

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 ↑

Search

Showing 2 records of 2

99999998	Laura William		Laura William <input type="button" value="v"/> Role Default Employee Role (1) Edit Photo
99999999	Art Vandalay		

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

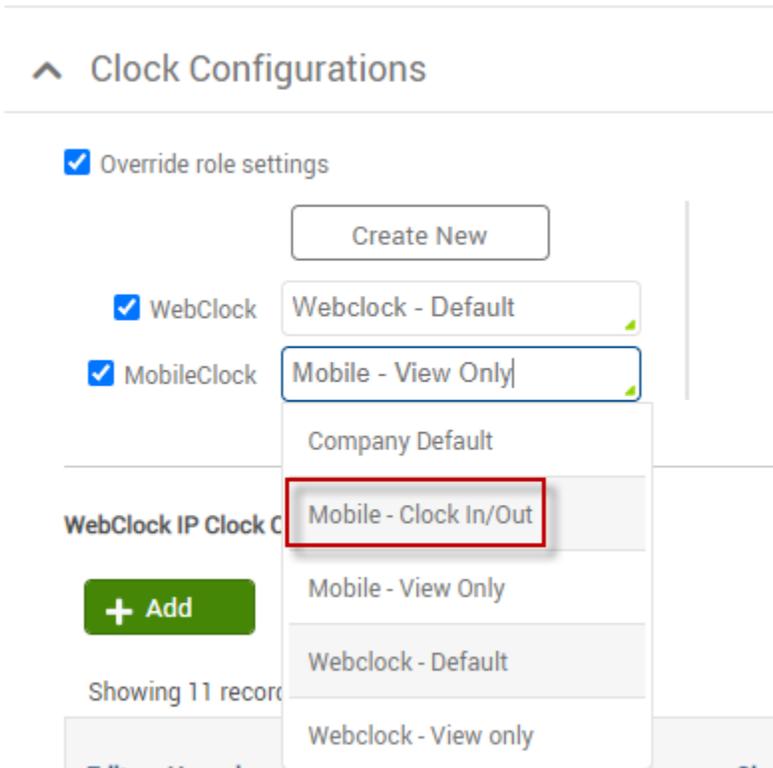
WebClock

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.



****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.

