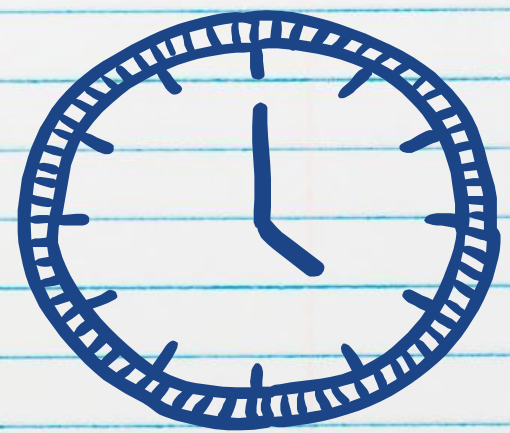


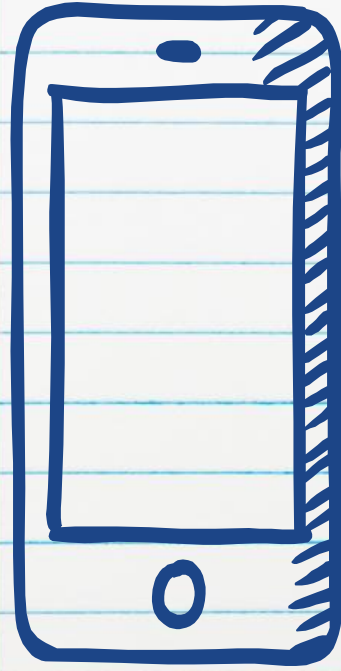


TIMECLOCK PLUS FOR LEHIGH
UNIVERSITY HOURLY EMPLOYEES

UPDATES

- TimeClock (new way to submit timesheets)
- What does this mean?
 - "Clock in" & "Clock out" in real time
 - No more web/paper time sheets



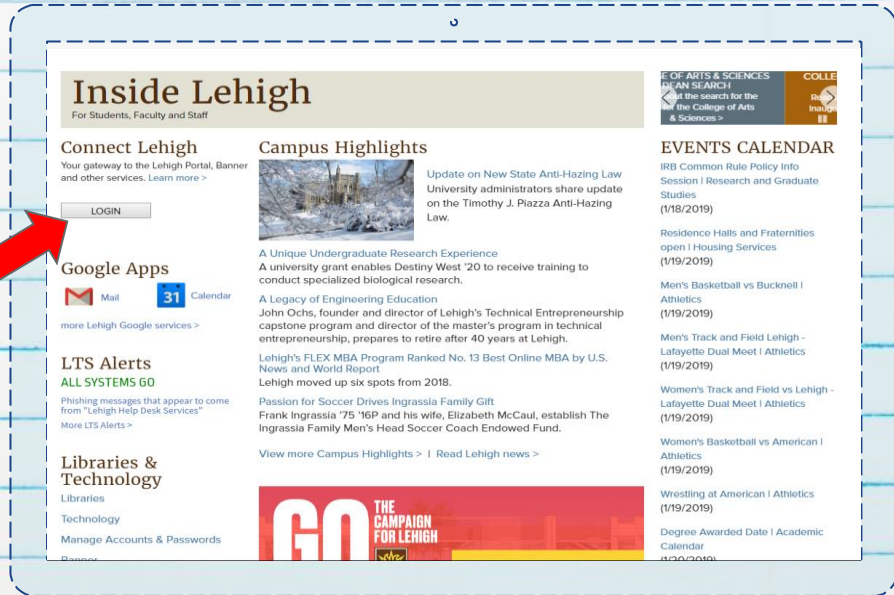


You can clock in/out using your phone, tablet, or computer.

You can also clock in on one device and clock out on another!

Instructions for logging in using a computer:

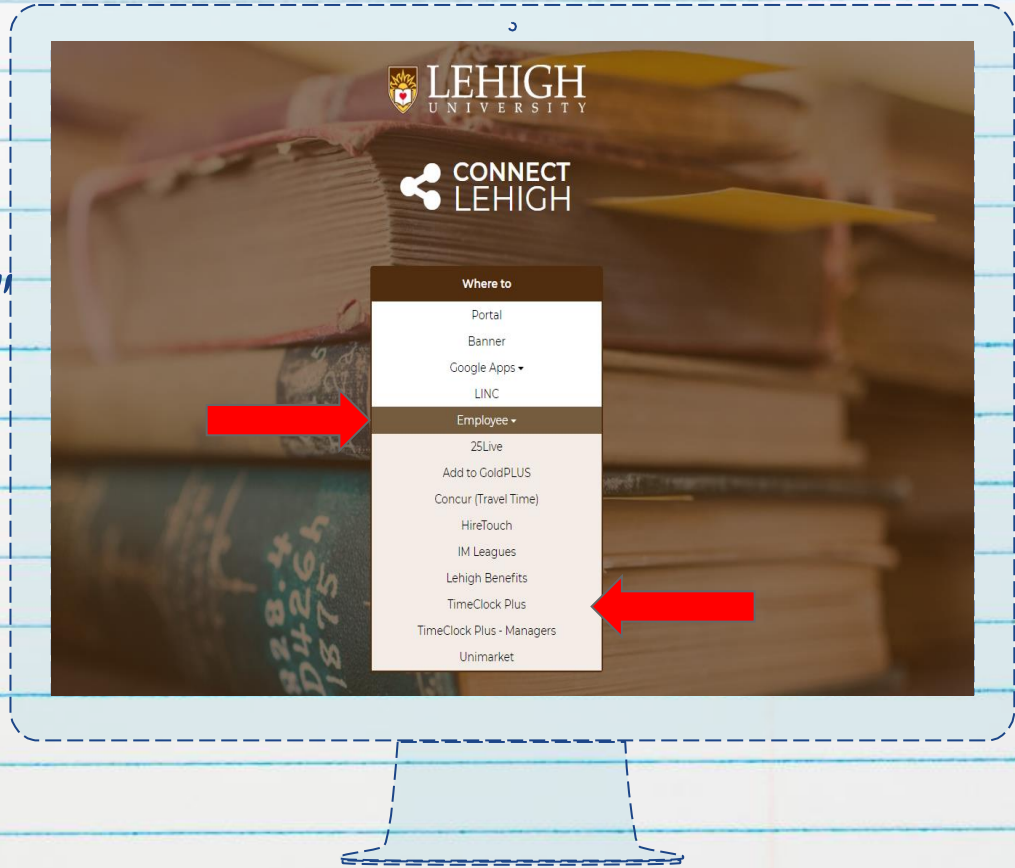
LOG INTO
CONNECT LEHIGH
GATEWAY



Instructions for logging in using a computer:

CLICK ON "EMPLOYEE"

CLICK ON "TIMECLOCK PLUS"



Instructions for logging in using a phone:

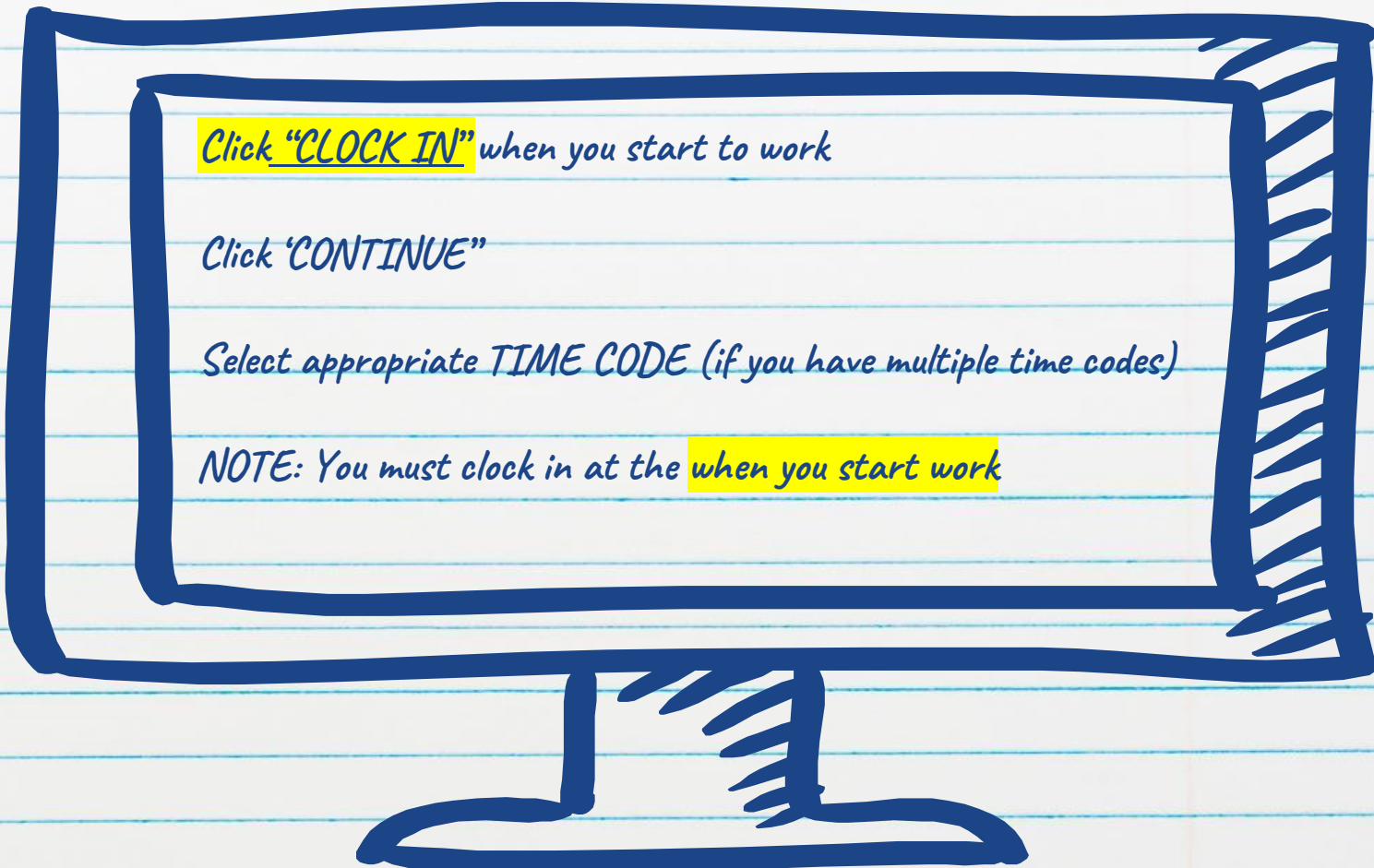
6

1) Install the MobileClock App: TimeClock Plus v7

- a) Open the App
- b) Scheme: https
- c) Host (Domain):
173018.tcplusedemand.com
- d) Port: Please leave this blank!
- e) Namespace: 173018
- f) ID: Your LIN (starts with an "8")



1) Bookmark TimeClock Web Access

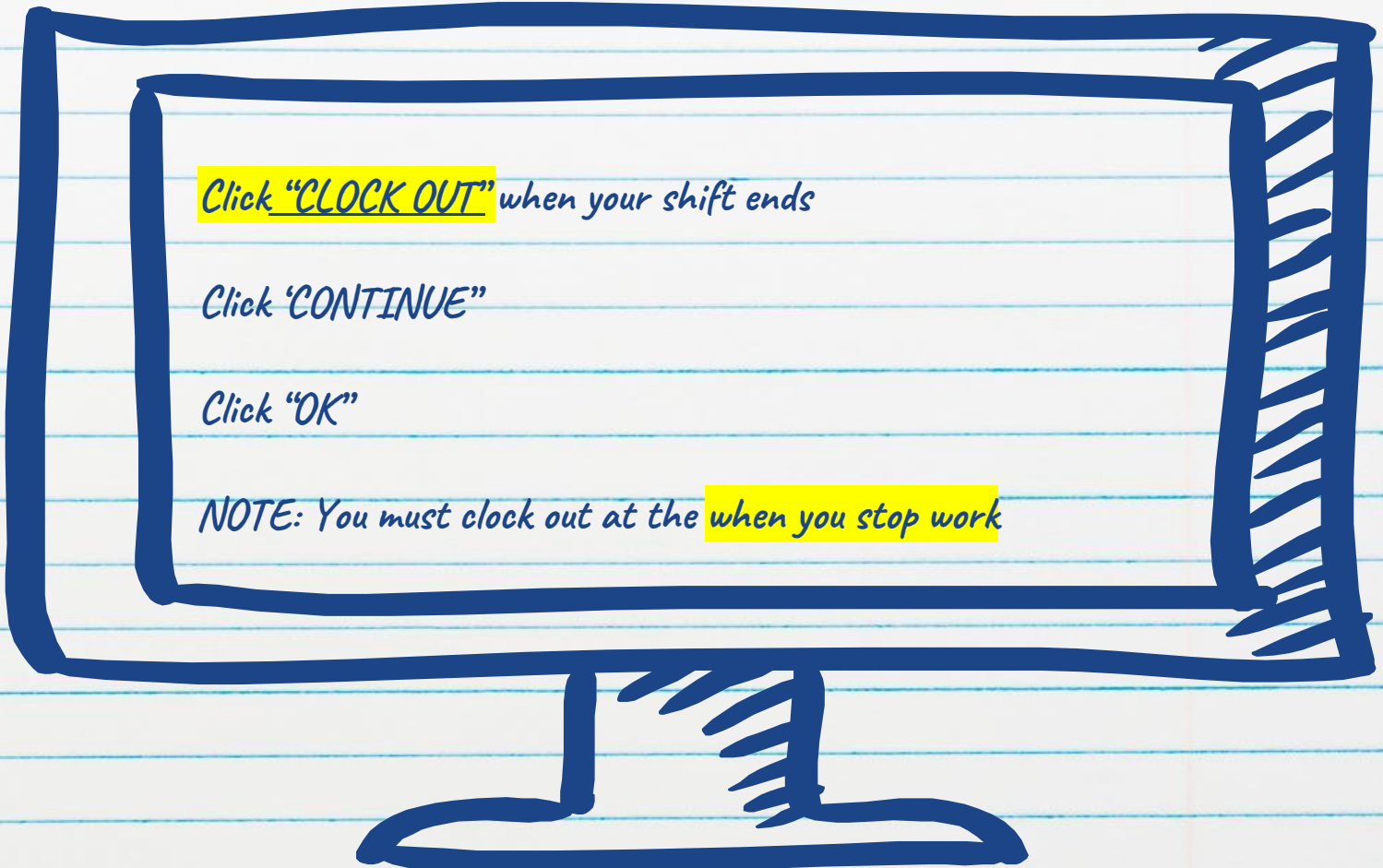


Click "CLOCK IN" when you start to work

Click "CONTINUE"

Select appropriate TIME CODE (if you have multiple time codes)

NOTE: You must clock in at the when you start work



Click "CLOCK OUT" when your shift ends

Click "CONTINUE"

Click "OK"

NOTE: You must clock out at the when you stop work

What happens if I make a mistake?

If you forget to clock in or clock out, you will be prompted with a "Missed Punch Screen" which will allow you to enter the correct time of your last clock in/clock out.

Each "Missed Punch Screen" you encounter will be reviewed by your Supervisor for approval.

Continuous issues with submitting your hours may result in your removal from the position.

NOTE

You *MUST* enter your hours *EVERY* shift

You will *NOT* be able to submit paper timesheets if you forget

(ie you will not be able to "catch up")

CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by SlidesCarnival
- Photographs by Unsplash
- Kara Uhrich in Student Affairs