Employee FAQ’S

Q. How do I request leave?

A. Log into the TCP dash board on the internet:
   1. Click on requests
   2. Click the add button and select the date(s) you are requesting off
   3. Enter the start time and enter the number of hours you are requesting
   4. Enter the leave code and click save

   NOTE: If you are requesting multiple days, change the Days from 1 to the number of days requested.

Q. How do I delete approved leave that I did not end up taking?

   1. A. Approved leave must be deleted by your Editor. Complete a time edit form and submit it to your Time Clock Editor.

Q. How do I add my Shift Differential to the time clock?

A. Shift Differential must be added by your Editor.

Q. When will I be able to clock in?

A. Employee should be able to clock in within 24 hours of their ePAR being completed by Payroll.

Q. What happens if I have a missed punch and hit the cancel button instead of editing my missed punch?

A. If you cancel and do not correct the missed punch, the hours for that segment will be zeroed out and you will need to submit a time edit form to your Editor.

Q. How will I know if I’ve entered my time correctly?

A. You can view your time record the time clock terminal or from the web application on any district-network computer. Employees should review their time often and should approve their hours at the end of each week.