TCP MobileClock Instructions

Compatibility

- **Android version 5.0 or higher**
- **iOS version 11 or higher**

***Location Services must be turned on for employees to punch in and out on the mobile app.

Installation

To download and connect to the mobile app, please follow the steps below:

1. Go to the Apple or Google Play Store.
2. Search for TCP MobileClock and download the app.
3. Open the app, enter the correct Customer ID = 118892, tap Next.
4. A notification about Push Notifications will appear, tap Next.
5. On the Log On screen, the Badge/ID Number is your Campus ID Number, tap Next
6. Enter the PIN you were provided by Payroll and Travel Services.

   - If you do not have a pin, please email payroll@cmich.edu to request one. You will receive a response within 72 hours.

7. Tap Next. The employee will now be logged into the app and on the Dashboard.

IMPORTANT - To protect against unauthorized access to Timeclock Plus, you should change your PIN to a number that only you know. Once in the app, swipe up and select Configuration then Change PIN.

If you are having issues with the MobileClock, please reach out to Payroll at 774-3481 or payroll@cmich.edu or the Helpdesk at 774-3662.