## **Mobile App Instructions**

- To download the Mobile App you will search TimeClock Plus in your App Store or Play Store. Select TimeClock Plus V7 and download.
- After installing, system will ask to set up the following credentials for the app:

Scheme: HTTPS Host: 270007.tcplusondemand.com Port: 443 Namespace: 270007 Select Company: Arkansas State University 1 Enter your employee id number

• Once downloaded, you should have an icon on your phone that looks like this:



Will now be able to clock in and out via the app

- Clocking In
  - 1. Select MobileClock icon on phone



- 3. Push the CLOCK IN button.
- 4. System will ask to confirm your information is correct and select Continue

- Clocking Out
  - 1. Select MoblieClock icon on phone

2. Following will appear:											
8/24/2020 10:17:31 AM											
STATUS Clocked in at 08:00 AM											
CHANGE JOB CODE											
Hours											
Last Punch											
Accruals											
Messages											

- 3. Push the CLOCK OUT button.
- 4. System will ask to confirm your information is correct and select Continue.
- Approving Hours

When on the home screen of the MobileClock, click on Hours. Go back to the previous week by selecting <u>Prev</u> and check all the boxes listed on the left side of each time segment. This needs to be done no later than 5:00 pm every Monday.

8/24/2020 10:17:31 AM		V		View Hours	/iew Hours			View Hours	
STATUS Clocked in at 08:00 AM				8/24/2020 10:32:22 AM	Π			8/24/2020 10:32:35 AM	
CLOCK IN	CLOCK OUT		Prev	08/24 - 08/30	<u>Next</u>		Ø	8/19/2020 01:00 PM (4:00) 150089700 - Administrative Analyst	
			8/24/2020 08:00 AM (2:32) 150089700 - Administrative Analyst			>		Shift total (4:00)	
CHANGE		Sh	ift total (2:32), Week total: (2:3	2)		•	8/20/2020 08:00 AM (5:15) 150089700 - Administrative Analyst		
								Shift total (5:15)	
Но	urs							8/20/2020 02:00 PM (3:15) 150089700 - Administrative Analyst	
Last	Punch							Shift total (3:15)	
Accruals							<b>&gt;</b> 0	8/21/2020 08:00 AM (5:15) 150089700 - Administrative Analyst	
								Shift total (5:15)	
Mes	sages							8/21/2020 02:15 PM (3:00) 150089700 - Administrative Applyst	

• If you need any assistance please contact Angela Gibson in Payroll Services at (870) 680-8088.