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.
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.