

TIMECLOCK PLUS version 7 WEBCLOCK

The new TCPv7 WebClock can be accessed by going to timeclock2012.samford.edu in a web browser such as Internet Explorer, GoogleChrome or Firefox. **TCP does not work with Safari.**

1. Select the appropriate company from the drop down box.
2. Type in your USERID, the same id you use to access your email.
3. Click on the button corresponding to the clock operation you wish to perform. i.e. Clock in, Clock out, Leave on Break, Return from Break.

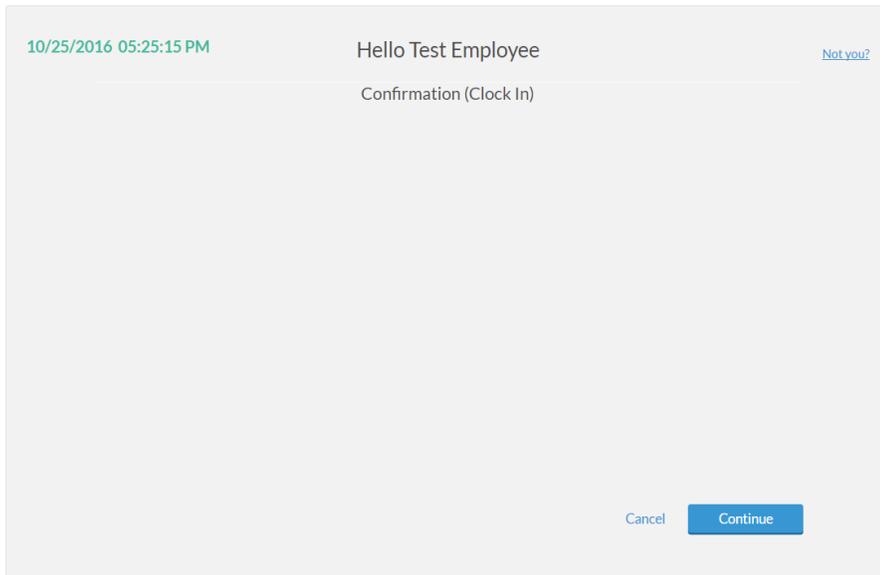
A screenshot of the TimeClock Plus main interface. At the top, it displays the date "10/25/2016" and the time "05:10:20 PM" in large green font. Below this, there is a "Select Company" dropdown menu with "100 Samford Hourly Staff 100" selected. Underneath is an "External ID" input field. There are four buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (grey), and "RETURN FROM BREAK" (grey). At the bottom is a "LOG ON TO DASHBOARD" button.

4. A box will pop up for you to enter your password then select LogOn.

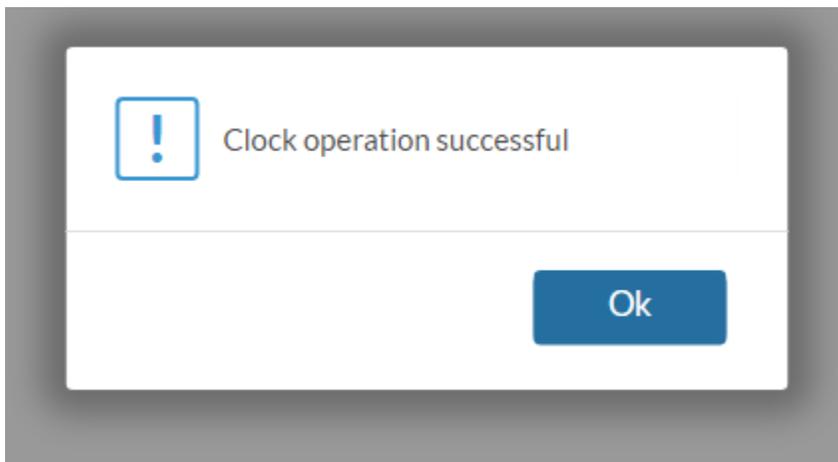
A screenshot of a "Password Entry" dialog box. The title bar says "Password Entry" with a question mark icon on the right. Inside the dialog, there is a "Password" label above an empty input field. At the bottom right, there are two buttons: "Cancel" and "Log On".

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5. TCP will greet you with a confirmation of the operation you have requested.
6. If this is correct, click the Continue button. If not, hit Cancel.



7. A box indicating that the operation was successful is displayed. Click OK.



8. Congratulations. Your clock operation was successful.
9. Follow these instructions for clocking in or out, going on break (lunch) or returning from break.
10. To View and Approve Hours, choose Log On to Dashboard. Instructions for this feature can be found on the Payroll website under the TimeClock Plus menu option.