Find Position Number TCP Job Aid

The purpose of this job aid is to explain how to find your Position Numbers in UTShare. The Position Numbers are needed when an employee has more than one position that requires using TCP to clock in and out.

Finding Position Number

To find your position number first sign in to UTShare. If you have both staff and student accounts, you will need to use a different browser or a private/incognito window to access UTShare with your staff credentials. This is due to the browser being unable to use more than one Microsoft account per browser session.

1. Once signed in to UTShare click on the Time and Attendance tile.

2. All users will see a pop-up message about Timesheets. This is not pertinent to UTA and can be ignored. Click “OK.”

Timesheets not enabled for you. Please proceed to another Time & Attendance option (32003,23)
3. From the left menu select “Absence Balance Details”
4. Depending on your employment record you may be given the option to pick an Employee Record Number. Select any record to move to the next step, you may need to return to this page if you select a terminated, or inactive, appointment.

5. Click on the “Personal Workforce Summary Tab” then click on the “Show all Columns” icon to expand the table.

6. You will now see a column titled “Position Number”. Make note of your position numbers and job titles to assist you in clocking in and out when using TCP.