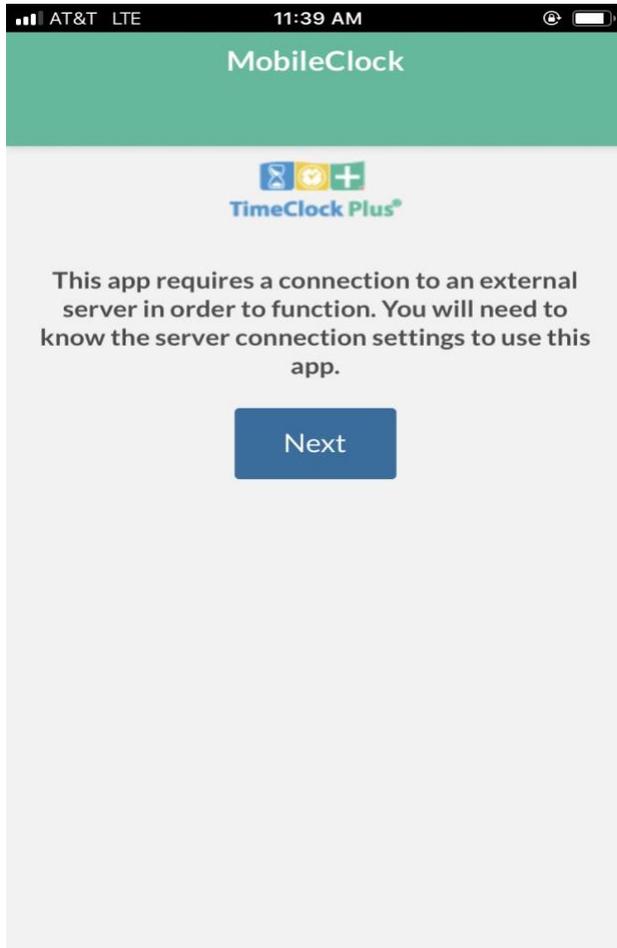
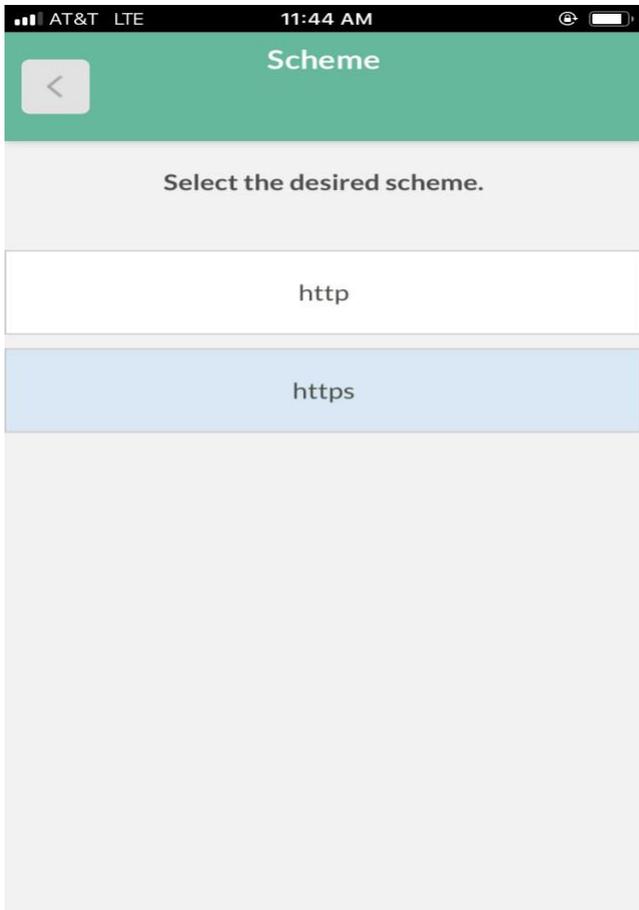


Time Clock Plus Mobile App

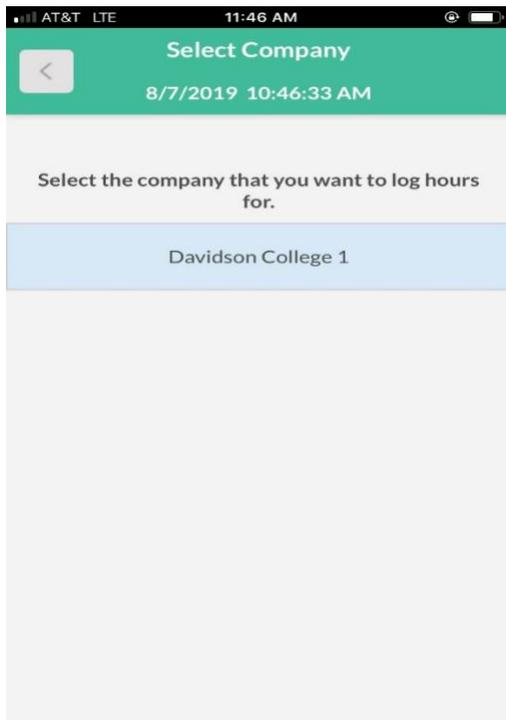
You will need to download version 7 of the app.
The Icon looks like an hour glass.

Open the app on your device. Click the Next button when you see the below screen.





Choose https



Click on Davidson College 1

AT&T LTE 11:46 AM

Namespace

8/7/2019 10:46:11 AM

Enter the desired namespace.

The namespace tells the server what database to connect to. If you have not been provided with a specific namespace, leave this field blank.

Namespace

224987

Next

Enter 224987 in Namespace and click Next.

AT&T LTE 11:47 AM

ID

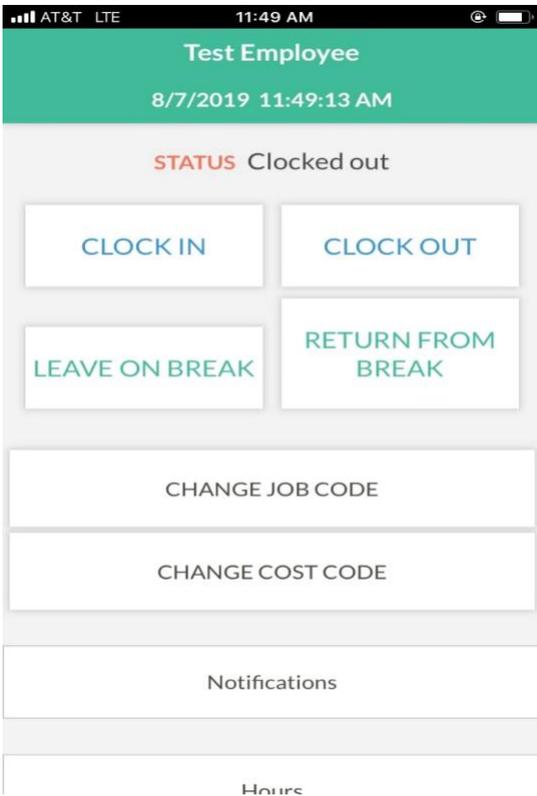
8/7/2019 11:47:04 AM

Enter your Employee ID number.

Badge Number

Log On

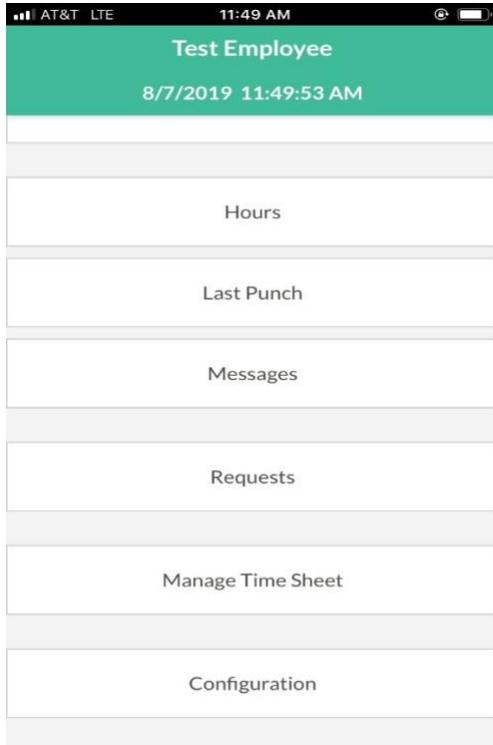
Enter your Davidson College ID number and click Log On.



When you reach this screen you may clock in and out. You may review your hours as well as your last punch.

This will be the screen that opens when you click on the hour glass app on your phone.

Please see below for additional instructions.



Using MobileClock

Functionally, MobileClock behaves just like the WebClock or an RDTg clock device, 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.

Clocking In

1. Select **Clock In**.
2. Confirm your information is correct and select **Continue**.
3. If enabled, you will be prompted to select a job code and select **Continue**. **If you have multiple jobs, you will be prompted to choose which job you are clocking in and out for.**

Clocking Out

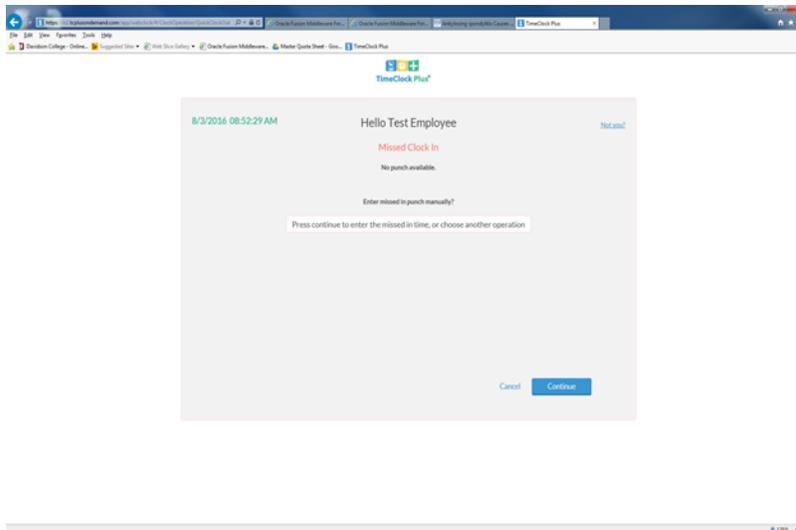
1. Select **Clock Out**.
2. You will be prompted to confirm your information is correct. Select **Continue**.

Click “Clock In” to clock in for the day, or “Clock Out” when leaving your shift. You will NOT need to use the “Leave on Break” or “Return From Break” buttons.

If you forget to clock in or out, do not punch the clock at the wrong time to make up for it. For example, if you start work and realize you forgot to punch in, wait until it is time to clock out and clock out as normal. The clock will prompt you that you are not clocked in, would you like to correct a missed clock in punch, you may then enter your start time. Follow the prompts. The same is true if you forget to clock out, DO NOT CLOCK OUT WHEN YOU REMEMBER, **WAIT until you begin working your next shift, if you are unsuccessful, **notify your supervisor** of the missed punch so that he or she can correct it.**

Forgot to clock in or out? Don’t punch when you remember...see below for instructions on fixing a missed punch.

If you forget to clock in or out, do not punch the clock at the wrong time to make up for it. For example, if you start work and realize you forgot to punch in, wait until it is time to clock out and clock out as normal. The clock will prompt you that you are not clocked in, would you like to correct a missed clock in punch, you may then enter your start time. Follow the prompts. If you are unsuccessful, notify your supervisor of the missed punch so that he or she can correct it.



Viewing Hours (if enabled)

1. Select **View Hours**.
2. Each shift and absent segment 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. If enabled, employees can approve each shift by pressing the check mark on the left side of the segment.
4. If punch rounding is being used, employees can tap each segment to view the actual punch times in addition to the rounded times.

Viewing Schedules (if enabled)

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 (if enabled)

1. Select **View Last Punch**.
2. The **Last Punch** screen will show you the last clock operation, including the date, time, job, code, and operation type.

Viewing Messages (if enabled)

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. If enabled, employees 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.