Employee Operations – TimeClock Plus MobileClock

This guide is a brief overview of operations that an employee can perform using the TimeClock MobileClock app. For information about installing and configuring the app, please see the appropriate guide located on the Payroll & Tax Services website.

**Clocking In/Out**

*Note: Depending on department preferences location services may need to be enabled on your phone to clock in/out.

**Clocking In:**

1. Click the Clock In button. Confirm the clock in operation is correct and click *Continue*.

2. Upon successful clock in you will receive a “Clock operation successful” message.
Clocking Out:

1. Click the Clock Out button. Confirm the clock in operation is correct and click **Continue**.

2. Upon successful clock in you will receive a “Clock operation successful” message.
**Viewing Hours**

Hours for the current or prior pay periods can be viewed by tapping the **Hours** button.

Prior and future weeks can be viewed by using the **Prev** and **Next** buttons.
Performing Employee Approvals on Time (if applicable)

For employees that approve their own time in TimeClock Plus (check with your department), this can be done by viewing the hours and then tapping the checkbox next to each individual time segment.
Manage Time Sheet (Entering Leave Hours)

Manage Time Sheet is used for employees to add their leave hours.

Note: If this button is not available, please check with your department for leave entry procedures for your department.

Adding Leave Hours

1. Tap Manage Time Sheet. Click the green + button to add leave hours.
2. Enter the segment information and click **Save**.

- **Time in**: start time of the leave hours
- **Hours**: must be entered in quarter hour increments
- **Position**: appropriate leave code
- **Cost Code (if applicable)**: check with your department
- **Note**: note for your supervisor/time approver to see

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