

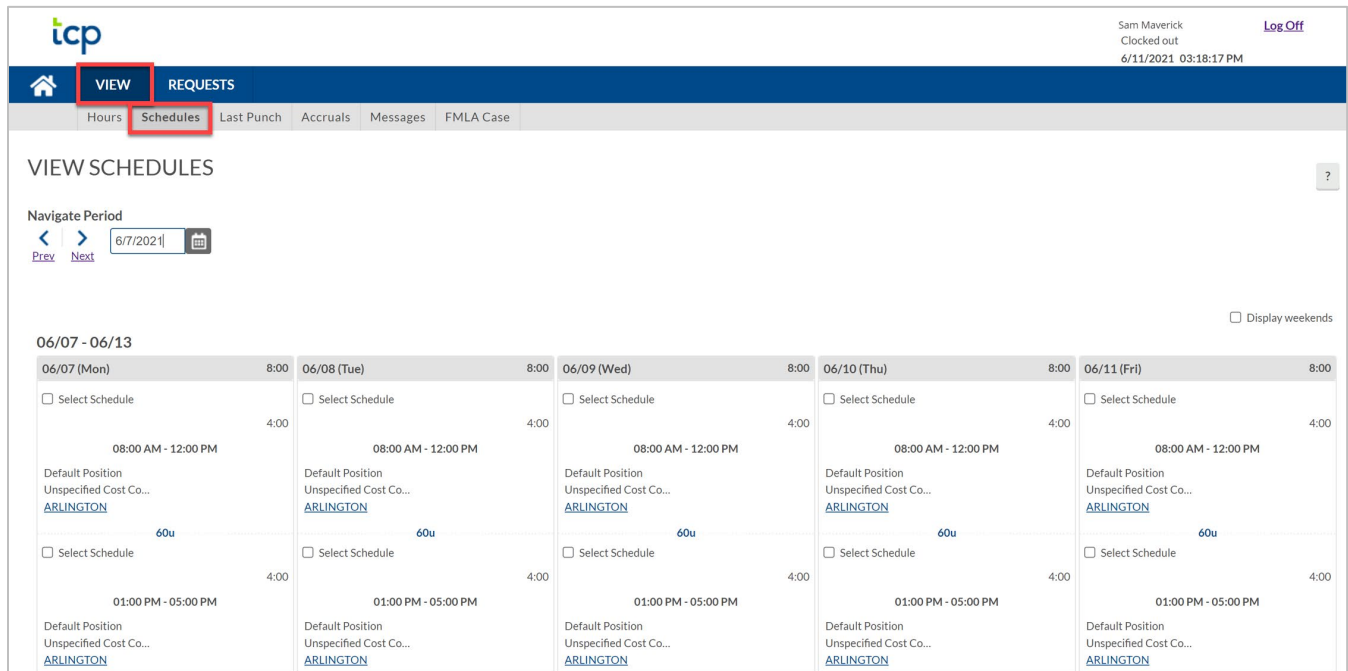
## Viewing Schedules in TCP Job Aid

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

Some employees will have schedules in TCP, this depends on the employee’s classification.

### WebClock

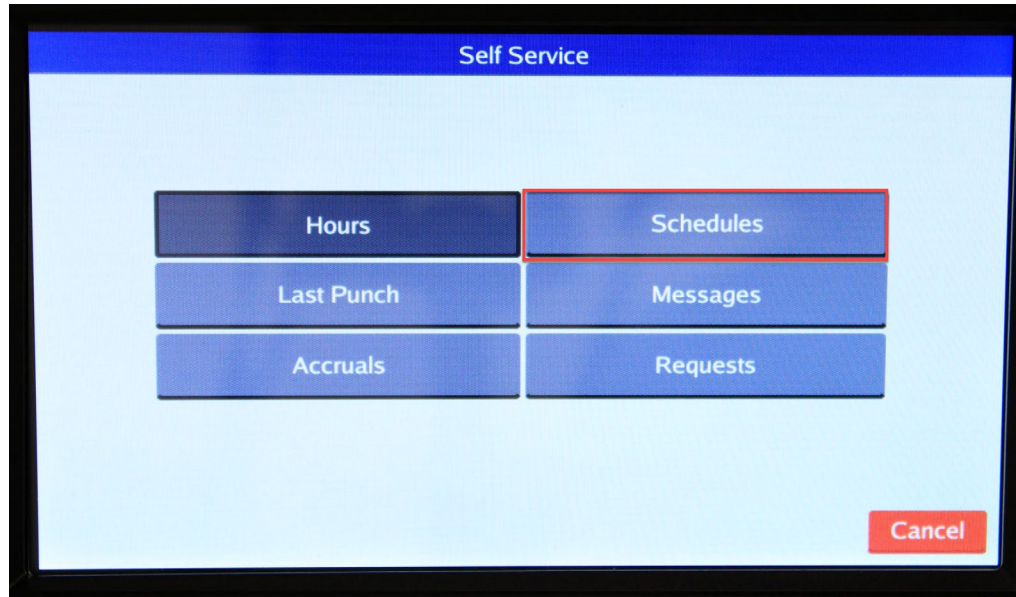
1. Open TCP WebClock using the “Time-Employee” icon located on the UTA Apps page.
2. Select View > Schedules.
3. Use the Prev < and Next > buttons to navigate to the period or click on the calendar to select desired date.



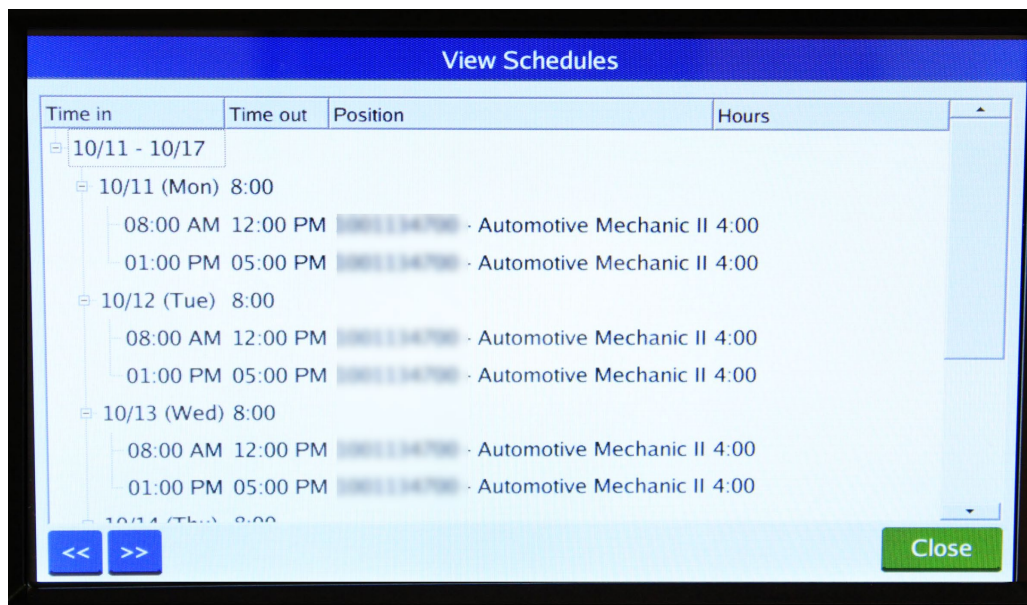
The screenshot displays the TCP WebClock interface. At the top right, the user is identified as Sam Maverick, who is clocked out, with a log-off link and the date/time 6/11/2021 03:18:17 PM. The navigation bar includes a home icon, a 'VIEW' tab (highlighted with a red box), and a 'REQUESTS' tab. Below this, a sub-menu contains 'Hours', 'Schedules' (highlighted with a red box), 'Last Punch', 'Accruals', 'Messages', and 'FMLA Case'. The main section is titled 'VIEW SCHEDULES' and includes a 'Navigate Period' section with 'Prev' and 'Next' buttons and a date selector set to 6/7/2021. A 'Display weekends' checkbox is located on the right. The schedule grid shows columns for 06/07 (Mon) through 06/11 (Fri). Each column contains two time slots: 08:00 AM - 12:00 PM and 01:00 PM - 05:00 PM. Each slot includes a 'Select Schedule' checkbox, the time range, and details for 'Default Position' and 'Unspecified Cost Co...' (ARLINGTON) with a '60u' unit indicator.

### Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select Self Service and choose "Schedules".



4. Your current schedule will populate. Expand each segment by selecting "+" next to each week and day.



### MobileClock

1. Select Schedules.
2. Each scheduled shift appears on separate lines. Use the Prev < and Next > buttons to browse from week to week.

