

Employee Operations – TCP MobileClock

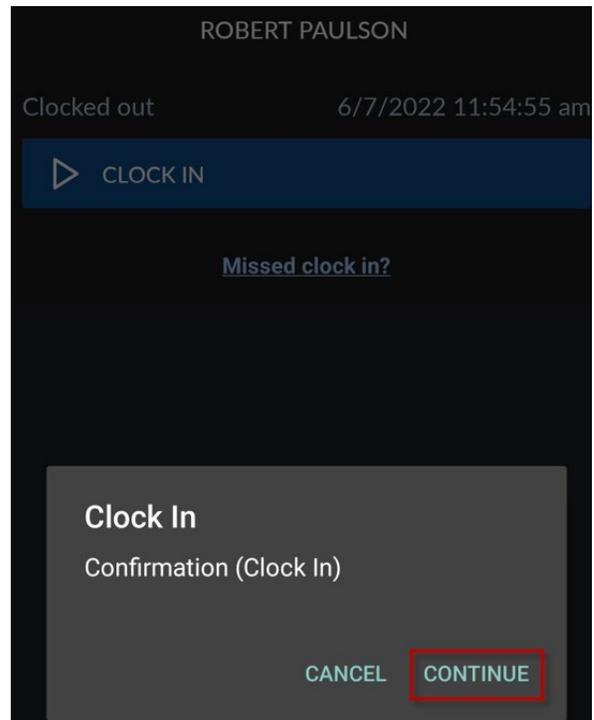
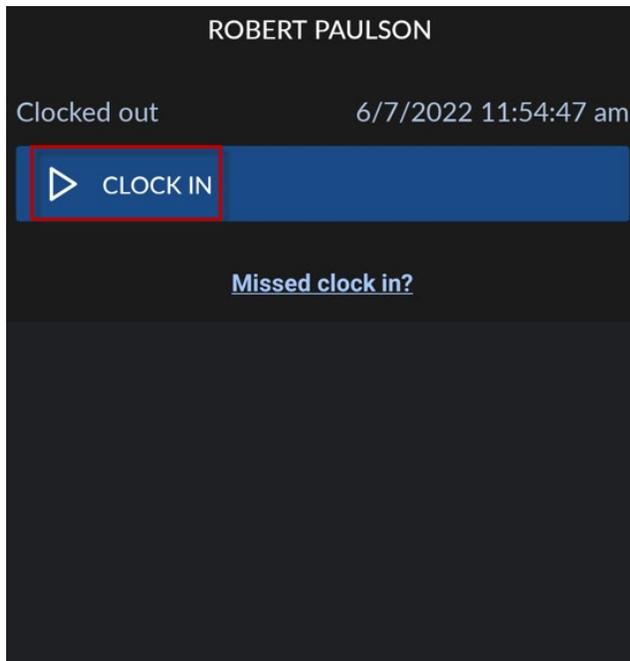
This guide is a brief overview of operations that an employee can perform using the TCP MobileClock app. For information about installing and configuring the app, please see the appropriate guide located on the Payroll & Tax Services website.

Clocking In/Out

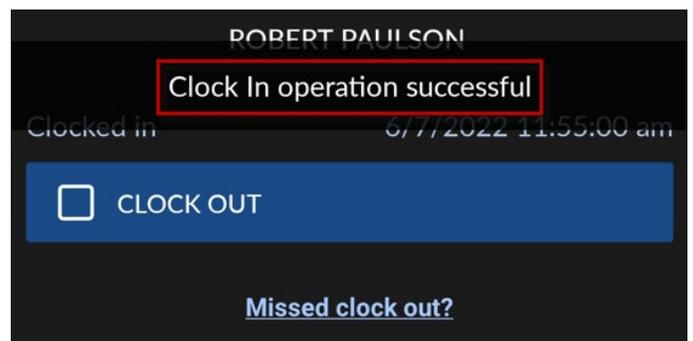
*Note: Depending on department preferences location services may need to be enabled on your phone to clock in/out.

Clocking In:

1. Tap the Clock In button. Confirm the clock in operation is correct and tap Continue.

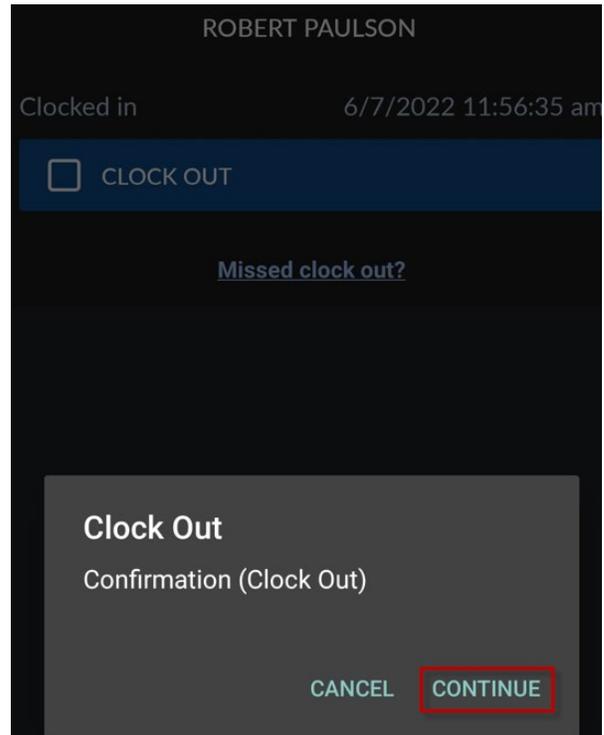
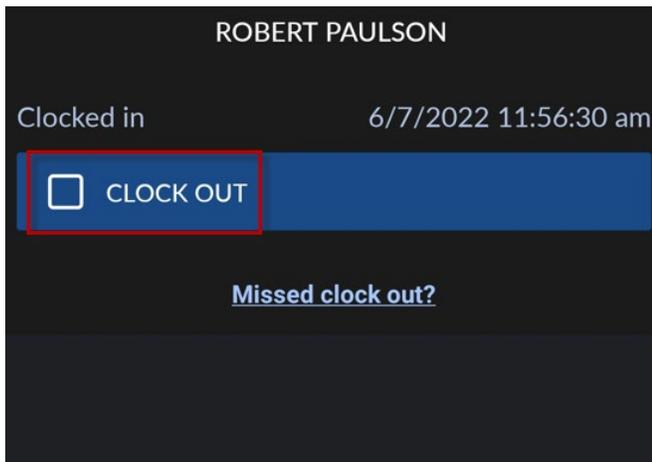


2. Upon successful clock in you will receive a "Clock in operation successful" message.

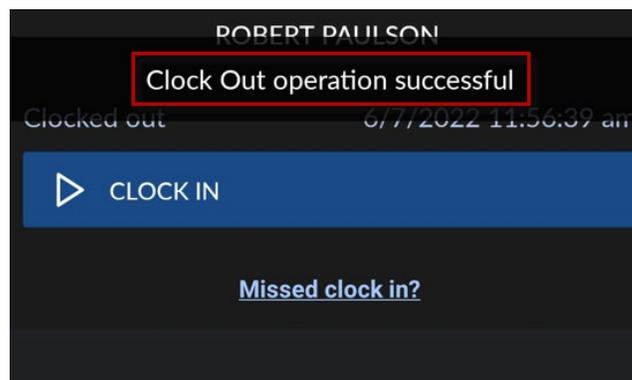


Clocking Out:

1. Tap the Clock Out button. Confirm the clock out operation is correct and tap Continue.

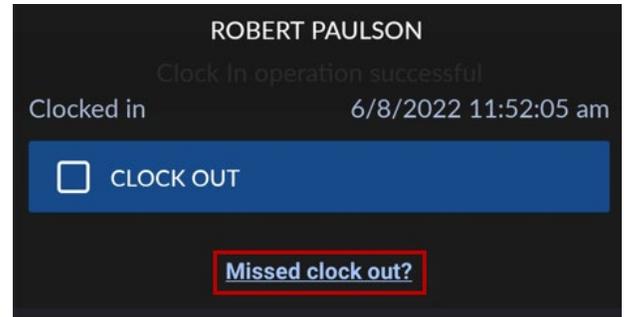
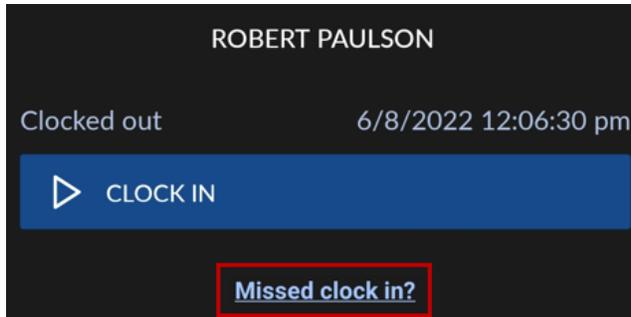


2. Upon successful clock out you will receive a "Clock out operation successful" message.



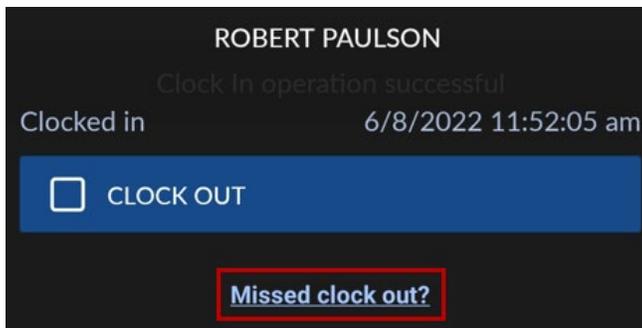
Missed Punches:

There may be times when you forget to clock in or out. When this occurs, tap the “Missed clock out” or “Missed clock in” button to perform your intended clock in/out.

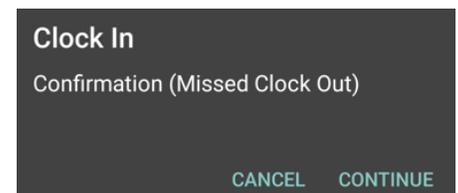
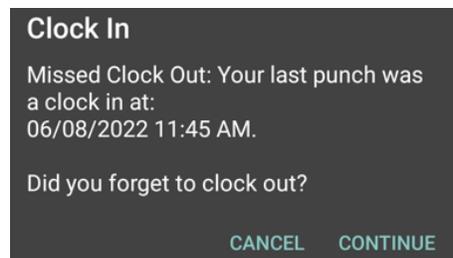
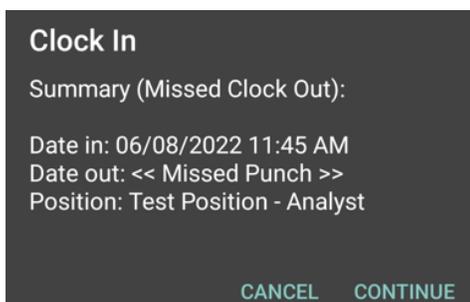


Example – Missed Clock Out

Robert Paulson arrived to work and clocked in. Later in the day he left for lunch but forgot to clock out. He returned to work from lunch, wanted to clock in, but after opening the app he sees that he can only clock out. Robert will need to tap “Missed clock out” so he can be allowed to clock in anyway. His lunch break will then be adjusted later by his supervisor.

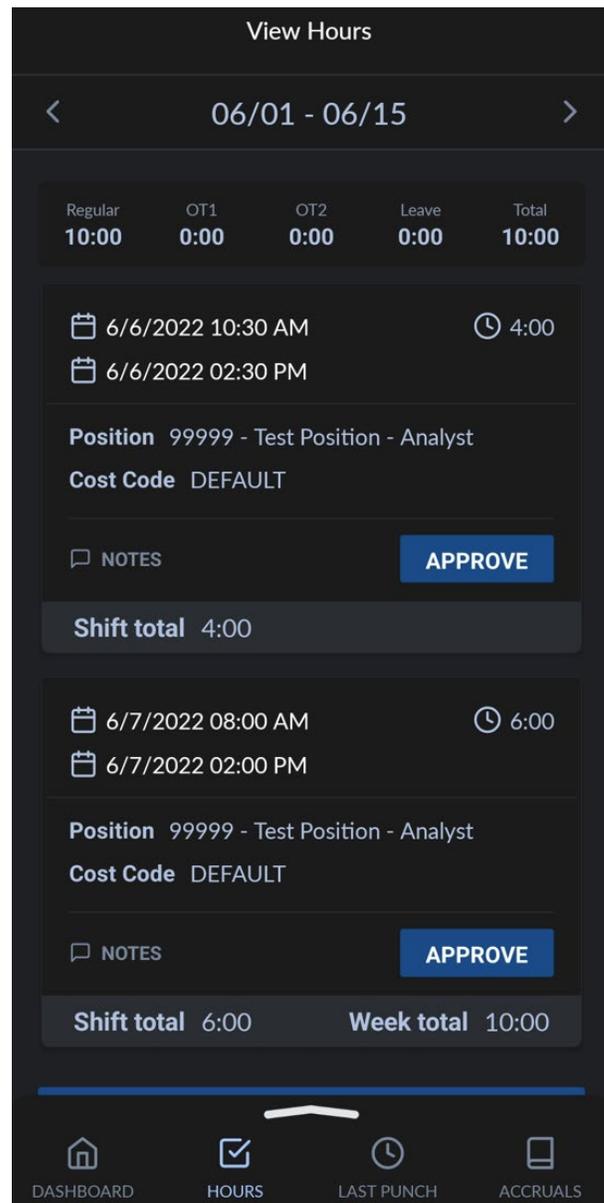
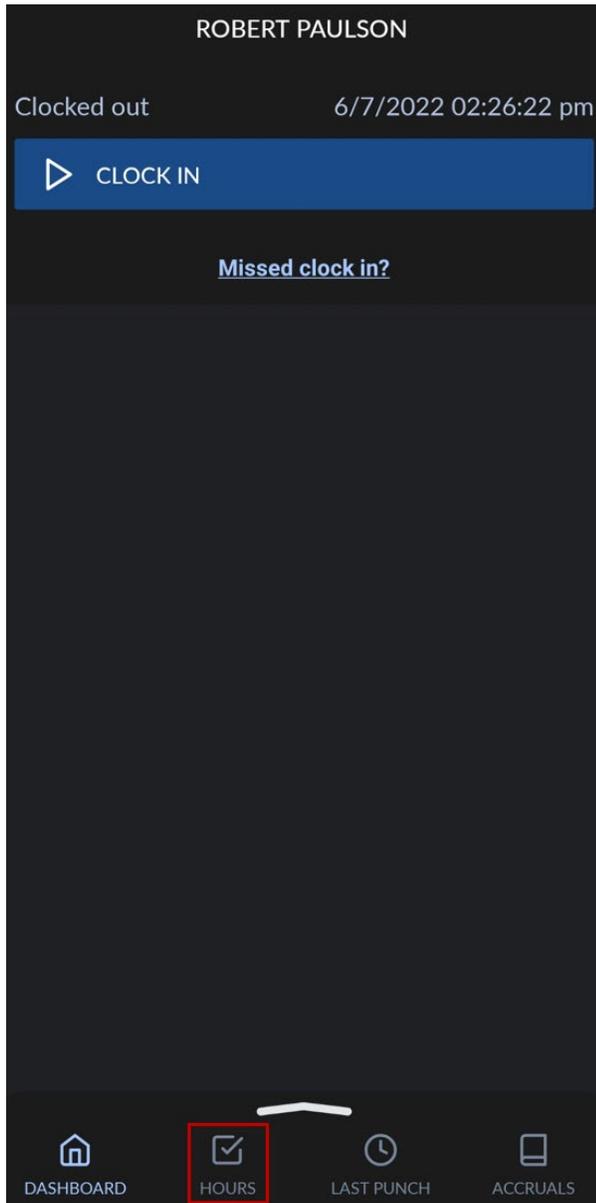


Robert will then have to tap “continue” three times to complete his clock in.

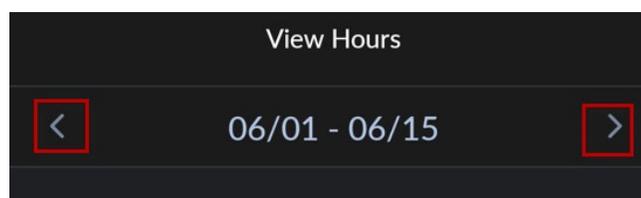


Viewing Hours

Hours for the current pay period may be viewed by tapping the Hours button.



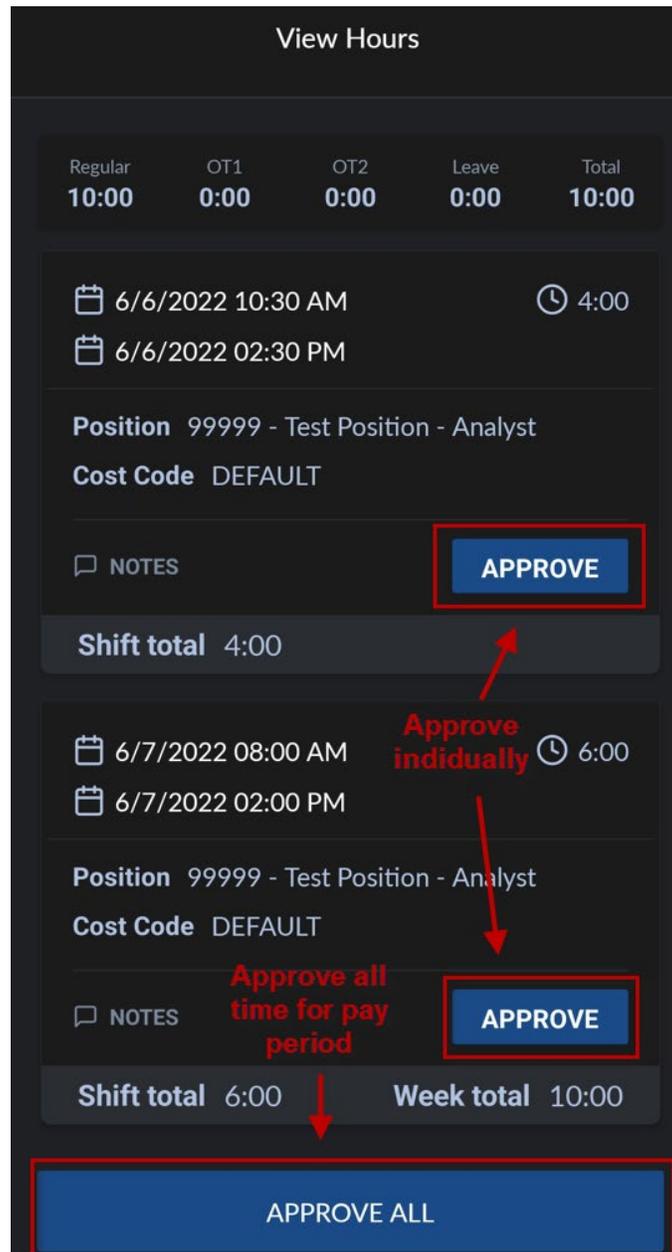
Prior and future pay periods may be viewed by using the arrow buttons within the Hours menu.



Performing Employee Approvals on Time (if applicable)

For employees that approve their own time in TimeClock Plus (check with your department to determine if this is required), this can be done by going to the Hours menu, then tapping the Approve box beneath each individual time segment.

You may also approve all hours for the current pay period by tapping Approve All.



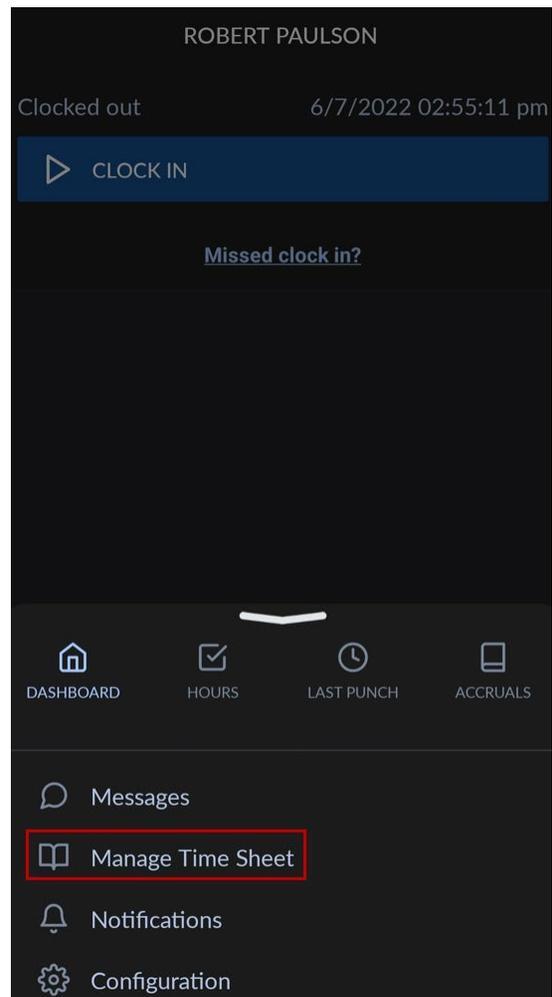
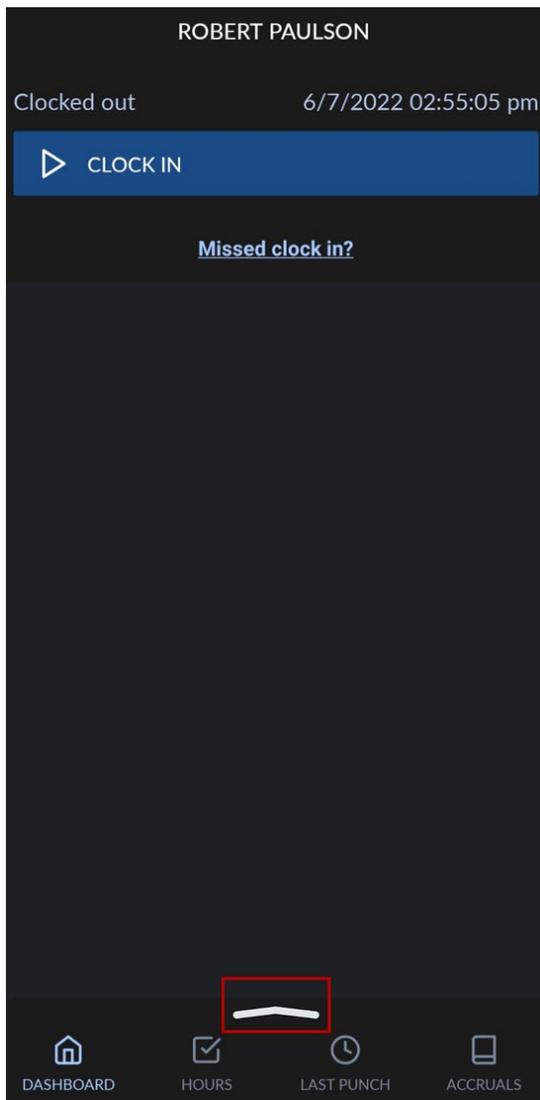
Manage Time Sheet (Entering Leave Hours)

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.

Entering Leave Hours

1. Swipe up. Then tap Manage Time Sheet.



2. Tap the Plus icon, then adjust the Edit Segment information as necessary.

The screenshot shows the 'Manage Time Sheet' interface. At the top right, there is a plus icon (+) in a red box. Below the header, there is a date range '06/01/2022 - 06/15/2022'. A summary table is displayed:

Regular	OT1	OT2	Leave	Total
10:00	0:00	0:00	0:00	10:00

Below the table, there is a calendar icon, the date '06/06/2022', and a clock icon with '4:00'. Another calendar icon shows the time range '10:30 AM - 02:30 PM'. The position is listed as '99999 - Test Position - Analyst' and the cost code as 'DEFAULT'. At the bottom, there is a 'NOTES' icon and an 'APPROVE' button.

The screenshot shows the 'Edit Segment' interface. It includes the following fields:

- Segment Length:** 8:00
- Date in:** 5/29/2022 (with a calendar icon)
- Time in:** 09:00 am (with a clock icon)
- Hours:** 8:00
- Position:** 28 - VAC-Vacation Pay (with a search icon)
- Cost Code:** DEFAULT (with a search icon)
- Note:** Note (with a text input area)

At the bottom, there is a 'SAVE' button.

Edit Segment

- **Date in:** date leave occurred
- **Time in:** start time of the leave
- **Hours:** must be entered in quarter hour increments (e.g. 4:15, 4:30, etc.)
- **Position:** appropriate leave code
- **Cost Code (if applicable):** check with your department
- **Note:** note for your supervisor/time approver to see

When finished, tap Save.