

**FOR MANAGERS:**

**Paid early release eligibility**

The early release opportunity is applicable to vacation-eligible employees who will be able to use up to the approved number of Agency Holiday pay. This will be up to 4 hours for half day closures and 8 for full day closures. Agency Holiday pay does not apply to student employees or any employee working less than 20 hours per week. Faculty do not need to adjust their timesheets in TCP.

If you have questions about early release plans or eligibility, please contact [askhr@uta.edu](mailto:askhr@uta.edu).

**Entering Agency Holiday time in TCP**

If you have already approved employee leave for the date of the closure, you will need to cancel the request and have the employee submit new leave requests following the instructions for employees (link to employee guidance).

1. In Time-Manager, Click on Tools, then Requests. The Request Manager page will populate.
2. Click on the request to be canceled, click the Manage button, then select Cancel. Alternately, right-click on the request and select Cancel in the menu.

The screenshot shows the TCP TimeClock Plus interface. At the top, it displays 'Company: University Of Texas Arlington' and 'Week: 1/2/2023'. The main area is a calendar for May 2023. A request for 'Vacation - Classified E' on Tuesday, May 2nd, is highlighted with a red circle '1'. A context menu is open over this request, with the 'Cancel' option highlighted with a red circle '3'. The 'Tools' menu on the left sidebar is highlighted with a red box, and the 'Requests' sub-menu is expanded with a red box around it.

If you have any questions about entering this time in TCP, please contact Knowledge Services at [knowledgeservices@uta.edu](mailto:knowledgeservices@uta.edu).