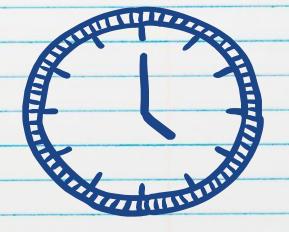
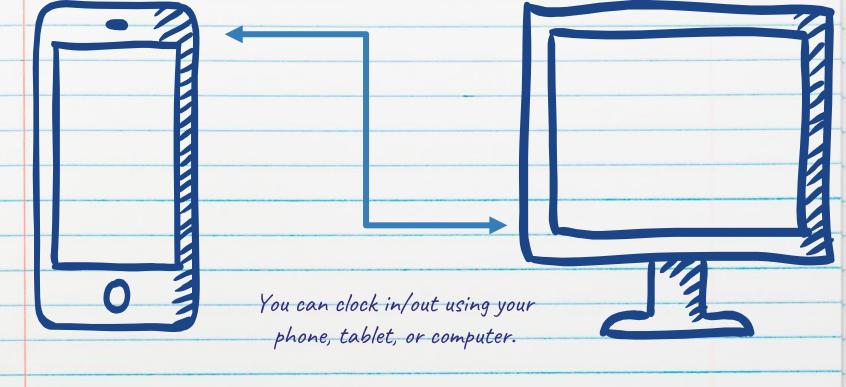


UPDATES

- · 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 also clock in on one device and clock out on another!

Instructions for logging in using a computer:





Connect Lehigh

Your gateway to the Lehigh Portal, Banner and other services. Learn more >

LOGIN

Google Apps





more Lehigh Google services >

LTS Alerts ALL SYSTEMS GO

Phishing messages that appear to come from "Lehigh Help Desk Services" More LTS Alerts >

Libraries & Technology

Libraries

Technology

Manage Accounts & Passwords

Campus Highlights



Update on New State Anti-Hazing Law University administrators share update on the Timothy J. Plazza Anti-Hazing

A Unique Undergraduate Research Experience A university grant enables Destiny West '20 to receive training to conduct specialized biological research.

A Legacy of Engineering Education John Ochs, founder and director of Lehigh's Technical Entrepreneurship capstone program and director of the master's program in technical entrepreneurship, prepares to retire after 40 years at Lehigh.

Lehigh's FLEX MBA Program Ranked No. 13 Best Online MBA by U.S. News and World Report

Lehigh moved up six spots from 2018.

Passion for Soccer Drives Ingrassia Family Gift Frank Ingrassia '75 '16P and his wife, Elizabeth McCaul, establish The Ingrassia Family Men's Head Soccer Coach Endowed Fund.

View more Campus Highlights > 1 Read Lehigh news >





EVENTS CALENDAR

IRB Common Rule Policy Info Session | Research and Graduate Studies (1/18/2019)

> Residence Halls and Fraternities open I Housing Services (1/19/2019)

Men's Basketball vs Bucknell I Athletics (1/19/2019)

Men's Track and Field Lehigh -Lafayette Dual Meet | Athletics (1/19/2019)

Women's Track and Field vs Lehigh -Lafayette Dual Meet | Athletics (1/19/2019)

Women's Basketball vs American I Athletics (1/19/2019)

Wrestling at American | Athletics (1/19/2019)

Degree Awarded Date | Academic

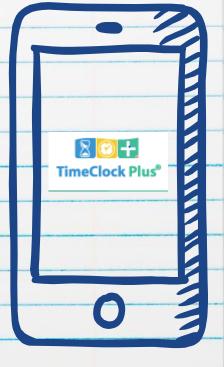
Instructions for logging in using a computer:

CLICK ON "EMPLOYEE"

CLICK ON "TIMECLOCK PLUS"



- 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

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 <u>SlidesCarnival</u>
- Photographs by <u>Unsplash</u>
 Kara Uhrich in Student Affairs
- · Kara Unrich in Student Affairs