TimeClock Plus for Lehigh University Hourly Employees
Updates

• TimeClock (new way to submit timesheets)

• What does this mean?
  • “Clock in” & “Clock out” in real time
  • No more web/paper time sheets
You can clock-in/out using your phone, tablet, or computer.

You can also clock in on one device and clock out on another!
Instructions for logging in using a computer:

Log into Connect Lehigh Gateway
Instructions for logging in using a computer:

Click on “Employee”

Click on “TimeClock Plus”
Instructions for logging in using a phone:

1) Install the **MobileClock** App: **TimeClock Plus v7**
   a) Open the App
   b) Scheme: https
   c) Host (Domain):
      173018.tcplusondemand.com
   d) Port: Please leave this blank!
   e) Namespace: 173018
   f) ID: Your LIN (starts with an “8”)

1) Bookmark **TimeClock Web Access**
Click "CLOCK IN" when you start to work

Click 'CONTINUE'”

Select appropriate TIME CODE (if you have multiple time codes)

NOTE: You must clock in at the *when you start work*
Click “CLOCK OUT” when your shift ends

Click ‘CONTINUE”

Click “OK”

NOTE: You must clock out at the **when you stop work**
What happens if I make a mistake?

If you forget to clock in or clock out, you will be prompted with a “Missed Punch Screen” which will allow you to enter the correct time of your last clock in/clock out.

Each “Missed Punch Screen” you encounter will reviewed by your Supervisor for approval.

Continuous issues with submitting your hours may result in your removal from the position.
NOTE

You MUST enter your hours EVERY shift

You will NOT be able to submit paper timesheets if you forget

(ie you will not be able to “catch up”)
CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by SlidesCarnival
- Photographs by Unsplash
- Kara Uhrich in Student Affairs