Employee Messages in TCP Job Aid

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

The employee’s Manager or Timekeeper can send messages to notify an individual of any potential time corrections, or other related announcements.

### WebClock

1. Select View > Messages

![WebClock Message View](image)

2. To view a message, hover over the new message. A blue popup will populate showing the entire message. Alternatively, select the note icon under “View”.

![WebClock Message Popup](image)

3. Once read, check the box under the “Read” column, then click “Mark as read”.

![WebClock Message Marked as Read](image)
Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select “Self Service”.
4. Select “Messages”.

5. Messages will be displayed.

6. Select “Mark Read” once you have reviewed the message, then click “Continue”.
7. A notification will populate indicating there are no new messages to view, click “Ok”.

Sent By: Sam Maverick
Date sent: 10/7/2021

Hello! Please remember that all time for the 10/1 - 10/15 pay period must be reviewed and approved in TCP by Monday, 10/18.

Please see your departmental timekeeper or supervisor if you have questions or need assistance. You can also call OCI Knowledge Services if need technical assistance or support.

Thanks,
- Jane Smith, Manager
MobileClock

1. Open the menu by sliding up on the menu bar.
2. Select "Messages".

3. If any new messages are available, they will populate on the screen.
4. After reviewing the message, click the circle with a check mark to select the message, then click “Mark As Read”.

   Alternatively, use the green “Select All” button to select all messages in the inbox, then click “Mark As Read”.

Note: Marking the message as read will remove it from your inbox.