Clocking In

Using any web browser, navigate to the link:

https://rs10.tcplusondemand.com/app/webclock/#/EmployeeLogOn/113870/1

In the “Badge/ID Number” field, enter your CSU ID and click “Clock In.”
You will see a confirmation of the clock-in action. Click “Continue” to proceed.
If you have multiple assignments and projects available to you, they will appear in a list. Choose the correct project and click “Continue.” In the example below, the project names are the associated account numbers, but this varies by department. If you don’t know which project you should be clocking into, consult your supervisor or department HR staff.

You will see a message that the clock-in action was successful. Click “Ok.”
Clocking Out
Enter your CSU ID and click “Clock Out.”

You will see a confirmation of the clock-out action. Click “Continue.”
You will see a message that the clock-out action was successful. Click “Ok.”

**Missed Clock**

If you clock in and try to clock in again later (without remembering to clock out), you will receive a “Missed Clock Out” message. Click “Continue.”

You will see further details about your missed clock out. Make a note of the information and click “Continue.”

You will see another acknowledgement of your missed clock out. Click “Continue” to clock in.

You will need to report the clock out time that was missed to your supervisor so that he or she may enter for you. Note that this shift cannot be approved by your supervisor until that communication occurs. This same process occurs if you try to clock out when you have forgotten to clock in.
Other Operations
Enter your CSU ID and click “Log on to dashboard.”

Here you can perform the same clock in and out options, go on break, change a job code (assignment) or project without having to clock out and back in.

The “View” option allows you to see all of your shifts for the week, including any missed clocks. Any row with a red circle next to it indicates a shift that has not yet been approved.