TCP Time Clock
Pocket Guide

workday
Baltimore
TCP QUICK START GUIDE

The TCP Clock allows you to punch in and punch out, recording your hours worked.

**HOW TO CLOCK IN**

1. Enter your Employee ID
2. Scan your finger to verify your identity
3. Click the Clock In button

4. Select Primary, Secondary or Tertiary Position (if applies)

5. Select the option that best fits the work you're performing
   - Regular
   - Out of Title
   - Call Back
   - Call back out of title

6. Only if selecting Out of Title or Call Back Out of Title >
   - Select the correct Job Profile.

7. Click Continue >
   - Clock Operation Successful message

Clock Out directions on the other side
HOW TO CLOCK OUT

1. Enter your Employee ID
2. Scan your finger to verify your identity
3. Click the Clock Out Button >
   Click Continue >
   Clock Operation Successful message

Still have questions about the TCP Timeclock?

For additional support and questions about the TCP Timeclock, please visit the Workday website at: Workday.Baltimorecity.Gov