



## Help & How to for Employee TimeClock (Mobile Clock): Clock In/Out, Access Timecard, Request Time Off

**Default Username:** FirstnameinitialLastname

**Default Password** (Requires reset upon first sign-in): LastnameLast4ofSSN

*\*(Password is case sensitive)\**

*Example. Employee name: Adam Jones with SSN ending in 1234*

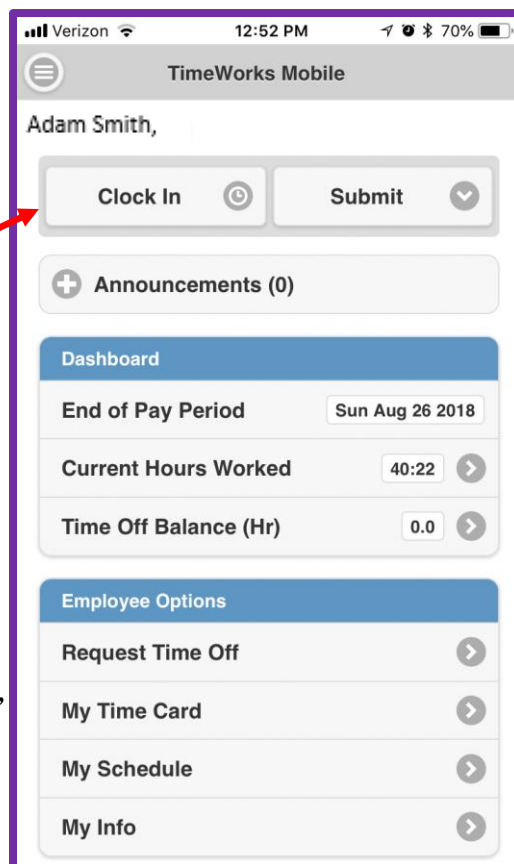
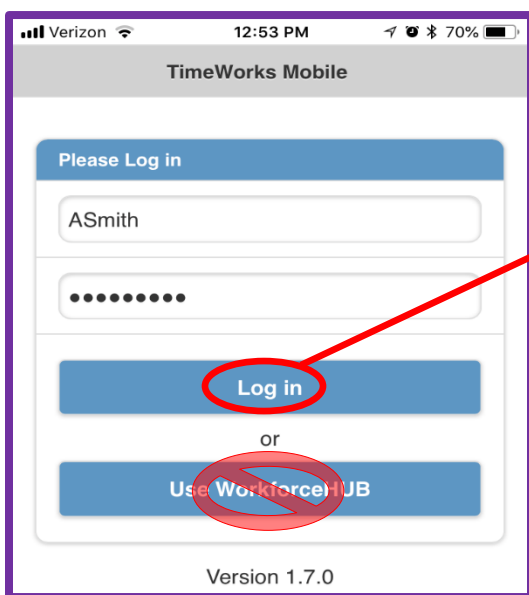
*Username: AJones Password: Jones1234*

**\*\*Any names that do not follow the default will be informed of their username and password if different\*\***

**TimeClock App:** Search “TimeWorksPlus” within your App Store

Apple: <https://itunes.apple.com/us/app/timeworksplus/id818932747?mt=8>

Android: [https://play.google.com/store/apps/details?id=com.SwipeClock.SCeConnect&hl=en\\_US](https://play.google.com/store/apps/details?id=com.SwipeClock.SCeConnect&hl=en_US)



*\*Login: Clock In or Out or access your employee timeclock portal (your timecard, time off requests, & personal info)\**

*\*Do not use Workforce HUB unless enabled for your company\**