Web Clock for temporary and student employees who work off campus

**STEP 1:**
Go to my.tcu.edu and log in

**STEP 2:**
Click on “Payroll” tile

**STEP 3:**
Select “Frog Time”

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The Tax Cuts and Jobs Act of 2017 will affect your earnings and tax liability in 2018 and beyond for the next several years. It is important you are informed when adjusting your W4 changes/personal exemptions. The IRS withholding calculator is available at [www.irs.gov/w4App](http://www.irs.gov/w4App) to make sure your federal tax withholding is in line with the changes made by the Public Law 115-97. The paycheck modeler under my.tcu.edu/payroll has been updated with the new tax withholding tables. Please research information on the [IRS website](https://www.irs.gov/).
STEP 4
If you have multiple job codes, you will need to select the correct job

3/6/2019 01:28:57 PM
Hello M

Select Job Code (Clock In)

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<tr>
<th>Select</th>
<th>ID</th>
<th>Description</th>
<th>Group</th>
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<td></td>
<td>1000004</td>
<td>Health Center</td>
<td>Registered Nurse</td>
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<td>1000216</td>
<td>Human Resources</td>
<td>Admin Support</td>
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<td></td>
<td>1001472</td>
<td>Undergraduate Admission</td>
<td>Student Assistant</td>
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STEP 5:
Now you will see the “Clock in operation successful”

Clock in operation successful

Ok

IF YOU DO NOT SEE THE ABOVE, YOU ARE NOT CLOCKED IN. Start over.

Similarly, follow Steps 1-3 to “Clock out”, however choose “Clock out in the drop down. Now you will see the “Clock out operation successful”

Clock out operation successful

Ok

IF YOU DO NOT SEE THE ABOVE, YOU ARE NOT CLOCKED OUT. Start over.
Step 6:
Select “View”
Select “Hours”

Step 7:
Look carefully at the column with “not approved” boxes
Click on “not approved” boxes
Step 8:
As soon as you click on empty box, the following screen will appear:

I certify that I have carefully reviewed this record of time and that the hours reported are accurate. I have not reported more or less time than I actually worked. I will not approve this record of time if it is not accurate and will report any inaccuracies to my Manager so that they can be corrected. If you would like to dispute a shift please add a shift note with a brief description of the issue.

Do you agree to this statement?

Cancel  Yes

Approving time is a digital legal document approval. Carefully review each time segment. If you are certain everything is correct, Click “Yes.”

Step 9:
After you have affirmed that the time is correct, and you are sure that the remaining segments are correct, the rest of the empty boxes can be checked.

Showing 8 records of 8

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YOUR TIME HAS BEEN APPROVED
MISSED PUNCH

Step 10:
If you have missed a “clock in” or a “clock out,” the next time you will see the message below.

3/14/2019 10:27:26 AM
Hello Mary
Missed Clock In
Your last punch was a clock out at:
03/14/2019 10:15 AM.
Enter missed in punch manually?
Press continue to enter the missed in time, or choose another operation

Step 11:
The next step is to put in the correct time for the missed punch.
Anytime you make a correction, or otherwise edit your time, you must add a note.

3/14/2019 10:44:25 AM
Hello Mary
Time Entry (Missed Clock In)
Date in 3/14/2019 10:44 AM
Date out 3/14/2019 10:44 AM
Note

Step 12:
Final screen to verify you set the correct time. And verify note was correct.

3/14/2019 10:58:52 AM
Hello Mary
Summary (Missed Clock In)
Date in 03/14/2019 07:15 AM
Job Code Human Resources
Note forgot to clocking in
Press continue to finish clocking in and save this information