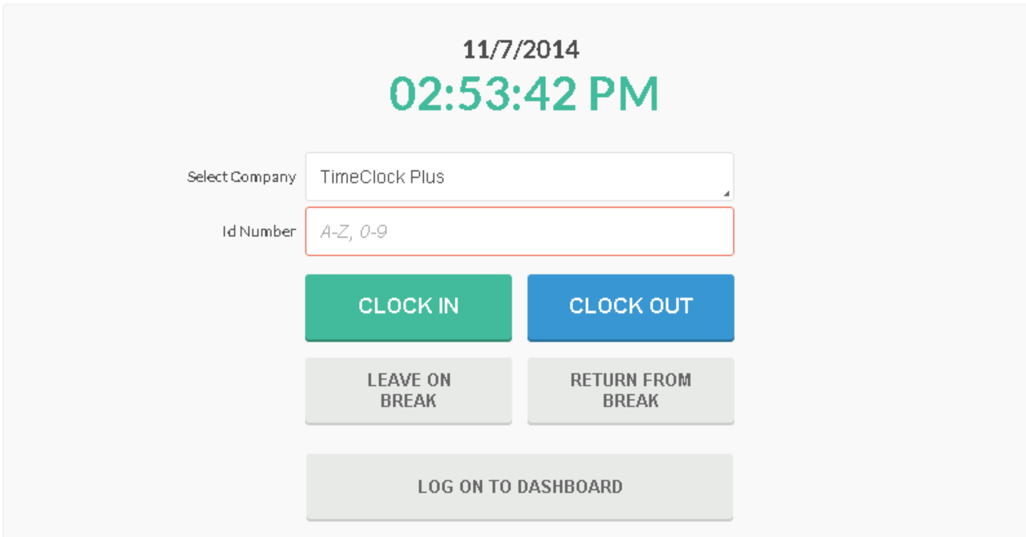
WebClock Essentials



Once you have created your employees and job codes in **TimeClock Plus**, your employees can start clocking in and out. The **WebClock** application is the primary way employees will use **TimeClock Plus** as they clock in and out, view their hours, and even request time off.

Logging into WebClock

1. Navigate to the **WebClock** page for your company.
2. If your company does not show up in the **Select Company** field, select it from the drop down list.
3. Enter in your employee **ID number**, then click on **Log On To Dashboard**.

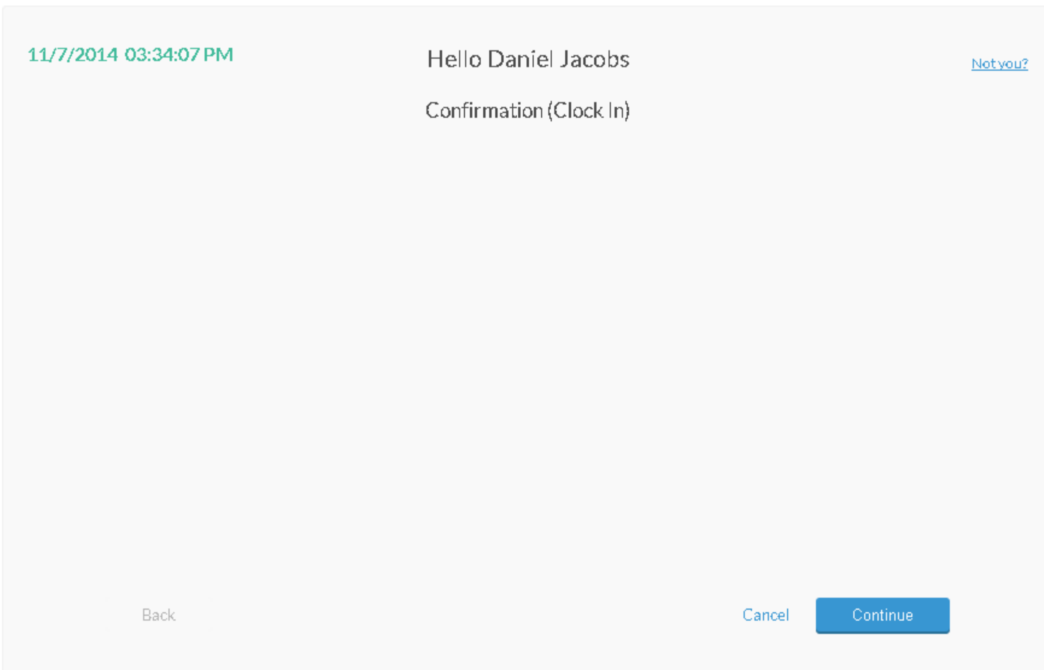
Navigating WebClock

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.

Clock In

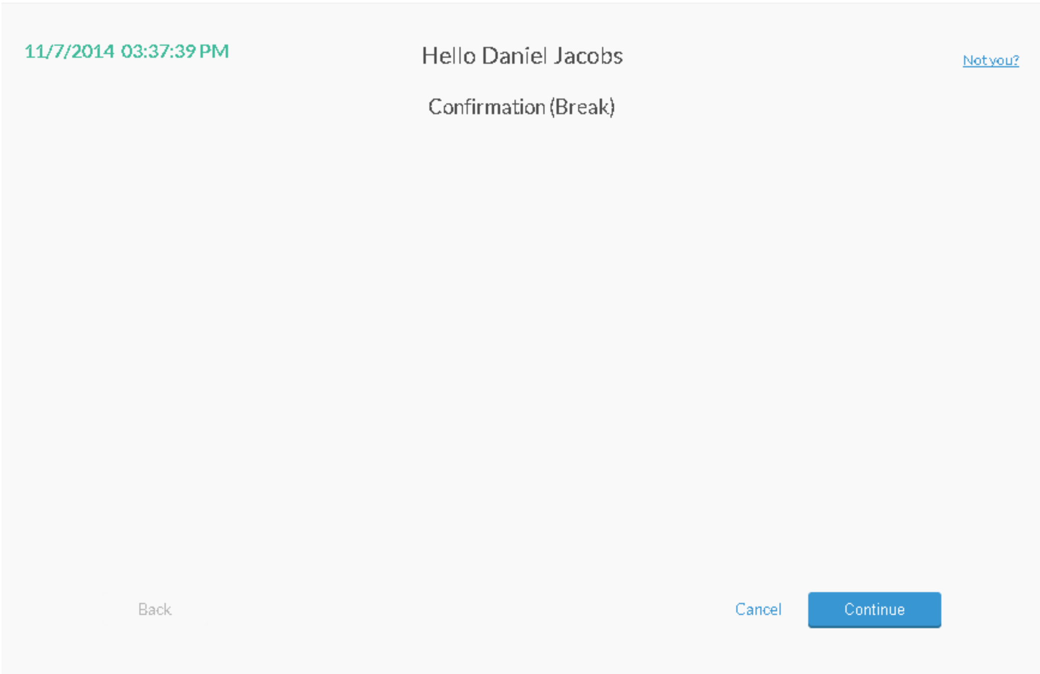
Once you have logged onto **WebClock**, you will need to select the **Clock In** button to begin your shift. This will mark the time and job code you clocked into, as well as show your manager that you are present and the location at which you clocked in.

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.

Break



When you are ready to take a break or go to lunch but are not clocking out for the day, you will use the **Break** button. Going on break marks you as on break within the system. Your manager will be able to see the type and length of break you are taking.

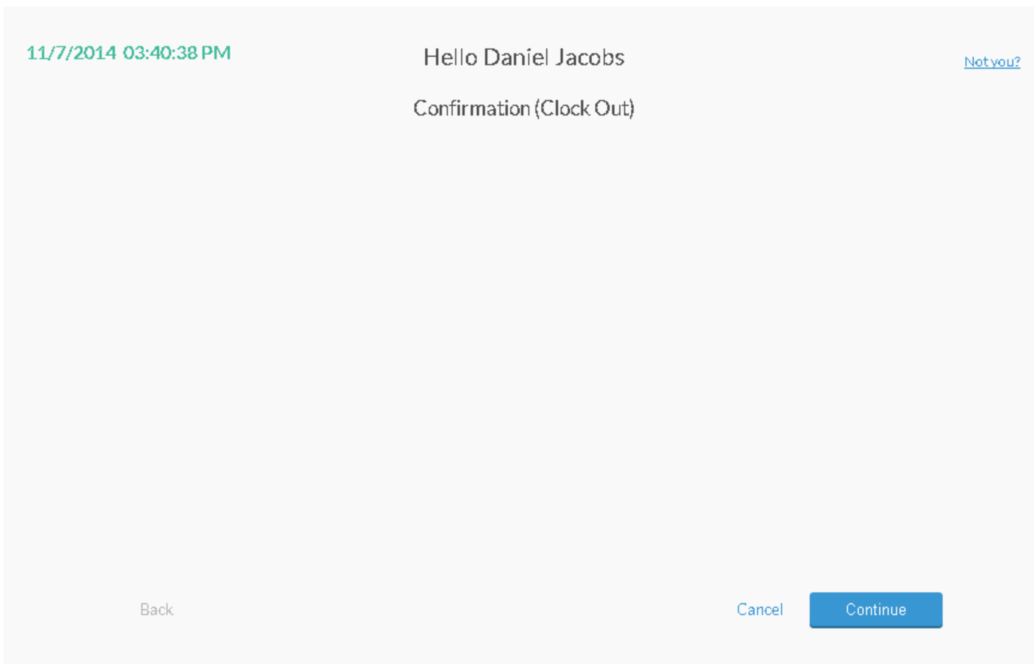
Going on Break in WebClock

1. Once you are logged into **WebClock** while clocked in, select **Break** from the navigation bar.
2. If your company has more than one active type of break, select the appropriate break from the Break drop down.
3. 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**.

Returning from a Break

1. When it is time to return from your break, log into **WebClock** and select **Clock In** from the navigation bar.
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. Select the job code that you want to clock into, then click **Continue**.
4. Click **Ok** on the "Clock operation successful" window.

Clock Out

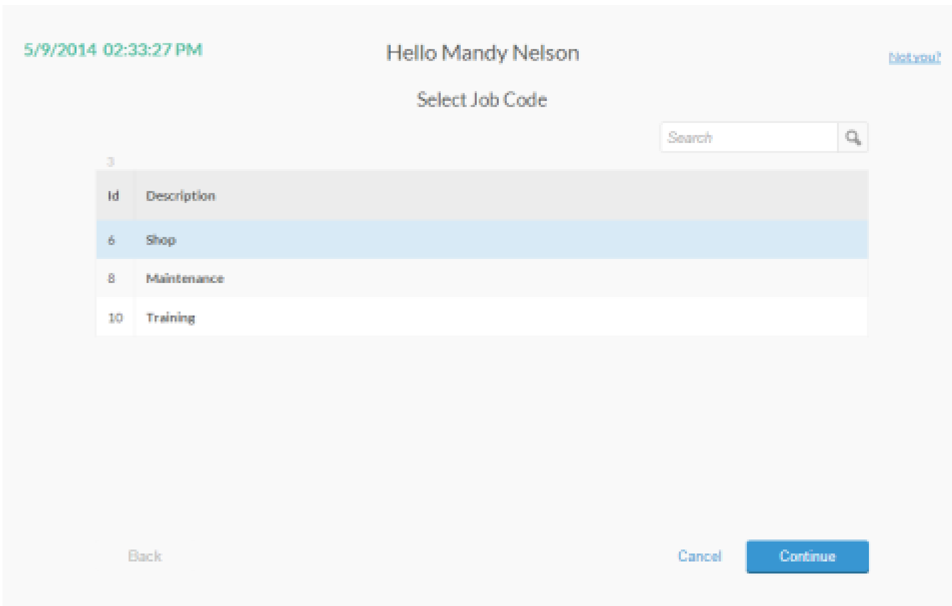


When you are ready to end your day, you must **clock out** to end the shift in **TimeClock Plus**. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

Clocking Out of WebClock

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.

Change Job Code



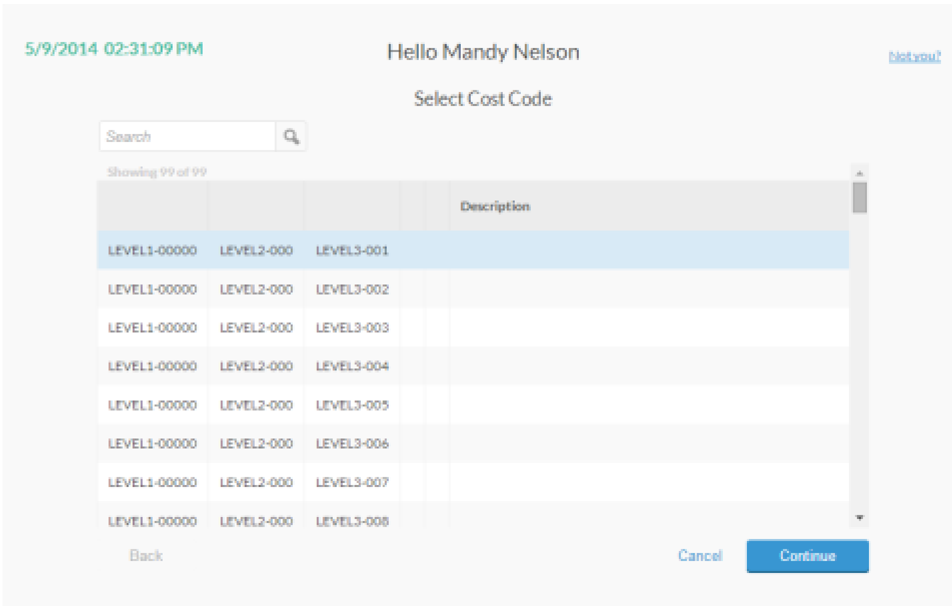
When you switch tasks or jobs, you may have to use the **Change Job Code** button. Changing job codes will switch you to the new job code and tie the two segments together. This allows the system to track each job you worked, and when you worked them.

How to Change a Job Code

1. Once you are logged into **WebClock** and clocked in, select **Change Job Code**.
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**.Click **Continue**.
3. You will be given a list of your available job codes. Select the job code you are changing to, and click **Continue**.

4. Click **Ok** on the "**Clock operation successful**" window. You can now see the new segment tied to the old one in the **View Hours** screen (if enabled).

Change Cost Code



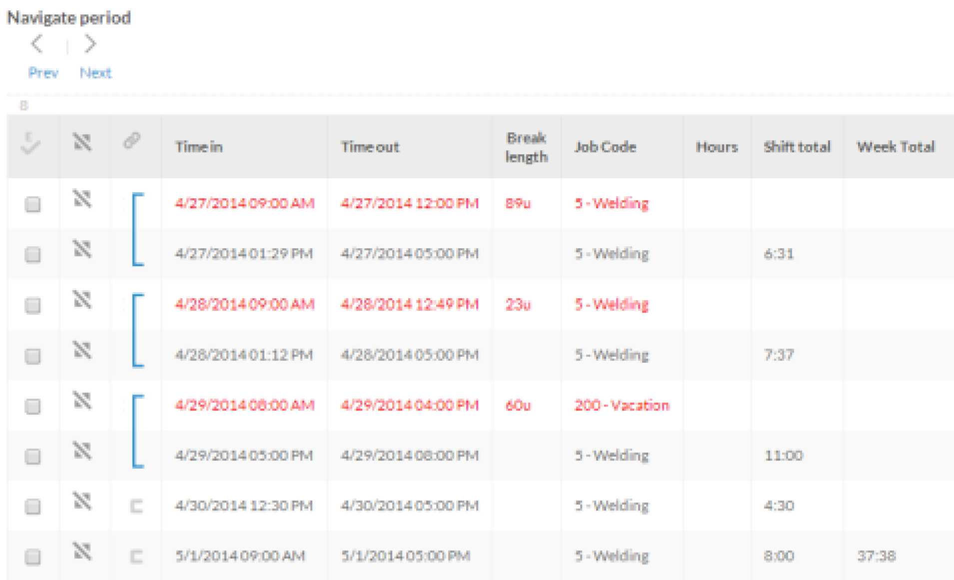
When you switch tasks or jobs, you may have to use the **Change Cost Code** button. Changing cost codes will switch you to the new cost code and tie the two segments together. This allows the system to track each task you worked on, showing when you started and how long you worked on each.

For example, if you are working under a Carpentry job code, you may switch individual tasks throughout the day. In this case, your cost codes, or tasks, may specify the variety of wood being used, the object being worked on, and the specific type of labor. In this case, you might switch from ASH/CHAIR/FINISHING to OAK/TABLE/CARVING.

How to Change a Cost Code

1. Once you are logged into **WebClock** and while clocked in, select **Change Cost Code**.
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**. Click **Continue**.
3. You will be given a list of your available cost codes. Select the cost code you are changing to, and click **Continue**. This will stop the time being tracked against the previous cost code, and begin tracking against the new cost code.
4. Click **Ok** on the "**Clock operation successful**" window. You can now see the new segment tied to the old one in the **View Hours** screen (if enabled).

View Hours


Navigate period
Prev Next

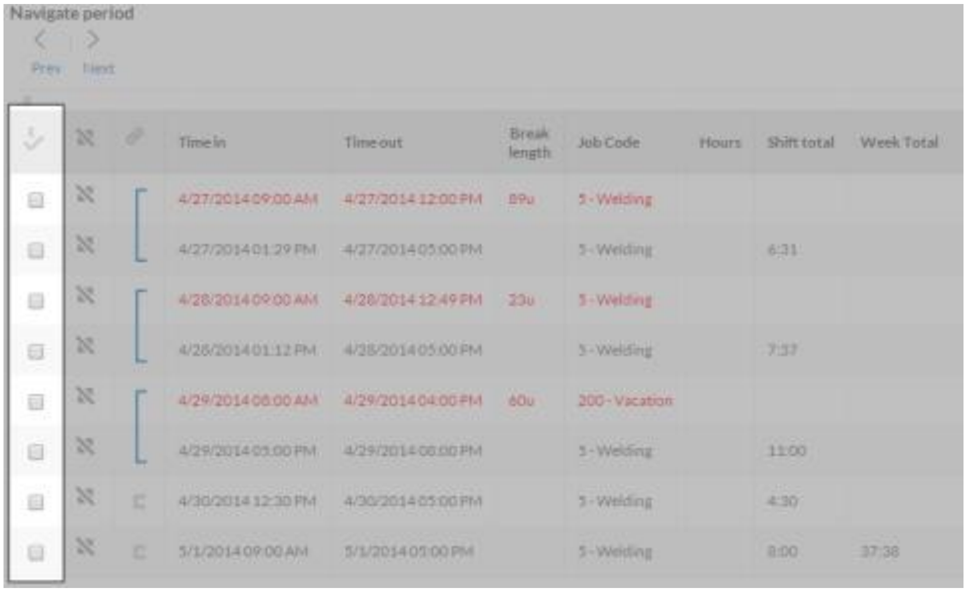
			Time in	Time out	Break length	Job Code	Hours	Shift total	Week Total
			4/27/2014 09:00 AM	4/27/2014 12:00 PM	89u	5 - Welding			
			4/27/2014 01:29 PM	4/27/2014 05:00 PM		5 - Welding		6:31	
			4/28/2014 09:00 AM	4/28/2014 12:49 PM	23u	5 - Welding			
			4/28/2014 01:12 PM	4/28/2014 05:00 PM		5 - Welding		7:37	
			4/29/2014 08:00 AM	4/29/2014 04:00 PM	60u	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. If you are required to approve segments each week, you can do so here.

Navigating the View Hours Window

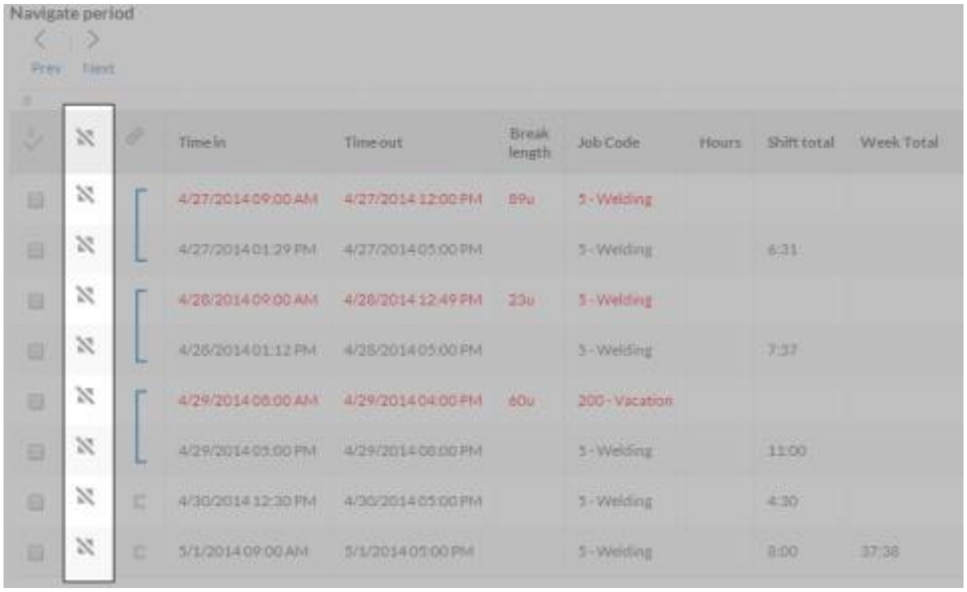
1. After logging into **WebClock**, select **View**, and **View Hours**.
2. Select the appropriate week with the **Next** and **Prev** buttons.
3. All of the segments worked during that week can be seen in the grid below.

Approving Segments



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.

Splitting Segments

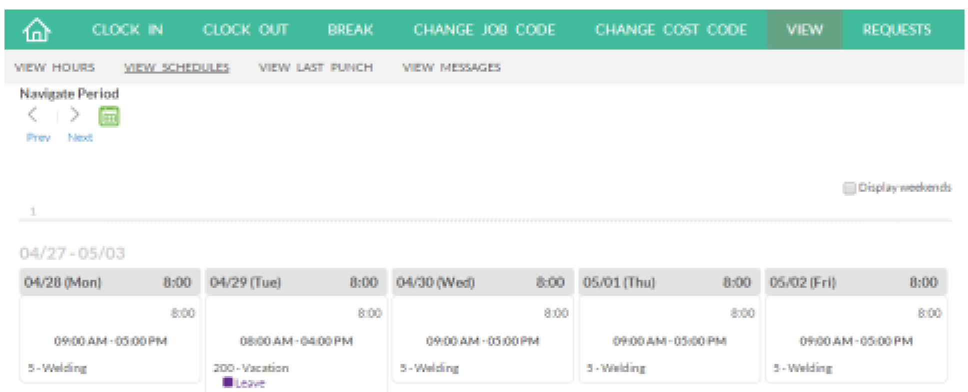


1. After logging into **WebClock**, select **View**, and **View Hours**.
2. Find the segment you would like to split and click on the icon in the **Split** column.
3. The **Split Segment** window will appear. Click on the icon in the left-most column to create two segments.
4. Segments can be split by percentage or length, depending on what has been set up in the Clock Configuration. Either value can be modified in the third column from the left of the window.
5. Define how long you want your segments to be. If desired, change the break length, job code, or cost code used for each segment.
6. If specifics need to be changed about the segment (such as break type or adding a note), click on the **Edit** button to change segment details.
7. Delete segments by clicking on the icon. Note that all time from deleted segments will be added to the last segment by default.
8. Once you've split the segment, click **Save** to add the new segments to the hours worked.

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 Schedules



View Schedules is where employees can view schedules for current and upcoming weeks.

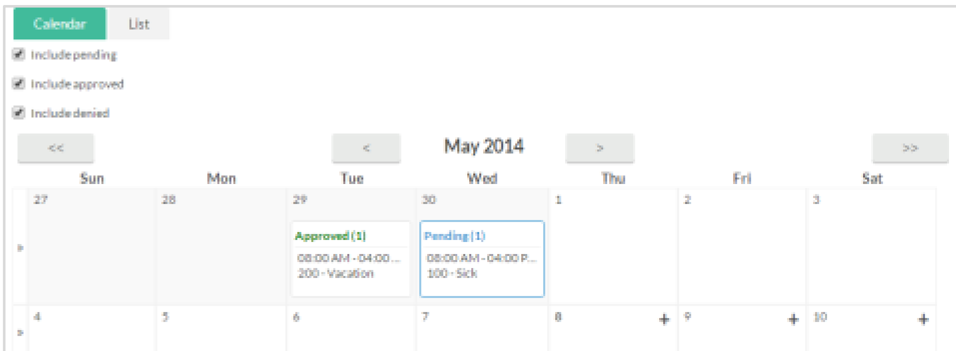
Navigating View Schedules

1. After logging into **WebClock**, select **View** then **View Hours**.
2. Select the week you would like to view with the **Next** and **Prev** buttons. You can also select which week you would like to view by selecting the **Calendar** icon.
3. If you would like to view schedules for **Saturday** and **Sunday**, make sure that **Display Weekends** is checked.

View Messages

The **View Messages** option allows you to view any messages sent through **TimeClock Plus**®. After selecting **View Messages**, you will be able to see a list of messages you have been sent. Click on the note icon in the **View** column to read the entire message, and check **Read** to remove the message from your list (if the message can be marked as read).

View Requests

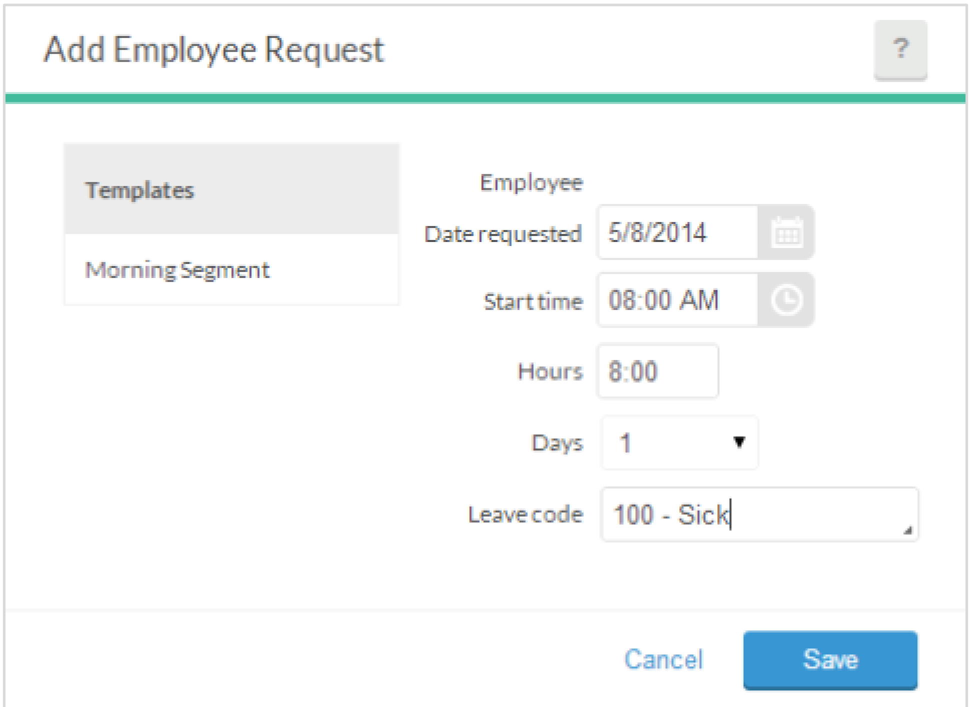


The **View Requests** feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of time off for vacation, sick, or other reasons. These requests can be made in any leave code the employee has access to and will draw from relevant accrual banks.

Navigating View Requests

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

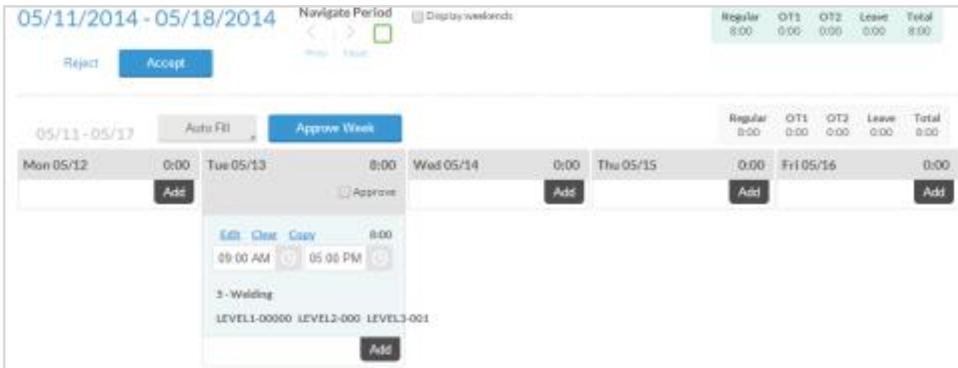


Employees with the correct clock configuration will be able to enter requests for assigned leave codes. To create a request:

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 defined in **Company Defaults**.
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. If enabled in **Company Defaults**, an unspecified leave code can be selected. Please note that any unspecified leave codes must be replaced with a valid leave code before the segment can be approved.
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

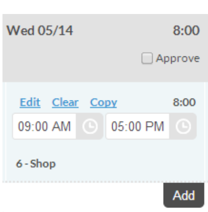


The **Manage Time Sheet** feature allows employees to enter either time-based time sheets (based around a start and end time) or amount-based time sheets (based around a flat amount of time). Time sheets are most often used for employees that may not work near a clock device, that may need to enter the hours they worked over the course of multiple days, or that are allowed to manually enter their own leave time.

The **Manage Time Sheet** window includes a number of buttons used to navigate and confirm changes to your time sheets:

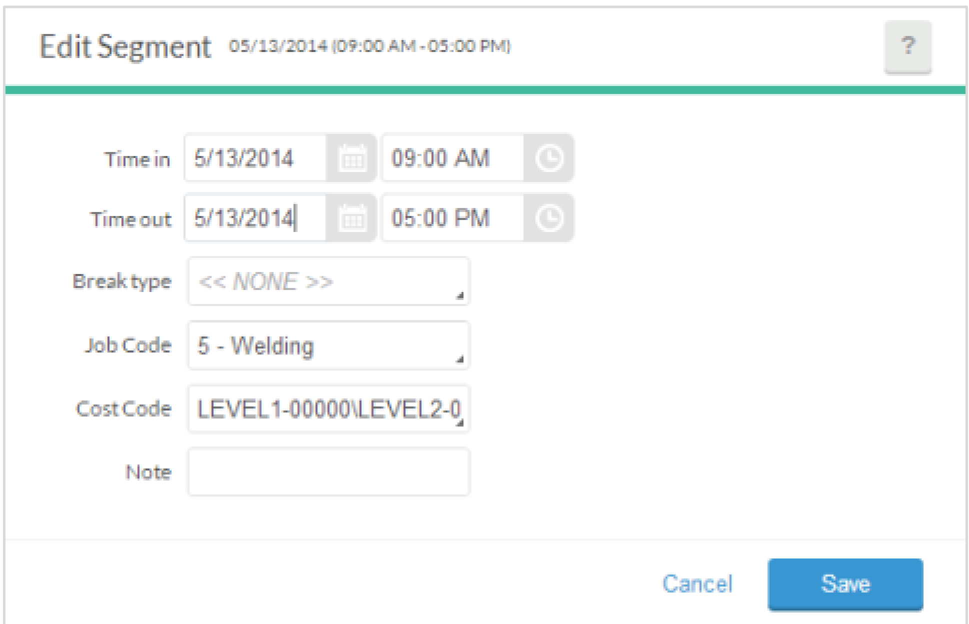
- **Reject**: This button cancels any changes made to your time sheets for the selected range.
- **Accept**: This button approves any changes made to your time sheets for the range.
- **Calendar**: Select the **Calendar** icon to select the week you would like to display. You can also click on the **previous** and **next** icons to cycle through weeks.
- **Display Weekends**: If you would like to display Saturdays and Sundays, check **Display Weekends**.

Entering a Time Sheet



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

2. Click on **Add** under the day you would like to enter a time sheet into.
3. If you are entering in a time-based time sheet, enter the beginning and end times for the segment.
4. If you are entering in an amount-based time sheet, enter in the anchor point of the shift (the point at which the shift will begin) and the length of the segment.



5. If you would like to change settings for the selected shift, select **Edit**. Here, you can edit the date, time, and job code for the time sheet segment.
6. If you would like to copy the time sheet entry to other days in the week, click on **Copy**, then select the day you would like to copy to and click **Paste**.
7. Once you've finished editing the time sheet entry, check the **Approve** box to approve that day, or choose **Approve Week** to approve all entries for that week. Then click **Accept** at the top of the screen to commit your changes.