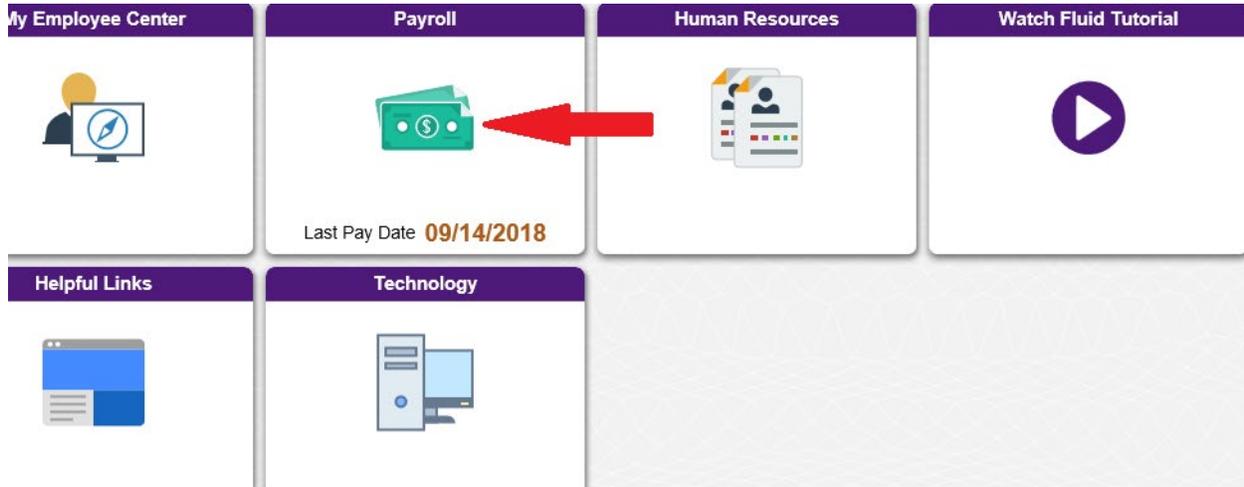


# Web Clock for temporary and student employees who work off campus

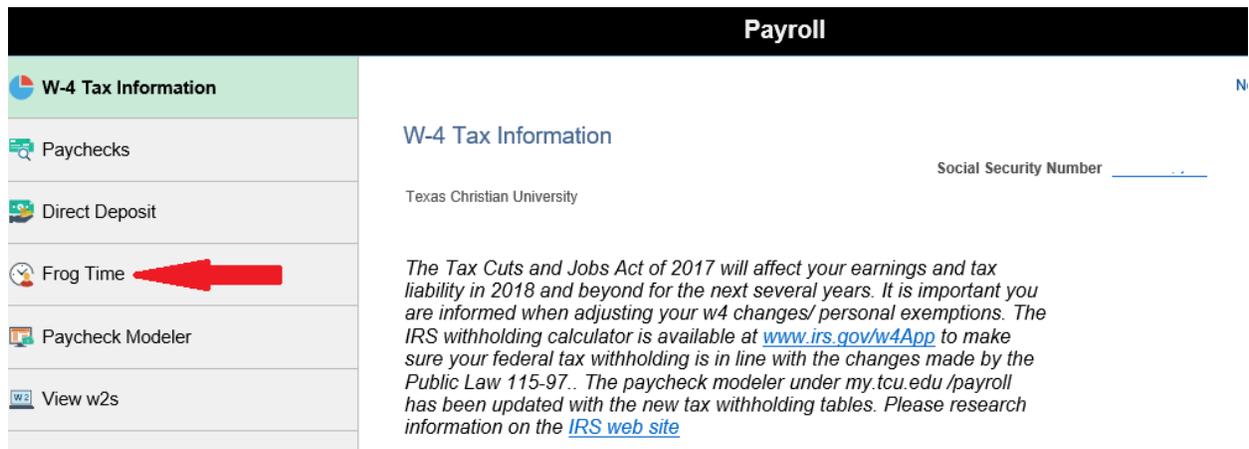
## STEP 1:

Go to my.tcu.edu and log in



## STEP 2:

Click on "Payroll" tile



## STEP 3:

Select "Frog Time"



Select the "Clock in" drop down

**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)

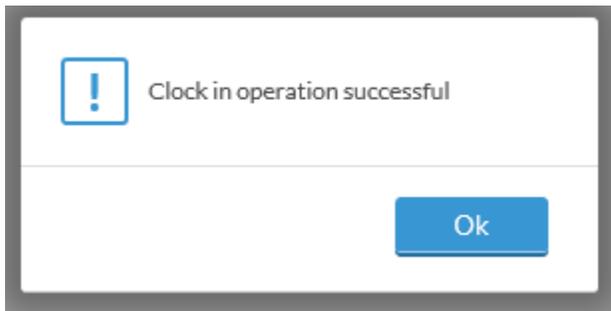
Search

Showing 4 records of 4

Select	ID↑	Description	Group
<input type="radio"/>	1000004	Health Center	Registered Nurse
<input type="radio"/>	1000044	Chapel Services	Dir of Brite Chapel
<input checked="" type="radio"/>	1000216	Human Resources	Adm Support
<input type="radio"/>	1001472	Undergraduate Admission	Student Assistant

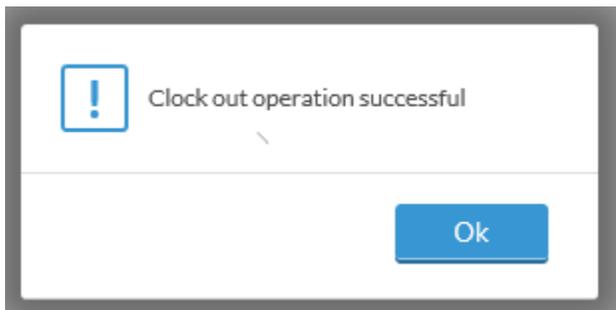
**STEP 5:**

Now you will see the “Clock in operation successful”



**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”



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

# APPROVE TIME

## Step 6:

Select "View"  
Select "Hours"

Mary  
Clocked out at 01:45 PM  
3/6/2019 01:42:55 PM [Log Off](#)

**VIEW**

Hours Schedules Last Punch Messages

### VIEW HOURS

Navigate Period  
 < > Download  
 03/02 - 03/08

Regular	OT1	OT2	Comp Time	Leave	Total
0:15	0:00	0:00	0:00	0:00	0:15

Showing 8 records of 8

Alert	M	U	Comp Time	Notes	Link	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
●	X	✓				3/4/2019 10:45 AM	3/4/2019 10:45 AM	0:00	0:00			1001472 - Undergraduate Admission
●	X	✓				3/4/2019 11:15 AM	3/4/2019 11:15 AM	0:00	0:00			1000004 - Health Center
●	X	✓				3/4/2019 11:15 AM	3/4/2019 11:15 AM	0:00	0:00			1000216 - Human Resources
●	X	✓				3/4/2019 11:15 AM	3/4/2019 11:15 AM	0:00	0:00	0:00		1000216 - Human Resources
●	X	□				3/6/2019 01:30 PM	3/6/2019 01:30 PM	0:00	0:00			1000216 - Human Resources
●	X	□				3/6/2019 01:30 PM	3/6/2019 01:37 PM	0:07				1000216 - Human Resources
●	X	□				3/6/2019 01:37 PM	3/6/2019 01:38 PM	0:01				1000044 - Chapel Services
●	X	□				3/6/2019 01:38 PM	3/6/2019 01:45 PM	0:07	0:15	0:15	0:15	1000216 - Human Resources

## Step 7:

Look carefully at the column with



Click on "not approved" boxes

Showing 8 records of 8

Alert	M	U	Comp Time	Notes	Link	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
●	X	✓				3/4/2019 10:45 AM	3/4/2019 10:45 AM	0:00	0:00			1001472 - Un
●	X	✓				3/4/2019 11:15 AM	3/4/2019 11:15 AM	0:00	0:00			1000004 - He
●	X	✓				3/4/2019 11:15 AM	3/4/2019 11:15 AM	0:00	0:00			1000216 - Hu
●	X	✓				3/4/2019 11:15 AM	3/4/2019 11:15 AM	0:00	0:00	0:00		1000216 - Hu
●	X	□				3/6/2019 01:30 PM	3/6/2019 01:30 PM	0:00	0:00			1000216 - Hu
●	X	□				3/6/2019 01:30 PM	3/6/2019 01:37 PM	0:07				1000216 - Hu
●	X	□				3/6/2019 01:37 PM	3/6/2019 01:38 PM	0:01				1000044 - Ch
●	X	□				3/6/2019 01:38 PM	3/6/2019 01:45 PM	0:07	0:15	0:15	0:15	1000216 - Hu

Annotations: Red arrows point to the 'U' column (checkmarks for approved, empty boxes for not approved) and the 'Week Total' column.

**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

			Comp Time	Notes		Time In	Time O
	X	<input checked="" type="checkbox"/>				3/4/2019 10:45 AM	3/4/20
	X	<input checked="" type="checkbox"/>				3/4/2019 11:15 AM	3/4/20
	X	<input checked="" type="checkbox"/>				3/4/2019 11:15 AM	3/4/20
	X	<input checked="" type="checkbox"/>				3/4/2019 11:15 AM	3/4/20
	X	<input checked="" type="checkbox"/>				3/6/2019 01:30 PM	3/6/20
	X	<input checked="" type="checkbox"/>				3/6/2019 01:30 PM	3/6/20
	X	<input checked="" type="checkbox"/>				3/6/2019 01:37 PM	3/6/20
	X	<input checked="" type="checkbox"/>				3/6/2019 01:38 PM	3/6/20

**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

[Not you?](#)

### 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

Cancel

Continue

## 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

[Not you?](#)

### 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

[Not you?](#)

### 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