Time Clock Plus

Clocking In & Clocking Out

Using the Web Portal – Clocking In

1. Navigate to the TimeClock Plus website.  
   https://278110.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278110/1
2. Enter your ID Number, this number is assigned to you across all Extension Offices through TimeClock Plus.

3. Click CLOCK IN.
4. If prompted, enter your PIN number.

5. Click Log On.
6. Confirm your name and your clock in action by clicking Continue.
7. If prompted, select your Fund.

8. Click Continue.
9. Click Ok on the Clock operation successful window.

Using the Web Portal – Clocking Out

1. Navigate to the TimeClock Plus website.
   [https://278110.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278110/1](https://278110.tcplusondemand.com/app/webclock/#/EmployeeLogOn/278110/1)
2. Enter your ID Number, this number is assigned to you across all Extension Offices through TimeClock Plus.
3. Click CLOCK OUT.
4. If prompted, enter your PIN number.

   ![PIN Entry](image)

   - Click Log On.
5. Click Log On.
6. Confirm your name and your clock in action by clicking Continue.
7. Click Ok on the Clock operation successful window.
Using the Mobile App – Clocking In
*Images are from the iOS app

1. Launch the TimeClock Plus app.

   ![MobileClock](image1)

2. Select CLOCK IN.

   ![Clock In](image2)

3. Click Continue.

   ![Confirmation](image3)

4. If prompted, select the fund.
Using the Mobile App – Clocking Out

*Images are from the iOS app

1. Launch the TimeClock Plus app.

2. Select CLOCK OUT.
3. Click Continue.

4. Click Ok.