



Clock In:

6 Steps to CLOCK IN

“Welcome to TimeClock Plus (TCP). We have a series of Quick References for you to teach the basics of TCP and the Web Clock Interface. This reference goes over the 6 steps to CLOCK IN.”



05/19/2017
10:20:24 AM

Select Company

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

1

“Launch WebClock (Use the Kiosk or a Web Browser) Enter Your Employee ID”



TimeClock Plus™



2 "Choose CLOCK IN (fastest method)"



05/19/2017
10:20:24 AM

Select Company

ID Number

CLOCK IN **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD



3 "Enter your PIN Number (last 4 digits of your social security number) and then click LOG ON"

05/02/2017
7:22:48 AM

Select Company

ID Number

PIN Entry ?

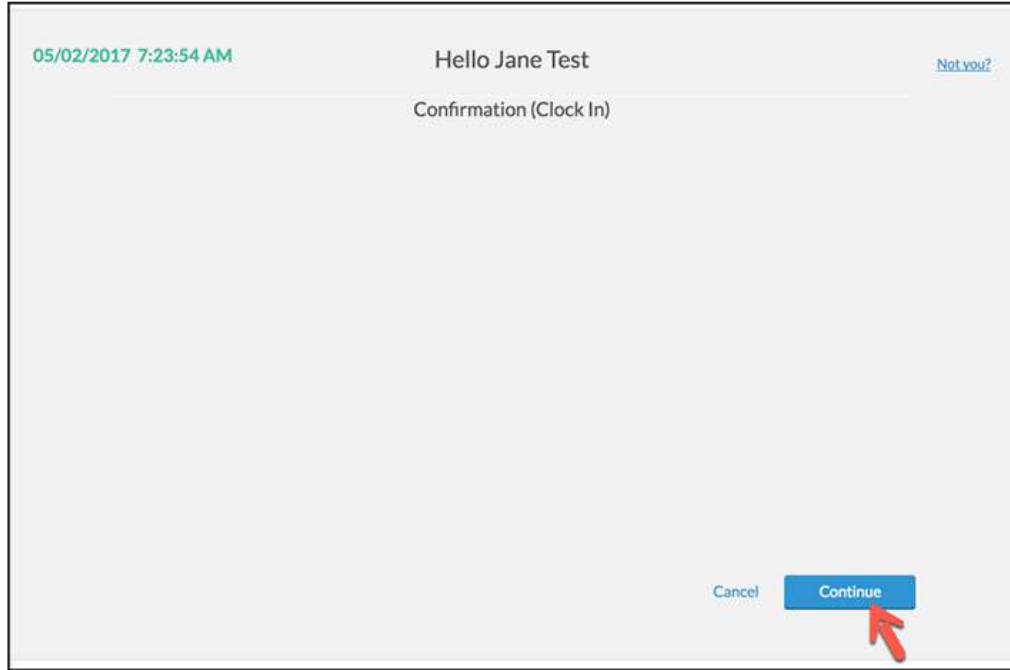
PIN

Cancel **Log On**



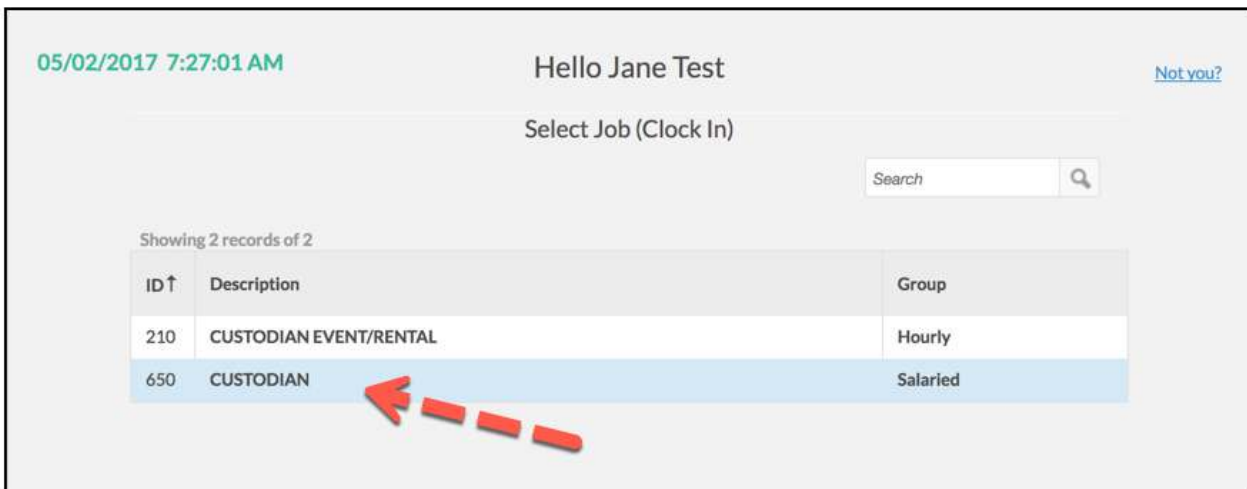
4

"You will see the MESSAGE SCREEN. If your message is Confirmation (Clock In) all is well so click CONTINUE to confirm the Clock In Punch."



5

"If you have more than 1 job with CCS please select the appropriate position. Next, click CONTINUE."





“KEY: It is important to select the correct position. Each position may have a different hourly pay rate!”

05/02/2017 7:27:52 AM Hello Jane Test [Not you?](#)

Select Job (Clock In)

Search

Showing 2 records of 2

ID ↑	Description	Group
210	CUSTODIAN EVENT/RENTAL	Hourly
650	CUSTODIAN	Salaried

Back Cancel Continue



6 “Once you have CLOCKED IN successfully you will see a Message confirming this. Please click OK to start your day!”

