

Dispatch Comp Time

10/2025

Platform: TCP

This process speaks to how a TCP Manager can add comp time to eligible Dispatch employees based on Manager On Call Shifts.

1. Go to individual or group hours
2. Click add
3. Set the time in and out for 1 hour. If applying to multiple days in a row, you can change the number of days.
4. Job code 3001

Add

?

Feedback

☐ Employee is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Segment Length: 1.00

Time in

10/27/2025

05:00 PM

Time out

10/27/2025

06:00 PM

Break type<< NONE >>

Job Code3001 - DISPATCH ON CA

Cost Code**DEFAULT**

Select

Labor Codes0

Manage

Rate0.0000

Note

Days1

Custom

Extra

Cancel

Save

5. Click save

6. If you then click accruals, you will see the time added as comp time.

Hours

Schedules

Accruals

Rebecca Ocasio

ID 108724

Select forecast date

10/27/2025

Update

Showing 7 records of 7

Ledger	Accrual Bank 1F	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
<div><div></div></div> Attendance Incentive		0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
<div><div></div></div> Cancer Screening		0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
<div><div></div></div> Comp Time		0.00 Hours	1.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	1.00 Hours