

TimeClock Plus Operating Manual

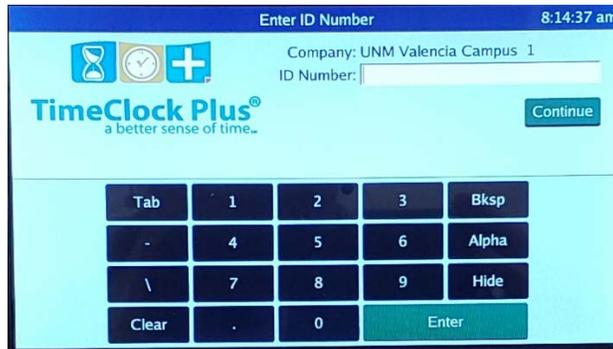
Clock Operations

12/02/2019

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Clock Essentials

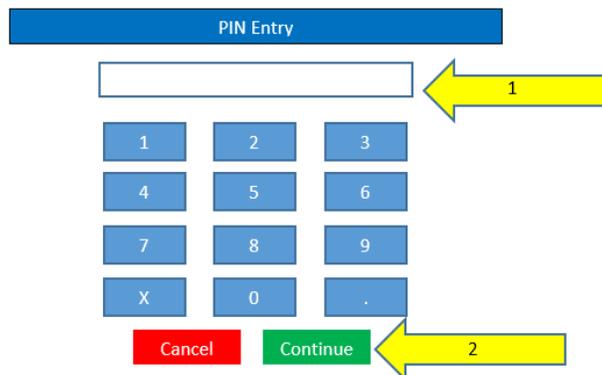


Logging into WebClock

1. Tap the screen to activate the login as seen above.
2. Enter your employee **ID number**, then click on **Enter**.

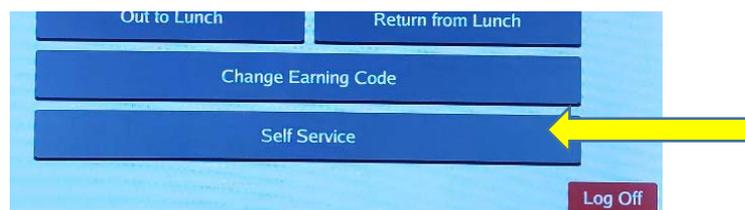
Enter Your PIN

After you have entered your banner/employee ID number, you will be prompted for a PIN. This is the last 4 digits of your banner/employee **ID number**. Enter these four digits, then press the **Continue** button.



Changing Your PIN

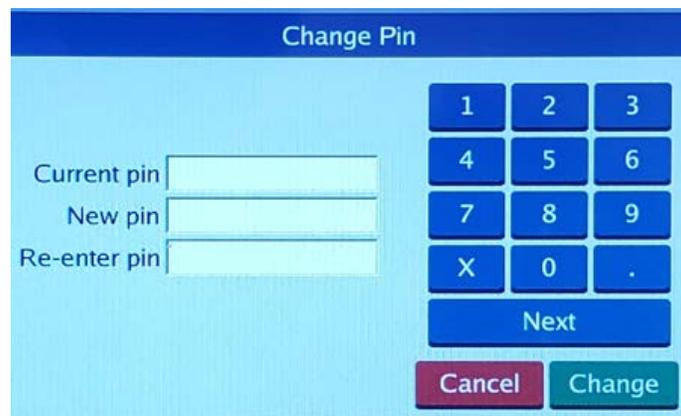
After you have logged into WebClock, and you have entered your originally assigned PIN, click on **Self Service**.



Click on the **Change PIN** button.

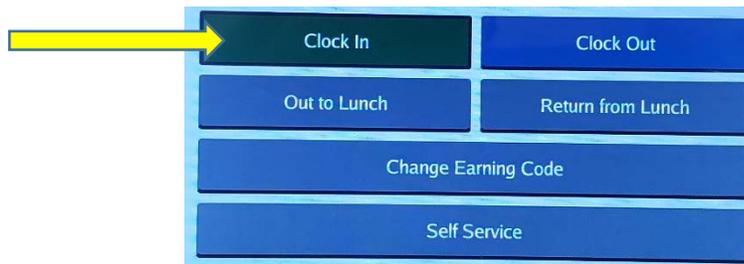


Enter your current PIN in the top box. Enter your new PIN in the middle box, and then re-enter it again in the bottom box. Then, click the **Change** button.

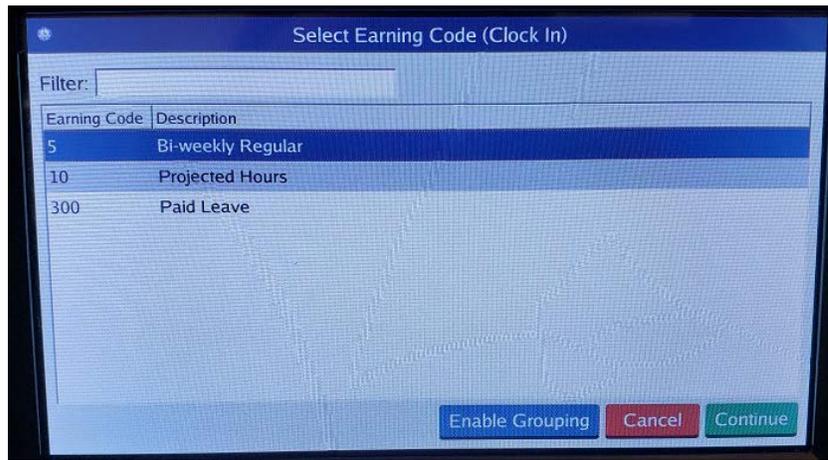


Clocking In

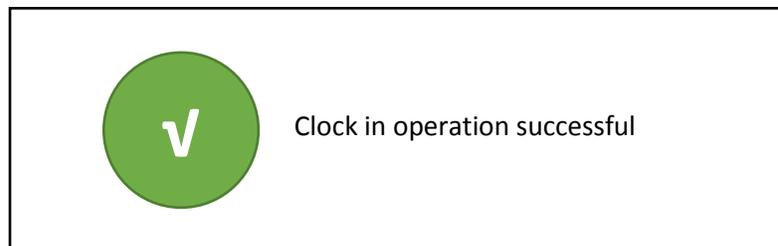
1. Once you are logged into the clock, select **Clock In**.



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. Students that have more than one job code, should select the appropriate job code from the list. Staff will select **Earning code 5-Bi-weekly Regular**, than press **Continue**.



4. You will receive a successful operation notice and the clock will return itself to the login screen.



Lunch Break

Going to Lunch

1. After logging into the clock, 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**. Click **Continue**.
3. You will receive a successful operation notice and the clock will return itself to the login screen.

Returning From Lunch

1. After logging into **the clock**, select **Clock In**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, Click **Continue**.
3. You will receive a successful operation notice and the clock will return itself to the login screen.

Clocking Out

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 the clock, select **Clock Out**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, click **Continue**.

3. You will receive a successful operation notice and the clock will return itself to the login screen.

Self Service

The Self Service is a Menu Screen that operates the same as the Toolbar in Webclock to access other functionality. Each area of Self Service is covered below.

Hours (View)

The 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 Hours Window

1. After logging into Clock, select **Self Service**, and **Hours**.
2. Select the appropriate week with the “<Period” and “Period>” buttons.

11/30 - 12/06									
Regular: 8.00		OT1: 0.00		OT2: 0.00		Leave: 0.00		Total: 8.00	
Aprv	Note	Brk	Time in	Time out	Earning Code	Hours	Break	W	
<input type="checkbox"/>			12/5/2019 8:00 AM	12/5/2019 12:00 PM	10 - Projected Hours	4.00			
<input type="checkbox"/>			12/5/2019 1:00 PM	12/5/2019 5:00 PM	10 - Projected Hours	4.00			

Approving Segments

1. After logging into Clock, select **Self Service**, and **Hours**.
2. Select the appropriate week with the “<Period” and “Period>” buttons.
3. Find the segment you want to approve and click on the box in the “Aprv” column next to that time segment.
4. Read the certification statement, then click Yes (if hours are correct).

Approve

I certify that these hours accurately reflect the amount of time and effort devoted to the respective jobs performed this time period. Do you agree to this statement?

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. From **Self Service**, click on **Last Punch**.

Requests

The View 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. These 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 View Requests by logging into Clock, selecting Self Service, then Requests.

Adding a Request

To create a request:

1. After logging in, click on **Self Service**, then **Requests**.
2. Click **Add**.
3. Click on **Edit** next to Date Requested.
 1. Select the date, then click **OK**.
4. Click on **Edit** next to Start Time.
 1. Key in the time you want the leave to begin, then click **OK**.
5. Click on **Edit** next to Days.
 1. Key in the number of hours you are requesting for that day, then click **Enter**.
6. Click on **Edit** next to Leave Code.
 1. Select the appropriate leave code then click **Select**.
7. If you want to include a description, click in the white description box and add your description.
8. Click on **Save**.
 1. You will receive a message pop up box that indicates the leave (request) has been submitted.
 2. Click **OK**.
9. Click **Close**.
 1. You can then use other functions, or choose **Cancel** to return to the Self Service Menu and **Log Off** to leave the system.

The screenshot shows a web interface for adding an employee request. The title bar reads "Add Employee Request". On the left, there is a "Templates" section with a large empty box. The main form area contains the following information and controls:

- Name: Kathryn Kitcheyan
- Date requested: 12/03/2019 (with an "Edit" button)
- Start time: 2:00 pm (with an "Edit" button)
- Hours: 3 (input field)
- Days: 1 (input field)
- Leave Code: 180 - Sick Leave (with an "Edit" button)
- Description: (empty text input field)

At the bottom right of the form, there are two buttons: "Cancel" (red) and "Save" (green).

Time Sheet

The 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).

1. Once you are logged into the Clock, click on **Self Service**.
2. Click on **Timesheet**.
3. Click **Add**.
 1. Choose the appropriate date and select **OK**.
 2. When prompted to edit the added timesheet, select **Yes**.
4. Click on the **icon** to the right of Time In.
 1. Enter the time you will start your shift. Click **OK**.
5. Click on the **icon** to the right of Time out.
 1. Enter the **time** you will go to Lunch. Click **OK**.
 2. Be sure that the Break Type is "**Lunch**."
6. Click **Continue**.
7. Click **Add**.
 1. Choose the same **date** to now add the second half of your hours for the day. Select **OK**.
 2. When prompted to edit the added timesheet, select **Yes**.
8. Click on the **icon** to the right of Time In.
 1. Enter the **time** you will return from lunch. Click **OK**.
9. Click on the **icon** to the right of Time out.
 1. Enter the **time** you will end your shift for the day. Click **OK**.
10. Click **Continue**.
11. Check the **box** in the **Approve** column next to the date you just added.
12. If you agree that the hours are correct, click **Yes**.
13. Click **Accept**.
 1. You can now use other functions, or choose **Cancel** to return to the Self Service Menu, and then **Log Off** to leave the system.

Selecting Comp vs Overtime

This functionality must be completed using webclock (computer).

Missed In-Punch

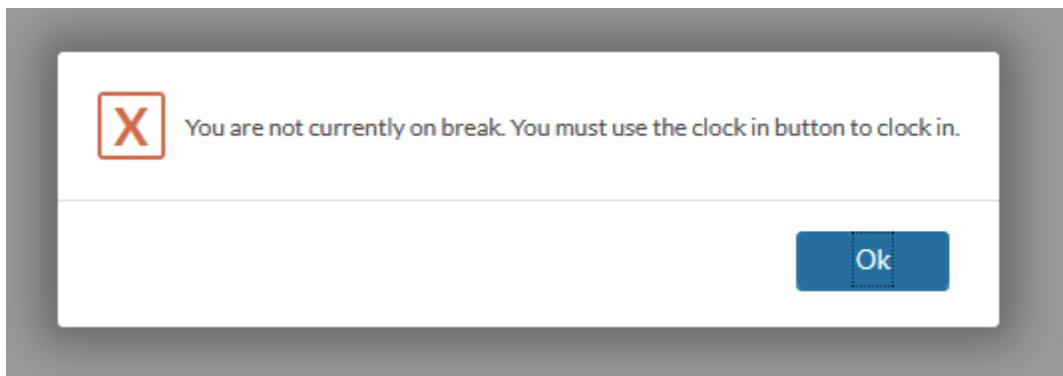
A missed-in punch occurs when an employee forgets to clock in and is attempting to now clock out. In this case, the system will prompt you to enter the time the employee should have clocked in. The software then allows the clock-out. This type of punch is flagged in the system and must be approved by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

If you missed clocking out for your meal break, the system will not allow you to clock in from your meal break.



Do not attempt to clock in or out for your meal break at this point. Remain clocked in on bi-weekly hours. Instead, your supervisor will need to add your meal break to the day. Please email your supervisor with the date, time, and reason for missing the clock out.

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.