



Employee Guide

Last Updated: 6/1/2022



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WebClock

<https://217387.tcplusondemand.com/app/manager/#/ManagerLogOn/217387>

12/15/2021
03:10:44 PM

Select Company

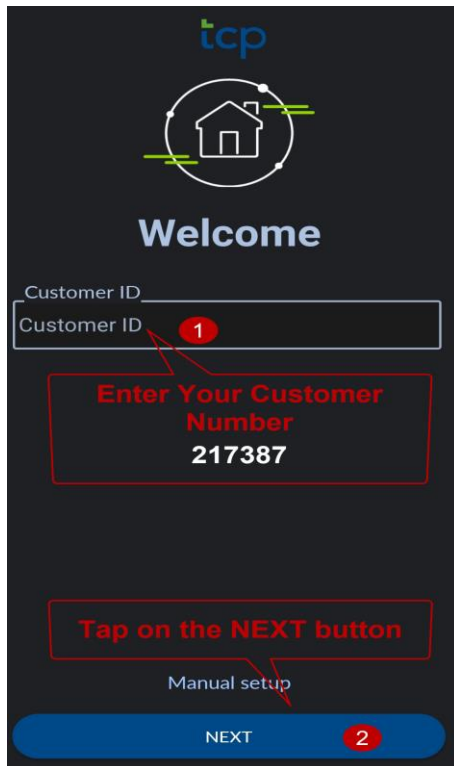
ID Number

See Page 4 **Clock In** **Clock Out** **See Page 10**

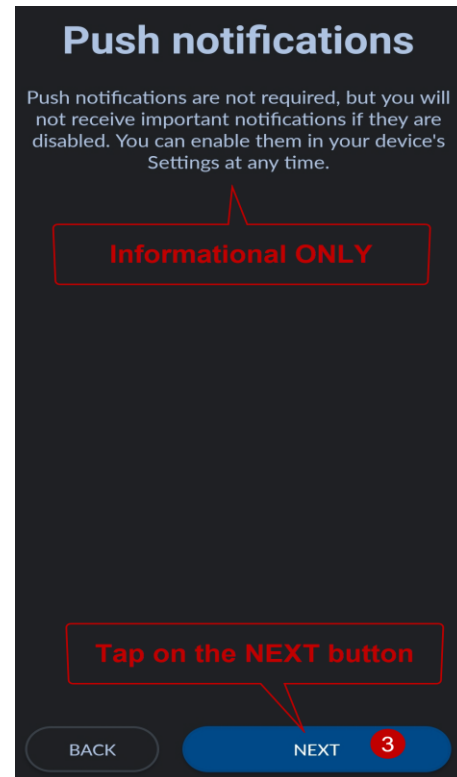
See Page 18 **See Page 15**

TCP MobileClock Configuration

Go to the Apple or Google Play Store. Search for **TCP MobileClock** and download the app and follow the steps shown below.



The Welcome screen features the TCP logo at the top, a house icon, and the word "Welcome". Below is a "Customer ID" input field with a red circle "1" next to it. A red callout box says "Enter Your Customer Number 217387". At the bottom is a blue "NEXT" button with a red circle "2".



The Push notifications screen has a title "Push notifications" and a paragraph explaining that notifications are not required but important if disabled. A red callout box says "Informational ONLY". At the bottom are "BACK" and "NEXT" buttons, with the "NEXT" button having a red circle "3".



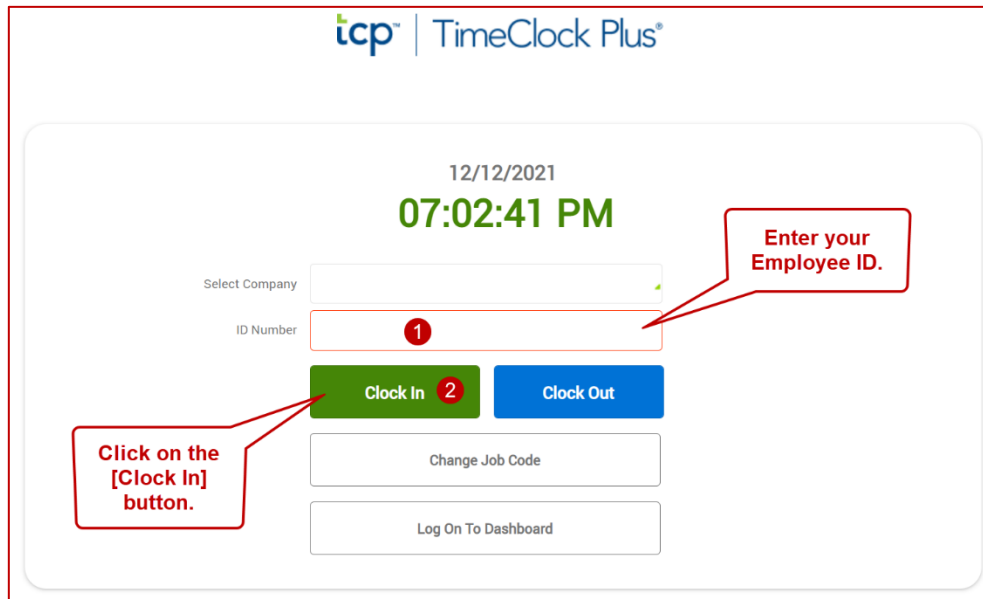
The Log On screen features a person icon and the text "Log On". Below is an "ID Number" input field with "9991" entered and a red circle "4" next to it. A red callout box says "Enter YOUR Employee ID Number". At the bottom are "BACK" and "NEXT" buttons, with the "NEXT" button having a red circle "5".



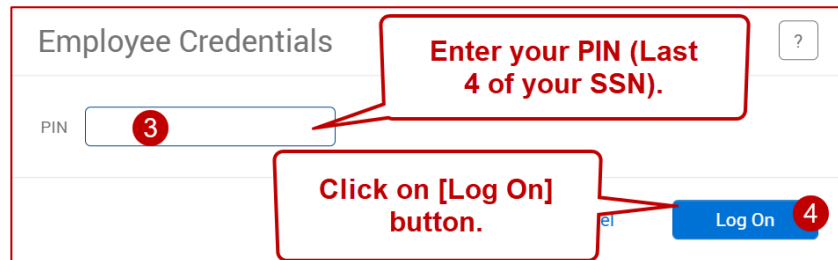
The Log On screen features a person icon and the text "Log On". Below is a "PIN" input field with "...." entered and a red circle "6" next to it. A red callout box says "Enter YOUR PIN Number (last 4 of SSN)". At the bottom are "BACK" and "NEXT" buttons, with the "NEXT" button having a red circle "7".

NOTE: Mobile App may look different based on device type and setting, like dark mode.

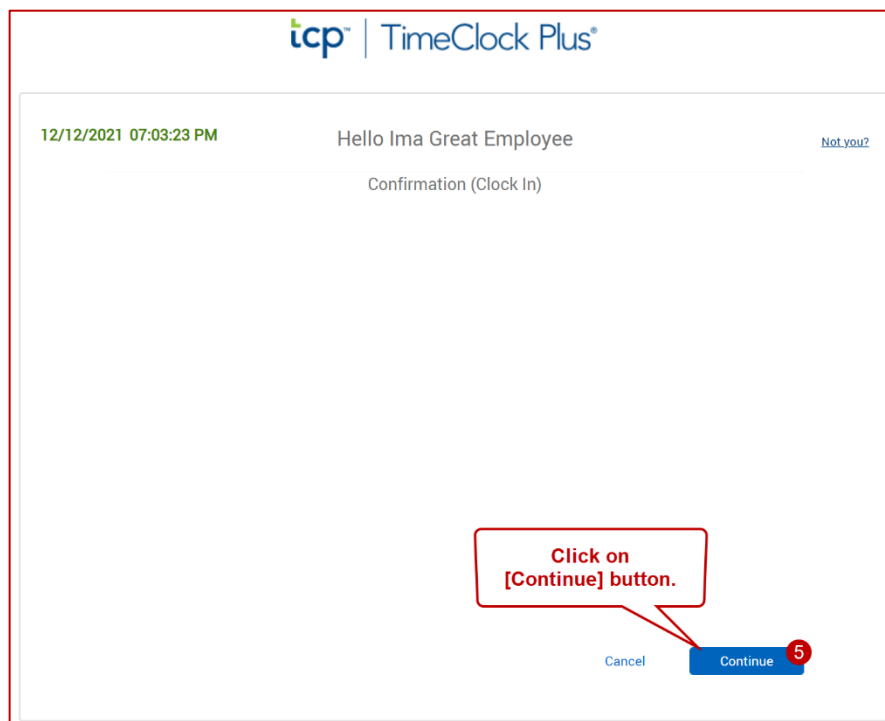
Clock In




The screenshot shows the TimeClock Plus login interface. At the top, the date is 12/12/2021 and the time is 07:02:41 PM. Below the time, there are two input fields: 'Select Company' and 'ID Number'. The 'ID Number' field is highlighted with a red circle and a callout box that says 'Enter your Employee ID.' Below these fields are two buttons: 'Clock In' (green) and 'Clock Out' (blue). The 'Clock In' button is highlighted with a red circle and a callout box that says 'Click on the [Clock In] button.' Below the buttons are two more buttons: 'Change Job Code' and 'Log On To Dashboard'.



The screenshot shows the 'Employee Credentials' screen. It has a title bar with a question mark icon. Below the title bar is a 'PIN' input field, which is highlighted with a red circle and a callout box that says 'Enter your PIN (Last 4 of your SSN).' Below the PIN field is a 'Log On' button, which is highlighted with a red circle and a callout box that says 'Click on [Log On] button.'



The screenshot shows the TimeClock Plus confirmation screen. At the top, the date and time are 12/12/2021 07:03:23 PM. Below this, it says 'Hello Ima Great Employee' and 'Confirmation (Clock In)'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red circle and a callout box that says 'Click on [Continue] button.'



12/12/2021 07:09:40 PM
Hello Ima Great Employee
[Not you?](#)

Select Job Code (Clock In)

Showing 2 records of 2

Select	ID↑	Description	Group
<input checked="" type="radio"/>	613156	MADISON-TEACHER	
<input type="radio"/>	6002156	CLARKE-TEACHER	

Cancel
Continue

Select the Job Code you want to Clock In to.

Click the [Continue] button.

****You may not be prompted to select a Job Code if you only have one assigned Job Code in TCP****

!

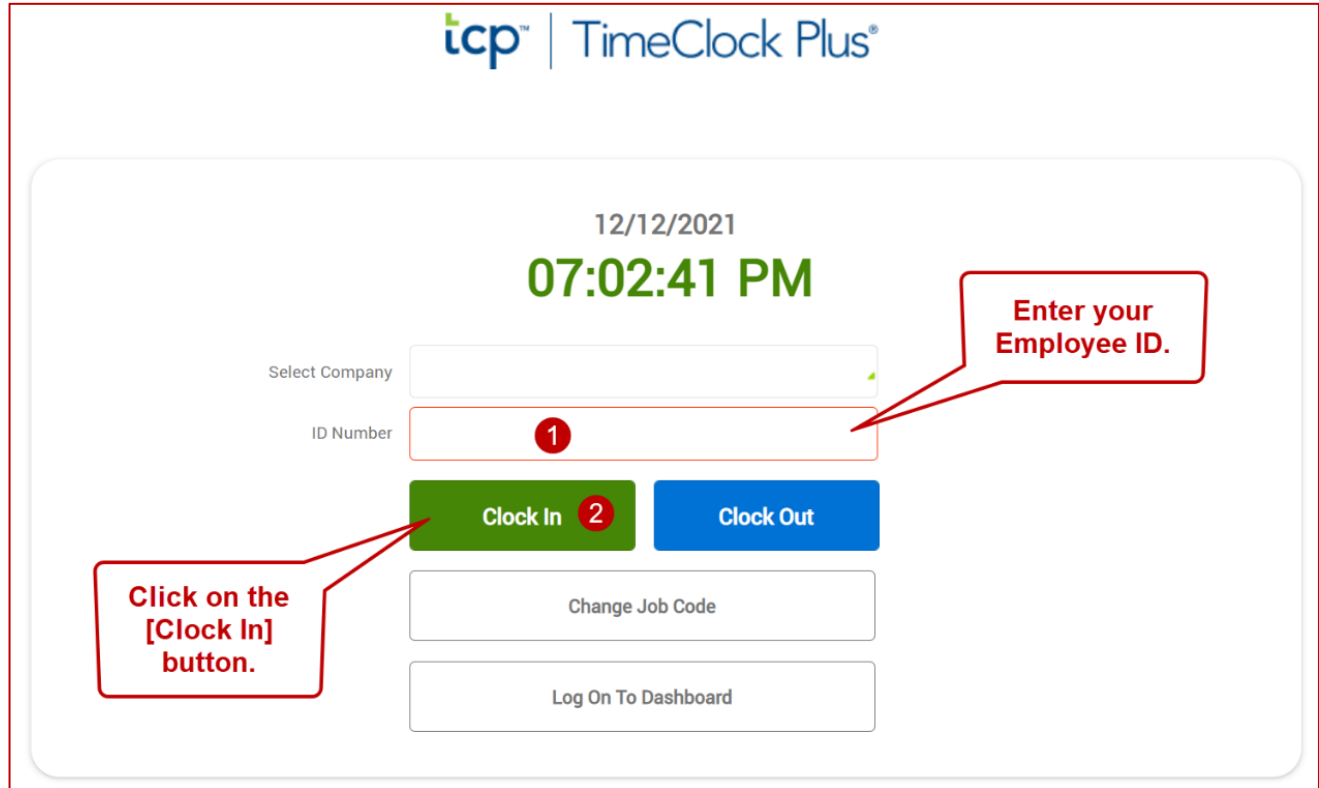
Clock In operation successful

Ok

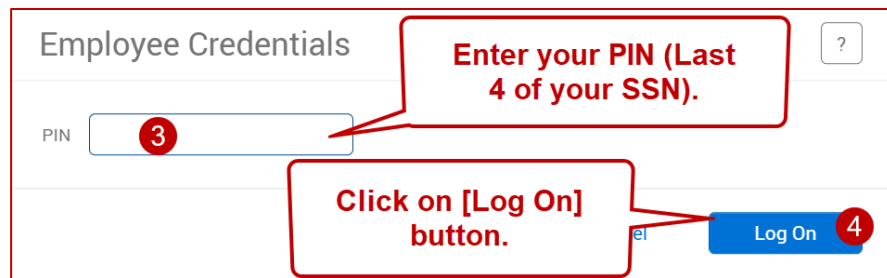
Click the [OK] button.

With a Missed Clock Out Punch


If you attempt to clock in and you missed your last **Clock Out Punch**, the clock will guide you through recording the date and time when you *should* have clocked out. It will also require entering a note regarding the reason for the **Missed Punch**.



The screenshot shows the TimeClock Plus login interface. At the top, the date is 12/12/2021 and the time is 07:02:41 PM. Below the date and time, there are two input fields: "Select Company" and "ID Number". The "ID Number" field is highlighted with a red circle and a callout bubble that says "Enter your Employee ID.". Below the input fields, there are two buttons: "Clock In" (green) and "Clock Out" (blue). The "Clock In" button is highlighted with a red circle and a callout bubble that says "Click on the [Clock In] button.". Below the buttons, there are two more buttons: "Change Job Code" and "Log On To Dashboard".



The screenshot shows the "Employee Credentials" screen. It has a title "Employee Credentials" and a question mark icon. Below the title, there is a "PIN" input field. The input field is highlighted with a red circle and a callout bubble that says "Enter your PIN (Last 4 of your SSN)". Below the input field, there is a "Log On" button. The button is highlighted with a red circle and a callout bubble that says "Click on [Log On] button.".

 | TimeClock Plus®

12/12/2021 07:06:14 PM

Hello Ima Great Employee

[Not you?](#)


Confirmation (Missed Clock Out)

Notice the red verbiage.

Click on [Continue] button.

Cancel

Continue 5

 | TimeClock Plus®

12/12/2021 07:06:31 PM

Hello Ima Great Employee

[Not you?](#)

Missed Clock Out

Your last punch was a clock in at:
12/12/2021 07:05 PM.

This is just a confirmation screen.

Enter missed out punch manually?


Press continue to enter the missed out time, or choose another operation

Click on [Continue] button.

Back

Cancel

Continue 6



12/12/2021 07:08:35 PM

Hello Ima Great Employee [Not you?](#)

Time Entry (Missed Clock Out)

The date should default to the proper date but you can edit if needed.

Date in

12/11/2021

07:05 PM

Date out

12/11/2021

07:05 PM

Note


The date should default to the proper date but you can edit if needed.

Enter a Note to explain why you missed the Out punch.

Back

Cancel

Continue



12/12/2021 07:09:26 PM

Hello Ima Great Employee [Not you?](#)

Summary (Missed Clock Out)

Date in 12/11/2021 07:05 PM

Date out 12/11/2021 07:05 PM

Job Code MADISON-TEACHER

Note I forgot to clock out!


This is just a confirmation screen.

Press continue to finish clocking out and save this information

Back

Cancel

Continue



12/12/2021 07:09:40 PM
Hello Ima Great Employee
[Not you?](#)

Select Job Code (Clock In)


Showing 2 records of 2

Select	ID↑	Description	Group
<input checked="" type="radio"/>	613156	MADISON-TEACHER 12	
<input type="radio"/>	6002156	CLARKE-TEACHER	

Select the Job Code you want to Clock In to.

Click the [Continue] button.

Cancel
Continue 13


Clock In operation successful

Click the [OK] button.

Ok 14



Clock Out

tcp | TimeClock Plus®

12/12/2021
07:02:41 PM

Select Company

ID Number

Enter your Employee ID.

Clock In **Clock Out** **2**

Click on the [Clock Out] button.

Change Job Code

Log On To Dashboard

Employee Credentials

PIN

Enter your PIN (Last 4 of your SSN).

Click on [Log On] button.

Log On **4**

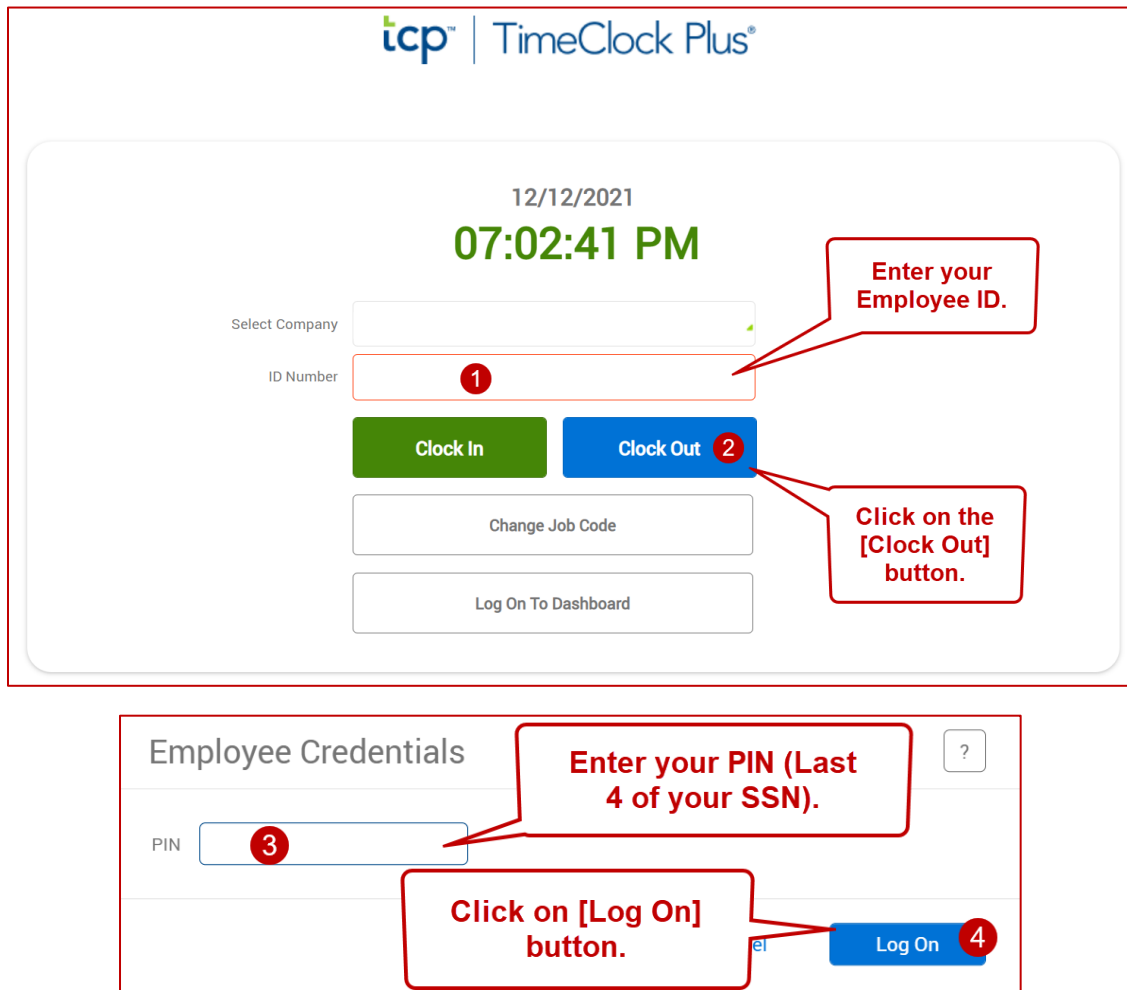
Clock Out operation successful

Click on the [OK] button.

Ok **5**

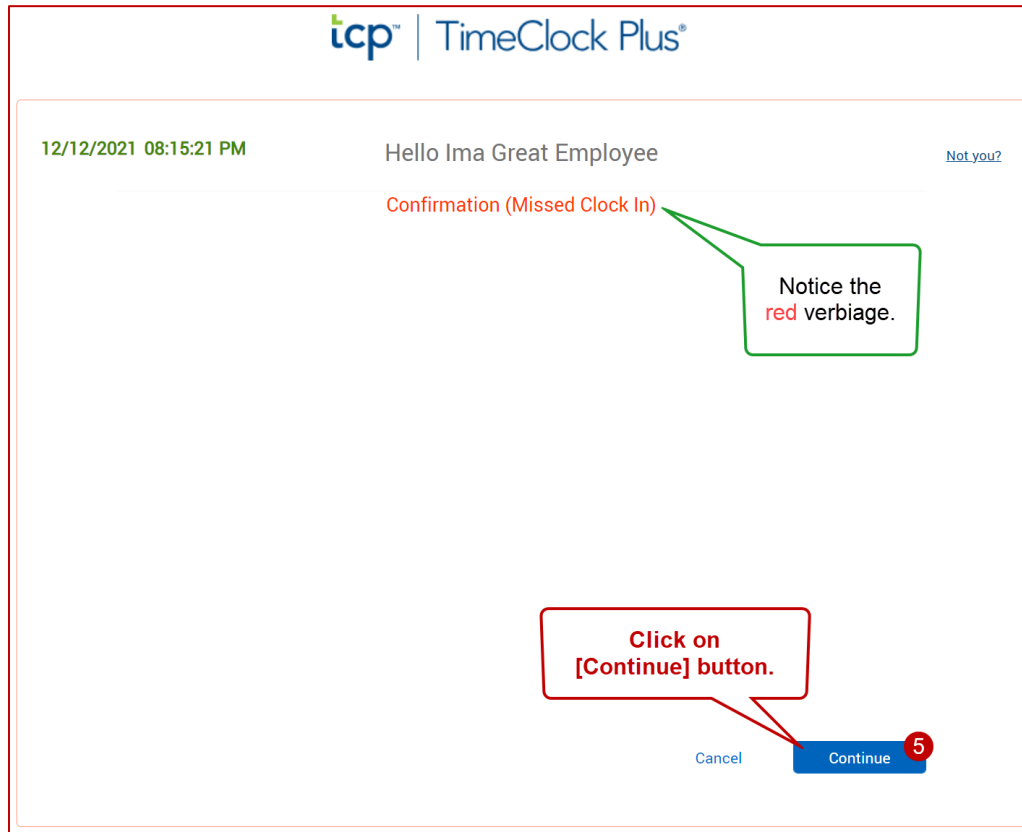
With a Missed Clock In Punch

If you attempt to clock in and you missed your last **Clock In Punch**, the clock will guide you through recording the date and time when you *should* have clocked in. It will also require entering a note regarding the reason for the **Missed Punch**.



The screenshot displays the TimeClock Plus (TCP) interface. At the top, the date is 12/12/2021 and the time is 07:02:41 PM. The interface includes a 'Select Company' dropdown, an 'ID Number' field (labeled 1), a 'Clock In' button, a 'Clock Out' button (labeled 2), a 'Change Job Code' button, and a 'Log On To Dashboard' button. A callout points to the 'ID Number' field with the text 'Enter your Employee ID.' Another callout points to the 'Clock Out' button with the text 'Click on the [Clock Out] button.'

Below the main interface is the 'Employee Credentials' section. It includes a 'PIN' field (labeled 3) and a 'Log On' button (labeled 4). A callout points to the 'PIN' field with the text 'Enter your PIN (Last 4 of your SSN).' Another callout points to the 'Log On' button with the text 'Click on [Log On] button.'



tcp | TimeClock Plus®

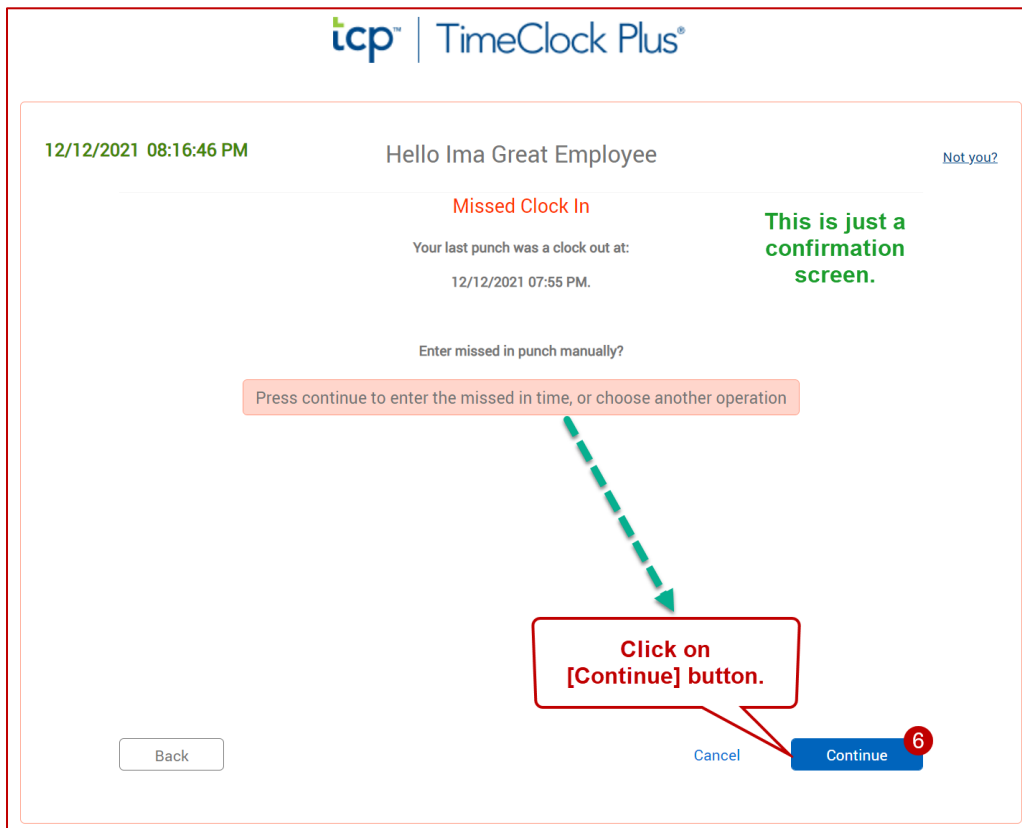
12/12/2021 08:15:21 PM Hello Ima Great Employee [Not you?](#)

Confirmation (Missed Clock In)

Notice the red verbiage.

Click on [Continue] button.

Cancel Continue 5



tcp | TimeClock Plus®

12/12/2021 08:16:46 PM Hello Ima Great Employee [Not you?](#)

Missed Clock In

Your last punch was a clock out at:
12/12/2021 07:55 PM.


Enter missed in punch manually?

Press continue to enter the missed in time, or choose another operation

This is just a confirmation screen.

Click on [Continue] button.

Back Cancel Continue 6



12/12/2021 08:18:19 PM

Hello Ima Great Employee

Time Entry (Missed Clock In)

[Not you?](#)

7 The date should default to the proper date but you can edit if needed.

8 The date should default to the proper date but you can edit if needed.

Date in: 12/12/2021 08:15 PM

Date out: 12/12/2021 08:18 PM


Note:

9 Enter a Note to explain why you missed the Out punch.

Back

Cancel

10 Continue



12/12/2021 08:22:08 PM

Hello Ima Great Employee

Select Job Code (Missed Clock In)

[Not you?](#)

Search

Showing 2 records of 2


Select	ID ↑	Description	Group
<input checked="" type="radio"/>	613156	MADISON-TEACHER	
<input type="radio"/>	6002156	CLARKE-TEACHER	

11 Select the Job Code you want to Clock In to.

Back

Cancel

12 Continue

 | TimeClock Plus®

12/12/2021 08:24:48 PM

Hello Ima Great Employee

[Not you?](#)

Summary (Missed Clock In)

Date in 12/12/2021 08:15 PM

Job Code MADISON-TEACHER

Note test

This is just a confirmation screen.

Press continue to finish clocking in and save this information

Back

Cancel

Continue 13

Click on
[Continue] button.

 Clock Out operation successful

Click on the [OK] button.

Ok 14




Changing Jobs

If you are presently clocked in to your first or primary job and need to change or transfer to another job, you do not need to Clock Out. Instead, just use the **[Change Job Code]** button.

The screenshot shows the TimeClock Plus interface. At the top, the date is 12/12/2021 and the time is 07:02:41 PM. Below the time, there is a 'Select Company' dropdown menu. Underneath that is an 'ID Number' input field, which is highlighted with a red box and a red circle with the number 1. To the right of this field is a red callout bubble that says 'Enter your Employee ID.' Below the ID field are two buttons: 'Clock In' (green) and 'Clock Out' (blue). Below these buttons is a 'Change Job Code' button, which is highlighted with a red box and a red circle with the number 2. To the right of this button is a red callout bubble that says 'Click on the [Change Job Code] button.' Below the 'Change Job Code' button is a 'Log On To Dashboard' button.

The screenshot shows the 'Employee Credentials' section. It has a title bar with a question mark icon. Below the title bar is a 'PIN' input field, which is highlighted with a red box and a red circle with the number 3. To the right of this field is a red callout bubble that says 'Enter your PIN (Last 4 of your SSN).' Below the PIN field is a 'Log On' button, which is highlighted with a red box and a red circle with the number 4. To the left of this button is a red callout bubble that says 'Click on [Log On] button.'



 | TimeClock Plus[®]

12/12/2021 08:30:39 PM

Hello Ima Great Employee

[Not you?](#)


Confirmation

This is just a confirmation screen.

Click on [Continue] button.

Cancel

Continue 5

 | TimeClock Plus®

12/12/2021 08:30:53 PM

Hello Ima Great Employee

[Not you?](#)

Select Job Code

Showing 1 records of 1

Select	ID↑	Description	Group
<input checked="" type="radio"/>	6002156	CLARKE-TEACHER	


Select the Job Code you want to Change

You will ONLY be presented with the Job Codes that you are not presently Clocked In to.

Click on [Continue] button.

Cancel

Continue

 Change Job Code operation successful

Click on the [OK] button.

Ok



Dashboard

Log on to the Dashboard.

12/15/2021
03:10:44 PM

Select Company

ID Number 1

Clock In **Clock Out**

Change Job Code

Log On To Dashboard 2

Employee Credentials

PIN 3

Enter your PIN (Last 4 of your SSN).

Click on [Log On] button.

4

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Dashboard	Clock In	Clock Out	Change Job Code	View
A	B	C	D	E

My Dashboard

A: Use this button to go back to the dashboard if you are on another page.

B: Use this button to **Clock In**...then follow the instructions starting on **Page 4** of this document.

C: Use this button to **Clock Out**...then follow the instructions starting on **Page 10** of this document.

D: Use this button to **Change Job Code**...then follow the instructions starting on **Page 15** of this document.

E: Use this button to **View** your **Hours**, **Last Punches**, or **Messages**.