

Mobile App Instructions

- To download the Mobile App you will search TimeClock Plus in your App Store or Play Store. Select TimeClock Plus V7 and download.
- After installing, system will ask to set up the following credentials for the app:

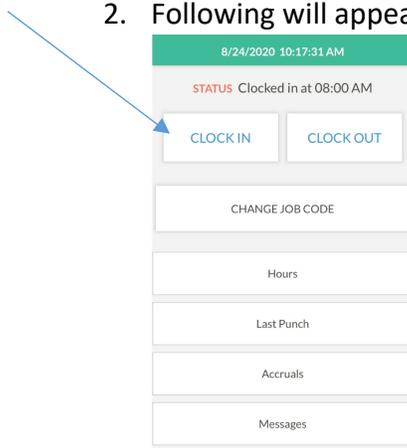
Scheme: HTTPS
Host: 270007.tcplusedemand.com
Port: 443
Namespace: 270007
Select Company: Arkansas State University 1
Enter your employee id number

- Once downloaded, you should have an icon on your phone that looks like this:



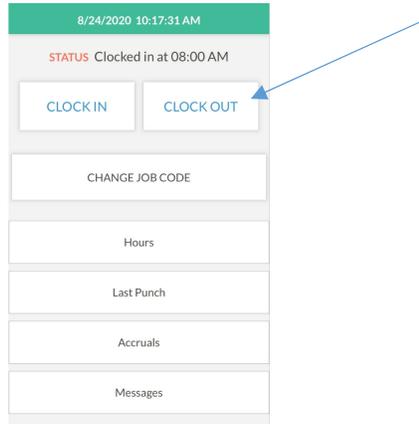
Will now be able to clock in and out via the app

- Clocking In
 1. Select MobileClock icon on phone
 2. Following will appear:



3. Push the CLOCK IN button.
4. System will ask to confirm your information is correct and select Continue

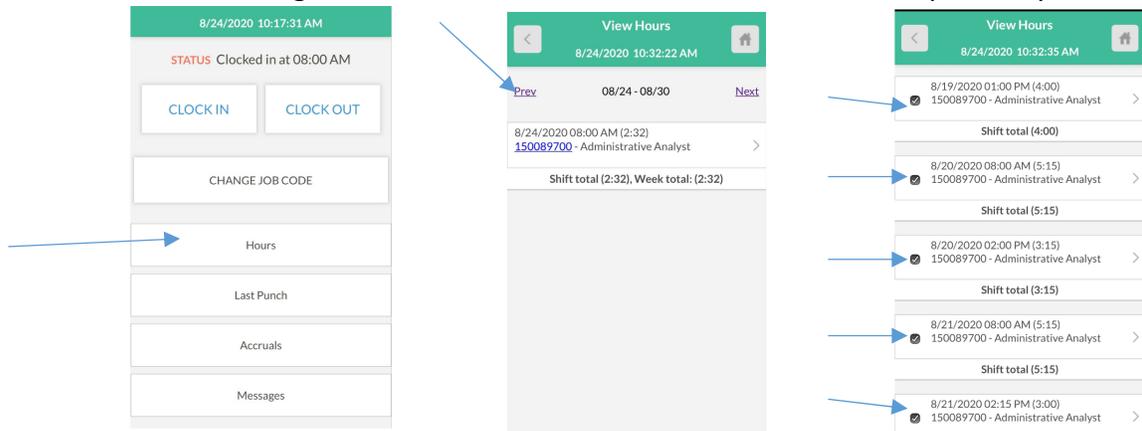
- Clocking Out
 1. Select MoblieClock icon on phone
 2. Following will appear:



3. Push the CLOCK OUT button.
4. System will ask to confirm your information is correct and select Continue.

- Approving Hours

When on the home screen of the MobileClock, click on Hours. Go back to the previous week by selecting Prev and check all the boxes listed on the left side of each time segment. This needs to be done no later than 5:00 pm every Monday.



- If you need any assistance please contact Angela Gibson in Payroll Services at (870) 680-8088.