

# TimeClock Plus Operating Manual

WebClock Operations

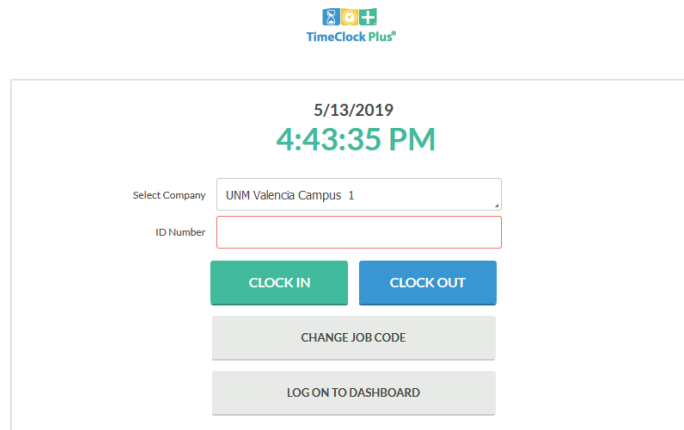
02/21/2020

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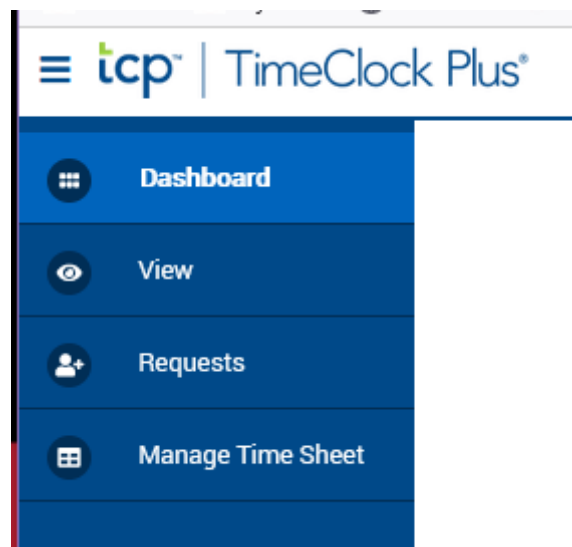
# WebClock Essentials



## 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 click the **Log On** button.

## Navigating WebClock

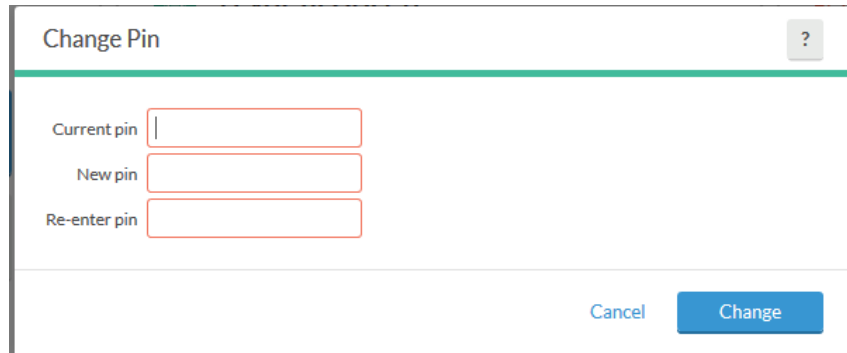


After you have logged into **WebClock**, select the relevant action from the navigation bar. In the top right corner, you will see the server date and time, the button to **Log Off**, your name, and status.

## 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.)

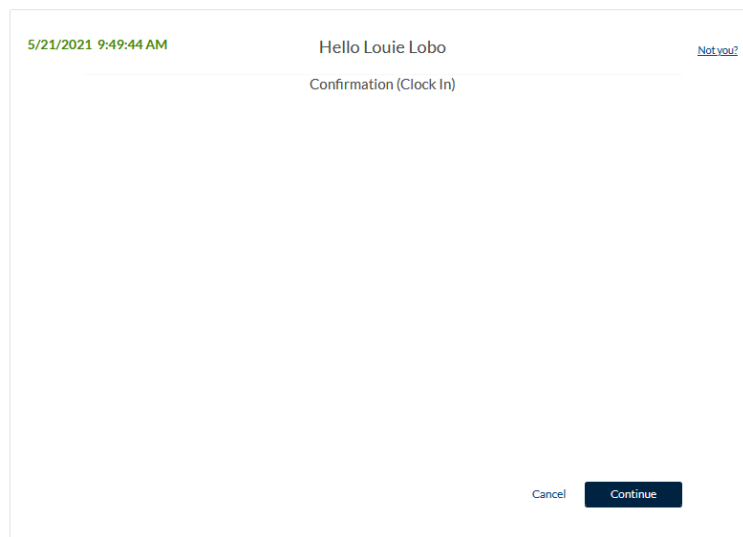
Click on the **My Options** link located at the top right hand of the screen under the **Log Off** link.



The screenshot shows a web form titled "Change Pin" with a help icon (question mark) in the top right corner. The form contains three input fields: "Current pin", "New pin", and "Re-enter pin". At the bottom right of the form, there are two buttons: "Cancel" and "Change".

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



The screenshot shows a confirmation screen for clocking in. It displays the date and time "5/21/2021 9:49:44 AM", the user's name "Hello Louie Lobo", and a "Not you?" link. At the bottom right, there are two buttons: "Cancel" and "Continue".

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**.

Showing 4 records of 4

Select	ID ↑	Description	Group
<input checked="" type="radio"/>	5	Bi-weekly Regular	
<input type="radio"/>	10	Projected Hours	
<input type="radio"/>	300	Paid Leave	
<input type="radio"/>	400	Holiday	

Back Cancel 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**.

Showing 4 records of 4

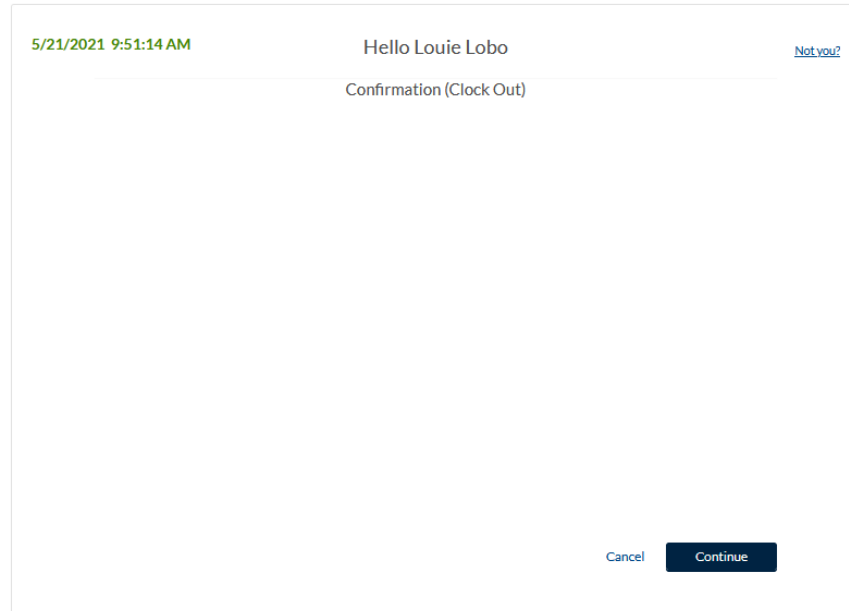
Select	ID ↑	Description	Group
<input checked="" type="radio"/>	5	Bi-weekly Regular	
<input type="radio"/>	10	Projected Hours	
<input type="radio"/>	300	Paid Leave	
<input type="radio"/>	400	Holiday	

Back Cancel Continue

4. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked in on the blue bar.

Note: Clocking in and out can only be performed on campus.

# Clocking Out of WebClock



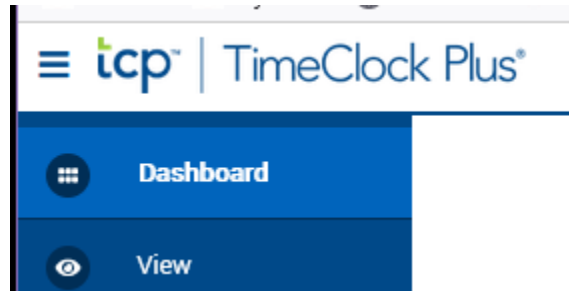
When you are ready to end your day, you must **clock out** in **TimeClock Plus**. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

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.

Note: Clocking in and out can only be performed on campus.



# 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 question mark towards the top right hand of the screen is a help function.

## View Hours

Navigate Period

< > Download

Prev Next

05/15 - 05/21

Regular	OT1	OT2	Comp Time	Leave	Total
0.00	0.00	0.00	0.00	0.00	0.00

Showing 1 records of 1

	Comp Time	Notes	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Earning Code	
				5/21/2021 9:48 AM	5/21/2021 9:50 AM	5/21/2021 9:48 AM	5/21/2021 9:51 AM	0.00	0.00	0.00	0.00	5 - Bi-weekly Regular

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

of 22 Selected 0 records

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited		Break Length	Shift	Time In	Time Out
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	Mon 5/10/2021 8:00 AM	Mon 5/10/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Mon 5/10/2021 1:00 PM	Mon 5/10/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	Tue 5/11/2021 8:00 AM	Tue 5/11/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Tue 5/11/2021 1:00 PM	Tue 5/11/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	Wed 5/12/2021 8:00 AM	Wed 5/12/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Wed 5/12/2021 1:00 PM	Wed 5/12/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	Thu 5/13/2021 8:00 AM	Thu 5/13/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Thu 5/13/2021 1:00 PM	Thu 5/13/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	Fri 5/14/2021 8:00 AM	Fri 5/14/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Fri 5/14/2021 1:00 PM	Fri 5/14/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		60u	1	Mon 5/17/2021 8:00 AM	Mon 5/17/2021 1:00 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Mon 5/17/2021 1:00 PM	Mon 5/17/2021 8:00 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			1	Tue 5/18/2021 8:00 AM	Tue 5/18/2021 1:00 PM

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.

Note: Always approve from View/Hours. Do not use the approve functionality in Manage Time Sheet as this causes errors to the signatures on the timesheet. This is a known bug in TCP.

## 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.

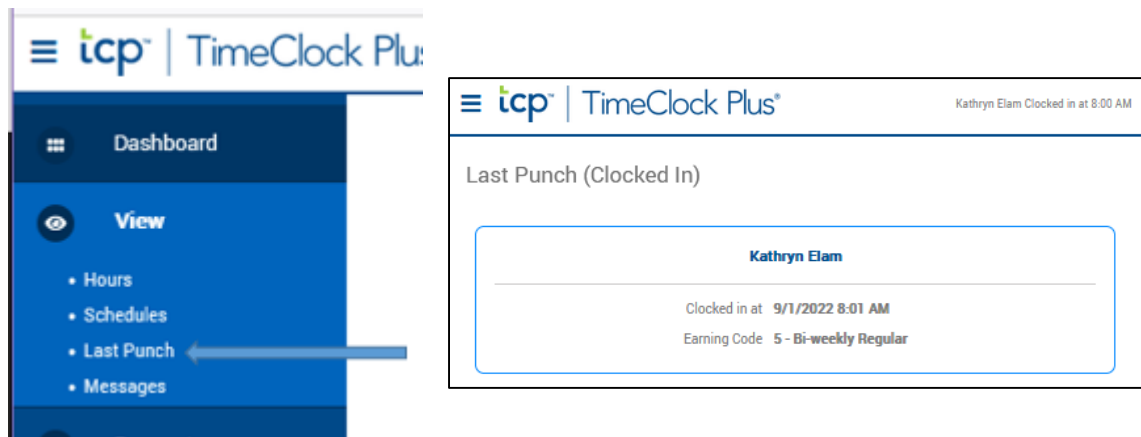
Navigate Period  
 < >  
[Prev](#) [Next](#) Download

09/14 - 09/20

Showing 10 records of 10

			Comp Time	Notes	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Earning Code
🔴	X	☐	☐		30u	9/16/2019 7:00 AM		9/16/2019 12:00 PM		5.00				5 - Bi-weekly Regular
🔴	X	☐	☐			9/16/2019 12:30 PM		9/16/2019 5:00 PM		4.50	9.50	9.50		5 - Bi-weekly Regular
🔴	X	☐	☐		60u	9/17/2019 7:00 AM		9/17/2019 12:00 PM		5.00				5 - Bi-weekly Regular
🔴	X	☐	☐			9/17/2019 1:00 PM		9/17/2019 5:00 PM		4.00	9.00	9.00		5 - Bi-weekly Regular
🔴	X	☐	☐		60u	9/18/2019 8:00 AM		9/18/2019 12:12 PM		4.20				5 - Bi-weekly Regular
🔴	X	☐	☐			9/18/2019 1:12 PM		9/18/2019 5:00 PM		3.80	8.00	8.00		5 - Bi-weekly Regular
🔴	X	☐	☐		60u	9/19/2019 7:00 AM		9/19/2019 12:00 PM		5.00				5 - Bi-weekly Regular
🔴	X	☐	☐			9/19/2019 1:00 PM		9/19/2019 9:00 PM		8.00	13.00	13.00		5 - Bi-weekly Regular
🔴	X	☐	☐		60u	9/20/2019 8:00 AM		9/20/2019 12:00 PM		4.00				5 - Bi-weekly Regular
🔴	X	☐	☐			9/20/2019 1:00 PM		9/20/2019 5:00 PM		4.00	8.00	8.00	47.50	5 - Bi-weekly Regular

## 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 screenshot shows a web interface for managing requests. At the top, there is a navigation bar with a home icon, 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. Below this, the title 'VIEW REQUESTS' is displayed. There are two tabs: 'Calendar' (selected) and 'List'. A 'Status' dropdown menu is visible. Below the tabs, there are buttons for '+ Add', 'Manage', and 'Refresh'. Navigation arrows for the calendar are shown, along with the text 'May 2021'. The calendar grid shows days from 25 to 12, with columns for Sun, Mon, Tue, and Wed. The dates 10, 11, and 12 have a '+' sign next to them, indicating requests.

Sun	Mon	Tue	Wed
25	26	27	28
2	3	4	5
9	+ 10	+ 11	+ 12

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

The screenshot shows a web-based form titled "Add Employee Request". On the left side, there is a "Templates" panel with two options: "<< NONE >>" (highlighted in blue) and "LeaveRequest". The main form area contains the following fields:

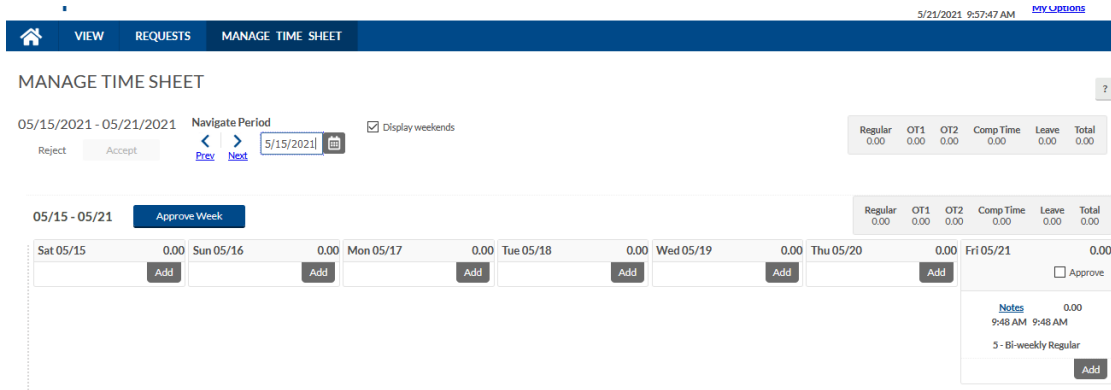
- Employee: Louie Lobo [180180180]
- Date requested: 5/11/2021 (with a calendar icon)
- Start time: 8:00 AM (with a clock icon)
- Hours: 8:00
- Days: 1
- Leave Code: 180 - Sick Leave
- Description: (empty text box)

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

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

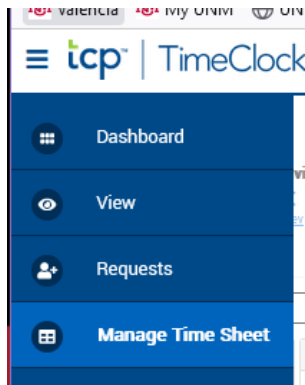
1. Click on the Add button on the information bar, or when in Calendar view click the plus sign on the desired date. The date of the request must be within the allowed range (no more than seven (7) days in the past).
2. Select the Start time. This will be the anchor time for the leave time sheet. Enter 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

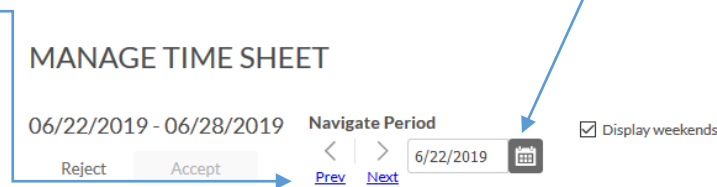


The Manage Time Sheet feature allows you to enter the time for the last three days of the pay period; used for projecting time not yet worked (actual hours to be worked, not leave) or for days you will be working off of campus.

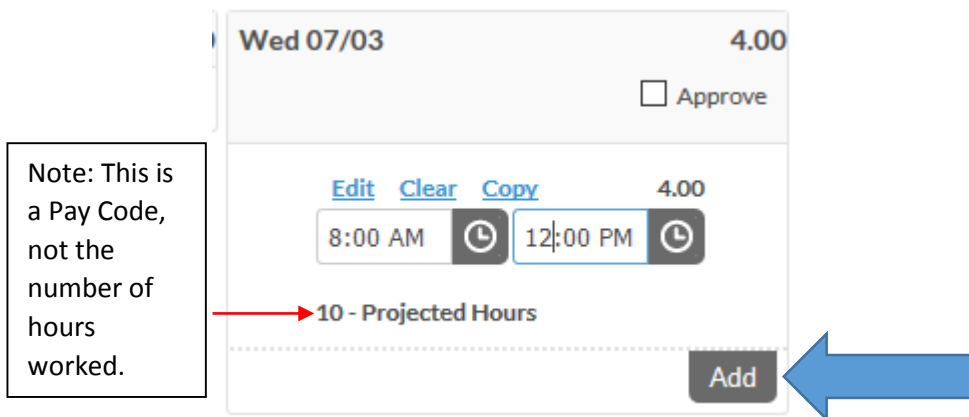
1. Once you are logged into WebClock, click on Manage Time Sheet from the header bar.



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.



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.

Wed 07/03 4.00

Approve

[Edit](#) [Clear](#) [Copy](#) 4.00

8:00 AM 12:00 PM

10 - Projected Hours

Add

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.

0.00 Wed 07/03 8.00 Thu 07/04

Approve

[Edit](#) [Clear](#) [Copy](#) 4.00

8:00 AM 12:00 PM

10 - Projected Hours

[Edit](#) [Clear](#) [Copy](#) 4.00

1:00 PM 5:00 PM

10 - Projected Hours

Add

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.

## MANAGE TIME SHEET

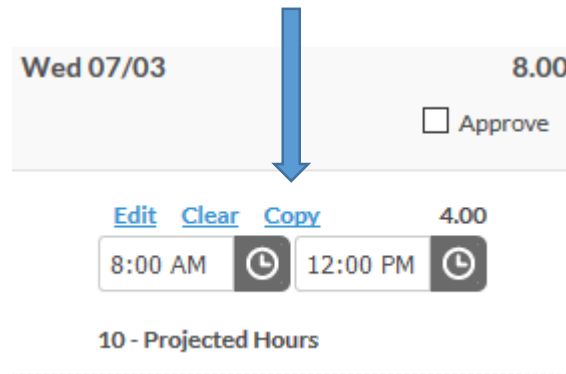
07/20/2019 - 07/26/2019 Navigate Period

[Reject](#) [Accept](#) < > 7/20/2019

[Prev](#) [Next](#)



## 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.

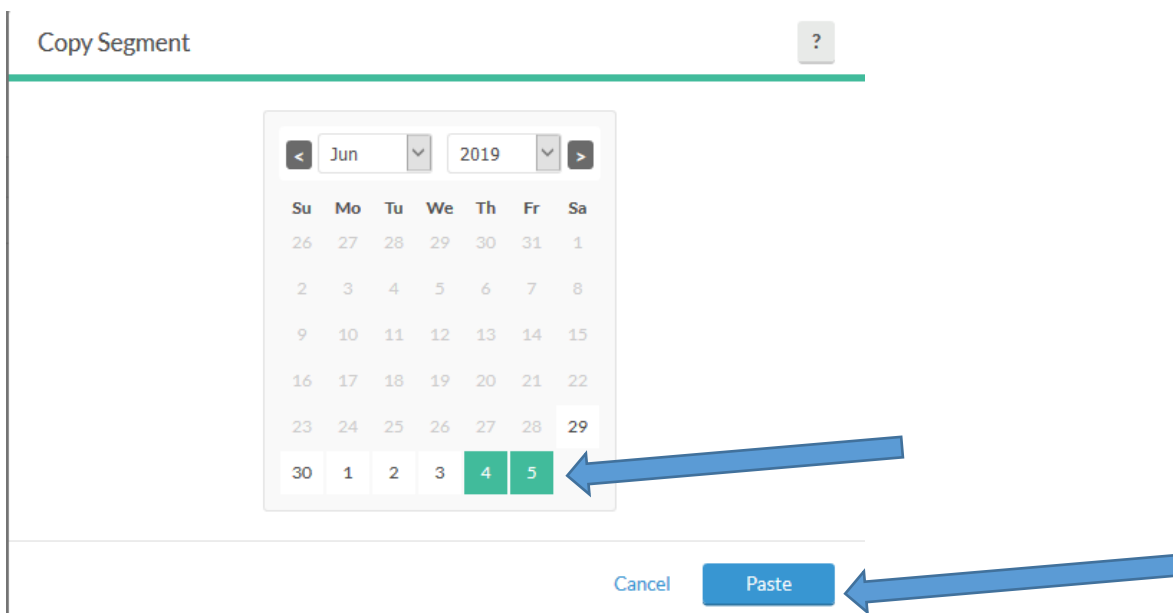


Wed 07/03 8.00  Approve

[Edit](#) [Clear](#) [Copy](#) 4.00

8:00 AM  12:00 PM 

10 - Projected Hours



Copy Segment ?

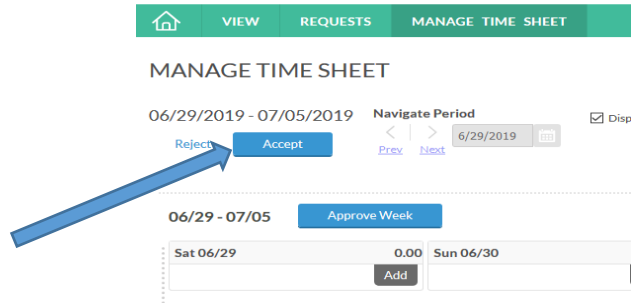
< Jun 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	

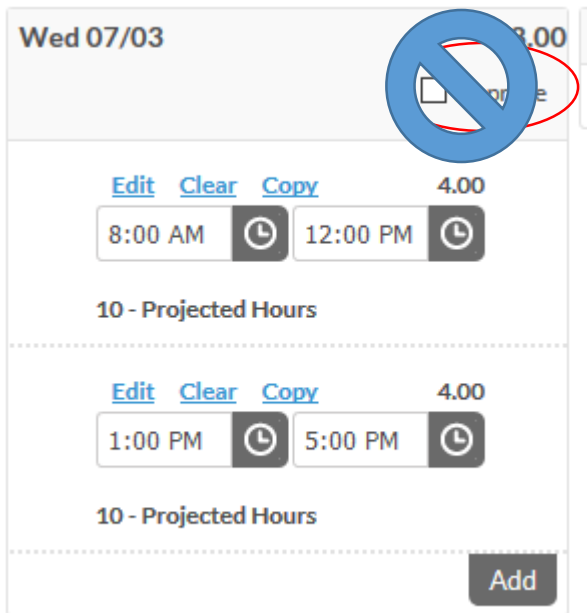
Cancel Paste

(If you accidentally copy to the wrong day, just choose the “clear” link above the time on that incorrect day.)

- 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.



- 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.