

# Timekeeping Guidance Following Winter Weather Event

## Entering Weather Closure Time in TCP (Employees)

1. In the “Requests” menu in TCP, select “Add.”
2. Select “58-Emergency Leaves” as the request template.
3. In the “Leave Code” drop-down menu, salaried employees should select “Closure/Emerg Weather – Salary”; hourly employees should select “Closure/Emerg Weather – Hourly.”
4. Enter the appropriate number of hours and click “Save.” Please ensure the request is for hours not worked. For example, if you work 8 a.m.-12 p.m. and have lunch 12-1 p.m., enter your request for 1-5 p.m. to avoid conflicting time segments.

The screenshot displays the TCP system interface for entering a request. On the left, a sidebar lists request templates: 45-OPE - A&P, 58-Emergency Leaves - Salary (highlighted with a red box), 60-Other, and 65-Jury Duty. The main form contains the following fields:

- Employee: [Dropdown menu]
- Date requested: [Date picker]
- Start time: 08:00 AM [Time picker]
- Hours: 8:00 [Text input]
- Days: 1 [Dropdown menu]
- Leave Group: << NONE >> [Dropdown menu]
- Description: << NONE >> [Dropdown menu]

The dropdown menu for Leave Group is open, showing the following options:

- << NONE >>
- Closure/Agency Holiday-Salary
- Closure/Emerg Weather-Salary (highlighted with a red box)
- Closure/Facility Emerg-Salary
- Emergency/OTHER-Salary

At the bottom of the form, there are three buttons: Accruals, Cancel, and Save.