Employee Guide

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WebClock

12/15/2021
03:10:44 PM

Select Company
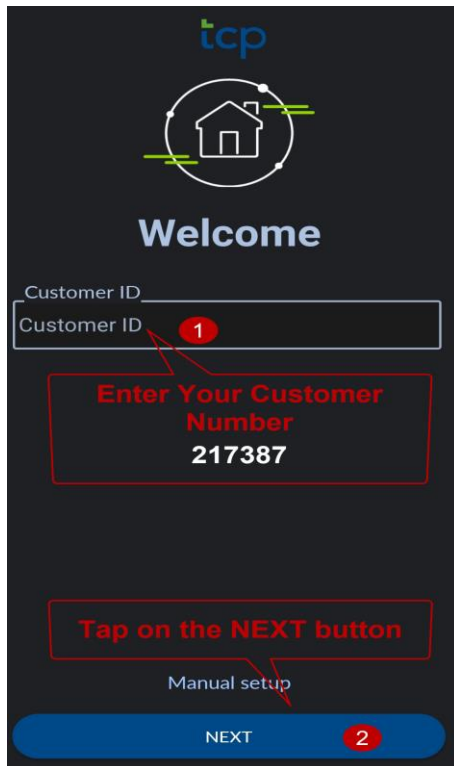
ID Number

See Page 4

Clock In

Clock Out

See Page 10

Change Job Code

See Page 15

See Page 18

Log On To Dashboard

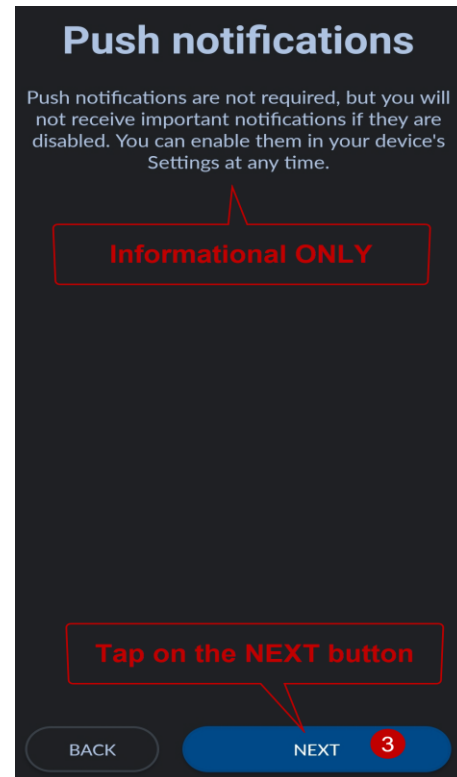## TCP MobileClock Configuration

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

Welcome

Customer ID
Customer ID   **1**

Enter Your Customer Number
217387

Tap on the NEXT button

Manual setup

NEXT   **2**

Push notifications

Push notifications are not required, but you will not receive important notifications if they are disabled. You can enable them in your device's Settings at any time.

Informational ONLY

Tap on the NEXT button

BACK   NEXT   **3**
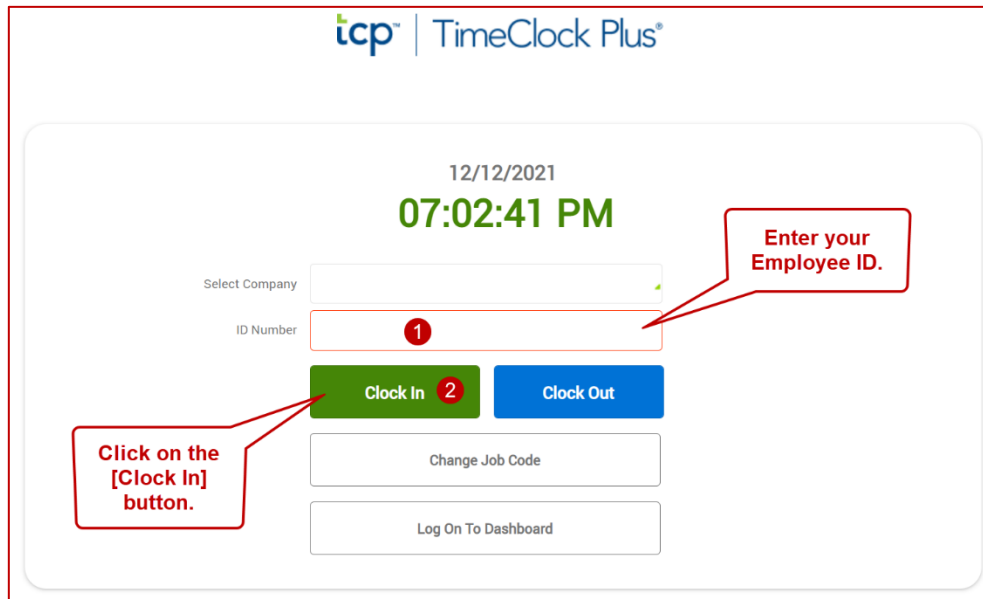
Log On

ID Number
9991   **4**

Enter YOUR Employee ID Number

Tap on the NEXT button

BACK   NEXT   **5**

Log On

PIN
••••   **6**
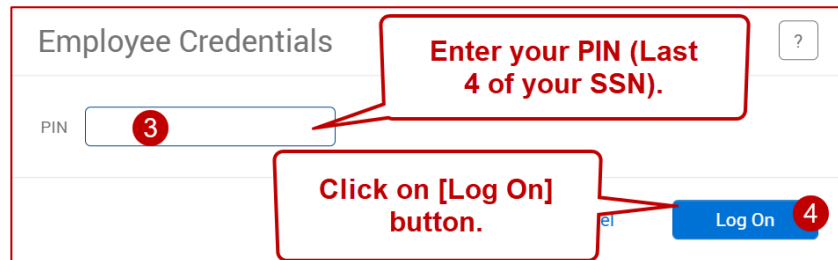
Enter YOUR PIN Number
(last 4 of SSN)

Tap on the NEXT button

BACK   NEXT   **7**

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

Clock In

tcp | TimeClock Plus®

12/12/2021 07:09:40 PM   Hello Ima Great Employee   Not you?

Select Job Code (Clock In)

Search 🔍

Showing 2 records of 2

Select	ID↑	Description	Group
⦿	613156	MADISON-TEACHER ❻	
○	6002156	CLARKE-TEACHER	

Select the Job Code you want to Clock In to.

Click the [Continue] button.

Cancel   Continue ❼

You may not be prompted to select a Job Code if you only have one assigned Job Code in TCP
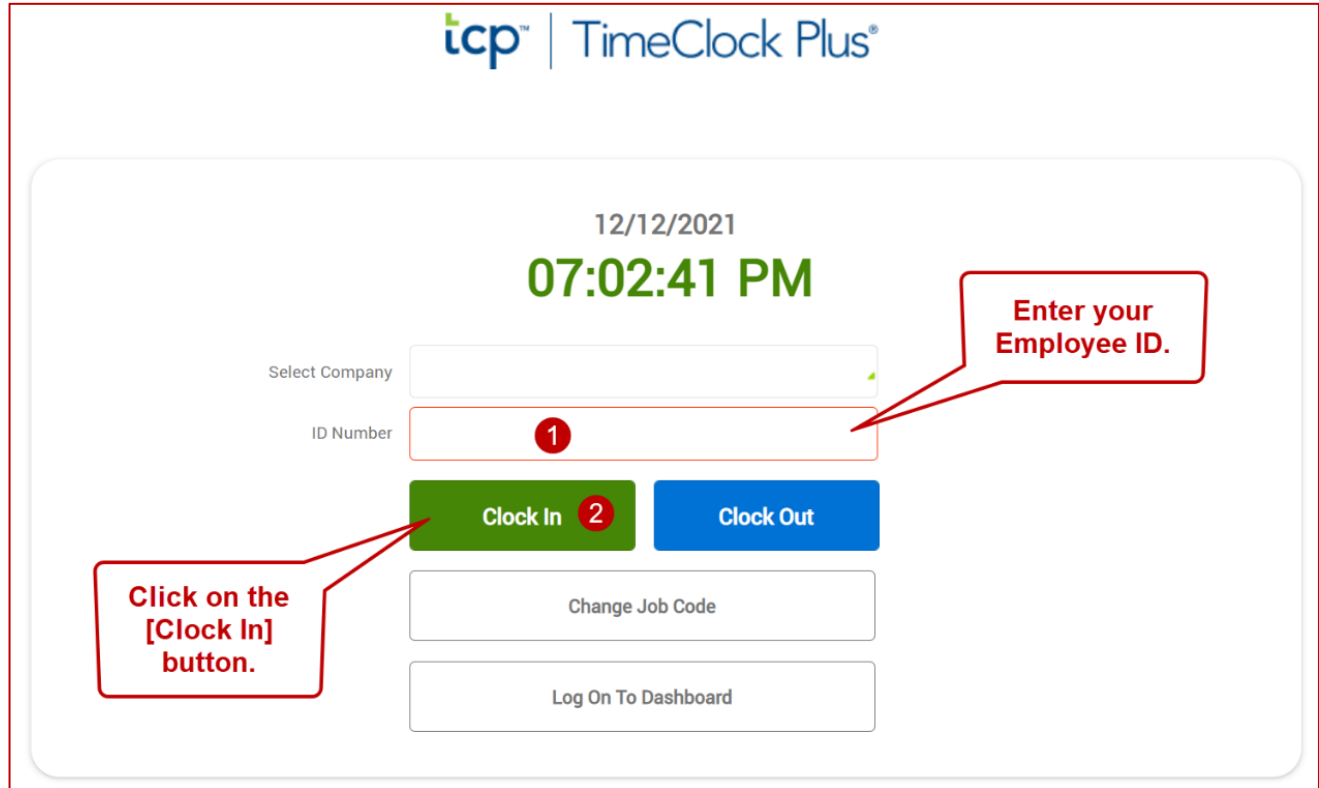
! Clock In operation successful

Click the [OK] button.

Ok ❽
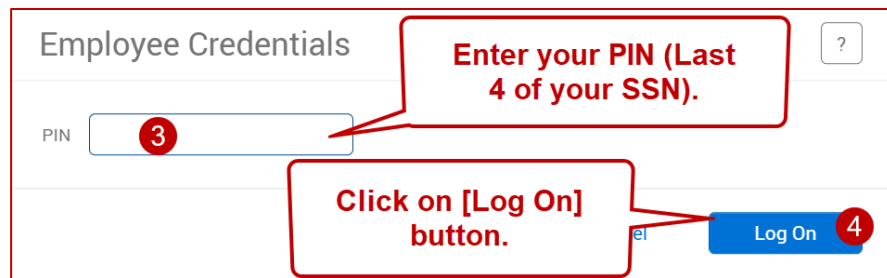
With a Missed Clock Out Punch

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**.

tcp™ | 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

---

tcp™ | 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

tcp™ | TimeClock Plus®

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.

7

Date in | 12/11/2021 | 📅 | 07:05 PM | 🕐

Date out | 12/11/2021 | 📅 | 07:05 PM | 🕐

8

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

Note | 9

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

Click on [Continue] button.

Back | Cancel | Continue | 10

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tcp™ | TimeClock Plus®

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

Click on [Continue] button.

Back | Cancel | Continue | 11

tcp™ | TimeClock Plus®

12/12/2021 07:09:40 PM   Hello Ima Great Employee   Not you?

Select Job Code (Clock In)

Search   🔍

Showing 2 records of 2

Select	ID↑	Description	Group
●	613156	MADISON-TEACHER **12**	
○	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   **1**

Enter your Employee ID.

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

Change Job Code

Log On To Dashboard

Click on the [Clock Out] button.

Employee Credentials   [?]

Enter your PIN (Last 4 of your SSN).

PIN   **3**

Click on [Log On] button.

el   Log On   **4**

!   Clock Out operation successful

Click on the [OK] button.

Ok   **5**
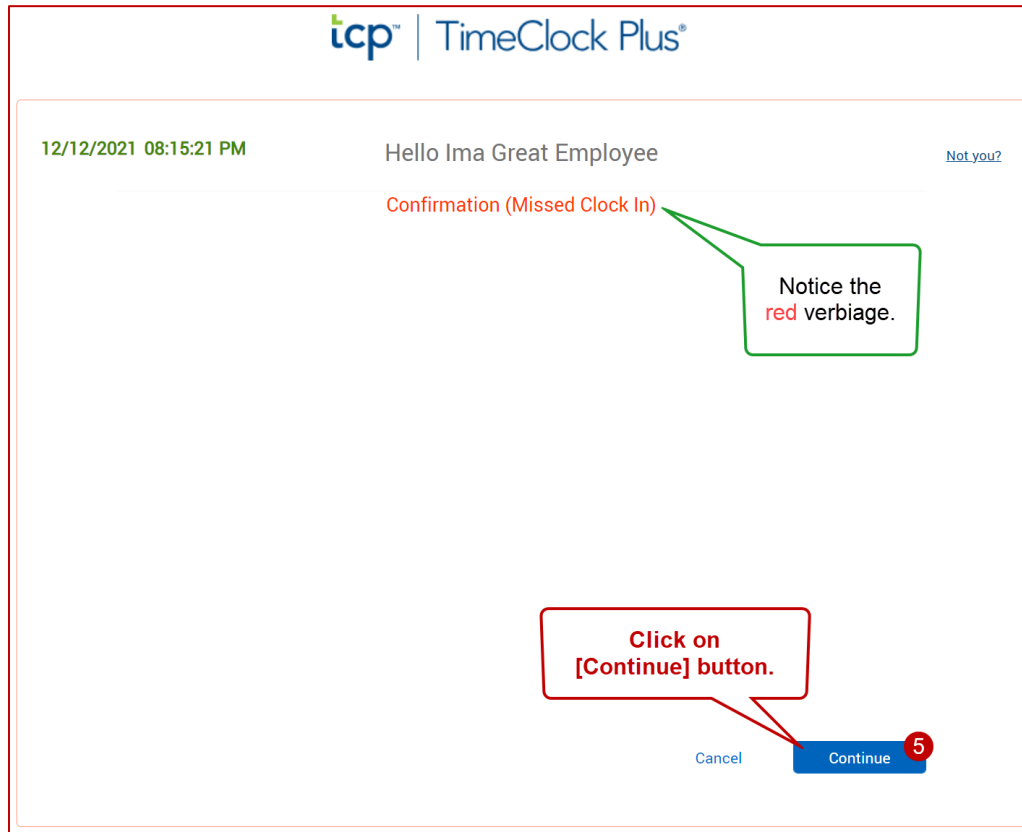
With a Missed Clock In Punch

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**.

tcp™ | TimeClock Plus®

12/12/2021
07:02:41 PM

Select Company

ID Number ①

Enter your Employee ID.

Clock In   **Clock Out** ②

Click on the [Clock Out] button.

Change Job Code

Log On To Dashboard

Employee Credentials   [?]

Enter your PIN (Last 4 of your SSN).

PIN ③
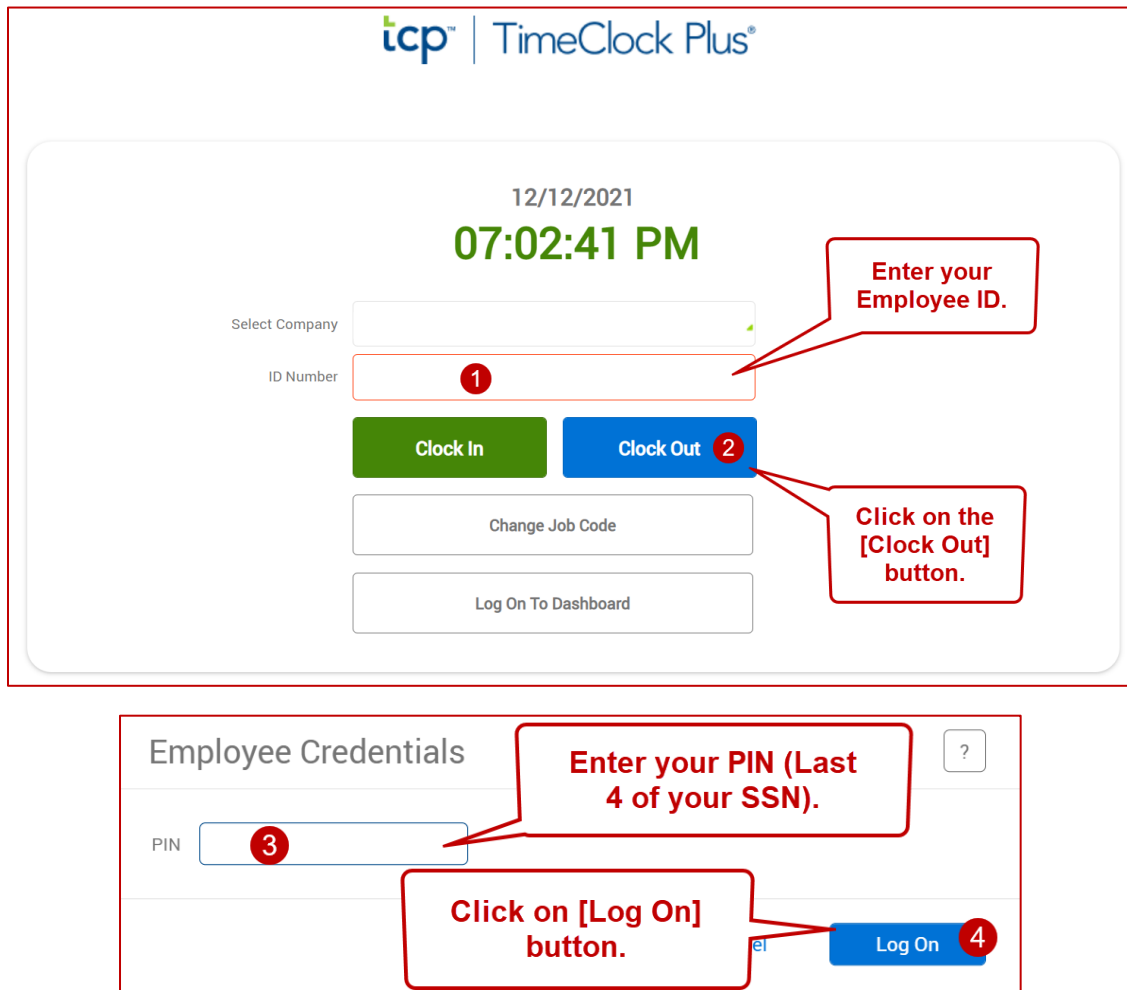
Click on [Log On] button.

Log On ④

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.

This is just a confirmation screen.

Enter missed in punch manually?

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

Click on [Continue] button.

Back   Cancel   Continue   6

tcp | TimeClock Plus®

12/12/2021 08:18:19 PM

Hello Ima Great Employee

Time Entry (Missed Clock In)

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

7

Date in 12/12/2021 📅 08:15 PM 🕐 **8**

Date out 12/12/2021 📅 08:18 PM 🕐

Note **9**

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.

Back   Cancel   Continue **10**

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tcp | TimeClock Plus®

12/12/2021 08:22:08 PM   Hello Ima Great Employee   Not you?

Select Job Code (Missed Clock In)

Search 🔍

Showing 2 records of 2

Select	ID↑	Description	Group
⦿	613156	MADISON-TEACHER **11**	
○	6002156	CLARKE-TEACHER	

Select the Job Code you want to Clock In to.

Click the [Continue] button.

Back   Cancel   Continue **12**

tcp | 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

Click on [Continue] button.

Back

Cancel   Continue   13

! 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.

tcp | TimeClock Plus®

12/12/2021
07:02:41 PM

Select Company

ID Number   ❶

Enter your Employee ID.

Clock In   **Clock Out**

Change Job Code   ❷

Click on the [Change Job Code] button.

Log On To Dashboard

Employee Credentials   **Enter your PIN (Last 4 of your SSN).**   [?]

PIN   ❸

Click on [Log On] button.

el   Log On   ❹

tcp | 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

tcp | TimeClock Plus®

12/12/2021 08:30:53 PM   Hello Ima Great Employee   Not you?

Select Job Code

Search 🔍

Showing 1 records of 1

Select	ID↑	Description	Group
⦿	6002156	CLARKE-TEACHER	6

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 7

! Change Job Code operation successful

Click on the [OK] button.   Ok 8

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

Enter your PIN (Last 4 of your SSN).

PIN ③

Click on [Log On] button.

Log On ④

tcp | **TimeClock Plus**®

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

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**.