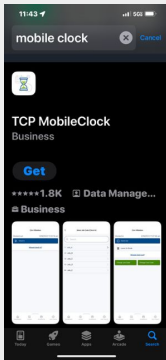


# TCP (TimeClock Plus) Mobile App Quick Guide

## Download the TCP MobileClock Application

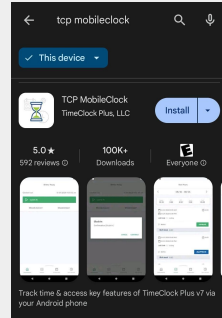
From Apple App Store  
(Apple phone/device)

[Link to Apple App Store](#)



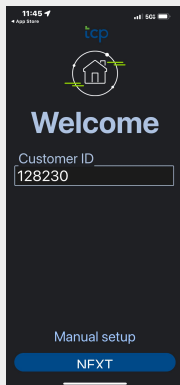
From Google Play Store  
(Android/Google Phone/device)

[Link to Google Play Store](#)

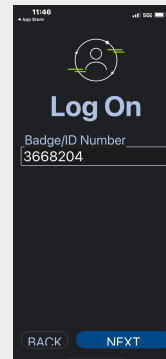


## Step 1

Enter Customer ID (128230)  
and then click on **NEXT**

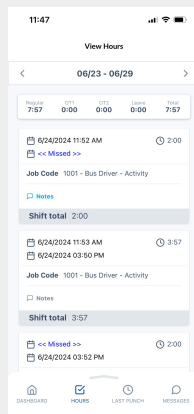


Enter your ID Number (phone  
number without area code or  
dashes) and then click on **NEXT**

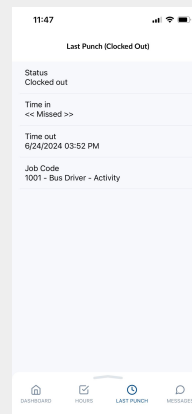


## Step 2

View your weekly hours by clicking  
on **HOURS** along the bottom



View your last punch by clicking on  
**LAST PUNCH** along the bottom

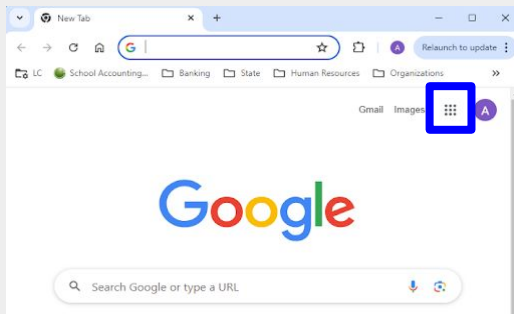


## Step 3

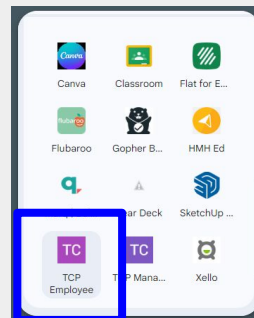
# TCP (TimeClock Plus) Web Access Quick Guide

Log into your LC Google email account (logged into a chromebook or logged into your email from a Google browser)

Open a new browser tab from the Google Apps “waffle”



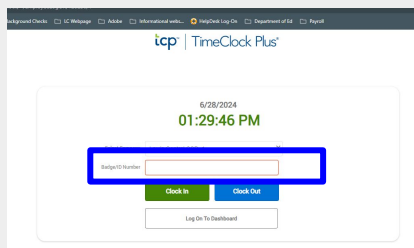
After clicking on the “waffle” scroll to the very bottom



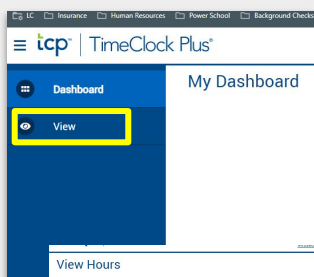
If you don't have an LC Google email account or aren't logged into your LC email Google account, you can access here:

[Employee TCP Timesheet Log-In Page](#)

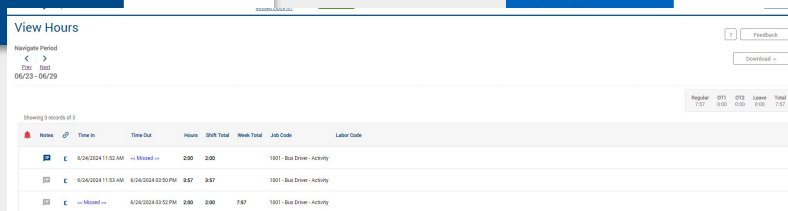
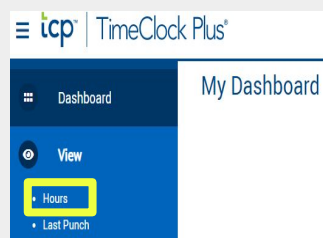
From the log-in page, enter your ID number (phone number without area code or dashes) and then click on **Log On To Dashboard**



Once logged in, click on **View**



Then click on **Hours**



View Hours

Navigation Period: 06/23 - 06/29

Showing 3 records of 3

Notes	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Labor Code
	6/24/2024 11:52 AM	Mislead	2:00	2:00		1901 - Bus Driver - Activity	
	6/24/2024 11:53 AM	6/24/2024 03:30 PM	3:37	3:37		1901 - Bus Driver - Activity	
	Mislead	6/24/2024 03:32 PM	2:00	7:37		1901 - Bus Driver - Activity	