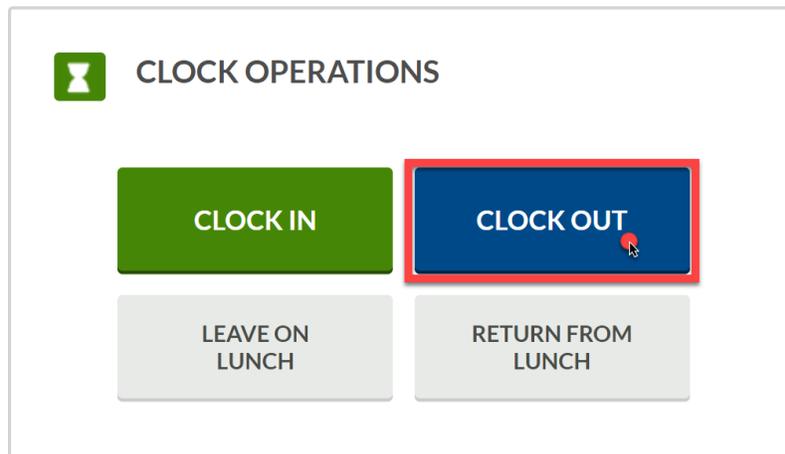
The employee should consult with their manager to determine if they have a preference for which TCP access point the employee should use for recording time.

When an employee completes their work shift, they will need to clock out. In each system, the "Clock Out" button will perform the clock-out operation. Once selected, the system will request a confirmation of the user's request to clock out.

Please note, time in TCP does round to the nearest 15-minute quarter-hour. If a clocking action is taken within seven minutes of the quarter-hour, the system rounds down. If clocking within 8 minutes of the quarter-hour, the system rounds up.

WebClock

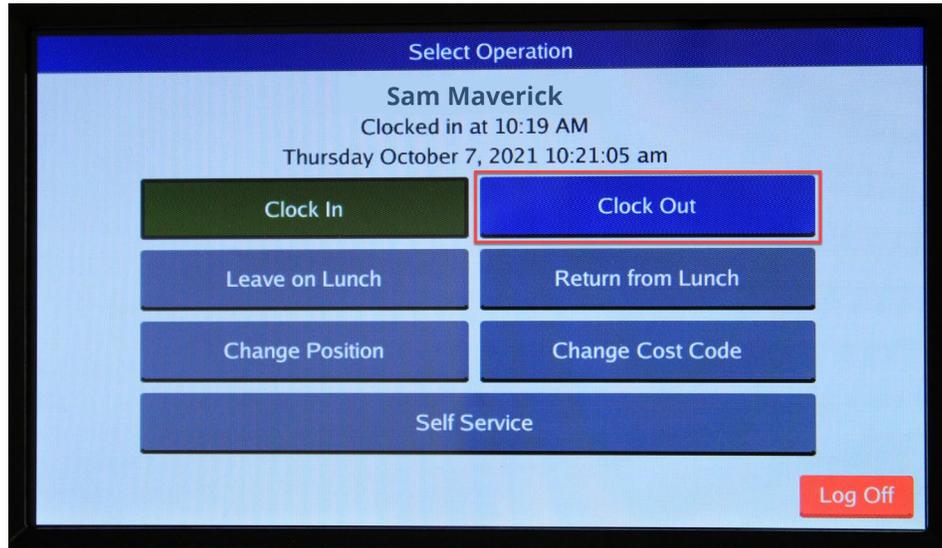
1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
2. Select "Clock Out".



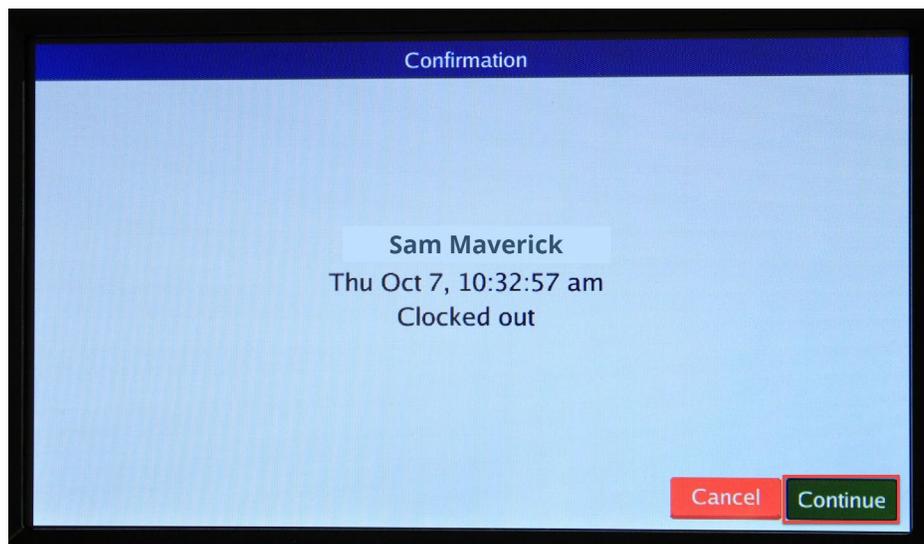
3. Confirm the information is correct and select "Continue".
4. If multiple positions are assigned, select the applicable position. The position in green is default position.
5. Click "OK" to confirm operation.

Remote Data Terminal (RDT)

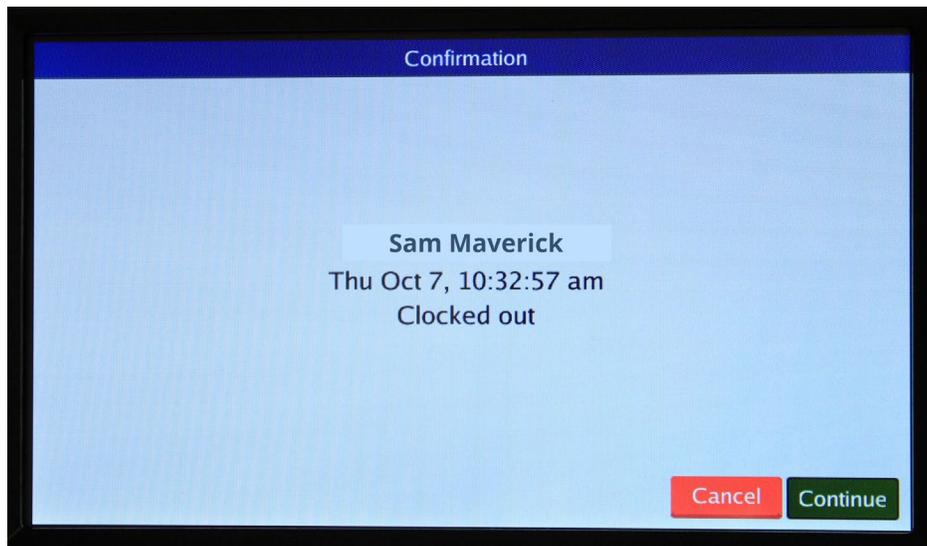
1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select "Clock Out".



4. Confirm the name is correct and select "Continue".

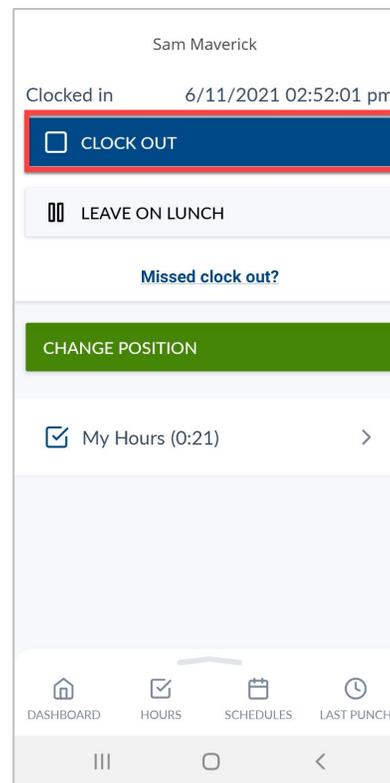


5. A pop-up will confirm the operation is successful.



MobileClock

1. If prompted, enter PIN then select "Clock Out".



2. Confirm the information is correct and click "Continue".
3. Click "OK" to confirm operation.

Note: *If you have multiple jobs, select the correct clocking position when prompted. The default position will be in blue text.*