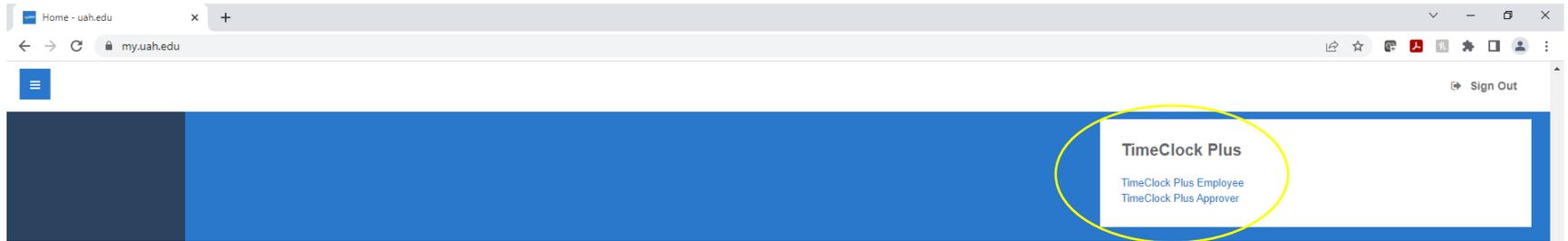
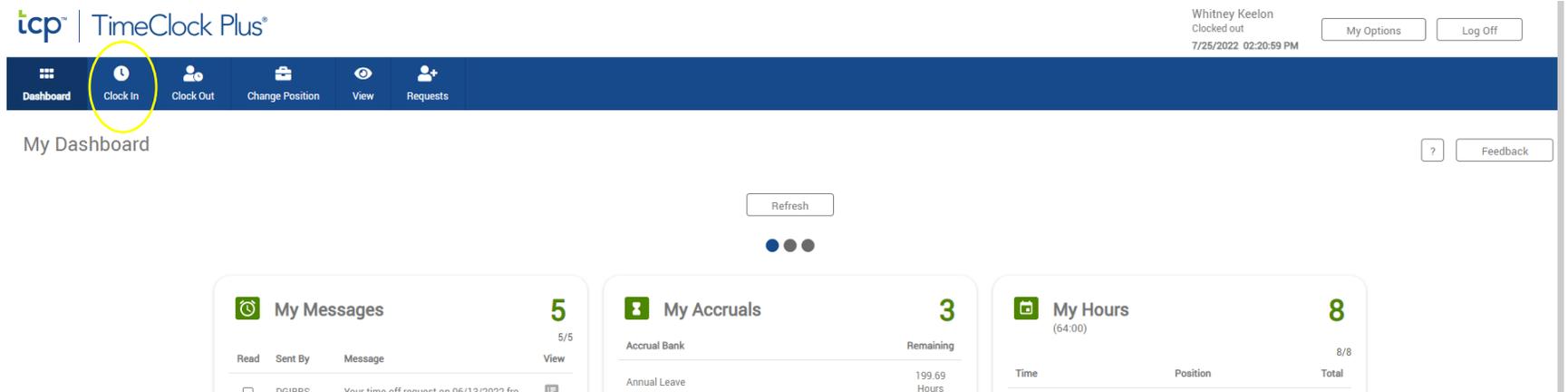


## TimeClock Plus Web Clock Instructions

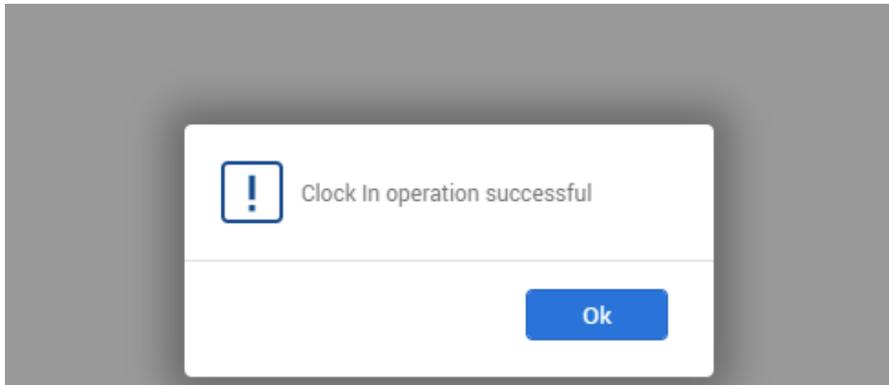
1. Login using your UAH Single-Sign on credentials through my.uah.edu and choose TimeClock Plus Employee under the TimeClock Plus menu.



2. Click the Clock In button.



3. Once Clocked in you will get a notice stating “Clock in operation successful”

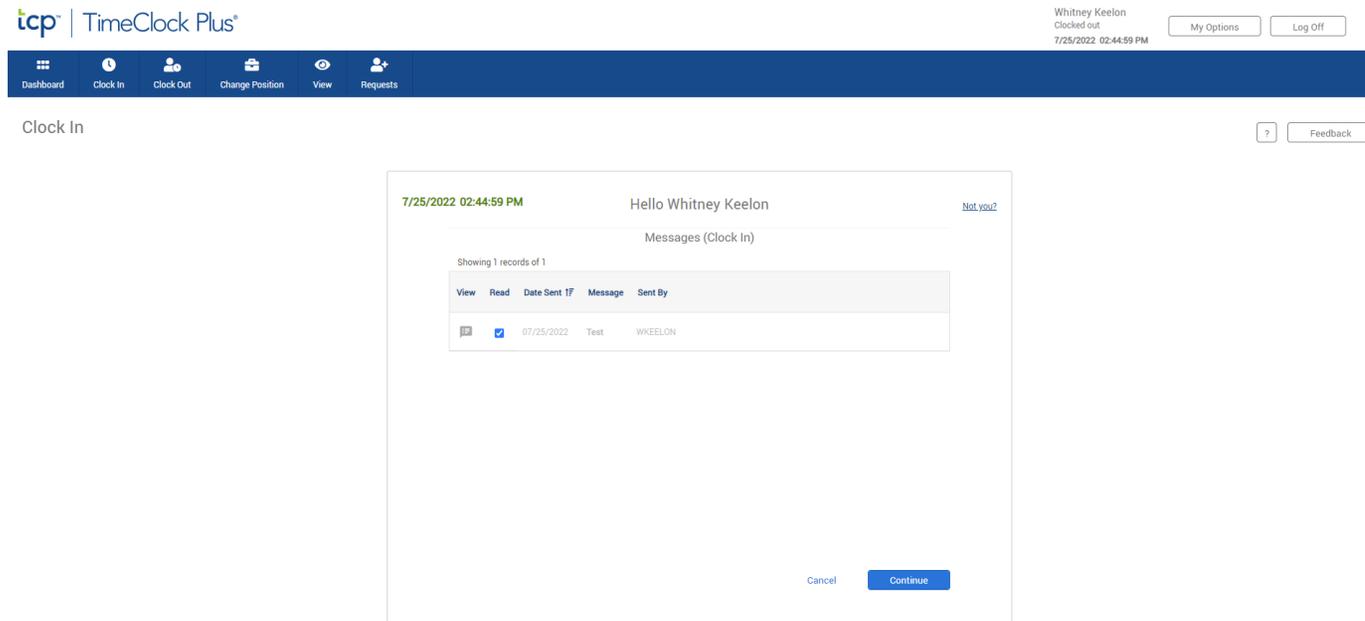


4. If you have multiple positions when you click Clock In you will choose the position for which you wish to clock in for and click Continue. If you only have one position that position will default in for you to clock in or out on.

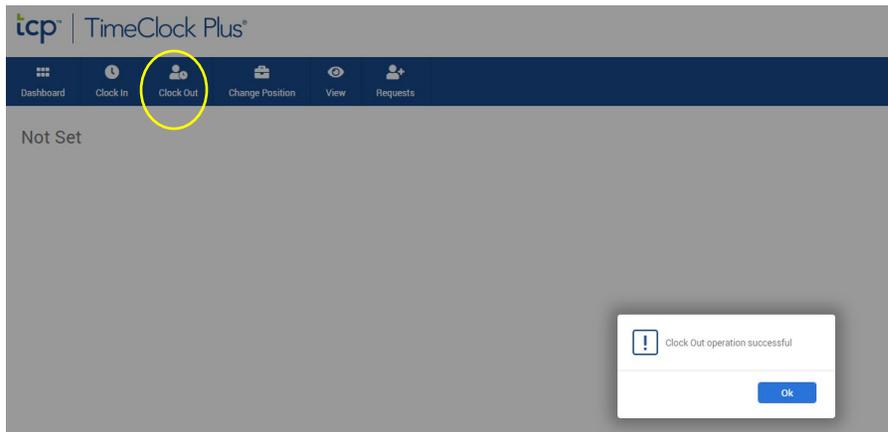
The screenshot shows the TimeClock Plus web interface. At the top left is the logo "tcp | TimeClock Plus". At the top right, the user's name "Whitney Keelon" is displayed, along with the status "Clocked out at 02:30 PM" and the current date and time "7/25/2022 02:27:33 PM". Below the logo is a dark blue navigation bar with icons and labels for "Dashboard", "Clock In", "Clock Out", "Change Position", "View", and "Requests". The main content area is titled "Clock In" and includes a "Feedback" button. A central white box contains the "Select Position (Clock In)" screen. This screen shows the date and time "7/25/2022 02:27:33 PM", the user's name "Hello Whitney Keelon", and a "Not you?" link. Below this is a search bar and a table with two records. The second record, "89 Senior Associate Director" under the "Budgets" group, is selected and highlighted with a yellow oval. At the bottom right of the selection box, the "Continue" button is also highlighted with a yellow oval. 

Select	ID	Description	Group
<input type="radio"/>	1	Asst Materials Mgr. AMSTI	AMSTI
<input checked="" type="radio"/>	89	Senior Associate Director	Budgets

5. If your manager has sent a message via TimeClock Plus you must acknowledge the message before clicking continue to clock in.



6. Once work is complete, click the Clock Out button. You will get a notice that "Clock Out operation successful".



7. If you forgot to clock out the previous day and try to clock in again you will get the below message stating “Missed Clock Out”. Click the Continue button.



Clock In

7/25/2022 02:51:10 PM Hello Whitney Keelon [Not you?](#)

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**Missed Clock Out**

Your last punch was a clock in at:  
07/25/2022 02:45 PM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Cancel Continue

- 8. Manually enter the actual time you should have clocked out the previous day and click Continue. You will then have fixed the missed out punch as well as clock in for the day.

Clock In

? Feedback

7/25/2022 03:02:02 PM

Hello Whitney Keelon [Not you?](#)

**Time Entry (Missed Clock Out)**

Date in 7/25/2022 02:45 PM

Date out 7/25/2022 03:00 PM

Back Cancel Continue