

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Configuring and Using TimeClock on Mobile Devices

All features of TimeClock can be accessed using your desktop or laptop computer. In addition, there are two additional options for accessing TimeClock information and tools using your smart phones or mobile devices:

- 1) Install the MobileClock app
- 2) Bookmark TimeClock Web Access.

The information below will assist you in determining which mobile option may be helpful to you.

TimeClock MobileClock App

The TimeClock Plus ® MobileClock app allows the following capabilities for use on Android™ or Apple® smartphones and tablet devices.

- Hourly wage employees can Clock In and Clock Out
- Hourly wage employees can View their hours
- Salaried staff can submit and review the status of Leave Requests
- Salaried staff can view vacation and personal balances
- All staff can review system generated messages

Please note the current mobile device compatibility:

- Android version 4.4 ("KitKat") or higher.
- iOS version 8 or higher for iPhone® and iPad®.

To configure the Mobile App:

- 1) Download the free App to your mobile device

In the iOS or Android app store, search and select "TimeClock Plus v7"

- 2) After installing, set up the app for the first time as follows:

1. Open the app on your device. This should present you with a setup screen.
2. Enter correct information here. This will consist of:
 - **Scheme:** https
 - **Host (Domain):** 173018.tcplusondemand.com
 - **Port:** 443

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

- **Namespace:** 173018
- **ID:** Your Banner Lehigh ID Number (starts with an "8")

Using your Mobile App:

Functionally, mobile app behaves just like the WebClock on your computer, in that many of the same operations are available in the same layout. If you need to return to the main screen, this can be accomplished with the gray **Home** button.

For Hourly Wage Employees:

Clocking In

1. Select **Clock In**.
2. Confirm your information is correct and select **Continue**.
3. If you have multiple jobs, you will be prompted to select a Time Code and select **Continue** .

Clocking Out

1. Select **Clock Out**.
2. You will be prompted to confirm your information is correct. Select **Continue**.

Changing Time Codes

1. Select **Change Time Code**.
2. Confirm your information is correct and select **Continue**.
3. Choose the new Time Code and select **Continue**.

Viewing Hours and Shift Notes

1. Select **View Hours**.
2. Each shift will be listed on separate lines, and any relevant totals will be noted beneath. Use the **Prev** and **Next** buttons to browse from week to week.
3. To view shift notes, expand a segment in the list, then press the **Note** button to access the **View Notes** screen. To add a new note, select the green **Add** button at the top of this screen, type a note, and press **Save**.
4. By tapping each time segment, you may view the actual punch times in addition to the rounded times (time are rounded to the nearest 15 minutes).

Viewing Schedules (if schedules are established by your Supervisor)

1. Select **View Schedules**.
2. Each scheduled shift will be listed on separate lines. Use the **Prev** and **Next** buttons to browse from week to week.

Viewing Last Punch

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

1. Select **View Last Punch**.
2. The **Last Punch** screen will show you the last clock entry including the date, time, and Time Code.

Salaried Exempt and Nonexempt Employees

Viewing Accruals

1. Select **View Accruals**. For eligible salaried staff, vacation and personal leave accrual balances are recorded in TimeClock Plus.
2. Each accrual bank will be listed within its own table. Here you can view the amounts accrued and the amounts used based on the data submitted following the most recently completed pay period

Viewing Messages

1. Select **View Messages**.
2. Each message will be listed on a separate line. In addition to the message's contents, each message will display the date the message was sent, as well as the ID of the user who sent the message.
3. Staff can mark a message as **Read** by using the check mark on the left side of the message. Once all messages are marked, confirm by pressing the **Submit** button at the bottom of the **View Messages** window.

Adding Leave Requests

1. Select **Requests**.
2. To add a request, select the green circle that contains a **+** sign.
3. Enter the date, start time, hours, days, Leave Time Code, and description as needed. If you need to view your accrual balance(s), press the **Accruals** button.
4. Press **Save** to enter the request.
5. Prior requests will be displayed line by line on the main **View Requests** screen. Press each request to expand it.
 - If you need to make any edits to a request, press **Edit**.
 - To delete a previously entered request, press **Delete**.

Bookmark TimeClock Web Access

In addition to the Mobile App, Salaried Staff and Time Approvers can bookmark the TimeClock web access to support smart phone or other mobile device access for:

- Time entry
- Time approval and editing

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Once on the site, follow the standard instructions for navigation and time entry. See below for instructions below for the URL and how to set the mobile device bookmarks.

TimeClock Website URLs:

To bookmark TimeClock Manager for approval and oversight of time records, bookmark this website:

<http://go.lehigh.edu/timeclockmanager>

To bookmark the web clock for salaried staff time entry, bookmark this website:

<http://go.lehigh.edu/timeclock>

How to Set a Mobile Device Bookmark:

For an **iPhone**:

- 1) From the Home screen, tap the Safari icon  then navigate to the desired web page.
- 2) Tap the More icon .
- 3) Tap Add Bookmark (see icon shaped like a book).
- 4) Enter the information then tap Save (upper-right).

For an **Android** device:

- 1) From the website, tap: Menu icon  > Add bookmark icon  (located in the upper-right).
- 2)  If necessary, swipe down to display the option.
- 3) If desired, tap the Add bookmark icon again to edit the info in the Name, Folder and URL fields.
- 4)  By default, the name and address of the website currently visited appears.
- 5) Tap the left arrow icon  (located in the upper-left) to save.