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WebClock

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

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

1. Enter your Employee ID.
2. Click on the [Clock In] button.
3. Enter your PIN (Last 4 of your SSN).
4. Click on [Log On] button.

5. Click on [Continue] button.
12/12/2021 07:09:40 PM

Hello Ima Great Employee

Select Job Code (Clock In)

Select the Job Code you want to Clock In to.

Showing 2 records of 2

<table>
<thead>
<tr>
<th>Select</th>
<th>ID</th>
<th>Description</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>613156</td>
<td>MADISON-TEACHER</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>6002156</td>
<td>CLARKE-TEACHER</td>
<td></td>
</tr>
</tbody>
</table>

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

Clock In operation successful

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.
Hello Ima Great Employee

**Confirmation (Missed Clock Out)**

Notice the red verbiage.

Click on [Continue] button.

This is just a confirmation screen.

Click on [Continue] button.

Enter missed out punch manually?

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

Click on [Continue] button.

This is just a confirmation screen.

Click on [Continue] button.
Select the Job Code you want to Clock in to.

Click the [Continue] button.

Click the [OK] button.
TimeClock Plus (TCP)
Employee Guide

Clock Out

1. Enter your Employee ID.
2. Click on the [Clock Out] button.
3. Enter your PIN (Last 4 of your SSN).
4. Click on [Log On] button.
5. Click on the [OK] button.
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**.

![Clocking in process](image)

1. **Enter your Employee ID.**
2. **Click on the [Clock Out] button.**
3. **Enter your PIN (Last 4 of your SSN).**
4. **Click on [Log On] button.**
**TimeClock Plus (TCP)**

**Employee Guide**

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**12/12/2021 08:15:21 PM**

Hello Ima Great Employee

Confirmations (Missed Clock In)

Notice the red verbiage.

Click on [Continue] button.

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**12/12/2021 08:16:46 PM**

Hello Ima Great Employee

**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

Click on [Continue] button.

---
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.

Select the Job Code you want to Clock In to.

Click the [Continue] button.
Click on [Continue] button.
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.
Hello Ima Great Employee

Confirmation

This is just a confirmation screen.

Click on [Continue] button.
You will ONLY be presented with the Job Codes that you are not presently Clocked In to.

Select the Job Code you want to Change.

Click on [Continue] button.

Click on the [OK] button.
Dashboard

Log on to the 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.