TCP Time Clock

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
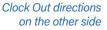
1 Enter your Employee ID

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

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Transforming • Engaging • Automating • Modernizing

Website • workday.baltimorecity.gov

Email • workday@baltimorecity.gov