Missouri State University

TimeClock Plus Mobile App

Employee User Guide

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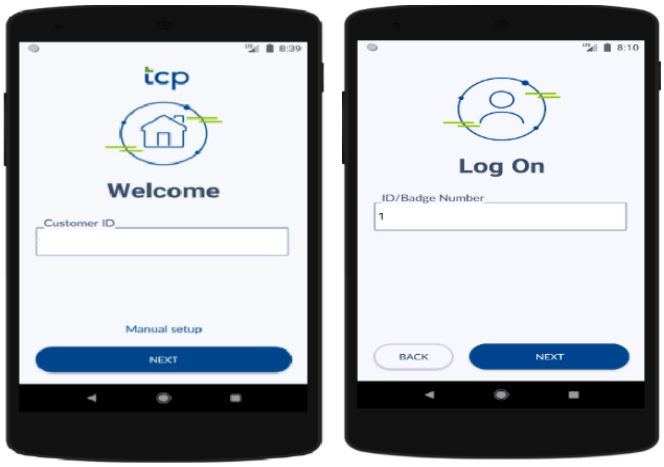
TimeClock Plus (TCP) operations can be performed on the TCP MobileClock or on a physical time clock. Check with your supervisor which one you will be required to use.

Register The Mobile App

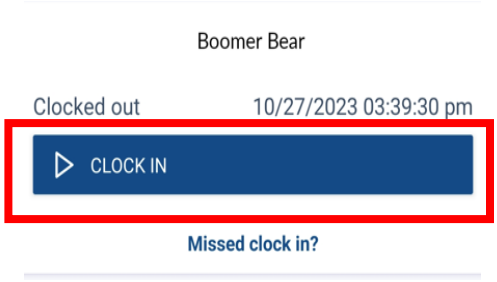
1. Install the **TCP MobileClock** app from the App Store or Google Play Store.
2. Enter the Customer ID **162483**.
3. Select **Next**.
4. Enter your **MSU Login ID** in **Badge Number** field**.**
5. Select **Next**.
6. You are logged in and registered with the TCP mobile app.

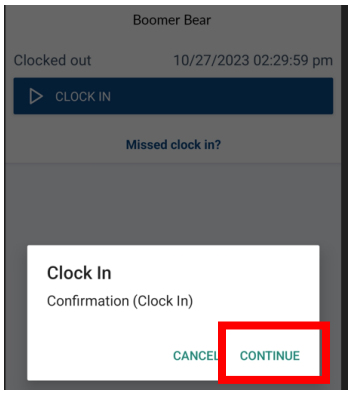


NOTE: Areas where clock operations are allowed are called geofences. Clock In/Clock Out functions can only be performed within the geofence you are assigned.

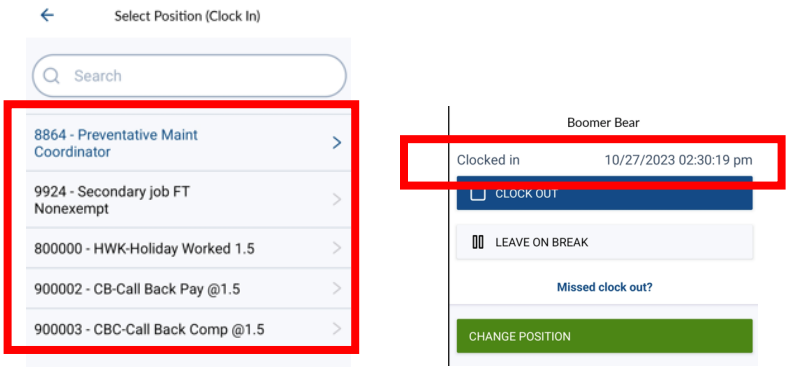
How To Clock In

1. Open the **TCP MobileClock** app.
2. Select **Clock In**.
3. Accept **Precise** Location Services **While Using the App**.
    a. This will only need to be completed at your first mobile clock in.
4. Select **Continue** to confirm you want to clock in.



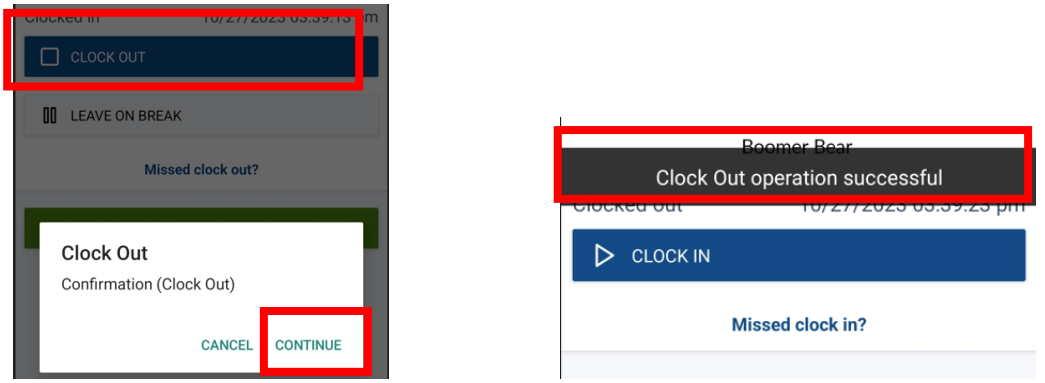


5. If prompted, select the **Job Code/Position** you will be working then select **Continue**.
    a. If you are a full-time employee working on a designated university holiday, you will need to select HWK-Holiday Worked 1.5 to be compensated according to policy.
    b. If you are a full-time employee working on a designated Extra Given day, you will select the Job Code/Position you will be working in.
    c. If eligible for call back and time qualifies for the Call-Out Provision select CB-Call Back Pay @1.5 to receive compensation or CBC-Call Back Comp to receive Comp Time. You must also submit a Call Back Request form. See procedure below under 'How To Submit Call Back/Overtime Request'.
6. The system will then present a Confirmation screen to let you know that the clock operation is successful. You are now Clocked In.



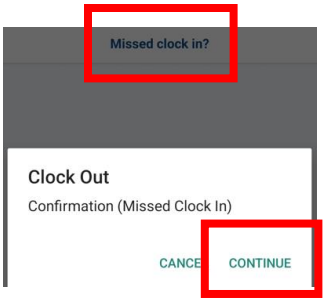
How To Clock Out At The End Of Your Shift

1. Open the **TCP MobileClock** app.
2. Select **Clock Out**.
3. Select **Continue** to confirm you want to clock out.
4. The system will then present a Confirmation screen to let you know that the clock operation is successful. You are now Clocked Out.

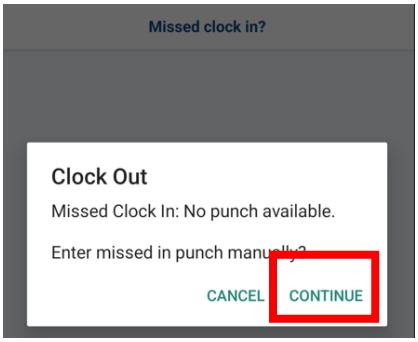


How To Resolve A Missed Clock In

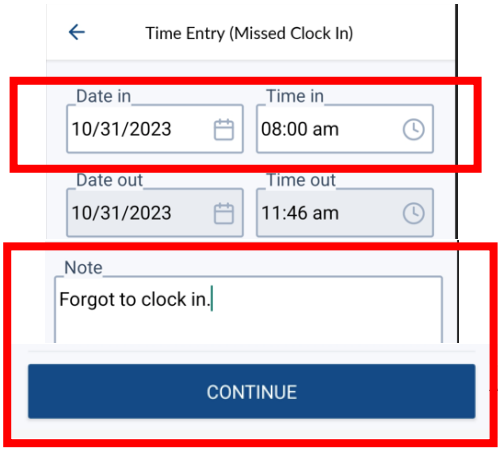
1. If you forgot to Clock In at the beginning of your shift you will need to wait until time to clock out to correct. When it is time to clock out, select **Missed clock in?**.
   a. The system will show a **Confirmation (Missed Clock In)** screen, select **Continue**.



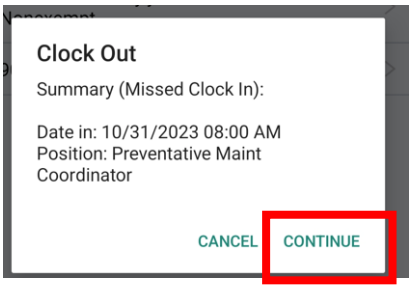
2. The system will ask you, **Enter missed in punch manually?** select **Continue** to confirm a missed clock in.



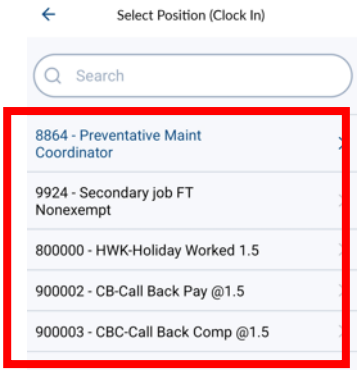
3. Enter date, time, and a note related to your missed clock in and select **Continue** to confirm your time entry.



4. After submitting your missed clock in data, review the **Summary (Missed Clock In)** prompt to ensure the time entry is correct.
5. Once verified select **Continue** to submit the missed punch and proceed with your clock operation.



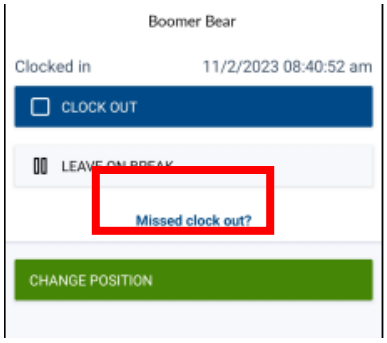
6. If prompted, select the Job Code/Position you will be working then select **Continue**.
    a. If you are a full-time employee working on a designated university holiday, you will need to select HWK-Holiday Worked 1.5 to be compensated according to policy.
    b. If you are a full-time employee working on a designated Extra Given day, you will select the Job Code/Position you will be working in.
    c. If eligible for call back and time qualifies for the Call-Out Provision select CB-Call Back Pay @1.5 to receive compensation or CBC-Call Back Comp to receive Comp Time. You must also submit a Call Back Request form. See procedure below under 'How To Submit Call Back/Overtime Request'.

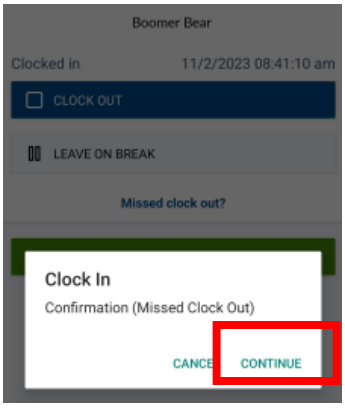


7. Your Missed Clock In has been recorded and you are now Clocked Out.

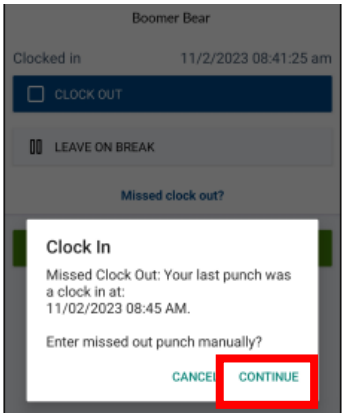
How To Resolve A Missed Clock Out

1. If you forgot to Clock out at the end of your previous shift, you will select **Missed clock out?**.
    a. The system will show a **Confirmation (Missed Clock Out)** screen, select **Continue**.

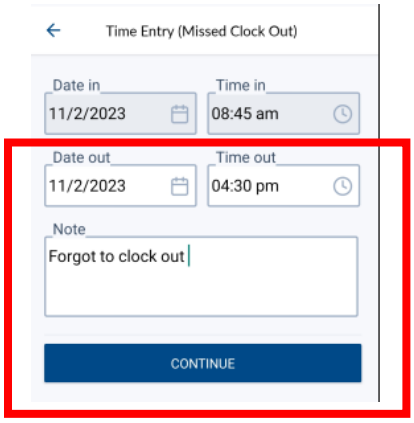




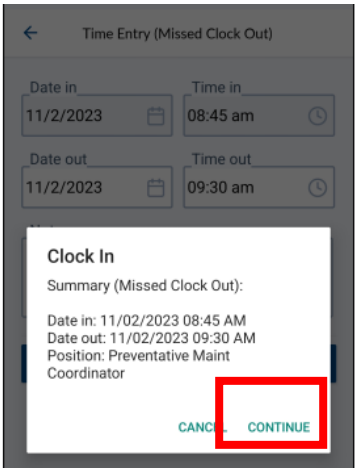
2. The system will ask you, **Enter missed out punch manually?** select **Continue** to confirm a missed clock out.



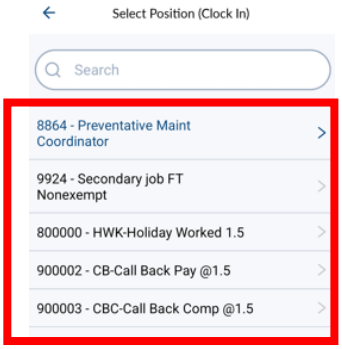
3. Enter date, time, and a note related to your missed out punch and select **Continue** to confirm your time entry.



4. After submitting your missed clock out information, review the **Summary (Missed Clock Out)** prompt to ensure the time entry is correct.
5. Once verified select **Continue** to submit the missed punch and proceed with your clock operation.



6. If prompted, select the Job Code/Position you will be working then select **Continue**.
    a. If you are a full-time employee working on a designated university holiday, you will need to select HWK-Holiday Worked 1.5 to be compensated according to policy.
    b. If you are a full-time employee working on a designated Extra Given day, you will select the Job Code/Position you will be working in.
    c. If eligible for call back and time qualifies for the Call-Out Provision select CB-Call Back Pay @1.5 to receive compensation or CBC-Call Back Comp to receive Comp Time. You must also submit a Call Back Request form. See procedure below under 'How To Submit Call Back/Overtime Request'.



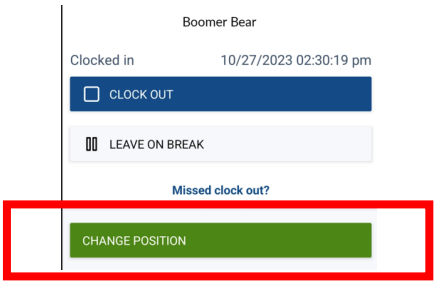
7. Your missed Clock Out has been recorded and you are now Clocked In.

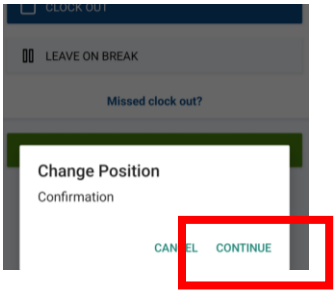
How To Change Job/Position

Change Position is to only be used if you are currently working in a position and need to immediately change to another position.

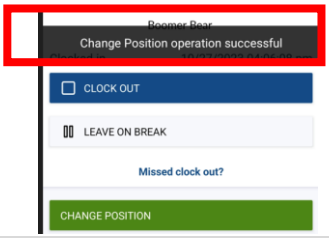
1. Once you are clocked in, select **Change Position**.

2. Select **Continue** to confirm you want to change positions.





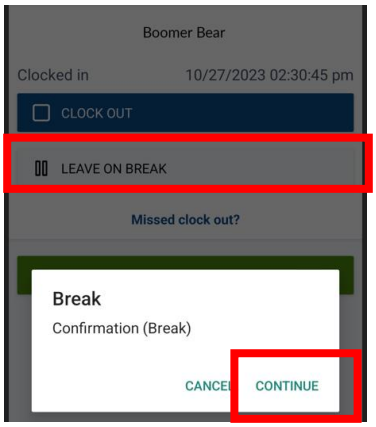
3. You will be given a list of your available positions. Select the position you are changing to, and select **Continue**. A message will display stating the clock operation was successful.

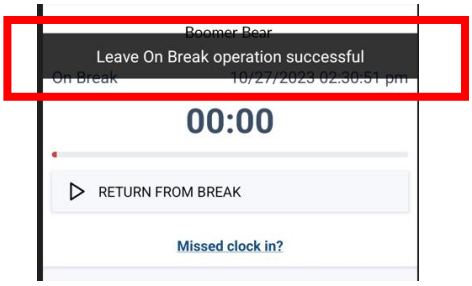


How To Clock Out For Break

Some employees will have automatic meal breaks, which allows employees to take their meal breaks without clocking out and in. Check with your supervisor to see if you are required to clock out and in for breaks.

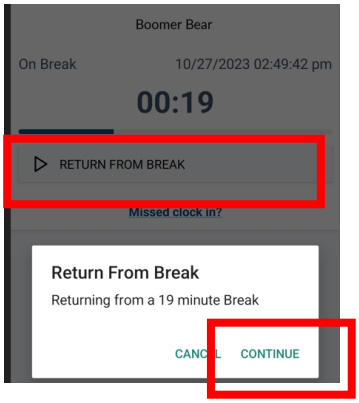
1. Open the **TCP MobileClock** app.
2. Select **Leave On Break**.
3. Then select **Continue**. A message will display stating the clock operation was successful.
4. You are now Clocked Out on Break.

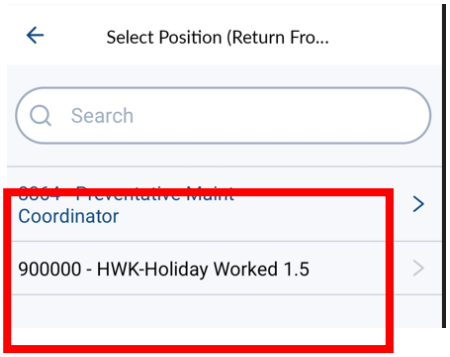




How To Clock In From Break

1. Open the **TCP MobileClock** app.
2. Select **Return From Break**.
3. Then select **Continue**.
4. If prompted, select the Job Code/Position you will be working then select **Continue**.
   a. If you are a full-time employee working on a designated university holiday, you will need to select HWK-Holiday Worked 1.5 to be compensated according to policy.
   b. If you are a full-time employee working on a designated Extra Given day, you will select the Job Code/Position you will be working in.

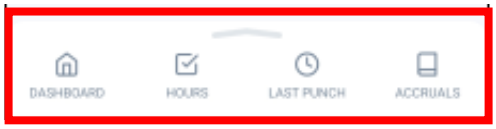




5. The system will then present a Confirmation screen to let you know that the clock operation is successful. You are now Clocked In from Break.

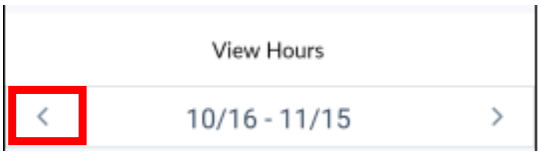
View Menu

1. The view menu is where you can view hours in your time sheet, last punch, and leave accruals.
2. Open the **TCP MobileClock** app.

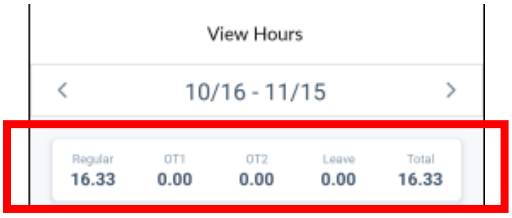


How To View Time Sheets

1. To view hours in your time sheet select **Hours**.
    a. Scroll up or down to review your current time sheet.
    b. Click to the left of dates for current time sheet to review a previous time sheet.

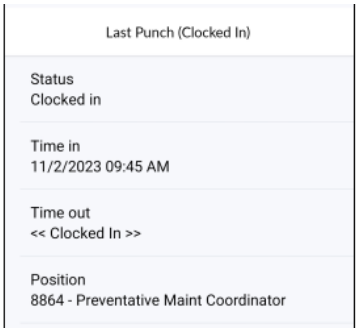


    c. TCP will only capture the time worked and leave taken. Any overtime will be calculated when time is imported into Banner and compensated according to Human Resources Policy G7.02-4.8, 9.



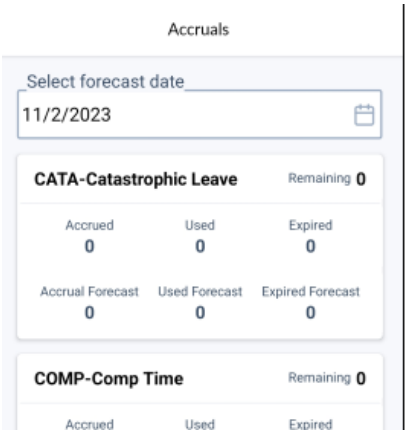
How to View Last Punch

1. To view your last punch select **Last Punch**.
    a. This will display your last clock operation.



How to View Accruals

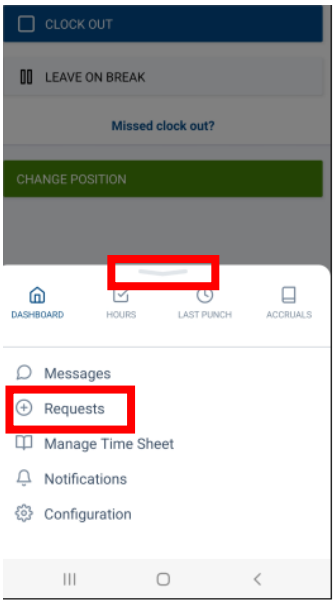
1. To view your accruals select **Accruals** if you are in a leave earning position.
   a. Scroll up or down to review your leave accruals.



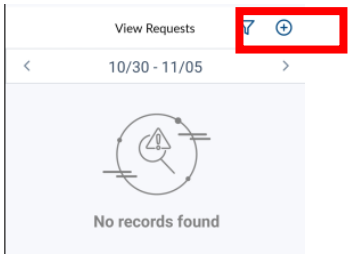
   b. Keep in mind this information will only display your leave balance as of the end of the previous pay period. Accruals are only updated after the month end payroll has been processed. Leave accruals will include leave not available until the 1st of the following month. Example: Accruals updated on the November payroll will include your sick and vacation accrual for December, which cannot be used until December 1st.

How To Enter Time-Off Request (For employees who accrue leave)

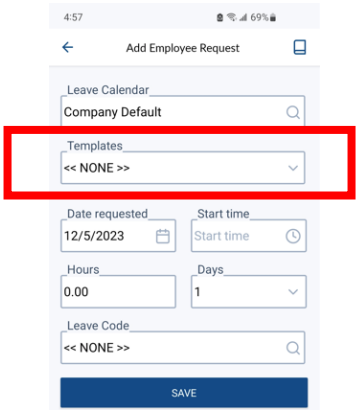
1. Open the **TCP MobileClock** app.
2. Swipe up to open bottom toolbar and select **Requests**.

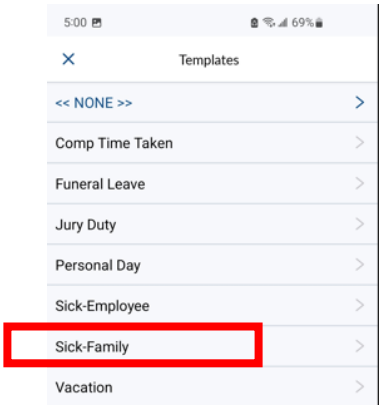


3. For a new time-off request you will click on the plus button to **Add**.

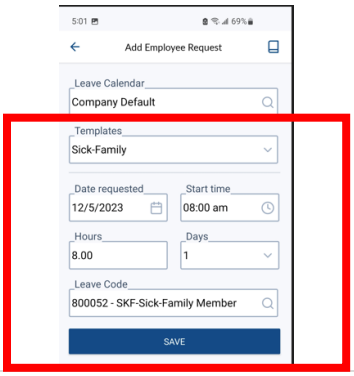


4. Use a template to auto populate or manually enter details for the request.
   a. To use a template, click on drop down then select template for the type of leave you are requesting.

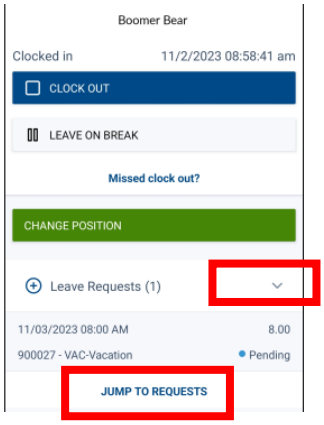


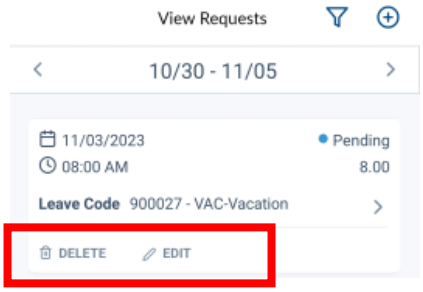


5. Change the date, start time, hours, days, and leave code as needed.
   a. For a full day of leave Start time should reflect the time you normally clock in. Enter the number of hours that constitutes a full shift. Example: 8 hours if you typically work an 8 hour day.
   b. If you will be taking more than a full day of leave you do not have to submit a leave request for each day. Use the drop down on Days to select the number of days you will be using leave. Do not include days you are not scheduled to work. If you are taking leave with scheduled days off during your time off you would need to submit two leave request. One for the days prior to your scheduled day(s) off and another one for after your scheduled day(s) off.
   c. If taking a partial day the Start time should reflect the time your leave will begin. Enter the number of hours of your leave.

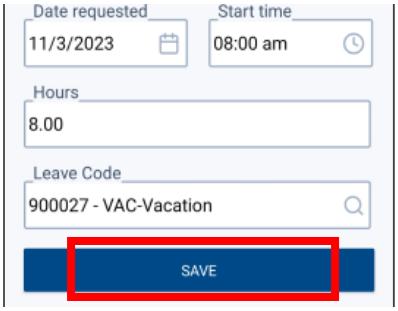


6. Select **Save** to submit your leave request to your supervisor for approval.
    a. Once approved or denied you will receive notification through your employee time clock. Your time sheet will be updated once the leave has been approved.
7. To edit or delete your request use the drop down to select **Jump To Request**. Then select **Delete** to delete your request or select **Edit** to change the request.





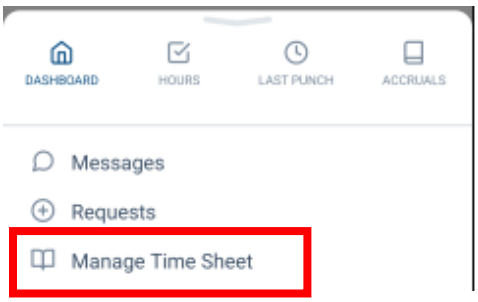
8. If editing, enter corrected information then select **Save**.



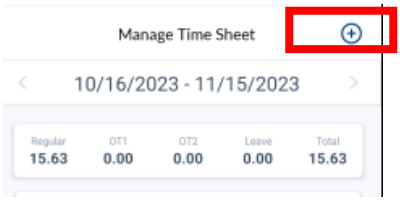
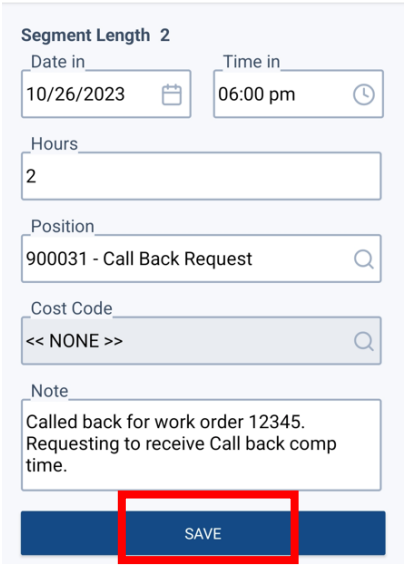
How To Submit Call Back/Overtime Request

If you are eligible for call back or overtime and your department requires you to submit a request for approval, you will need to submit a Call Back or Overtime Request. ***You must still clock in/out for the time actually worked, this step only replaces the paper request form.***

1. Open the **TCP MobileClock** app.
2. Swipe up to open bottom toolbar and select **Manage Time Sheet**.



3. For a new request you will click on the plus button to **Add**.



4. Enter request details for **Date in, Time in**, and number of **Hours**.
5. Expand the Position section then select **Call Back Request** or **Overtime Request**.
6. Enter a note explaining the request and then select **Save**.