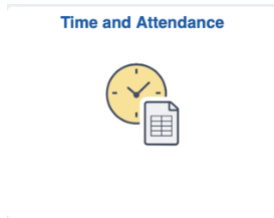


As we prepare for the launch of UTA's new timekeeping system, TCP, on April 1, we are asking all employees to begin reviewing their time balances in UTShare.

To check your balances, login to UTShare and click on the "Time and Attendance" tile, then select "Absence Balance Details" on the left.



Carefully review your accrued vacation, sick, compensatory and overtime balances. If you are unsure how to do this, please review the [time and attendance job aid](#).

If you find discrepancies in your balances, contact your timekeeper to correct the issues prior to April 1.

Training

Training for TCP will be available to all employees beginning March 1. Details about training will be released in the coming days. For additional information and updates about TCP, visit the [project site](#).