

TimeClock Plus Operating Manual

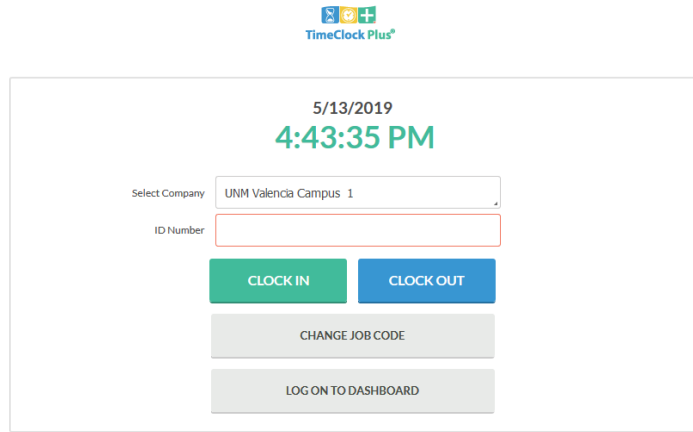
WebClock Operations

02/21/2020

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WebClock Essentials



Logging into WebClock

1. Navigate to the **WebClock** page for your company using the link provided.
2. Enter in your employee **ID number**, then click on **Log On To Dashboard**.

Navigating WebClock

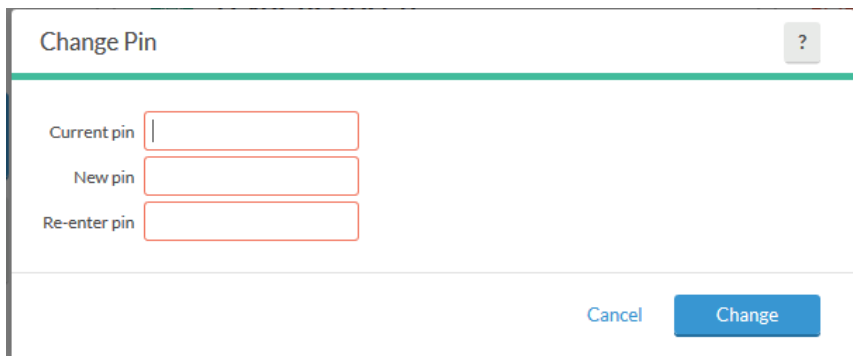


After you have logged into **WebClock**, select the relevant action from the navigation bar. In the top right corner, you will see the server date and time, the button to **Log Off**, your name, and status.

Changing Your PIN

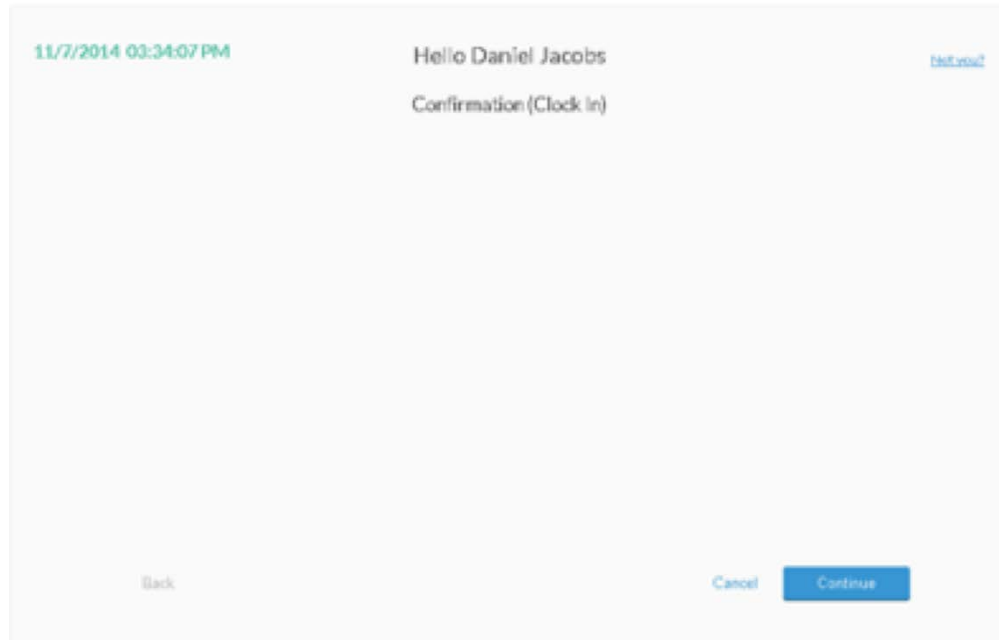
After you have logged into WebClock, and enter your originally assigned PIN, navigate to the Dashboard. (You can click the Dashboard button from the Main Screen, or hit enter after you enter your PIN.)

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**.

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

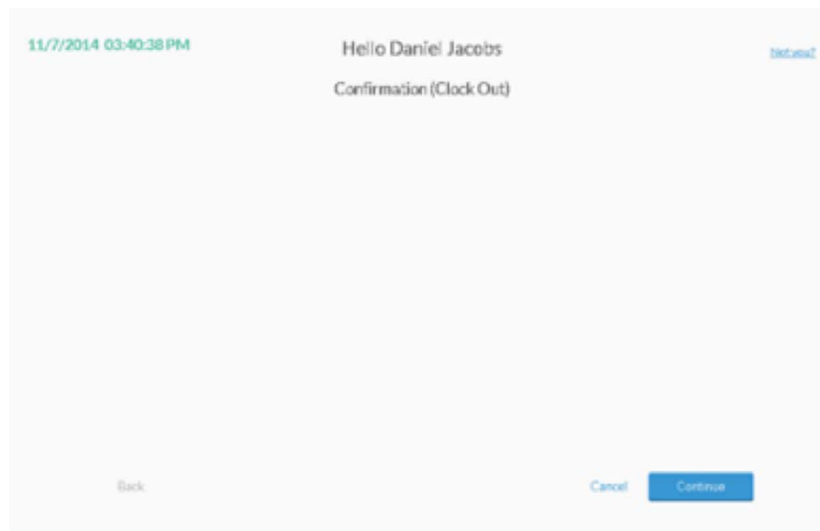
1. After logging into **WebClock** (while clocked out), select **Clock In**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, or **Continue**. If the name and time are correct, click **Continue**.
3. On the Select Job Code Screen, click **Continue**.

Showing 4 records of 4

| Select | ID1 | 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 | |

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

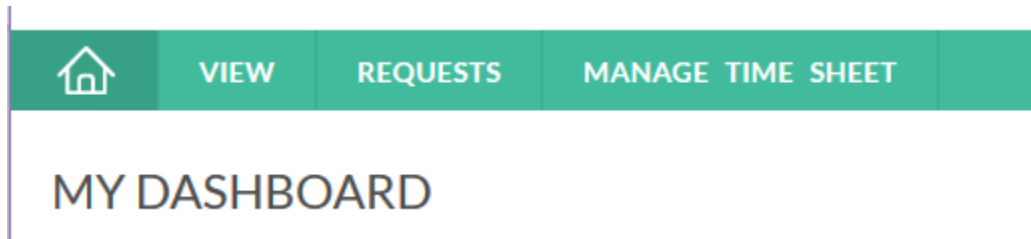
Clocking Out of WebClock



When you are ready to go 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

Navigate period
 < | >
 Prev Next

| | | | Time in | Time out | Break length | Job Code | Hours | Shift total | Week Total |
|--|--|--|--------------------|--------------------|--------------|----------------|-------|-------------|------------|
| | | | 4/27/2014 09:00 AM | 4/27/2014 12:00 PM | 89u | 5 - Welding | | | |
| | | | 4/27/2014 01:29 PM | 4/27/2014 05:00 PM | | 5 - Welding | 4:31 | | |
| | | | 4/28/2014 09:00 AM | 4/28/2014 12:49 PM | 23u | 5 - Welding | | | |
| | | | 4/28/2014 01:12 PM | 4/28/2014 05:00 PM | | 5 - Welding | 7:37 | | |
| | | | 4/29/2014 08:00 AM | 4/29/2014 04:00 PM | 80u | 200 - Vacation | | | |
| | | | 4/29/2014 05:00 PM | 4/29/2014 08:00 PM | | 5 - Welding | 11:00 | | |
| | | | 4/30/2014 12:30 PM | 4/30/2014 05:00 PM | | 5 - Welding | 4:30 | | |
| | | | 5/1/2014 09:00 AM | 5/1/2014 05:00 PM | | 5 - Welding | 8:00 | | 37:38 |

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 View 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 below.

Approving Segments

| Navigate period | | | Time in | Time out | Break length | Job Code | Hours | Shift total | Week Total |
|--------------------------|---|--|--------------------|--------------------|--------------|--------------|-------|-------------|------------|
| <input type="checkbox"/> | % | | 4/27/2014 09:00 AM | 4/27/2014 12:00 PM | 89u | 5-Welding | | | |
| <input type="checkbox"/> | % | | 4/27/2014 01:29 PM | 4/27/2014 05:00 PM | | 5-Welding | 6.31 | | |
| <input type="checkbox"/> | % | | 4/28/2014 09:00 AM | 4/28/2014 12:49 PM | 23u | 5-Welding | | | |
| <input type="checkbox"/> | % | | 4/28/2014 01:12 PM | 4/28/2014 05:00 PM | | 5-Welding | 7.37 | | |
| <input type="checkbox"/> | % | | 4/29/2014 08:00 AM | 4/29/2014 04:00 PM | 80u | 200-Vacation | | | |
| <input type="checkbox"/> | % | | 4/29/2014 05:00 PM | 4/29/2014 08:00 PM | | 5-Welding | 11:00 | | |
| <input type="checkbox"/> | % | | 4/30/2014 12:30 PM | 4/30/2014 05:00 PM | | 5-Welding | 4.30 | | |
| <input type="checkbox"/> | % | | 5/1/2014 09:00 AM | 5/1/2014 05:00 PM | | 5-Welding | 8:00 | | 37.38 |

1. After logging into WebClock, select View, and View 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.

Selecting Comp vs Overtime

1. After logging into WebClock, select View, and View 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 Univeristy Administrative Policies and Procedures, or appropriate bargaining agreement, accordingly.

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 | <input type="checkbox"/> | <input type="checkbox"/> | | | 30u | 9/16/2019 7:00 AM | | 9/16/2019 12:00 PM | | 5.00 | | | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | | 9/16/2019 12:30 PM | | 9/16/2019 5:00 PM | | 4.30 | 9.30 | 9.30 | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | 60u | 9/17/2019 7:00 AM | | 9/17/2019 12:00 PM | | 5.00 | | | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | | 9/17/2019 1:00 PM | | 9/17/2019 5:00 PM | | 4.00 | 9.00 | 9.00 | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | 60u | 9/18/2019 8:00 AM | | 9/18/2019 12:12 PM | | 4.20 | | | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | | 9/18/2019 1:12 PM | | 9/18/2019 5:00 PM | | 3.80 | 8.00 | 8.00 | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | 60u | 9/19/2019 7:00 AM | | 9/19/2019 12:00 PM | | 5.00 | | | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | | 9/19/2019 1:00 PM | | 9/19/2019 9:00 PM | | 8.00 | 13.00 | 13.00 | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | 60u | 9/20/2019 8:00 AM | | 9/20/2019 12:00 PM | | 4.00 | | | | 5 - Bi-weekly Regular |
| ● | X | <input type="checkbox"/> | <input type="checkbox"/> | | | | 9/20/2019 1:00 PM | | 9/20/2019 5:00 PM | | 4.00 | 8.00 | 8.00 | 47.50 | 5 - Bi-weekly Regular |

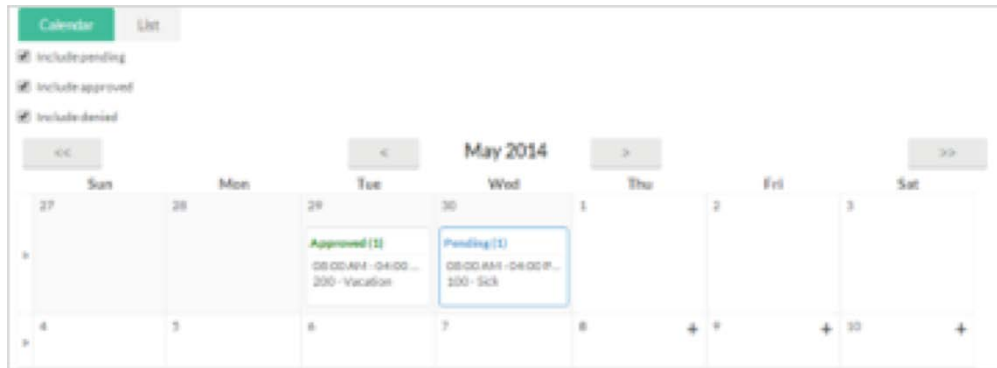


View Last Punch



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.

View 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 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.

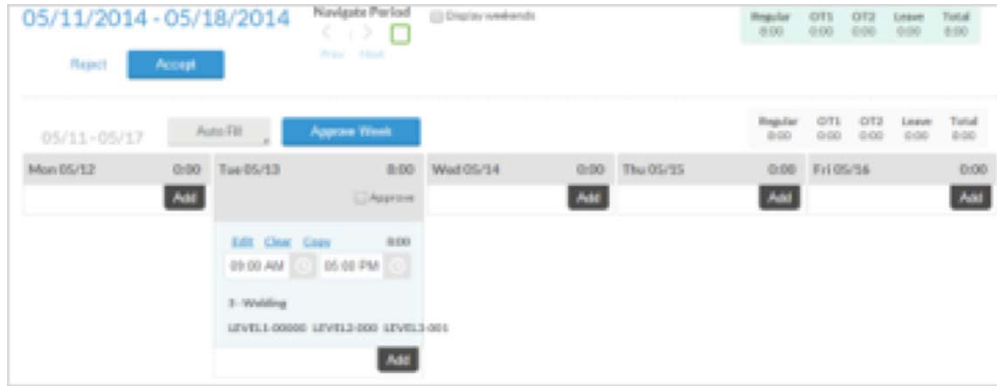
Adding a Request

The screenshot shows a web form titled "Add Employee Request". On the left side, there is a "Templates" section with a dropdown menu currently showing "Morning Segment". On the right side, there are several input fields: "Employee" (empty), "Date requested" (5/8/2014 with a calendar icon), "Start time" (08:00 AM with a clock icon), "Hours" (8:00), "Days" (1 with a dropdown arrow), and "Leave code" (100 - Sick with a dropdown arrow). At the bottom of the form, there are "Cancel" and "Save" buttons.

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

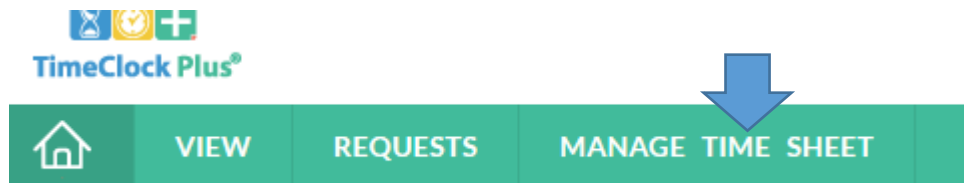
1. Click on the Add button on the information bar, or when in Calendar view click the plus sign on the desired date. The date of the request must be within the allowed range (no more than seven (7) days in the past).
2. Select the Start time. This will be the anchor time for the leave time sheet. Enter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

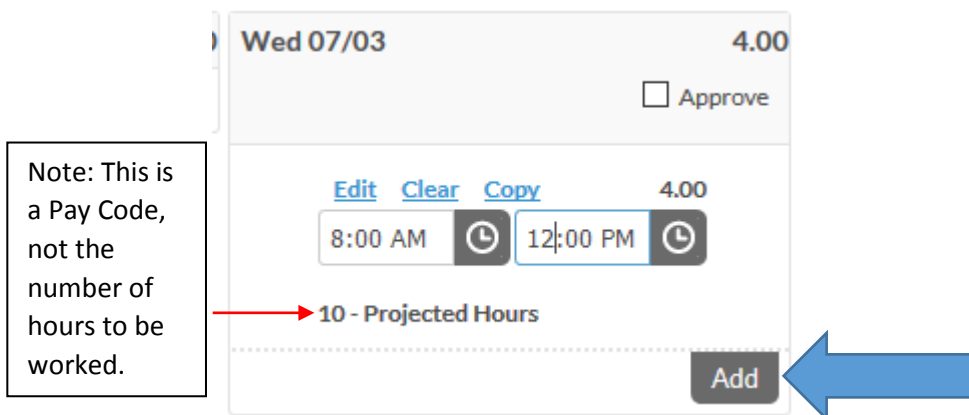
1. Once you are logged into WebClock, click on Manage Time Sheet from the header bar.



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

Add 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 ?

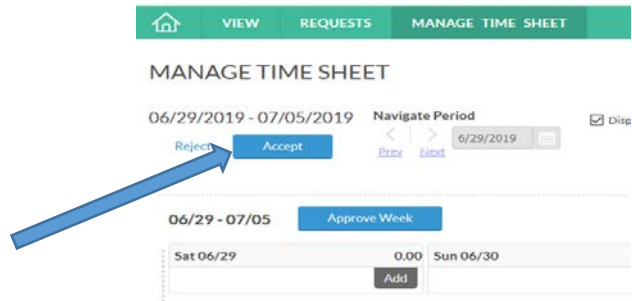
< Jun 2019 >

| 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 | |

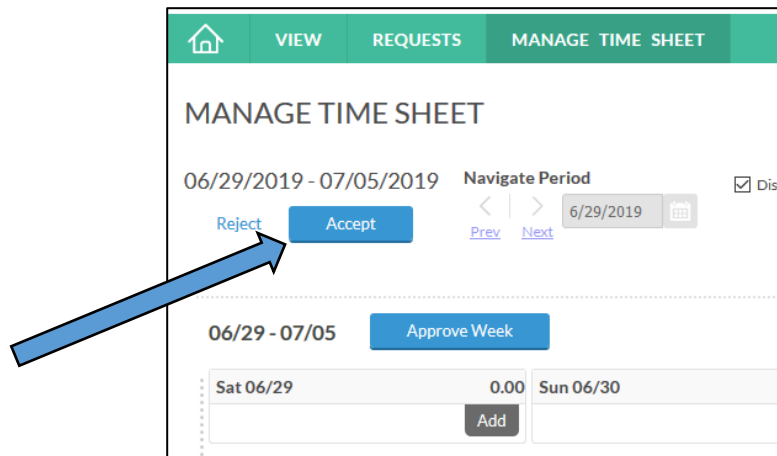
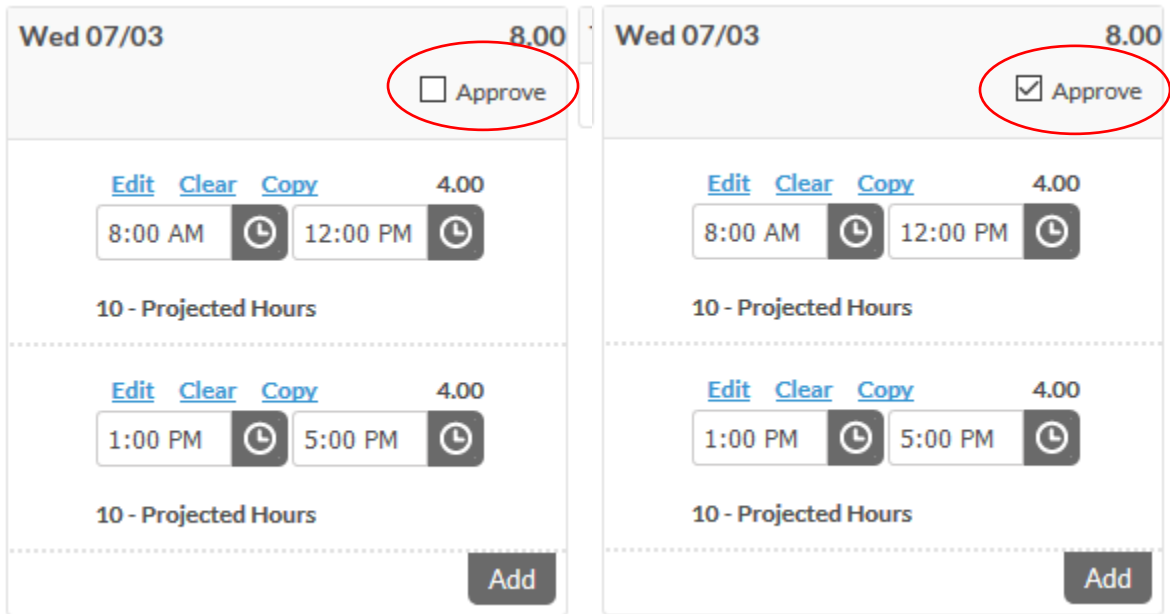
Cancel Paste

(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.



- Finally, check the "Approve" box for each day you have projected time, and then click Accept again.



Missed Punches

Missed In-Punch

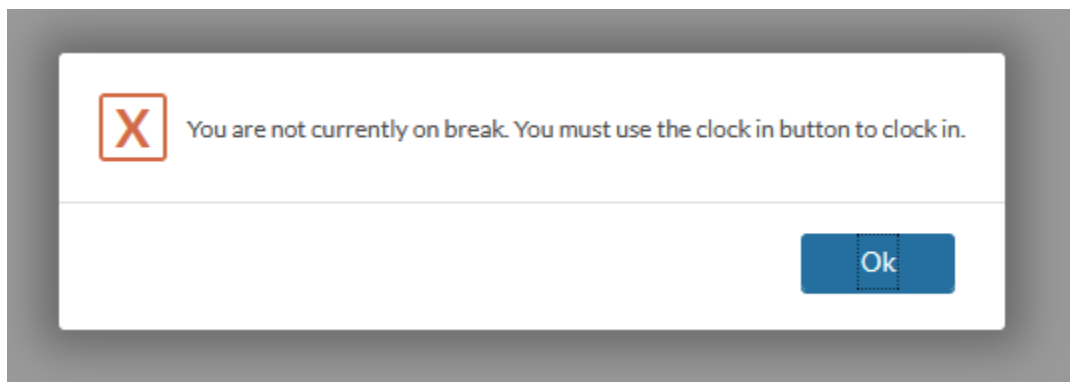
A missed-in punch occurs when an employee forgets to clock in and is attempting to now clock out. In this case, the system will prompt you to enter the time the employee should have clocked in. The software then allows the clock-out. This type of punch is flagged in the system and must be approved by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

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.