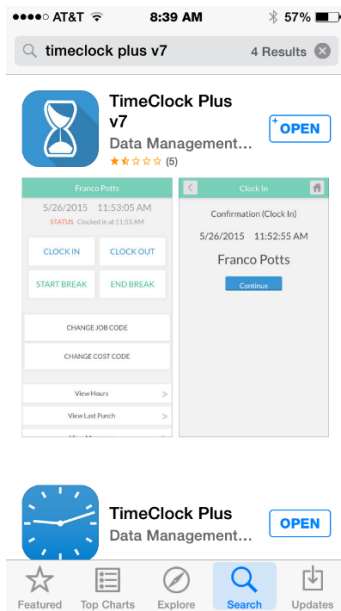


## TIMECLOCK PLUS MOBILE APP v7 INSTRUCTIONS

The TCP v7 App is available for iPhones and Droids. There is not a version that works with Windows phones. Mobile App use is restricted to those employees who have frequent need to work off campus or who do not routinely work from a computer. The Mobile App 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.

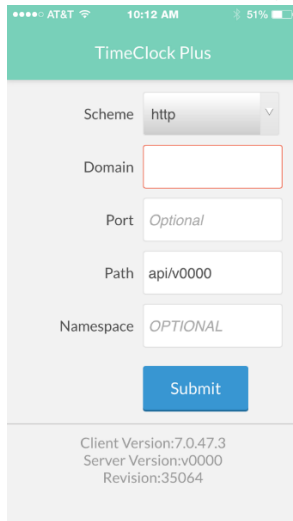
1. The app should be available in the App Store or Play Store. Search for TimeClock Plus and you should find the v7 App much like the picture below. Choose the app with the hourglass icon, not the clock.



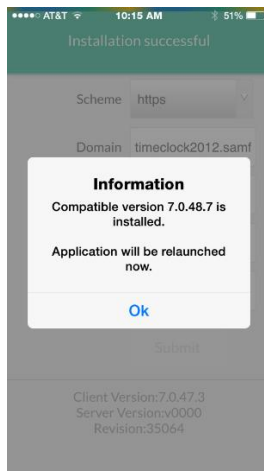
2. Once the app has loaded to your phone, the Server Settings page is displayed.
3. Choose Scheme: https
4. Enter Domain: timeclock2012.samford.edu
5. Enter Port: 443
6. Leave the entry in Path as it appears when it opens
7. Make no entry in Namespace

## TIMECLOCK PLUS MOBILE APP v7 INSTRUCTIONS

- Click SUBMIT or SAVE (The blue button at the bottom. This varies by phone)



- An Information message will appear. Click OK.



- When the screen refreshes, click SUBMIT or SAVE again and you will be taken to the Configuration Page shown below.
- Select the appropriate Company (100 for Staff or 300 for Student Employees)
- Enter your SUID (9 number) as the ID/Badge Number
- Click Submit

## TIMECLOCK PLUS MOBILE APP v7 INSTRUCTIONS

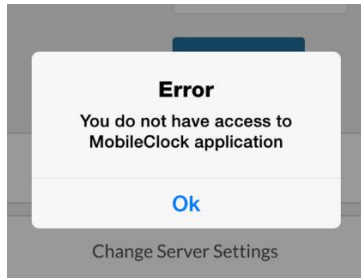
The screenshot shows the 'TimeClock Plus' settings screen. At the top, the status bar displays 'AT&T', '8:34 AM', and '59%' battery. The app title 'TimeClock Plus' is in a green header. Below it, there are several settings: 'Geolocation timeout' is set to '5' with a note 'Requires license'; 'Sync offline data' is set to 'Once a week'; 'Select Company' is set to '100 Samford Hc'; and 'ID/Badge Number' is an empty text field. A blue 'Submit' button is below the ID field. At the bottom, there are two buttons: 'Home' and 'Change Server Settings'.

14. Be sure to enable Bluetooth capability and turn on Location Services for this app as this is required by Samford for the app to be used.
15. Use of the Mobile App indicates that you have read and agreed to the Mobile App Terms of Use below and the Samford Time and Attendance procedures.
16. You are now ready to begin using the Mobile App.
17. Simply choose the operation you wish to perform from the screen.
18. Be sure to approve your time through the View Hours menu after each Clock Out operation.

The screenshot shows the 'Test Employee' screen. At the top, the status bar displays 'AT&T', '8:34 AM', and '59%' battery. The app title 'Test Employee' is in a green header. Below it, the date and time are '10/28/2016 08:34:19 AM'. The status is 'STATUS Clocked in at 08:30 AM'. There are four buttons: 'CLOCK IN', 'CLOCK OUT', 'START BREAK', and 'END BREAK'. Below these is a button for 'CHANGE JOB CODE-POSITION'. At the bottom, there are two buttons: 'View Hours' and 'View Last Punch'.

## TIMECLOCK PLUS MOBILE APP v7 INSTRUCTIONS

19. If you receive the following message indicating that you are not authorized to use the Mobile App, 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 Mobile App is available for situations when elements of an employee's job does not allow normal TCP usage. Prior permission from the Director of Payroll or 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 Mobile App 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 Mobile App terms can be grounds for disciplinary action including termination.***

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