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.”

1. “Launch WebClock (Use the Kiosk or a Web Browser) Enter Your Employee ID”
2. “Choose CLOCK IN (fastest method)”

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

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!”

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>580</td>
<td>CUSTODIAN EVENT/RENTAL</td>
<td>Hourly</td>
</tr>
<tr>
<td>650</td>
<td>CUSTODIAN</td>
<td>Salaried</td>
</tr>
</tbody>
</table>

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