

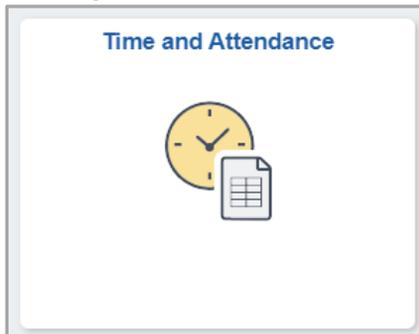
## **Find Position Number TCP Job Aid**

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.

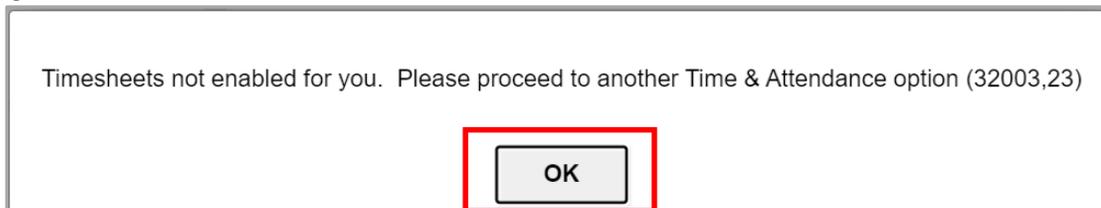
### Finding Position Number

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.

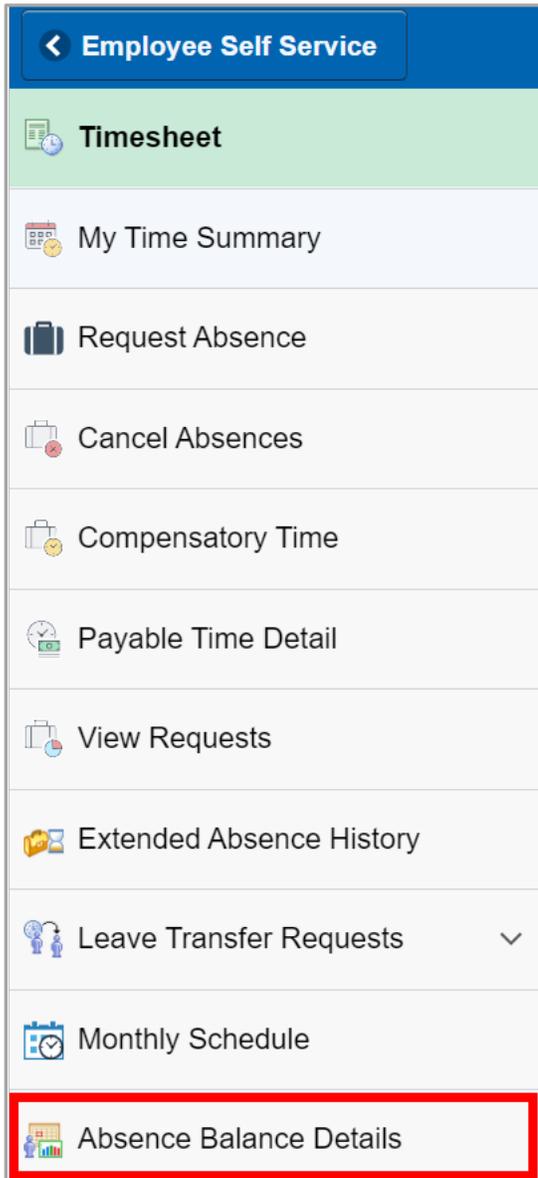
1. Once signed in to UTShare click on the Time and Attendance tile.



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

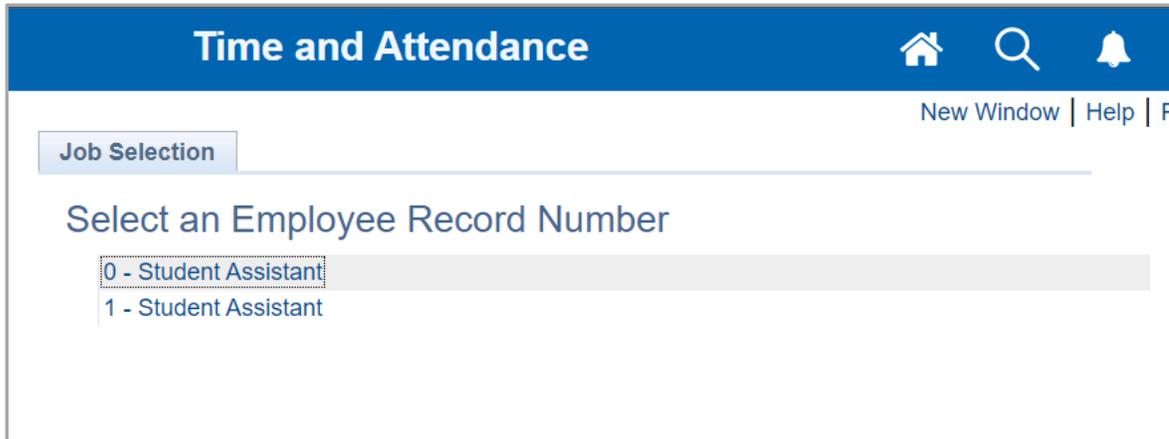


3. From the left menu select “Absence Balance Details”



## Find Position Number TCP Job Aid

- 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.



**Time and Attendance** Home Search Notifications

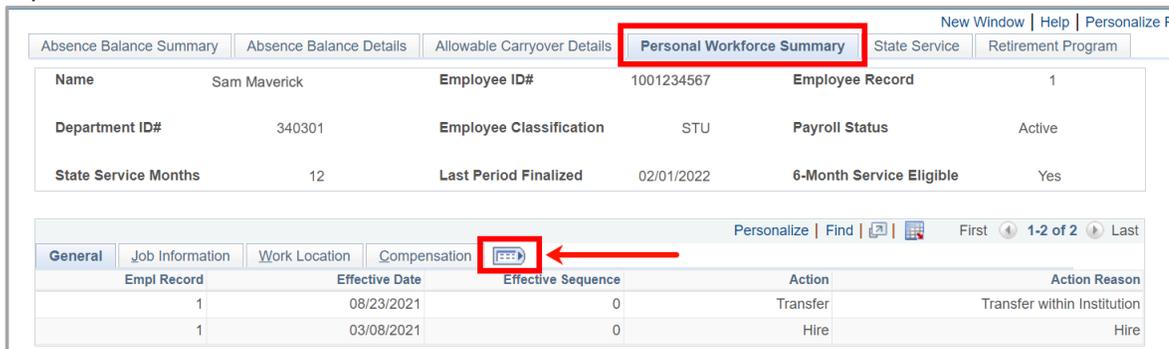
New Window | Help | P

**Job Selection**

Select an Employee Record Number

- 0 - Student Assistant
- 1 - Student Assistant

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



New Window | Help | Personalize P

Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		Personal Workforce Summary		State Service		Retirement Program	
Name	Sam Maverick	Employee ID#	1001234567	Employee Record	1	Department ID#	340301	Employee Classification	STU	Payroll Status	Active
State Service Months	12	Last Period Finalized	02/01/2022	6-Month Service Eligible	Yes						

Personalize | Find | First 1-2 of 2 Last

General		Job Information		Work Location		Compensation		[Show all Columns]		Action		Action Reason	
Empl Record	Effective Date	Effective Sequence											
1	08/23/2021	0								Transfer			Transfer within Institution
1	03/08/2021	0								Hire			Hire

- 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.



Absence Balance Summary		Absence Balance Details		Allowable Carryover Details		Personal Workforce Summary		State Service		Retirement Program	
Name	Olaoluwa Ayanwale	Employee ID#	1001663317	Employee Record	1	Department ID#	340301	Employee Classification	STU	Payroll Status	Active
State Service Months	12	Last Period Finalized	02/01/2022	6-Month Service Eligible	Yes						

Empl Record	Effective Date	Effective Sequence	Action	Action Reason	Job Code	Employee Type	Empl Status	Full/Part Time	Regular/Temporary	Standard Hours	Position Number	Job Title
1	08/23/2021	0	Transfer	Transfer within Institution	10076	Hourly	Active	Part-Time	Temporary	19.00	10106154	Student Assistant
1	03/08/2021	0	Hire	Hire	10076	Hourly	Active	Part-Time	Temporary	19.00	10100562	Student Assistant