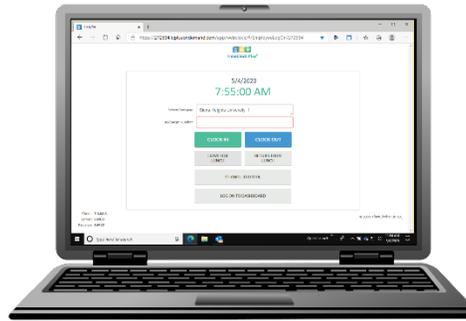


3 WAYS TO USE TIMECLOCK PLUS



Physical Time Clock



Web Client



Mobile App

LOCATION

- Security Desk
- Maintenance

LOCATION

Your PC or Laptop

LOCATION

Your mobile device

LINK TO WEB CLIENT PAGE

MySiena
→ My Tools
→ Payroll Information
→ WebClock

DOWNLOAD MOBILE APP

Search for **TimeClock Plus v7** from

- Google play (Android); or
- Apple Apps Store (iOS)

LOG ON

1. Use touchscreen or swipe Siena ID card to enter your employee ID.
2. Use touchscreen to enter your PIN.

LOG ON

Enter your employee ID and PIN when asked to log on.

LOG ON

Configure your mobile device with your employee ID and PIN to automatically log on when you start the app.

Note: You will need to update your configuration each time after you change your PIN.

Note: Your PIN is initially set to the last four digits of your Siena employee ID. To protect against unauthorized log on to TimeClock Plus as you, you should change your PIN to a number only you know.