

TimeClock Plus Mobile App Access

Elected Officials may authorize access for their staff to utilize the TCP App. It is recommended that each Elected Official includes a policy within their internal departmental policies outlining the requirements and expectations for app utilization.

Department Heads must submit a formal request for their staff to access the TCP App, which must be reviewed and approved by the Commissioners Court. Each request should include a clear justification for the need and intended use of the app.

Requests for Mobile App Access must be submitted to the IT or HR department via email for activation.

All other mobile web-based access is prohibited. Only employees granted access to the TCP app are authorized to utilize their mobile devices. All other employees are required to utilize a County computer or physical time-clock station located at their designated working area.

All records and reports generated through either the web-based or app-based use of TCP are official documents and may be used for payroll processing, audits, or investigations. Any employee found to be utilizing the TCP App or mobile web-clock without proper authorization is subject to disciplinary action, up to and including termination of employment.