Contents

Logging into WebClock................................................................. 1
Navigating WebClock ................................................................. 1
Changing Your PIN .................................................................... 2
Clocking In Using WebClock....................................................... 2
Lunch Break.............................................................................. 3
  Going to Lunch ..................................................................... 3
  Returning From Lunch.......................................................... 3
Clocking Out of WebClock......................................................... 4
Dashboard Operations.................................................................. 5
  View Hours ........................................................................... 5
    Navigating the View Hours Window........................................ 5
Approving Segments................................................................. 6
Selecting Comp vs Overtime....................................................... 7
View Last Punch ....................................................................... 7
Requests (Leave)....................................................................... 8
  Adding a Request .................................................................. 9
Manage Time Sheet................................................................. 10
  Copy Projected Time to the Next Day....................................... 12
Missed Punches......................................................................... 14
  Missed In-Punch.................................................................... 14
  Missed Out-Punch.................................................................. 14
  Missed Meal Break.................................................................. 14
Changing Earning Codes.......................................................... 14
WebClock Essentials

Logging into WebClock

1. Navigate to the WebClock page using the link provided.
2. Enter in your employee ID number, then click on Log On To Dashboard.
   1. Enter your PIN and clock the Log On button.

Navigating WebClock

After you have logged into WebClock, select the relevant action from the navigation bar. In the top right corner, you will see the server date and time, the button to Log Off, your name, and status.
Changing Your PIN

After you have logged into WebClock, and enter your originally assigned PIN, navigate to the Dashboard. (You can click the Dashboard button from the Main Screen, or hit enter after you enter your PIN.)

Click on the My Options link located at the top right hand of the screen under the Log Off link.

Enter your current PIN in the top box. Enter your new PIN in the middle box, and then re-enter it again in the bottom box. Then, click the Change button.

Clocking In Using WebClock

1. Once you are logged into WebClock, select Clock In.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, go Back, or Continue. If the name and time are correct, click Continue.
3. If you have more than one job code, select the job code from the list.
4. Click Ok on the "Clock operation successful" window.
Lunch Break

Going to Lunch
1. After logging into WebClock (while clocked in), select Clock Out.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, or Continue. If the name and time are correct, click Continue.
3. On the Select Job Code Screen, click Continue.
4. Click Ok on the "Clock operation successful" window. You will now see the time that you clocked in on the blue bar.

Returning From Lunch
1. After logging into WebClock (while clocked out), select Clock In.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, or Continue. If the name and time are correct, click Continue.
3. On the Select Job Code Screen, click Continue.
4. Click Ok on the "Clock operation successful" window. You will now see the time that you clocked in on the blue bar.
Clocking Out of WebClock

When you are ready to end your day, you must **clock out** in **TimeClock Plus**. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

1. After logging into **WebClock** (while clocked in), select **Clock Out**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked in on the blue bar.
Dashboard Operations

After you have logged into WebClock (enter your ID, your PIN, and then select Dashboard), select the relevant action from the navigation bar. In the top right corner, you will see the server date and time, the button to Log Off, your name, and status.

The questions mark towards the top right hand of the screen is a help function.

View Hours

The View Hours option allows you to view the hours worked in any given week. You will use this feature to approve your hours when submitting your timesheet each pay period.

Navigating the View Hours Window

1. After logging into WebClock, select View, and Hours.
2. Select the appropriate week with the Next and Prev buttons.
3. All of the segments worked during that week, can be seen in the grid.
Approving Segments

1. After logging into WebClock, select View, and Hours.
2. Select the appropriate week with the Next and Prev buttons.
3. Find the segment you want to approve and click on the check mark in the [E] column. If you want to approve all the shifts on screen, click on the [E] column header.
Selecting Comp vs Overtime

1. After logging into WebClock, select View, and Hours.
2. Select the appropriate week with the Next and Prev buttons.
3. Find the segment you want to approve and click on the check mark in the Comp Time column.
   1. Note that in order to select comp time, you must have an approved agreement in place.
   a. Union and Non-Union rules vary for comp time. Please see the University Administrative Policies and Procedures, or appropriate bargaining agreement, accordingly.

View Last Punch

The View Last Punch option allows you to view the last time you clocked in. After selecting View Last Punch, you will be able to see the time of your last punch as well as the job code assigned to it.
Requests (Leave)

The Requests feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of time off for vacation, sick, or other reasons. The requests can be made in any leave code the employee has access to. Please note, that this software will not carry balances of your leave. Please continue to use the Employee Dashboard located in LoboWeb to see your leave balances.

1. Access Requests by logging into WebClock and clicking on Requests on the WebClock dashboard.
2. By default, employee requests will be visible in a Calendar view. In order to view employee requests in a sortable list, select the List tab.
3. On the Calendar tab, the status of a request (approved, denied, or pending) can be filtered by checking or unchecking the appropriate options beneath the tabs.
4. To have more control over what request elements are visible, switch to the List view. In addition to the options available in Calendar view, segments can be organized by entering in a date range and clicking Update.
Adding a Request

Employees with the correct clock configuration will be able to enter requests for assigned leave codes. To create a request:

1. Click on the Add button on the information bar, or when in Calendar view click the plus sign on the desired date. The date of the request must be within the allowed range (no more than seven (7) days in the past).
2. Select the Start time. This will be the anchor time for the leave time sheet. Enter in the length of the leave request in the Hours field. For example, if you wanted to create a leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM and a length of 8:00.
3. Select how many days are being requested. By default, the request will only be entered for the initial date requested. To create identical requests on the subsequent days, select the number from the Days field.
4. Select the Leave Code to be used for this time off request.
5. Enter in a description for this leave request. This step is optional and dependent on Request Entry settings within Company Defaults.
6. Click Save.
Manage Time Sheet

The Manage Time Sheet feature allows you to enter the time for the last three days of the pay period; used for projecting time not yet worked (actual hours to be worked, not leave) or for days you will be working off of campus.

1. Once you are logged into WebClock, click on Manage Time Sheet from the header bar.

2. Change the week as appropriate by clicking on the calendar icon or using the Previous or Next button.

3. Click on Add under the day you would like to enter time projection.

Note: This is a Pay Code, not the number of hours worked.
4. Enter the time you will start for the day, and the time you will go to lunch. Be sure to use the rounded time.

5. Click the Add button again on the same day, and enter the time you will return from lunch and the time you will leave for the day.

6. Click the Accept Button at the top left hand side of the screen. If you change screens, time out, or log out without clicking the Accept Button, you will have to re-enter the time.
Copy Projected Time to the Next Day

1. You can copy Wednesday’s time to Thursday and Friday if the time in and out will be the same. Click on Copy above the time segment you want to copy, and then select the day or days you would like to copy to and click Paste. You will need to do this for both the morning and afternoon segments.

(If you accidently copy to the wrong day, just choose the “clear” link above the time on that incorrect day.)
2. Once you have finished editing the time sheet entry, click **Accept** at the top of the screen to save your changes. If you time out, change screens, or log out without doing this, you will have to re-enter the time.

3. Do not use the approve check box in this section. You will approve in View>Hours.
**Missed Punches**

**Missed In-Punch**
A missed-in punch occurs when an employee forgets to clock in and is attempting to now clock out. In this case, the system will prompt you to enter the time the employee should have clocked in. The software then allows the clock-out. This type of punch is flagged in the system and must be approved by the supervisor.

**Missed Out-Punch**
A missed-out punch occurs when an employee forgets to clock out and is attempting to now clock in. In this case, the system will prompt you to enter the time the employee should have clocked out. The software then allows the clock-in. This type of punch is flagged in the system and must be approved by the supervisor.

**Missed Meal Break**
This feature is not used.

**Changing Earning Codes**
Change earning codes is used for Student Employees who work in two departments and have back-to-back shifts. The student employee should enter a note when clocking-in or changing shifts to identify which hours belong to which department.

Follow regular clock-in procedures for the first clock-in of the day, choose bi-weekly regular or bi-weekly Dept 2, then click continue. When the student employee is moving from one department to another (back-to-back), the employee would then enter their ID Number and click “Change Earning Code.” Enter the PIN, and click Continue. Choose the opposite Bi-Weekly Earning Code and click Continue. A confirmation box will appear, click Continue. This changes the earning code at that time so that the hours can be differentiated between departments. It is imperative that the student coordinate with the Front Desk so the proper index will be allocated to each earning.