

[View Hours](#)

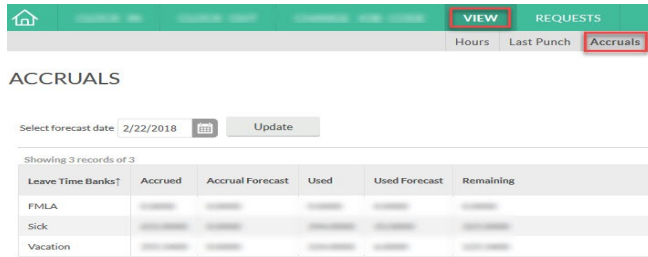
[View Accruals](#)

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TimeClock Plus

View Features

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



Hours:

View your hours entered. You also can choose the “Download” button, and save an electronic copy of your hours worked.

VIEW HOURS

Navigate period

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10/02 - 10/08

Download

			Break Length	Time In	Time Out
			60u	10/3/2016 08:00 AM	10/3/2016 05:00 P

Accruals:

View your leave banks. 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 what you have “Accrued” minus “Used”, minus “Used Forecast”.

VIEW ACCRUALS

Select forecast date 10/7/2016 Update

Showing 3 records of 3



Leave Time Banks↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
FMLA	0.0000	0.0000	0.0000	0.0000	0.0000
Sick	120.0000	0.0000	0.0000	0.0000	120.0000
Vacation	80.0000	0.0000	0.0000	0.0000	80.0000

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