

Giving Employees Access to TimeClock Plus MobileClock

By default, employees will only be able to view their hours via the TimeClock Plus MobileClock application. Department TCP administrators can give individuals access to clock in/out on the app by following these steps.

1. Log into TimeClock Plus Manager

https://cas.tcplusondemand.com/207145/App_Redirect/manager.aspx


*Note: Only department TCP administrators can give employees access to clock in/out via mobile app.

2. Go to Employee > Employee Profiles and select the individual you would like to give access to. Click the **Access** tab.

Employee Profiles ☆

Sort by: ID ↑ ▾

Employee Filter

Search 

Information ▾

Jobs ▾

Overtime ▾

Hours ▾


Leave ▾

Payroll ▾

Access ▾

Showing 2 records of 2

99999998	Laura William
99999999	Art Vandalay



Laura William ▾

Role Default Employee Role (1)

[Edit Photo](#)

3. Navigate to the **Clock Configurations** section. Check the box next to override role settings.



Laura William ▾

Role Default Employee Role (1)

▾ Access

▴ Clock Configurations

☒ Override role settings ← **Check this box**

Create New

☒ WebClock

Webclock - Default

☒ MobileClock

Mobile - View Only

4. In the drop-down menu next to Mobile Clock, select **Mobile – Clock In/Out**. By default employees only have access to view their hours via the mobile app.

The screenshot shows the 'Clock Configurations' section of a web application. At the top, there is a section for 'Override role settings' with a checked checkbox. Below this, there are two rows of settings. The first row has a checked 'WebClock' checkbox and a dropdown menu set to 'Webclock - Default'. The second row has a checked 'MobileClock' checkbox and a dropdown menu that is currently open. The dropdown menu lists several options: 'Webclock - Default', 'Mobile - View Only', 'Company Default', 'Mobile - Clock In/Out' (which is highlighted with a red border), 'Mobile - View Only', 'Webclock - Default', and 'Webclock - View only'. To the left of the dropdown menu, there is a green '+ Add' button and a label 'WebClock IP Clock C'. At the bottom of the form, there is a 'Showing 11 records' label and a table with columns for 'Name', 'Role', and 'Access'.

****Do not change any of the other settings as this may cause issues for other types of clock operations (webclock and terminal clock ins/outs).**

5. Click the blue **Save** button or hit Enter to save changes.

This screenshot shows the bottom portion of the 'Clock Configurations' form. At the top right, there are links for 'Expand all' and 'Collapse all', followed by a 'Cancel' button and a blue 'Save' button which is highlighted with a red border. Below these links is a section for 'Access' with a dropdown arrow. The 'Clock Configurations' section is visible below, showing the 'Override role settings' checkbox checked. The 'WebClock' dropdown is set to 'Webclock - Default' and the 'MobileClock' dropdown is set to 'Mobile - Clock In/Out'.