View Accruals

View Messages
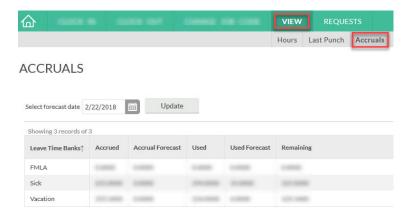
TimeClock Plus

View Features

After logging into TCP Webclock, you have a couple options under the "View" tab:

<u>View Accruals:</u>

The "Accrued" column contains the hours you have in your bank from Colleague updated once a month. The "Used" column contains hours that were requested, approved and the weeks have been closed in TCP. The "Used Forecast" column contains hours requested, approved, and in the future. (To view those hours change the select forecast date to beyond when the time is requested and hit update.) The "Remaining" column contains "Accrued" minus "Used", minus "Used Forecast".

<u>View Messages:</u>

View unread messages sent from your supervisor. Select the "Read" box to remove from area.