

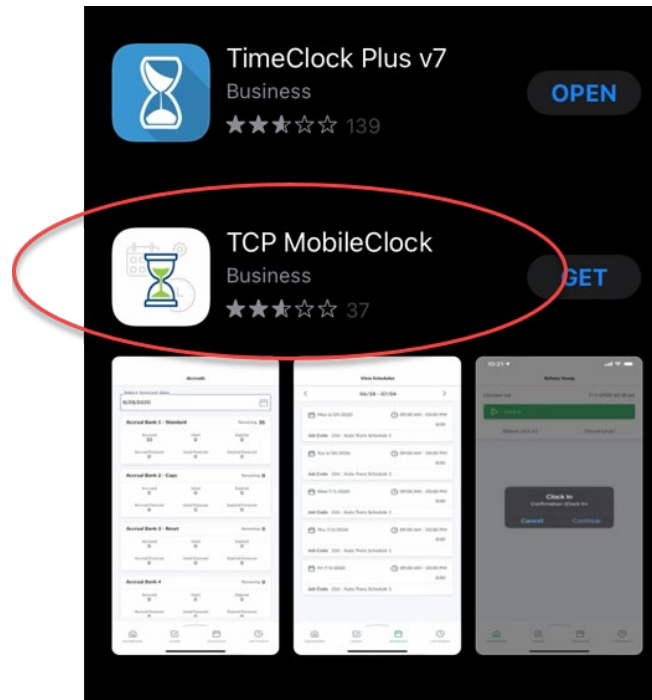


## TimeClock Plus – Configuring and Using the Mobile App



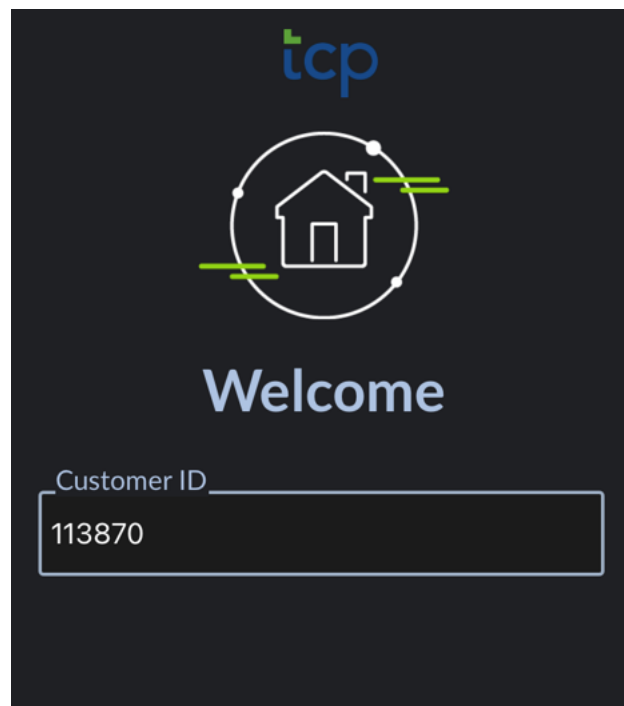
### Downloading the App

- In the iOS or Android app store, search for “TCP MobileClock”
- Choose the “TCP MobileClock” app, *not* the “TimeClock Plus v7” app
- Download the app for free

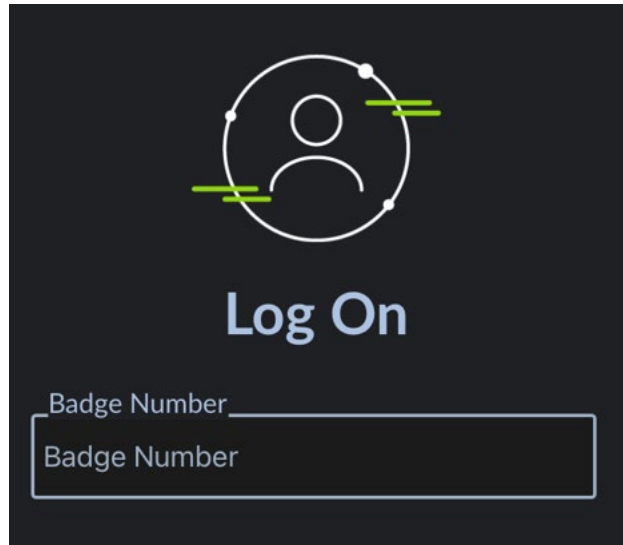


### Configuring the App

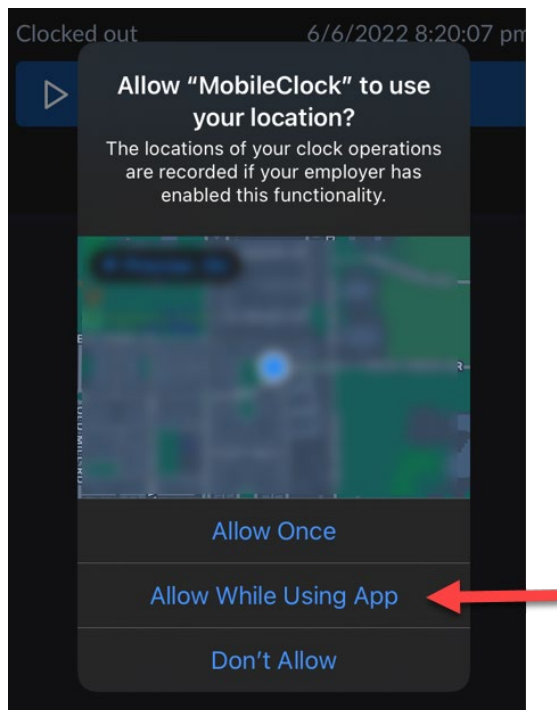
- When the app is first opened, the Customer ID must be entered. This is 113870.



- You may be asked whether or not to accept push notifications. You may choose to do so or not, and choosing not to receive notifications will not prevent usage of the app.
- Enter your 9-digit CSU ID starting with an “8” in the Badge Number field

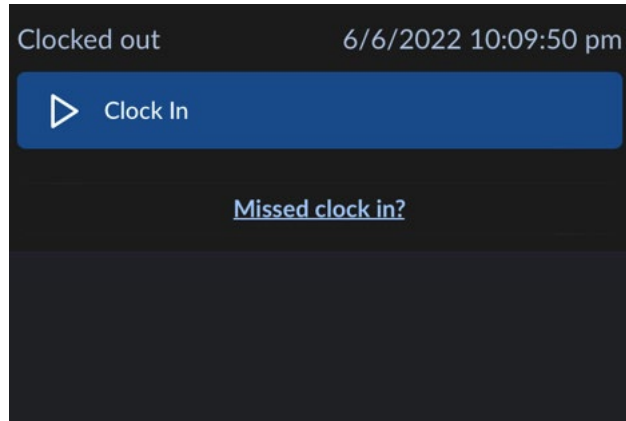


- You will only have to enter the CSU ID number the first time the app is opened
- The first time you open the app, you will also be asked if you want the app to be able to access your location; answer “Yes” to allow the full functionality of the app
- Some departments may prohibit the app from functioning unless the device is on the worksite, so the app must be able to access the location

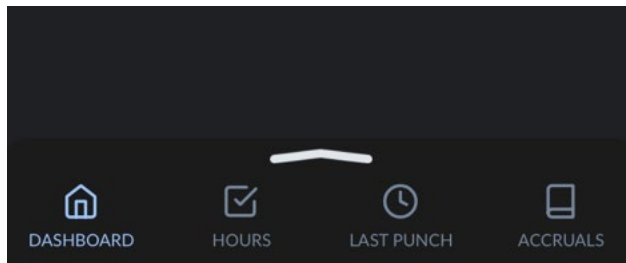


## Using the App

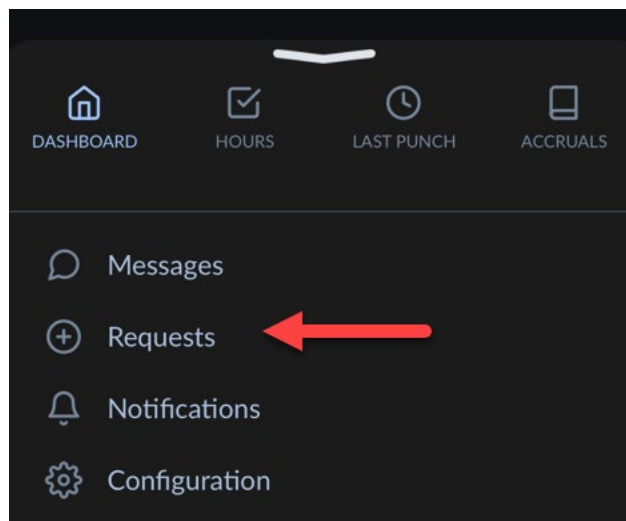
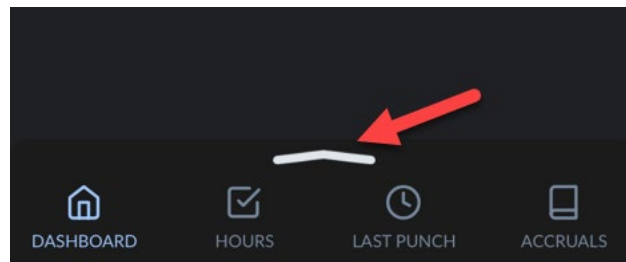
- Clocking in and out operations are on the screen after opening the app



- Viewing previously clocked hours, last punch, and leave accrual information is available using the function buttons at the bottom.



- Swipe up on the white arrow to see all other options available, including creating leave requests.



- Once on the Requests screen, click the plus sign to create a new leave request.

