

Employee Guide for the TCP Web Clock & Mobile App



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Web Clock Operations:

How To Clock In

1. Enter your employee ID number in the ID Number Field
2. Press the **Green** “Clock In” button
 - Enter your password if prompted then click “Log On”
3. Confirm your correct first and last name show on the screen
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
4. Press the “Continue” button
5. Select the Job Code/Position you will be working if prompted
6. Press the “Continue” button
7. Press the “OK” button on the clock operation confirmation screen
8. You are now Clocked In!

Web Clock Operations:

How To Leave on Break

1. Enter your employee ID number in the ID Number Field
2. Press the White “Leave on Break” button
 - Enter your password if prompted then click “Log On”
3. Confirm your correct first and last name show on the clock
 - If your name is misspelled continue to step 4 and notify your manager to get your name corrected
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
4. Press the “Continue” button
5. Press the “OK” button on the clock operation confirmation screen
6. You are now On Break!

Web Clock Operations:

How To Return From Break

1. Enter your employee ID number in the ID Number Field
2. Press the White “Return From Break” button
 - Enter your password if prompted then click “Log On”
3. Confirm your correct first and last name show on the clock
 - If your name is misspelled continue to step 4 and notify your manager to get your name corrected
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
4. Press the “Continue” button
5. Select the Job Code/Position you will be working if prompted
6. Press the “Continue” button
7. Press the “OK” button on the clock operation confirmation screen
8. You are now Back From Your Break!

Web Clock Operations:

How To Clock Out

1. Enter your employee ID number in the ID Number Field
2. Press the **Blue** “Clock Out” button
 - Enter your password if prompted then click “Log On”
3. Confirm your correct first and last name show on the clock
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
4. Press the “Continue” button
5. Press the “OK” button on the clock operation confirmation screen
6. You are now Clocked Out!

Web Clock Operations:

How To Change Position/Job Code

1. Enter your employee ID number in the ID Number Field
2. Press the “Change Job Code” button
 - Enter your password if prompted then click “Log On”
3. Confirm your correct first and last name show on the clock
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
4. Press the “Continue” button
5. Select the Job Code/Position you will be working next
6. Press the “Continue” button
7. Press the “OK” button on the clock operation confirmation screen
8. You have changed your Job Code!

Web Clock Operations:

How To Resolve a Missed Clock In (Blank Punch Option):

1. Enter your employee ID number in the ID Number Field >
2. If you forgot to Clock In at the beginning of your shift, you will continue to press the Blue “Clock Out” button
 - This will prompt the system to adjust your missed Clock In, it will recognize that you never Clocked In at the start of your shift
 - The system will show “Confirmation (Missed Clock In) Screen > Continue
3. Confirm your correct first and last name show on the clock
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
 - The system will ask you, “Did you forget to clock in? Press continue to confirm a missed punch in or chose another option”.
4. Press the “Continue” button
5. Review the Summary Missed Clock In Page
 - Since the software is recording a blank punch, there will be no details.
6. Press the “Continue” button
7. Select the Job Code that you worked during your shift if prompted
8. Press the “Continue” button
9. You are now Clocked Out and your missed Clock In has been recorded

Web Clock Operations:

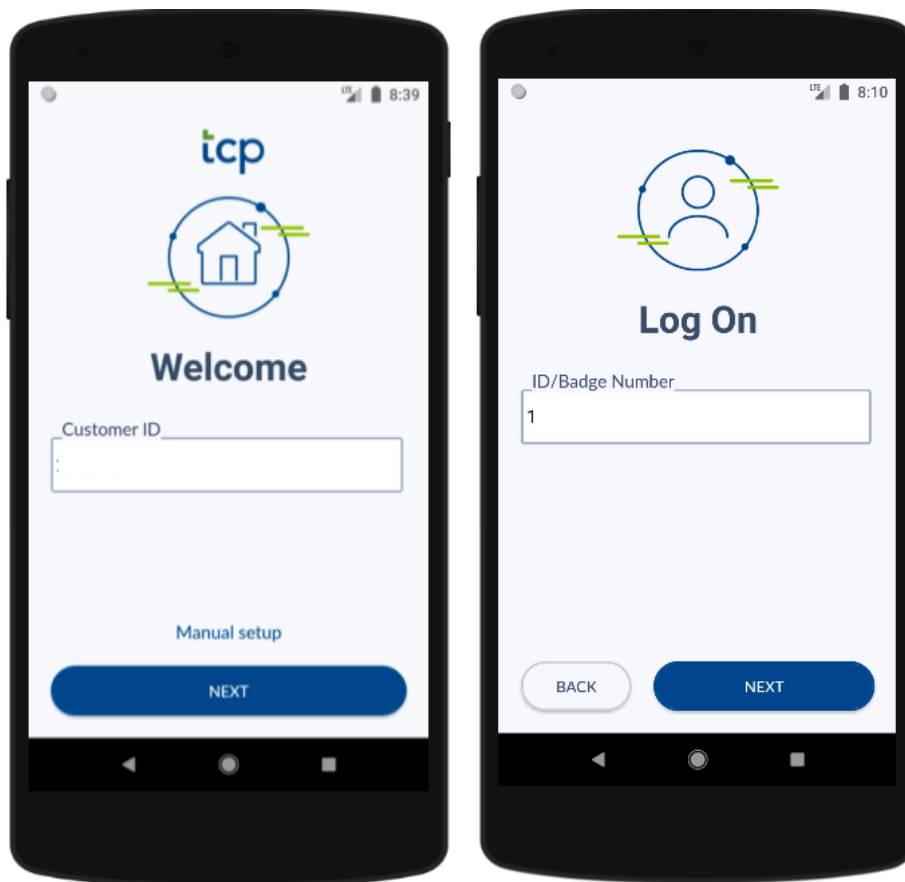
How To Resolve a Missed Clock Out(Blank Punch Option):

1. Enter your employee ID number in the ID Number Field >
2. If you forgot to Clock Out at the beginning of your shift, you will continue to press the **Green** “Clock In” button
 - This will prompt the system to adjust your missed Clock Out, it will recognize that you never Clocked Out at the start of your shift
 - The system will show “Confirmation (Missed Clock Out) Screen > Continue
3. Confirm your correct first and last name show on the clock
 - If the wrong name comes up, press the “Cancel” button and notify your manager to ensure the correct ID number is assigned to your profile
 - The system will ask you, “Did you forget to clock out? Press continue to confirm a missed punch in or chose another option”.
4. Press the “Continue” button
5. Review the Summary Missed Clock Out Page
 - Since the software is recording a blank punch, there will be no details.
6. Press the “Continue” button
7. Select the Job Code that you worked during your shift if prompted
8. Press the “Continue” button
9. You are now Clocked In and your missed Clock Out has been recorded

Mobile App Operations:

How To Register the Mobile App

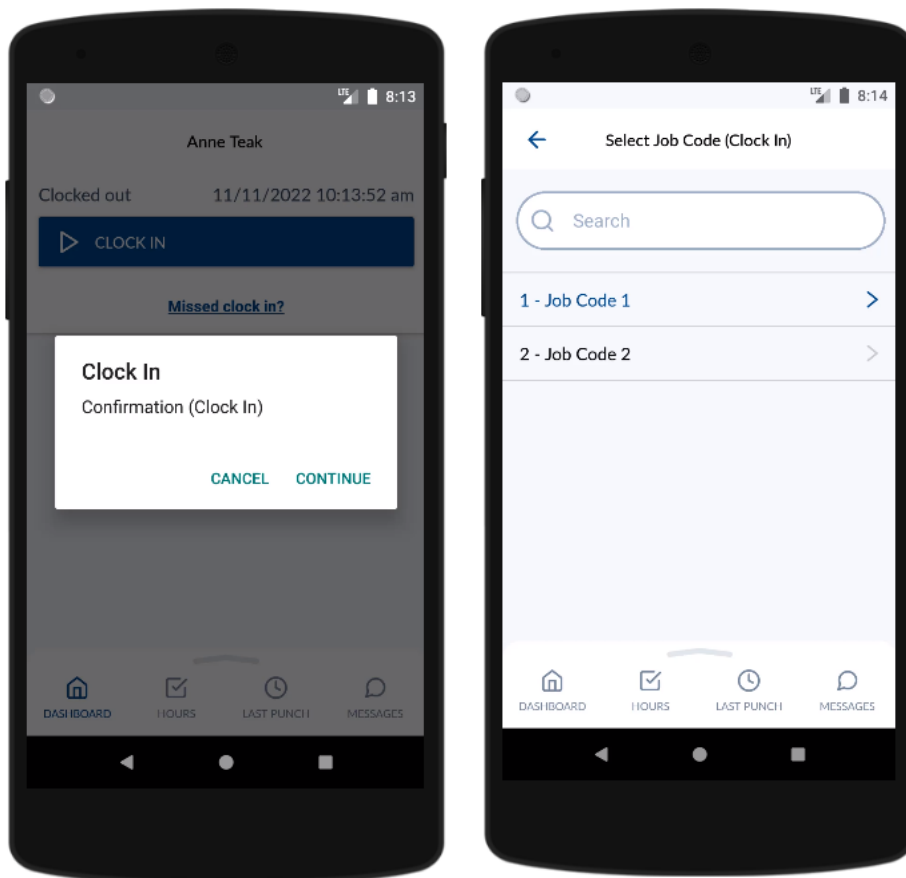
1. Install the TCP MobileClock app from the App Store or Google Play Store
2. Enter the Customer ID
3. Press the “Next” Button
4. Press “Next” at the Push Notification screen
5. Enter your Employee ID Number or the ID of preference set by management for Authentication purposes
6. Press the Next button
7. You are logged in and registered with the TCP mobile app!



Mobile App Operations:

How To Clock In

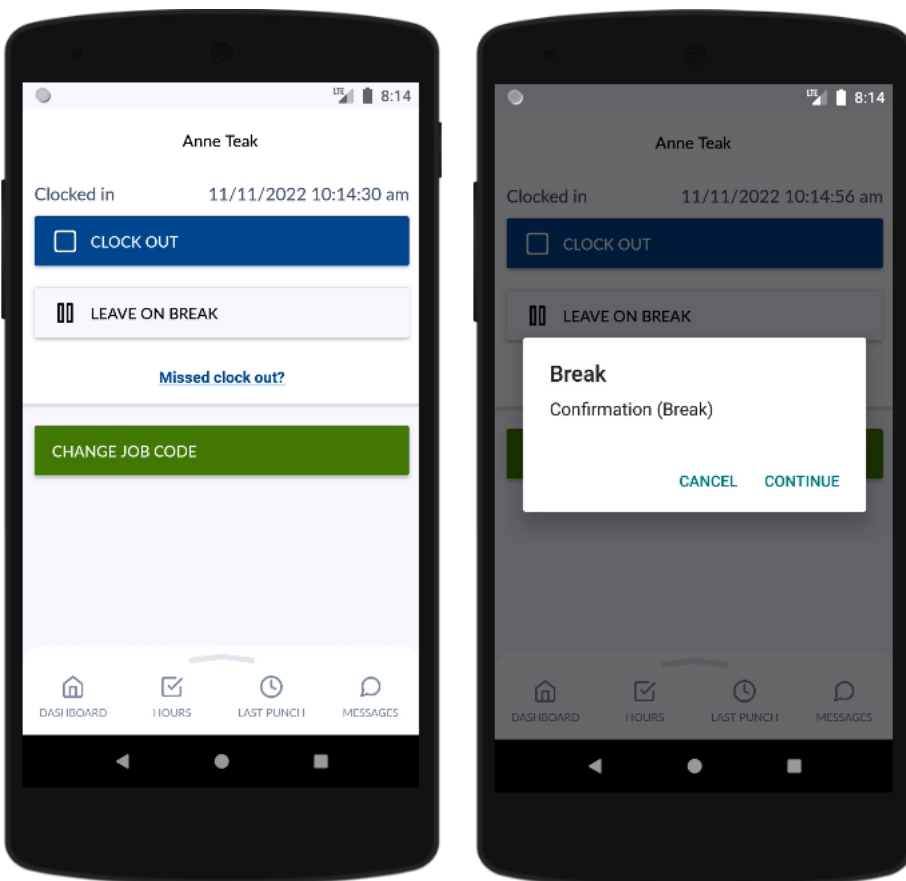
1. Open the TCP MobileClock app
2. Press the “Clock In” button
3. Accept Location Services
 - This will only need to be done once at your first mobile clock in
4. Press the “Continue” button
9. Select the Job Code/Position you will be working if prompted
5. You are now Clocked In!



Mobile App Operations:

How To Leave on Break

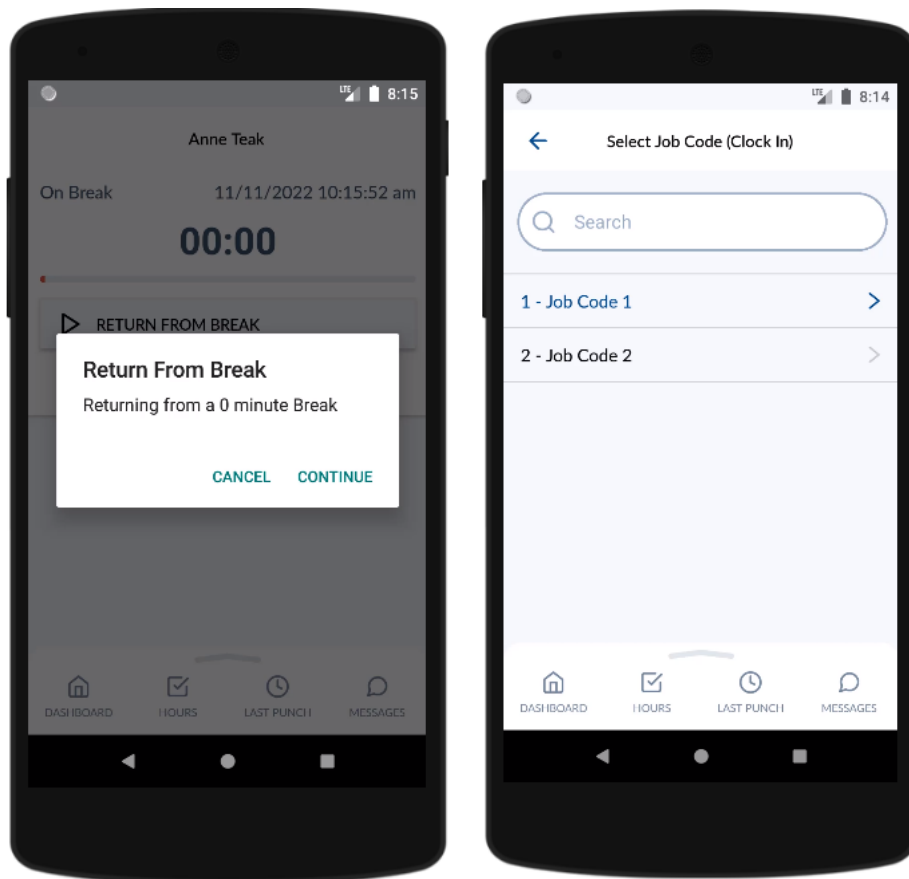
1. Open the TCP MobileClock app
2. Press the “Leave on Break” button
3. Press the “Continue” button
4. You are now On Break!



Mobile App Operations:

How To Return From Break

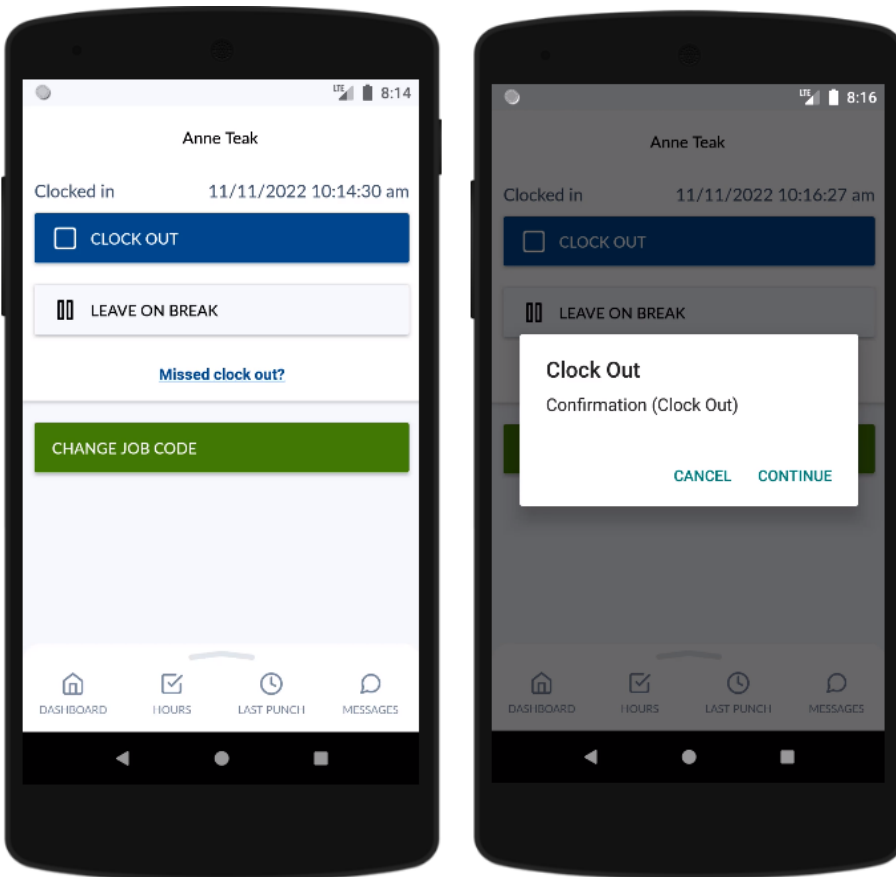
1. Open the TCP MobileClock app
2. Press the “Return From Break” button
3. Press the “Continue” button
4. Select the Job Code/Position you will be working if prompted
5. You are now back from your break!



Mobile App Operations:

How To Clock Out

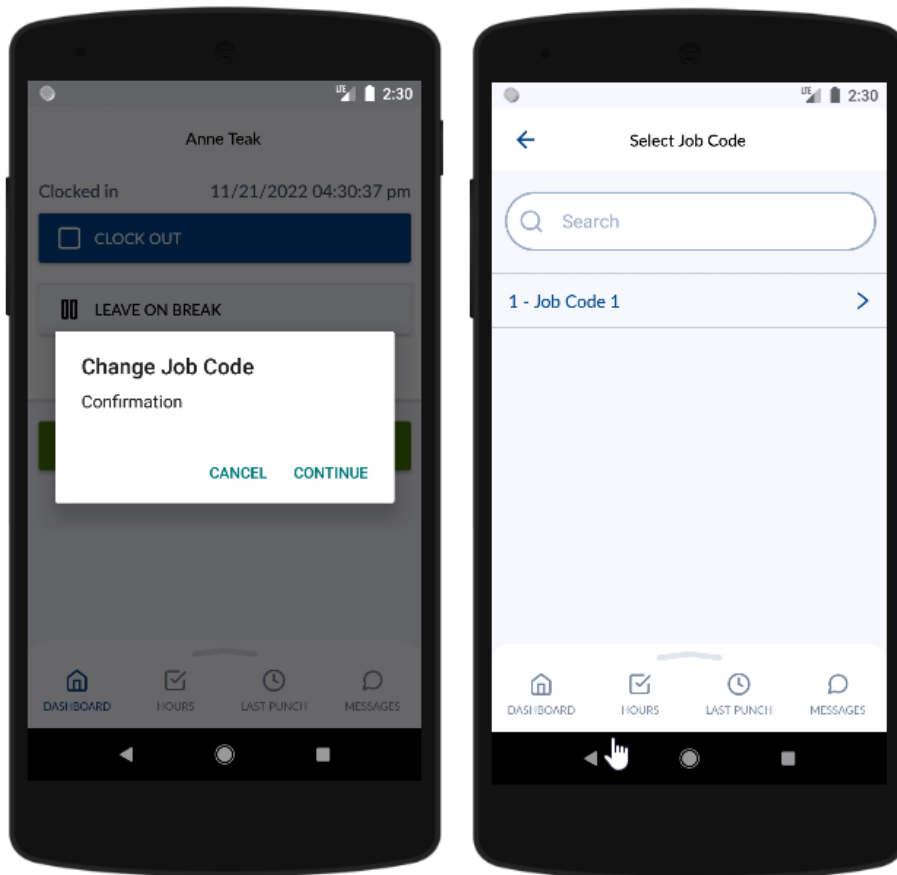
1. Open the TCP MobileClock app
2. Press the “Clock Out” button
3. Press the “Continue” button
4. You are now Clocked Out!



Mobile App Operations:

How To Change Position/Job Code

1. Open the TCP MobileClock app
2. Press the “Change Job Code” button
3. Press the “Continue” button
4. Select the Job Code/Position you will be working
5. You have changed your Job Code/Position!



Mobile App Operations:

How To Resolve a Missed Clock In

1. If you forgot to Clock In at the beginning of your shift, you will press the “Missed Clock In” button
 - This will prompt the system to adjust your missed Clock In
2. Press the “Continue” button
3. Review the Missed Punch Summary and Last Punch
4. Press the “Continue” button
5. Select the Job Code that you worked during your shift if prompted
6. You are now Clocked Out and your missed Clock In has been recorded and sent to your manager for approval.

How To Resolve a Missed Clock Out

1. If you forgot to Clock Out at the end of your last shift, you will press the “Missed Clock Out” button
 - This will prompt the system to adjust your missed Clock Out
2. Press the “Continue” button
3. Review the Missed Punch Summary and Last Punch
4. Press the “Continue” button
5. Select the Job Code that you will work for today’s shift if prompted
6. You are now Clocked In and your missed Clock Out has been recorded and sent to your manager for approval.