

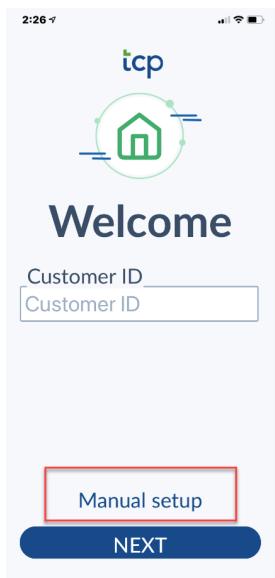
TIMECLOCK PLUS MOBILECLOCK SETUP INSTRUCTIONS

The TCP MobileClock is available for iPhones and Androids. There is not a version that works with Windows phones. MobileClock use is restricted to those employees who have frequent need to work off campus or who do not routinely work from a computer. *The MobileClock should only be used for the job or circumstance for which approval was requested and should not be used for other jobs or used as a substitute for the WebClock in routine situations.* When new IOS updates are released, please wait 2-3 weeks before installing as these may cause the App to be temporarily unavailable.

1. TCP MobileClock should be available in the App Store or Play Store. Search for TCP MobileClock and you should find the TCP MobileClock App much like the picture below. Choose the app with the name and icon that match the screen capture below.



2. Once the app has loaded to your phone, the Welcome page is displayed.
3. Select Manual Setup as outlined in red below.

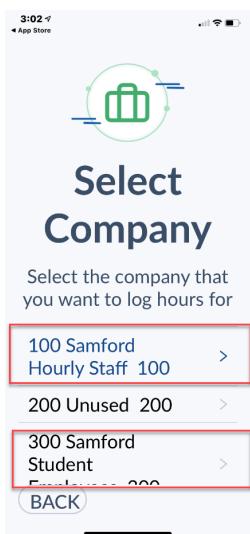


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4. The Server Settings page is then displayed.
5. The https options should be chosen.
6. In the Host blank, enter timeclock2012.samford.edu
7. In the Port blank, enter 443
8. Click NEXT

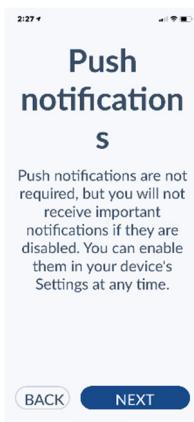


9. The next screen will ask you to select a company:
 - a. Select 100 if you are an hourly staff member.
 - b. Select 300 if you are a student employee.

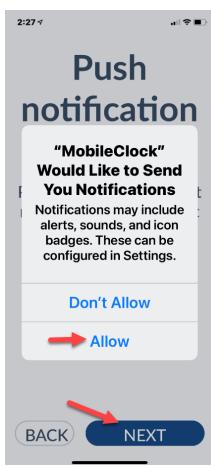


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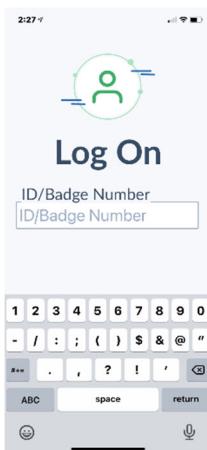
10. An Information message will appear regarding Push Notifications.
 - a. These are not required but are helpful.
 - b. Click NEXT and a popup box will appear with instructions.



11. Click Allow to receive notifications which may assist you in fulfilling your payroll responsibilities.
12. Then click NEXT

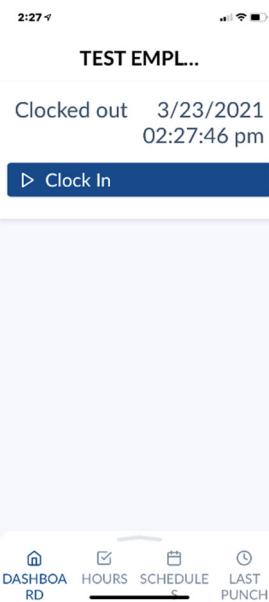


13. On the Log On screen, enter your SUID (9 number) as the ID/Badge Number
14. Click Next

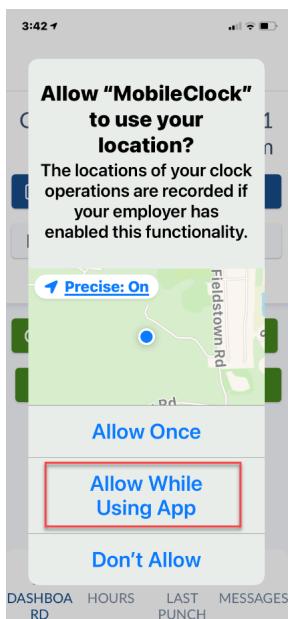


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15. The next screen is the Dashboard which allows you to clock in and out, approve your time and review messages.
16. Use of the MobileClock indicates that you have read and agreed to the MobileClock Terms of Use below and the Samford Time and Attendance procedures.
17. You are now ready to begin using the MobileClock.
18. Simply choose the operation you wish to perform from the screen.
19. Always approve your time through the View Hours menu after each Clock Out operation.

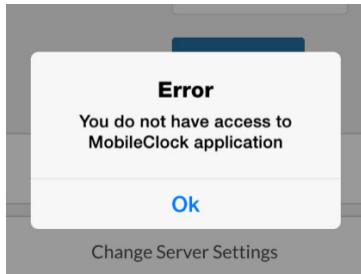


20. Be sure to enable Bluetooth capability and turn on Location Services for this app as this is required by Samford for the TCP MobileClock to be used.
21. If you receive a message asking you to “Allow TCP MobileClock to use your location?”, select Allow While Using App.



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22. If you receive the following message indicating that you are not authorized to use the MobileClock, please verify that your supervisor has received authorization for you to use this feature. If you are certain that this has been approved, please contact the Payroll Office.



Terms of Use:

1. The TCP MobileClock is available for situations when elements of an employee's job does not allow normal TCP WebClock usage. Prior permission from the Assistant Director of Payroll or AVP of Human Resources is required and the app should only be used for the particular job, and even then only during the circumstance for which it is approved.
2. Location services and Bluetooth capability must be enabled for TCP for any device where the MobileClock is being used.
3. *Use of the TCP WebClock through the browser of a Mobile Device is never an approved method for clocking in or out.*
4. It is the responsibility of the user to read and understand the Samford Time and Attendance Procedures which can be found on the Payroll website.
5. ***Violation of the Time and Attendance Procedures or disregard of the MobileClock terms can be grounds for disciplinary action up to and including termination.***

For Assistance in loading the TCP MobileClock,
Please contact the Service Desk at 205-726-2662