



Language Settings

By default, TimeClock Plus® presents clock operations to employees in the English language. However, if employees who speak another language, the software enables changes to which language they will see when they perform clock operations.

Language settings can be set on either a global or a per employee basis. For instance, if 80 of your employees speak Spanish, and 20 speak English, set Spanish to apply for the company globally, then specify English on a per-employee basis.

Affected Applications

- WebClock
- MobileClock and MobileClock Kiosk Mode
- Physical clock devices

TIP: These settings only affect locations where employees perform clock operations. Settings do not apply to TimeClock Manager, Clock Status, or other management applications.

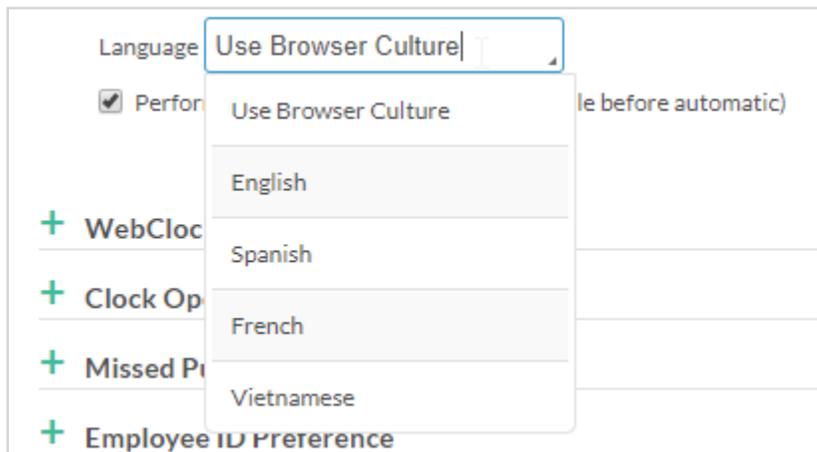
Available Languages

1. English
2. Spanish
3. French
4. Vietnamese

TIP: Depending on your license, not all languages may be available. Contact your TimeClock Plus account representative with any questions.

Applying a Global Language

1. In TimeClock Manager, browse to **Company > Company Defaults**.
2. Select the **Client** tab, and expand the **Miscellaneous** section with the + icon.



3. Choose a default language from the **Language** dropdown. The language chosen here applies to all locations where employees perform clock operations.
 - Choosing **Use Browser Culture** defaults to the current language used in the employee's browser.
4. After making changes, a blue button labeled **Save** appears in the upper right corner. Click it to save the setting.



Applying an Employee-specific Language

The screenshot shows a form with the following fields: Gender (set to '<< Unspecified >>'), DOB (format 'M/d/yyyy' with a calendar icon), SSN (empty), and Language (set to 'Use Company Culture'). The Language dropdown menu is open, showing options: 'Use Company Culture', 'English' (highlighted with a mouse cursor), 'Spanish', 'French', and 'Vietnamese'.

1. In TimeClock Manager, browse to **Employee > Employee Profiles**, and select an employee from the list on the left.
2. Select the **Information** tab (furthest to the left), and expand the **Personal** section.
3. Choose a language from the Language dropdown at the bottom of the second column.
 - Choosing **Use Company Culture** gives that employee the global language setting by default.
4. Save the employee.

TIP: Optionally, enable this setting for multiple employees at once by navigating to **Employee > Global Modification** or **Employee > Employee Roles**.

**For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com**