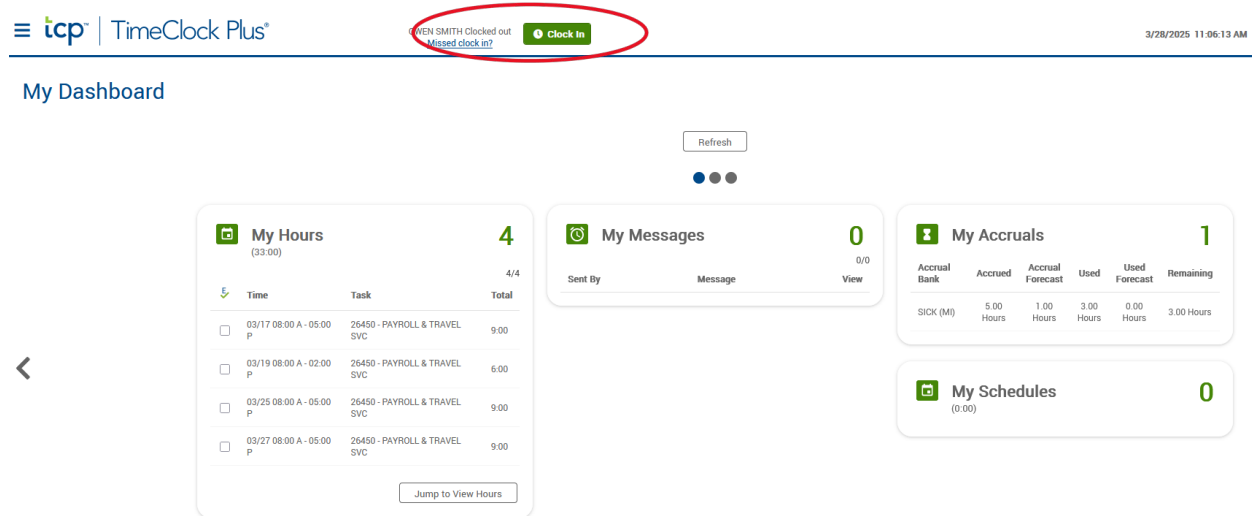


TimeClock Plus WebClock Punching Guide

1. Navigate to the TimeClock Plus and login by entering your Global ID and password:

<https://tcp.apps.cmich.edu>

2. You will see MY DASHBOARD, where you can clock in or out at the top of the screen:



My Dashboard

Refresh

OWEN SMITH Clocked out
Missed clock in? **Clock In**

3/28/2025 11:06:13 AM

My Hours (33:00) 4

Time	Task	Total
03/17 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9:00
03/19 08:00 A - 02:00 P	26450 - PAYROLL & TRAVEL SVC	6:00
03/25 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9:00
03/27 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9:00

Jump to View Hours

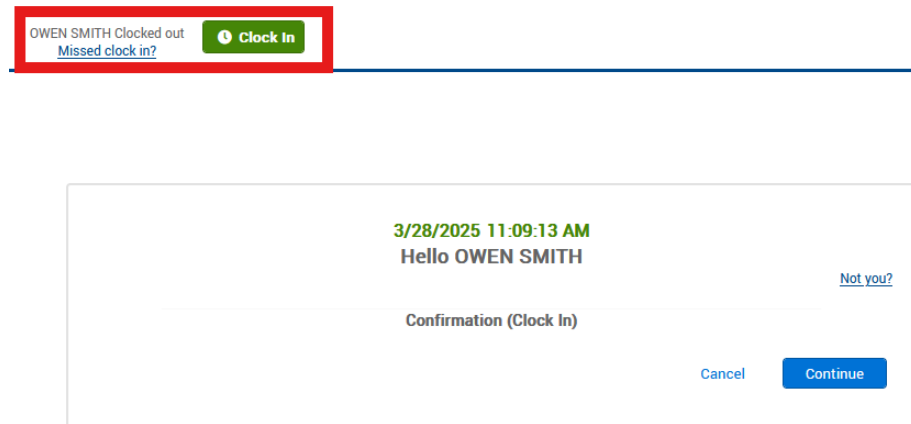
My Messages 0
0/0 View

My Accruals 1

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
SICK (MI)	5.00 Hours	1.00 Hours	3.00 Hours	0.00 Hours	3.00 Hours

My Schedules (0.00) 0

3. Choose CLOCK IN to punch in:



OWEN SMITH Clocked out
Missed clock in? **Clock In**

3/28/2025 11:09:13 AM
Hello OWEN SMITH

[Not you?](#)

Confirmation (Clock In)

Cancel Continue

4. Click "Continue"

5. Choose the correct Task and click “Continue”

3/28/2025 11:11:07 AM

Hello OWEN SMITH

[Not you?](#)

Select Task (Clock In)

Showing 2 records of 2

Select	ID #	Description	Group
<input checked="" type="radio"/>	26450	PAYROLL & TRAVEL SVC	
<input type="radio"/>	99999	TASK NUMBER NOT LISTED	

Back
Cancel
Continue

6. Choose the correct Work Order if required and click “Continue”.

Select Work Order (Clock In)

Page 1 of 47

Showing 1-100 records of 4694

Select	Level 1 ↑	Level 2	Level 3	Level 4	Level 5	Description
<input checked="" type="radio"/>	0					NO WORK ORDER
<input type="radio"/>	1					CALLBACK - WORK ORDER NOT AVAILABLE
<input type="radio"/>	100616					REPAIR BRAKES (078x649)
<input type="radio"/>	460278					PAINT SAC MAIN CONCOURSE
<input type="radio"/>	468066					CHANGE LOCKS & CUT KEYS
<input type="radio"/>	472492					INSTALL WATER BOTTLE FILLING STATIONS
<input type="radio"/>	473337					RPR GASKETS/LEAKS & CK COOLANT (078x810)


Back
Cancel
Continue

7. You will see confirmation that you have successfully clocked in:


Clock In operation successful

Ok

8. You can follow the same procedure to clock out, choose **CLOCK OUT** at the top of the screen:



OWEN SMITH Clock in at 11:15 AM
 Missed clock out?

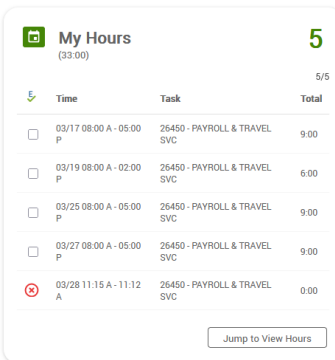



Change Code

3/28/2025 11:12:09 AM

My Dashboard

Refresh

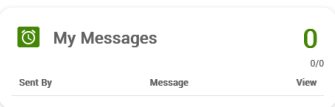




My Hours
(33.00)

5

	Time	Task	Total
<input type="checkbox"/>	03/17 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9.00
<input type="checkbox"/>	03/19 08:00 A - 02:00 P	26450 - PAYROLL & TRAVEL SVC	6.00
<input type="checkbox"/>	03/25 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9.00
<input type="checkbox"/>	03/27 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9.00
<input checked="" type="checkbox"/>	03/28 11:15 A - 11:12 A	26450 - PAYROLL & TRAVEL SVC	0.00

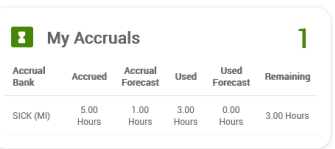
Jump to View Hours





My Messages

0
0/0

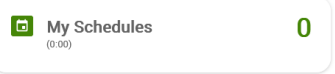
Sent By	Message	View
---------	---------	------





My Accruals

1

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
SICK (MI)	5.00 Hours	1.00 Hours	3.00 Hours	0.00 Hours	3.00 Hours




My Schedules
(0.00)

0

9. Click "Continue"

3/28/2025 11:13:37 AM
 Hello OWEN SMITH


[Not you?](#)

Confirmation (Clock Out)

Cancel


Continue

10. You will see confirmation that you have successfully clocked out:


 Clock Out operation successful


Ok

11. You can also view your hours and punches from the MY HOURS on your Dashboard.


My Hours
 (33:00)

5

5/5

	Time	Task	Total
<input type="checkbox"/>	03/17 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9:00
<input type="checkbox"/>	03/19 08:00 A - 02:00 P	26450 - PAYROLL & TRAVEL SVC	6:00
<input type="checkbox"/>	03/25 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9:00
<input type="checkbox"/>	03/27 08:00 A - 05:00 P	26450 - PAYROLL & TRAVEL SVC	9:00
<input type="checkbox"/>	03/28 11:15 A - 11:15 A	26450 - PAYROLL & TRAVEL SVC	0:00

Jump to View Hours

12. To view your punches in detail, click “Jump to View Hours” at the bottom of the MY HOURS widget:

























View Hours

Navigate Period

[<](#)
[Prev](#)
[Next](#)
[>](#)

03/16 - 03/29

Showing 5 records of 5

				Notes	Edited		Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Task
	<input type="checkbox"/>				Y		3/17/2025 08:00 AM		3/17/2025 05:00 PM		9:00	9:00	9:00		26450 - PAYROLL & TRAVEL SVC
	<input type="checkbox"/>				Y		3/19/2025 08:00 AM		3/19/2025 02:00 PM		6:00	6:00	6:00	15:00	26450 - PAYROLL & TRAVEL SVC
	<input type="checkbox"/>				Y		3/25/2025 08:00 AM		3/25/2025 05:00 PM		9:00	9:00	9:00		26450 - PAYROLL & TRAVEL SVC
	<input type="checkbox"/>				Y		3/27/2025 08:00 AM		3/27/2025 05:00 PM		9:00	9:00	9:00		26450 - PAYROLL & TRAVEL SVC
	<input type="checkbox"/>						3/28/2025 11:15 AM	3/28/2025 11:11 AM	3/28/2025 11:15 AM	3/28/2025 11:14 AM	0:00	0:00	0:00	18:00	26450 - PAYROLL & TRAVEL SVC



ENTERING MISSED PUNCHES

If you fail to clock in or out during your work day, you must enter the missing punch before you can continue to punch.

1. If you attempt to clock out but did not clock in prior to this event, you will see the following error. Click “Continue”:

OWEN SMITH Clock out at 11:15 AM
[Missed clock in?](#)

Clock In

3/28/2025 11:18:48 AM
Hello OWEN SMITH
[Not you?](#)

Confirmation (Missed Clock In)

[Cancel](#) [Continue](#)

2. Click “Continue”:

3/28/2025 11:20:23 AM
Hello OWEN SMITH
[Not you?](#)

Missed Clock In

Your last punch was a clock out at:
03/28/2025 11:15 AM.

Enter missed in punch manually?

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

[Back](#) [Cancel](#) [Continue](#)

3. Click into the date and time cells and enter the correct information, then click “Continue”:

3/28/2025 11:21:34 AM
Hello OWEN SMITH
[Not you?](#)

Time Entry (Missed Clock In)

Date in 3/28/2025 11:18 AM

Date out 3/28/2025 11:21 AM

Note

[Back](#) [Cancel](#) [Continue](#)



4. Choose the correct task and click “Continue.”:

3/28/2025 11:22:40 AM
Hello OWEN SMITH [Not you?](#)

Select Task (Missed Clock In)

Showing 2 records of 2

Select	ID	Description	Group
<input checked="" type="radio"/>	26450	PAYROLL & TRAVEL SVC	
<input type="radio"/>	99999	TASK NUMBER NOT LISTED	

5. You will now see a confirmation screen:

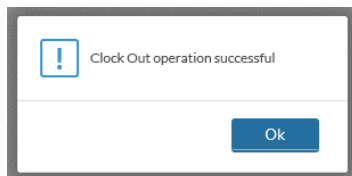
3/28/2025 11:23:28 AM
Hello OWEN SMITH [Not you?](#)

Summary (Missed Clock In)

Date in 03/28/2025 11:15 AM
Task PAYROLL & TRAVEL SVC

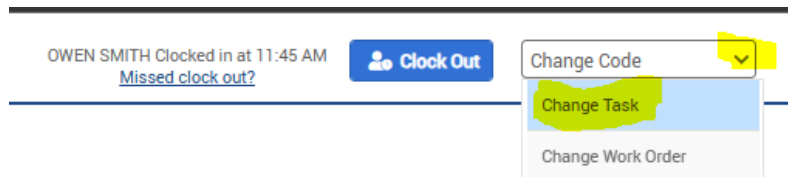
Press continue to finish clocking in and save this information

6. Click “Continue,” and you will see confirmation that you have now successfully clocked out:


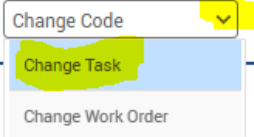


CHANGING A TASK

1. If you are currently punched in and need to change your task, log into the TCP and choose “Change Code” and “Change Task”

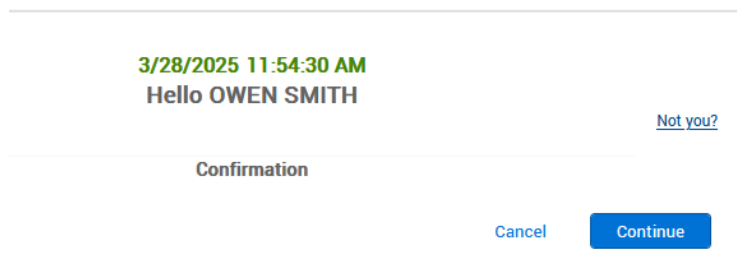


OWEN SMITH Clocked in at 11:45 AM
[Missed clock out?](#)

Change Code
Change Task
Change Work Order

2. Click continue:

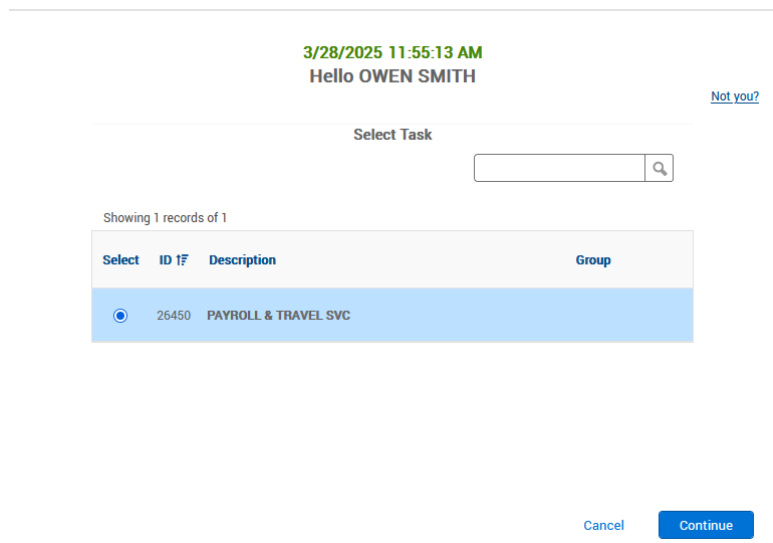


3/28/2025 11:54:30 AM
Hello OWEN SMITH
[Not you?](#)

Confirmation


[Cancel](#) [Continue](#)

3. Choose the correct task, then click “Continue”:



3/28/2025 11:55:13 AM
Hello OWEN SMITH
[Not you?](#)

Select Task



Showing 1 records of 1

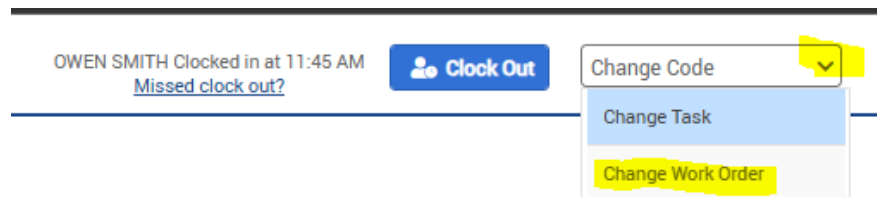
Select	ID #	Description	Group
<input checked="" type="radio"/>	26450	PAYROLL & TRAVEL SVC	

[Cancel](#) [Continue](#)

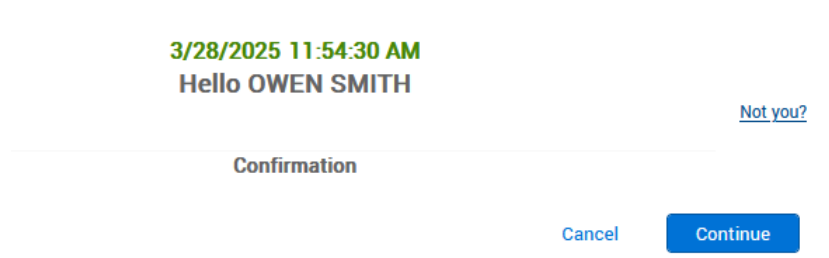
4. You will see confirmation that you have successfully changed your task.

CHANGING A WORK ORDER

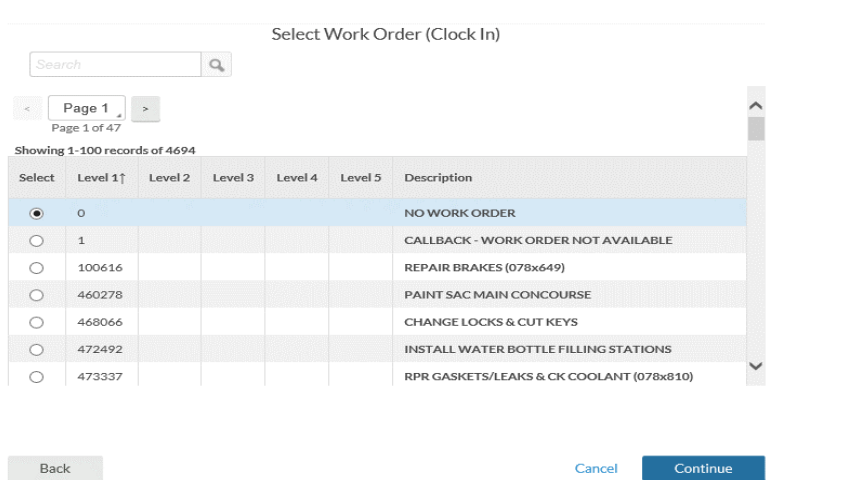
1. If you are currently punched in and need to change your work order, log into the TCP and choose "Change Code" and "Change Work Order" :



2. Click "Continue" when you see your name:



3. Scroll using the arrows to the right and choose the correct work order, click "Continue":



Select	Level 1↑	Level 2	Level 3	Level 4	Level 5	Description
<input checked="" type="radio"/>	0					NO WORK ORDER
<input type="radio"/>	1					CALLBACK - WORK ORDER NOT AVAILABLE
<input type="radio"/>	100616					REPAIR BRAKES (078x649)
<input type="radio"/>	460278					PAINT SAC MAIN CONCOURSE
<input type="radio"/>	468066					CHANGE LOCKS & CUT KEYS
<input type="radio"/>	472492					INSTALL WATER BOTTLE FILLING STATIONS
<input type="radio"/>	473337					RPR GASKETS/LEAKS & CK COOLANT (078x810)

4. You will see confirmation that you have successfully changed your work order.