

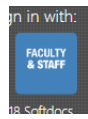


TECHNICAL COLLEGE OF THE LOWCOUNTRY

Completing HR Forms in eRetrieve

TCL is providing automated Human Resources forms in eRetrieve. All TCL employees have access forms in eRetrieve, to complete and submit electronically. After an employee submits a completed form, the form will be sent electronically to the HR department and will remain in a confidential, secured folder.

Login into eRetrieve <https://tclcentral.etrrieve.cloud/#>



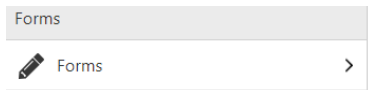
Click on “Faculty & Staff” Logon using your TCL username and password credentials. (If you are already logged into your computer, eRetrieve may automatically log you into the system.)



Click on the squares icon



Click on “Central”



Click on “Forms”

Select the necessary Form or Search form.

Fill out the automated form and click “submit” when complete. If necessary, you may attach documents.

***Please note, eRetrieve can also be used from your cell phone.**

The screenshot displays the 'Accommodations Request' form in the eRetrieve system. The form is titled 'Accommodations Request' and is part of the 'HUMAN RESOURCES' section. It includes the following fields and values:

Field	Value
First Name	Susanne
Last Name	Douglas
Department	HR
Supervisor	Sharon O'Neal
Job Title	HR Guru
Employee Position Number	123456
Phone Number	8435258364
Email Address	sdouglas@tcl.edu

Below the form, there is a text box for 'Type in Accommodations to be reviewed.' and a note: 'If further accommodation is needed at the end of the duration of approval, a new request must be submitted.'

The 'Submit' button is circled in red, indicating the next step in the process.

The follow HR forms are available:

Employee Forms

TCL Temp Employment acknowledge Form

TCL Temp Adjunct Overload/Dual Form

TCL Position Request

TCL Tem New hire recommendation memo

New Hire Forms

TCL Application

TCL Authorization for Background Check

TCL Data Employee Sheet

TCL Faculty Credential Sheet

TCL SACS Requirement

TCL At Will Acknowledgement

TCL ACA for New Hire

TCL Acceptable Network Use Agreement

TCL Secondary Employment Agreement

TCL Direct Deposit

TCL Position Description

TCL Position Description Affidavit

FFRCA FORMS

TCL EPSL

TCL EFMLA

TCL Accommodations

Miscellaneous Forms

TCL Volunteer Form