

TimeClock Plus – Webclock Guidance

To help facilitate the ability for employees on TimeClock Plus to be able to clock in and out while working remotely, Payroll Systems Support has made modifications to TimeClock Plus that will allow employees to access the web clock from any location or device. The web clock will no longer be restricted to only the TTU/HSC network.

Employees can now use the [TimeClock Plus Webclock Link](#) to login remotely to enter their time and leave hours.

Payroll Systems Support has created a TimeClock Plus Employee Support page with instructions on all web clock operations. <https://www.depts.ttu.edu/payroll/payroll-areas/time-clock-plus/employees.php>

The [Basic Clock Operations – Employee Webclock \(Instructional Guide\)](#) provides step-by-step instructions for reporting hours using the Webclock option.

If an employee does not have internet access allowing them to report their hours using the Webclock option, their approver or individual responsible for exporting the records for TCP will be able to add hours on behalf of the employee prior to exporting.

TimeClock Plus Exporters - If you are going to work remotely, please ensure that you have access to the appropriate export folder for your TimeClock Plus company, prior to the export deadline. If you are unable to access the export folder, we recommend that you contact your appropriate IT team for assistance with resolving the issue.

Payroll System Support and your local HR offices are available to assist you if you have any questions on transitioning to TimeClock Plus Webclock reporting.