TimeClock Plus – Configuring and Using the Mobile App

Downloading the App

- In the iOS or Android app store, search for “TimeClock Plus v7”
- Download the app for free

Configuring the App

- When the app is first open, the following settings must be set
- Scheme: choose “HTTPS”
- Host: enter “113870.tcplusondemand.com”
- Port: leave as “443”
- The app will be relaunched
- After the app restarts, enter “113870” in the Namespace field
- Change the “Sync offline data” setting to “Once a day” (particularly important if you clock in and out when not connected to wireless internet or phone service)
- Enter your 9-digit CSU ID in the Badge Number field
- You will only have to enter the CSU ID number the first time the app is opened
- The first time you open the app, you will also be asked if you want the app to be able to access your location; answer “Yes” to allow the full functionality of the app
- Some departments may prohibit the app from functioning unless the device is on the worksite, so the app must be able to access the location

Using the App

- The app interface looks very similar to the web interface
- Scroll down to see all the options available, including viewing previous shifts, viewing accruals, and request sick or annual leave if eligible