



TimeClock Plus provides a convenient phone app which is downloadable via Google Play or App Store. Having the app allows you to conveniently clock in and clock out of your job from your phone.

Downloading the App TimeClock Plus v7 MobileClock • The app can be downloaded via Google Play or the Apple App Store Data Management, Inc. Search for "TimeClock Plus" 0 Business Choose "MobileClock" 0 Install \cap Configuring the MobileClock App 80+ Open the app on you device and select "Next" on the initial screen connection to an external server in order to ed to know the server connection settings to use this app. Select the desired scheme. You'll then be prompted to select your desired scheme, select "https" http https Enter the desired host and port. On the server page enter the following and hit "Next" rren't given a specific port number, just leave it blank. Host: 205110.tcplusondemand.com 0 Host 5110.toplusondemand.com Port: 443 0 Port 443 Enter the desired namespace On the Namespace page enter the following and hit "Next • te namespace tells the server what database to connect to. If you have not been provided with a specific namespace, leave this field blank. Namespace: 205110 Namespace 0 205110 On the following page, you will want to select "Oberlin Select the company that you want to log hours for. College 1" for the company. Oberlin College 1 Enter your Employee ID number. Badge/ID Number On the following two screens you'll be prompted for your ID/Badge Number and PIN • Badge/ID Number: Enter your TNumber without the letter T or leading 0's. 0 Example: T0123456 would be 123456, or T0004567 would be 4567.

• **<u>PIN</u>**: Last four digits of your SSN. * **Required in order to use TimeClock Plus*

When these steps are completed you will be taken to the clock page. You will be able to clock in and out of your job from the app. Please reference the Clocking Tutorial for instructions on how to clock in and out using the app.

PIN