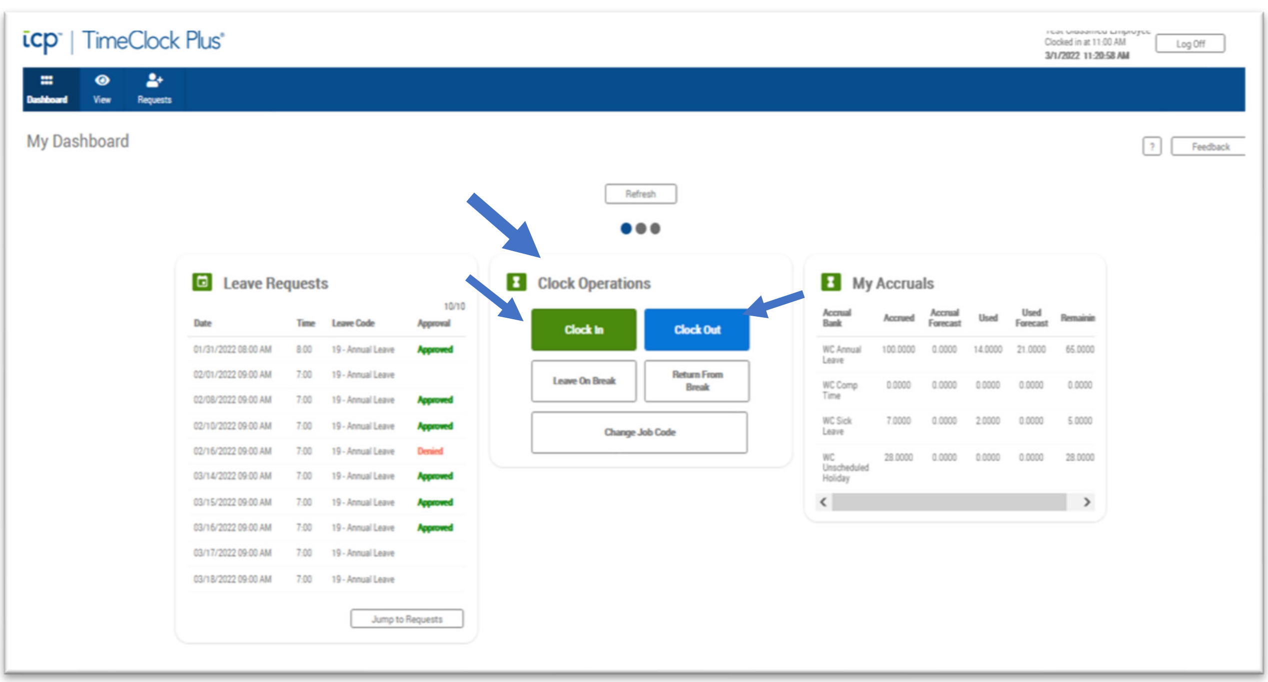
TCP Employee Portal
Instructions for Classified Staff

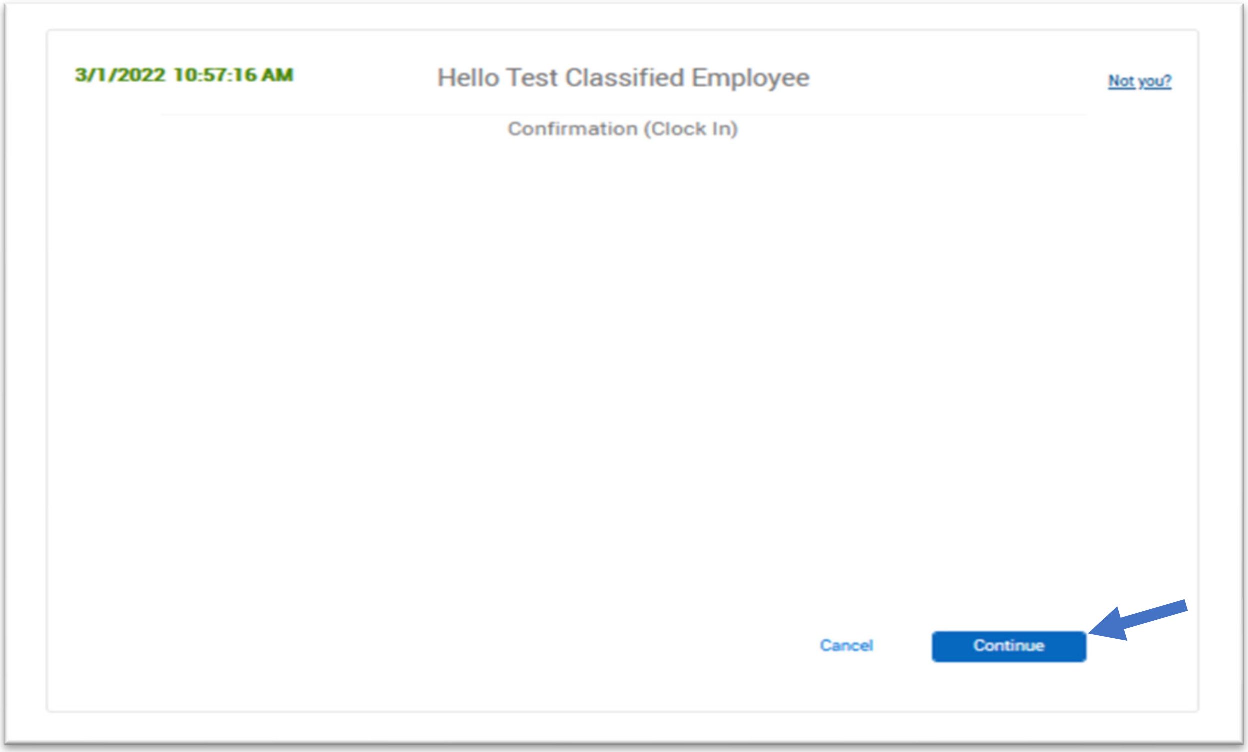
This training manual will show classified employees how to access the new TCP Timekeeping System to log in when working remotely to record their time, to review up to date leave balances, and to submit leave requests.

Logging into the TCP Employee Portal when Working Remotely
(when working on campus, you will swipe in/out on the timeclock).

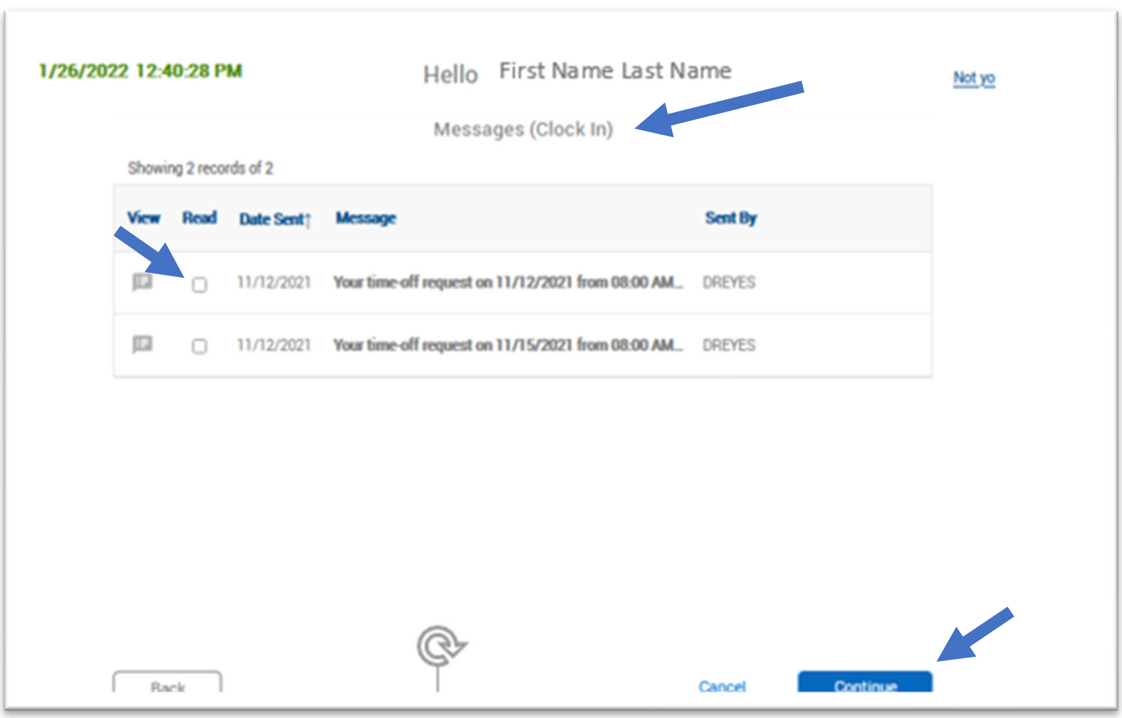
1. Navigate to the Hostos Single Sign On located on the Hostos website https://www.hostos.cuny.edu/sso and click on "Employee Portal"

2. Under the Clock Operations, Click on **"Clock In"** at the start of your shift and then click **"Continue."** At the end of your shift, click on **"Clock Out"** and then click **"Continue."**

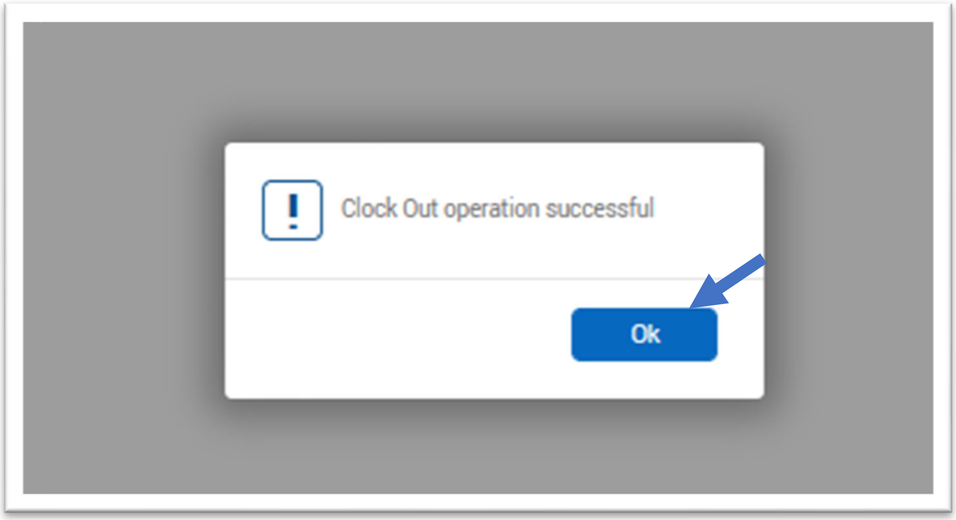




2.1. If you submitted a leave request, the status of the leave request will appear on the messages screen while clocking in or out. If you would like to clear these leave request messages so they don't appear every time you clock in/out (optional), you can click **"read"** and then click **"continue."**



2.2. The **“Clock in/out operation successful”** box will appear informing you that you have successfully clocked in or out. Click **“ok”,** and it will automatically take you to the TCP Timeclock page.



How to Review Balances and Request Time Off

Navigate to the Hostos Single Sign On located on the Hostos website https://www.hostos.cuny.edu/sso and click on "Employee Portal"

Navigating My Dashboard

After you have logged into **TCP**, the dashboard will pop up. You will see in the top right corner your name, the date and time, and the button to **Log Off.**

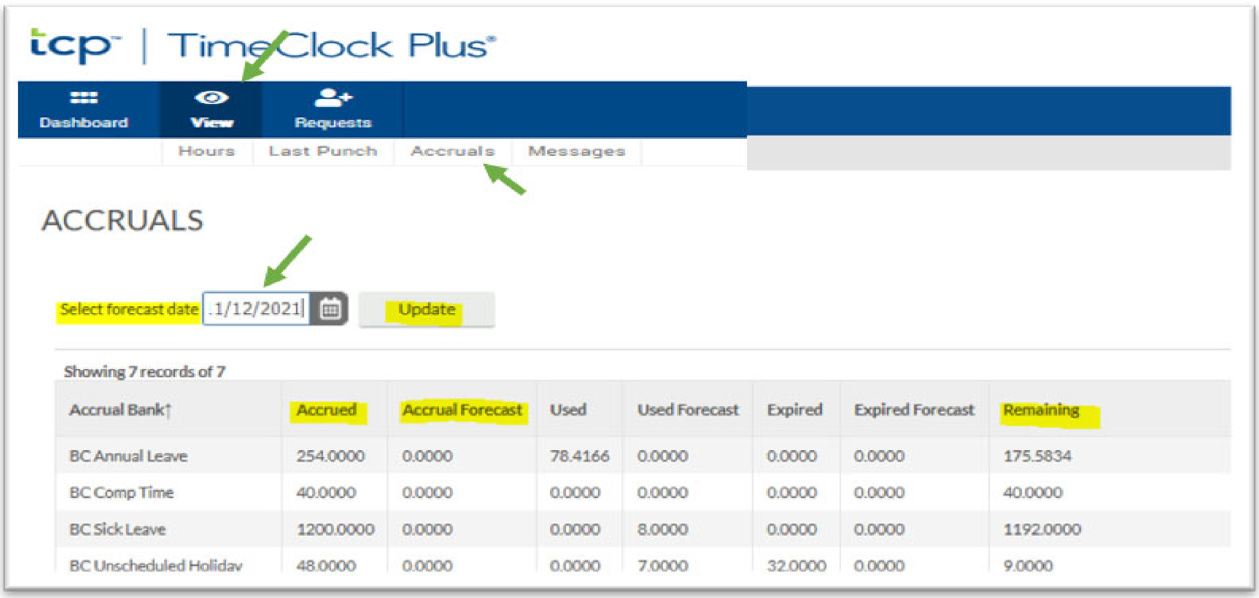
View Accruals

The **"View Accruals"** feature allows you to check your current accruals/balances and forecast future balances as well in all of your leave banks including annual leave, sick leave, unscheduled holidays, etc. This will assist when you are planning and want to request a certain amount of time off for vacation or for sick leave (medical appointments).

Please note all balances are in hours. Therefore, when determining how many days you have in your leave banks, you must divide the total number of hours by your regular work day hours. For example, White Collar and PSC employees work a 35-hour week or a 7-hour day so they would divide the total number of hours in their leave bank by 7. For Blue Collar workers who work a 40-hour week which is an 8-hour day, total hours in the leave bank would be divided by 8 to determine how many days are available in their bank.

Navigating the "View Accruals" Feature

1. Access View Accruals by logging into TCP and clicking on **"View"** and then **"Accruals"** on the dashboard.
2. By default, today's date will appear with the accrual's balances. To view your balances for a future date, select the date on the calendar next to **"select forecast date"** and click on **"update."** The **"accrued"** will show how much has accrued as of today's date; the **"accrual forecast"** will indicate how many additional hours will accrue as of the forecast date and **"remaining"** will indicate the total number of balances you will have as of the forecast date.



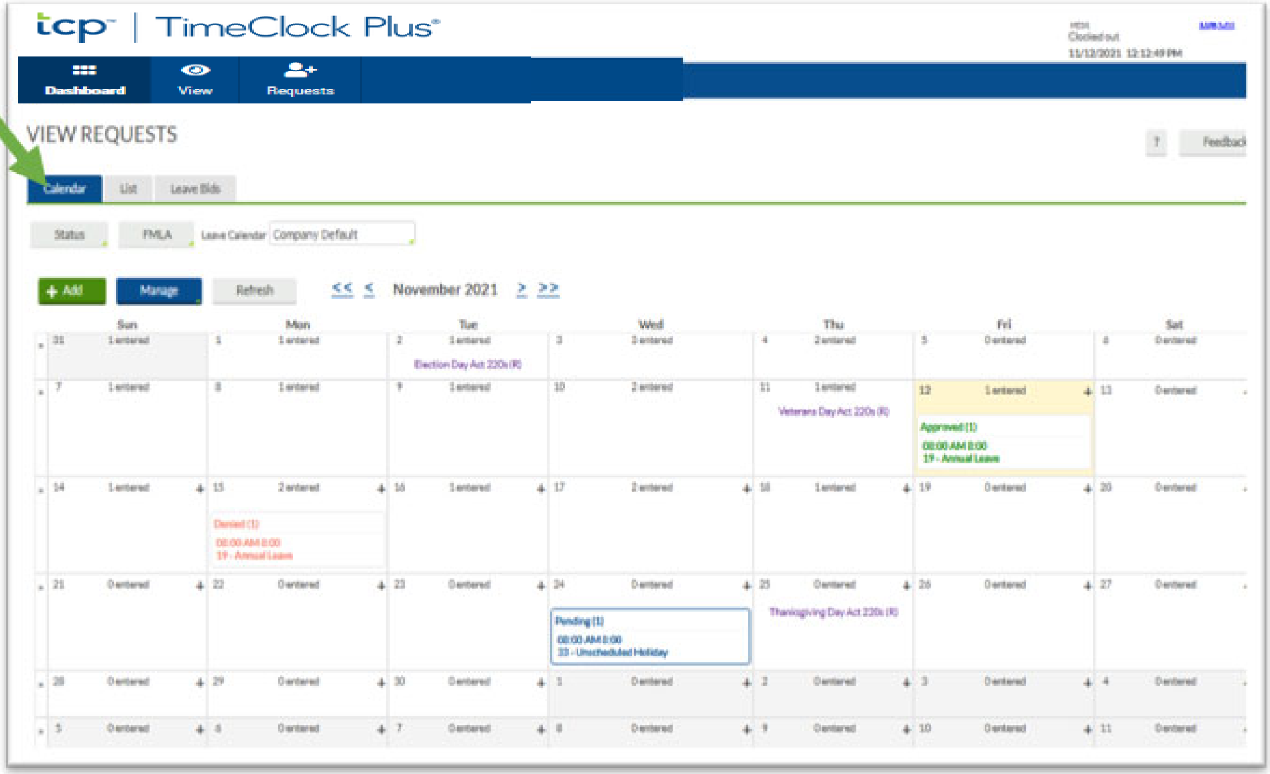
How to Request Time Off and View Status of Requests in the "View Requests" Feature

The **"View Requests"** feature allows employees to **enter leave (time off) requests.** Time off requests are used when employees want to request a certain amount of time off using annual leave or unscheduled holidays for vacation (or personal days) or sick leave for medical appointments. The same feature of **"View Requests"** can also be used to **view the status of your request** to see whether it has been approved, denied, or is still pending. In addition, employees can use this feature to **see a list of all their leave requests**.

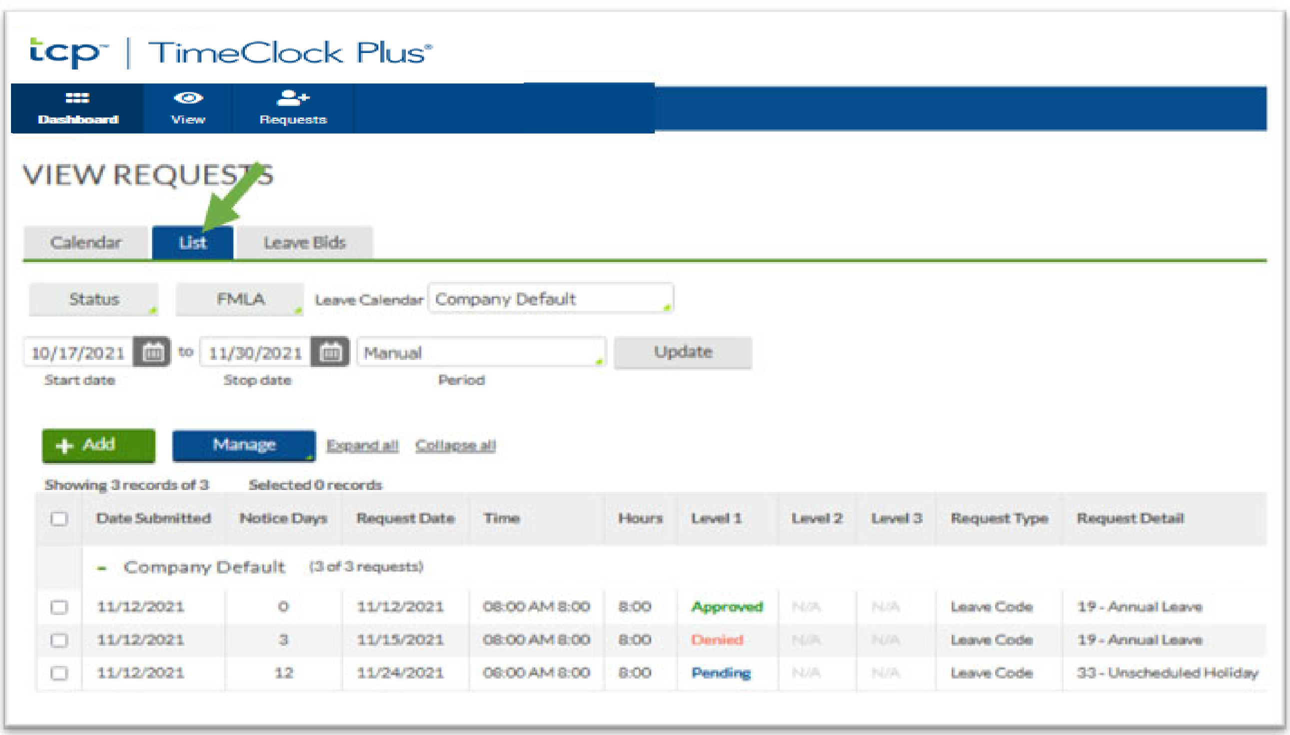
Navigating the **"View Requests"** Feature:

1. Access **"View Requests"** by logging into TCP and clicking on **"Requests"** on the dashboard.
2. By default, requests will be visible in a **"Calendar view"**—which is in a monthly calendar format. You can **view the status of a request** that you submitted (approved, denied or pending) by looking at the specific day on the calendar that you requested time off for.
3. If you would like to **see a list of all of your leave requests**, you may select **"List tab."**

Calendar View:



List View:



<u>Submitting a Leave Request for Time Off</u>

To submit a leave request for time off:

1. Once you have navigated to the **"View Requests"** feature **by logging into TCP** and clicking on **"Requests"** on the dashboard, you will be in a **monthly calendar view**.
2. Move your cursor to the day on the calendar that you want off and then **click the plus sign in the top right corner**. After doing this, the **"Add Employee Request"** box will open.
3. In **"Date Requested"** enter the **start date** of the leave request.
4. Select the **start time**. For example, if you wanted to create a leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM. Under "Hours", you will enter the number of hours for that one day such as 7:00 hours for 35 hour/week employees - White Collar and PSC-- or as 8:00 hours for 40 hour/week employees - Blue Collar. **This number does not change even if your request is for more than one day.**
5. Select the number of leave days requested. For example, if you are requesting Monday 8/23/21-Wednesday 8/25/21, then you would select 3 days.

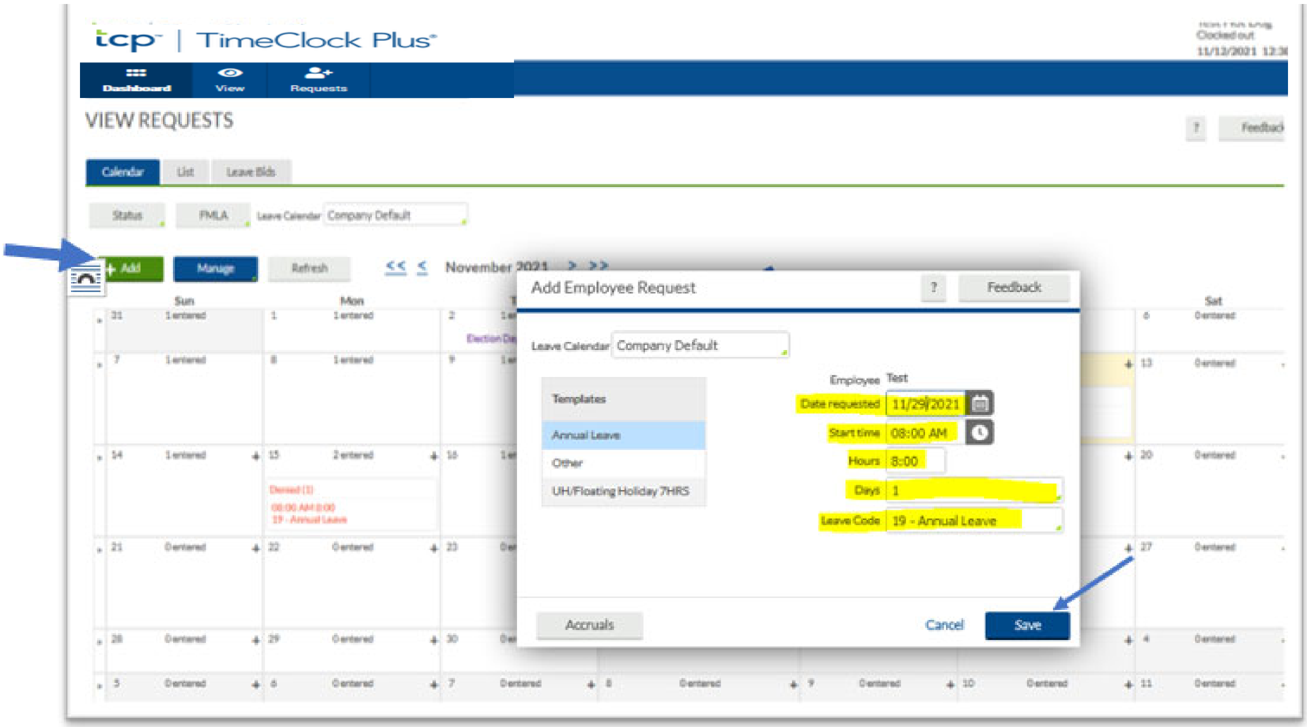
   IMPORTANT- If your leave request spans over regular days off (Sat and Sun for most employees), **<u>you must submit multiple requests</u>**. Please see examples below:

   <u>Scenario 1</u>: You work Monday through Friday, Saturdays and Sundays off. You are requesting leave from Wednesday, August 25, 2021 through Wednesday, September 1, 2021. In this scenario, **<u>you must enter two separate requests</u>**. The <u>first request</u> starting Wednesday 8/25/21 covering through Friday 8/27/21 (3 days) and a <u>second request</u> starting Monday 8/30/21 covering through Wednesday 9/1/21 (3 days).

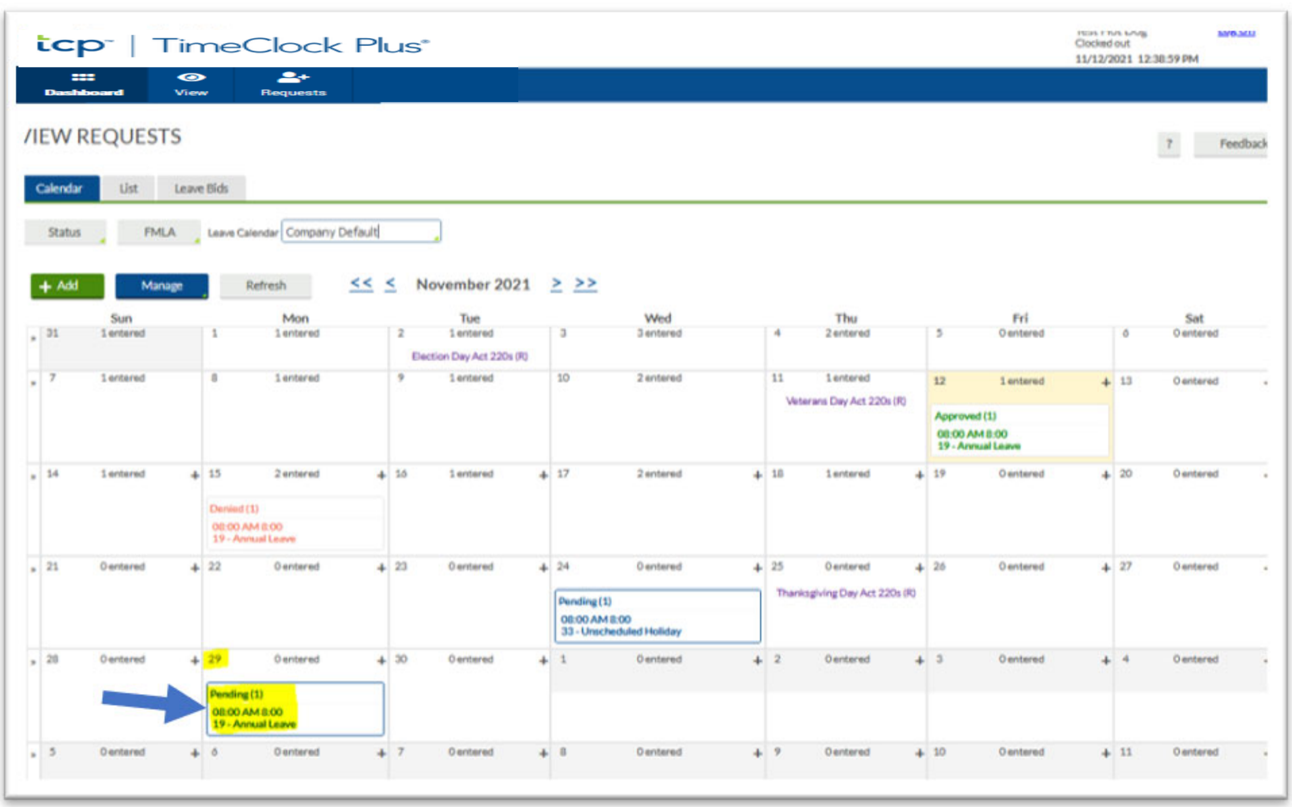
   <u>Scenario 2</u>: You are an employee with regular days off on Mondays and Tuesdays. You are requesting leave from Sunday, August 29, 2021 through Wednesday, September 8, 2021. In this example, **<u>you must submit 3 separate requests</u>**. The <u>first request</u> to cover Sunday 8/29/21 (1 day), the <u>second request</u> starting Wednesday 9/1/21 and covering through Sunday 9/5/21 (5 days), and the <u>third request</u> for Wednesday 9/8/21 (1 day).

   NOTE – You must follow these instructions or the wrong days will be charged as leave and your timesheet will not be accurate.

6. **Select the Leave Code** to be used for this time off request (**annual leave or unscheduled** holiday for vacation (or personal time) and **"other"** which then gives you the option to select "sick" for medical appointments).
7. Click **"Save."**
8. If you forgot to check your accruals and don't have sufficient balances you will receive an error message.



Once your request is saved, it will appear as pending and is ready for your manager to approve the request.



And there you have it! —It is as simple as that. Viewing your current leave balances and submitting leave requests could not be easier!!