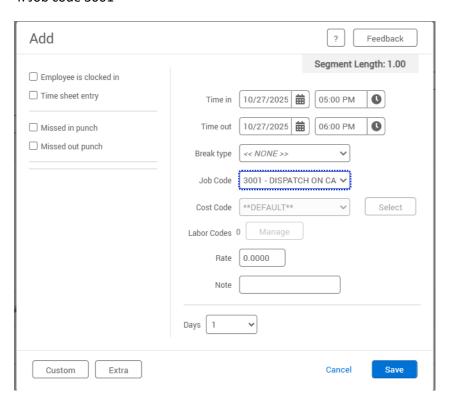**Dispatch Comp Time** 10/2025

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

5. Click save

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