

# TimeClock Plus at Appalachian State University

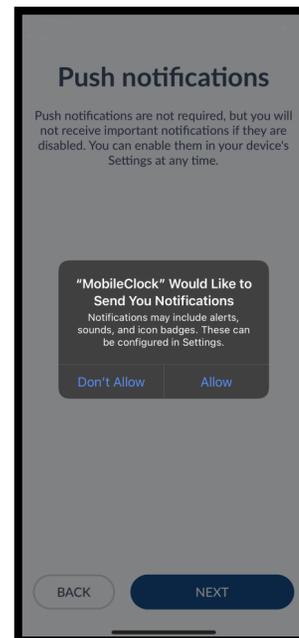
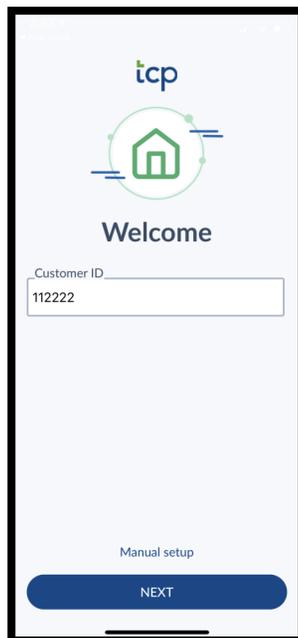
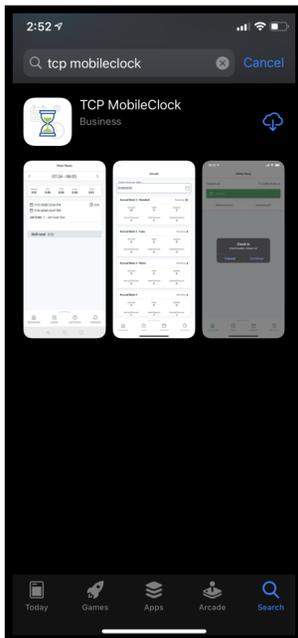
*Installing and Using from Your Mobile Devices*



1. Search for “TCP MobileClock” from the application store on your iOS or Android device \*image 1
2. Once downloaded you will need to provide the server connection settings for Appalachian State \*image 2

Customer ID: 112222

3. We recommend allowing “push notifications” so that the app can do automatic updates, ensuring maximum performance for you to clock in and out for work \*image 3
4. 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. You will be unable to clock in for work if you do not allow access to your location. \*image 4

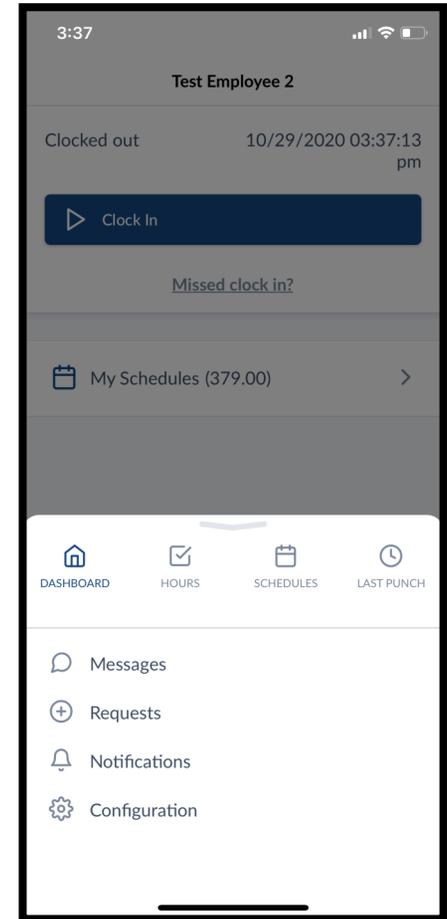
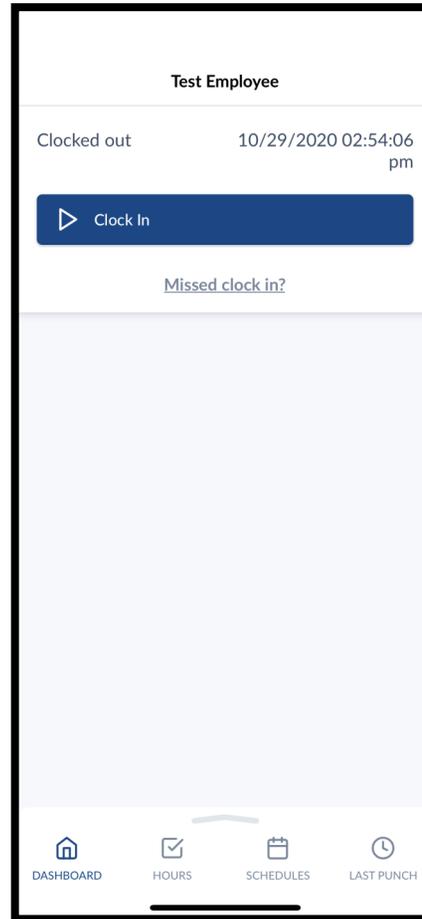


- From your homepage you will have the option to complete a clock operation (clock in or out), review hours, last punch and have swipe up capabilities for settings and configurations. \*images 5-6

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

#### 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.
- ⇒ “TCP MobileClock” is a replacement application for the previously used “TimeClock Plus v7” application. If you previously used the “TimeClock Plus v7” application you can delete this and install “TCP MobileClock”. This new application’s features are more intuitive and allows for automatic updates, ensuring optimal performance when completing clock operations.



Note: if your mobile device is not working you may also complete clock operations from a computer or tablet at: <https://timeclock.appstate.edu/>