

[View Accruals](#)

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# TimeClock Plus

## View Features

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

### View Accruals:

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”.

Leave Time Banks↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
FMLA					
Sick					
Vacation					

### View Messages:

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

## VIEW MESSAGES

Showing 9 records of 9

View	Read	Date Read	Date Sent	Message	Sent By
	<input type="checkbox"/>	Not Read	09/27/2016	Your time-off request on 09/27/2016 from 08:00 AM t...	CHERITEST
	<input type="checkbox"/>	Not Read	10/04/2016	Your time-off request on 10/04/2016 from 11:30 AM t...	CHERITEST