Installing and Using from Your Mobile Devices

1. Search for "TimeClock Plus v7" from the application store on your iOS or Android platform *image 1

2. Once downloaded you will need to provide the server connection settings for Appalachian State *images 2-7
   a. Scheme: https
   b. Host: 112222.tcplusondemand.com
   c. Port: (Leave as is)
   d. Namespace: 112222
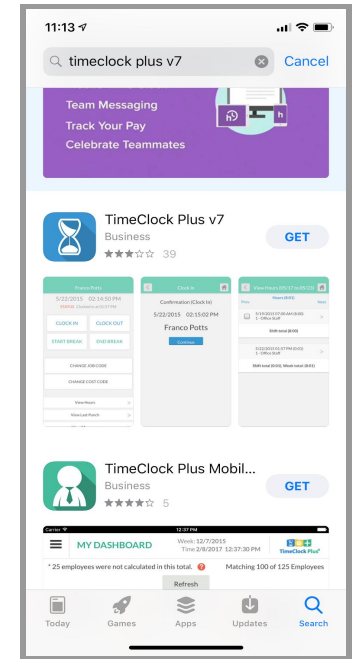   e. Company ID: Appalachian State University 1

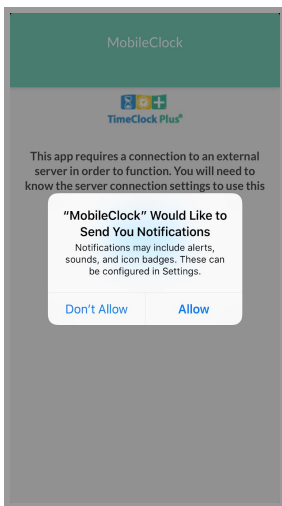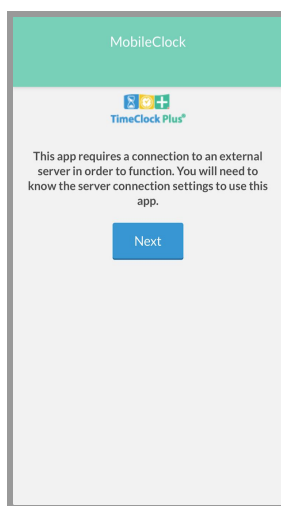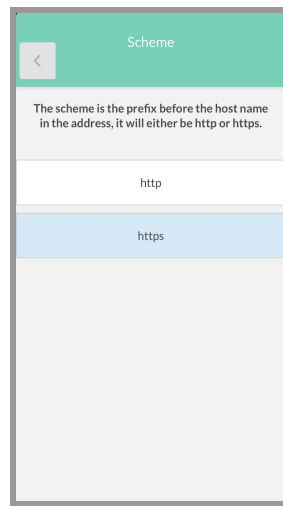*image 1*

image 2
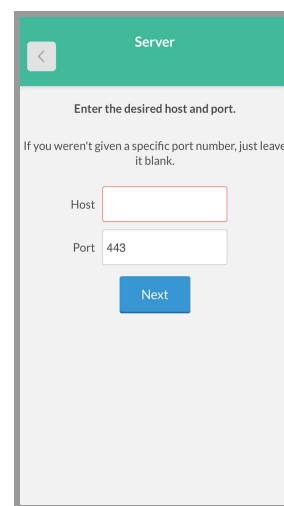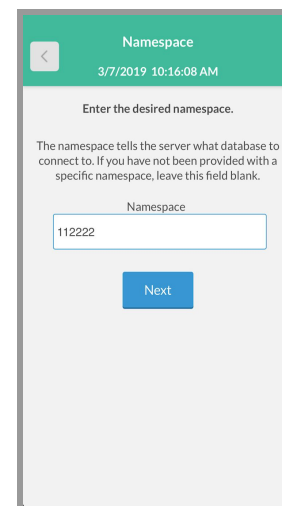

image 3

image 4

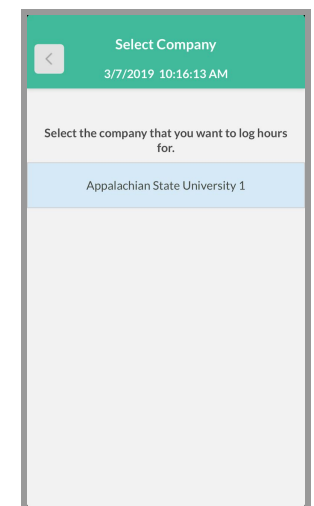

image 5

image 6

image 7

3. Once you have established server connections with Appalachian, you will need to log in with your BANNER ID as the Employee ID and allow the application to access your location while in use *image 8-9

4. From your homepage you will have the options to complete a clock operation (clock in or out), review hours worked, review any scheduled hours or change settings. *image 10-12

> Note: If you have more than one position on-campus you will have the option to change positions or tasks within the application
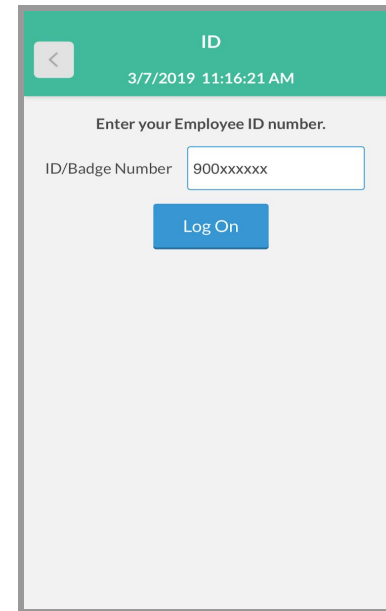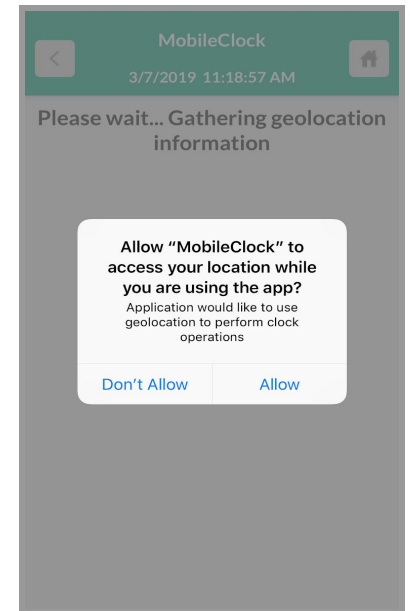

ID
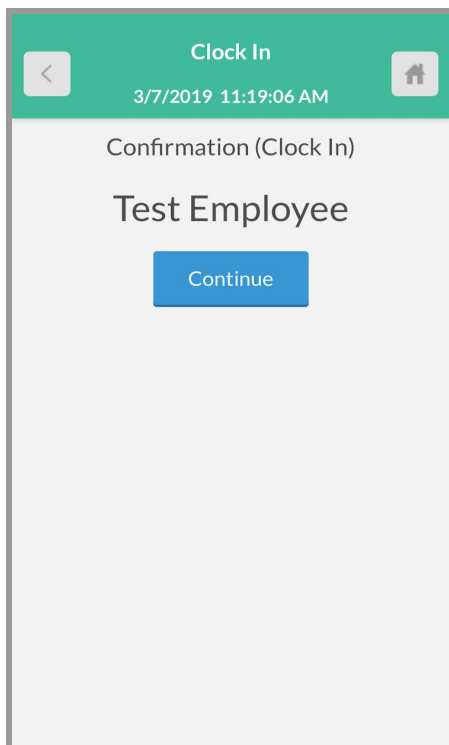3/7/2019 11:16:21 AM

Enter your Employee ID number.

ID/Badge Number   900xxxxxx

Log On

image 8

MobileClock
3/7/2019 11:18:57 AM

Please wait... Gathering geolocation information

Allow "MobileClock" to access your location while you are using the app?
Application would like to use geolocation to perform clock operations

Don't Allow   Allow

image 9

Clock In
3/7/2019 11:19:06 AM

Confirmation (Clock In)

Test Employee

Continue

image 10

Clock In
3/7/2019 11:19:38 AM

Select Position (Clock In)

Search

Showing 3 records of 3

1 - Test Position

16 - UH - NIGHT SAFETY

162 - CHDC- EARLY CARE SUPPORT STAFF

image 11

Test Employee
3/7/2019 11:20:10 AM

CHANGE POSITION

CHANGE TASK

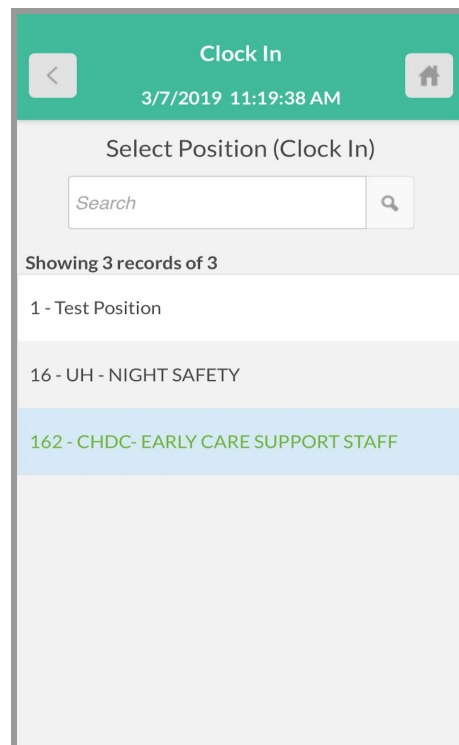Notifications

Hours

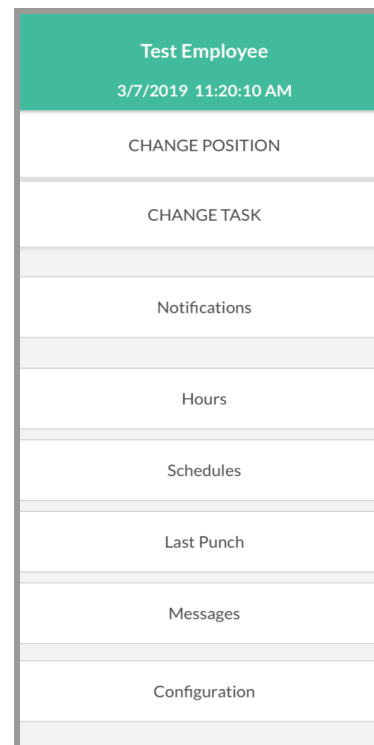Schedules

Last Punch

Messages

Configuration

image 12

TROUBLESHOOTING:

→ If you have missed a clock operation let your supervisor know immediately. They will have the ability to edit your hours administratively.

→ If the application will not allow you to complete a clock operation (issues clocking in or out) speak with your supervisor. TimeClock Plus is an intelligent digital system that will utilize geolocation when allowing you to clock in or out within your job location. You should be within your job location when completing clock operations.

→ You will not have access to complete clock operations on university recognized holidays. Exemptions set on a departmental basis.