Web Clock for temporary and student employees who work off campus
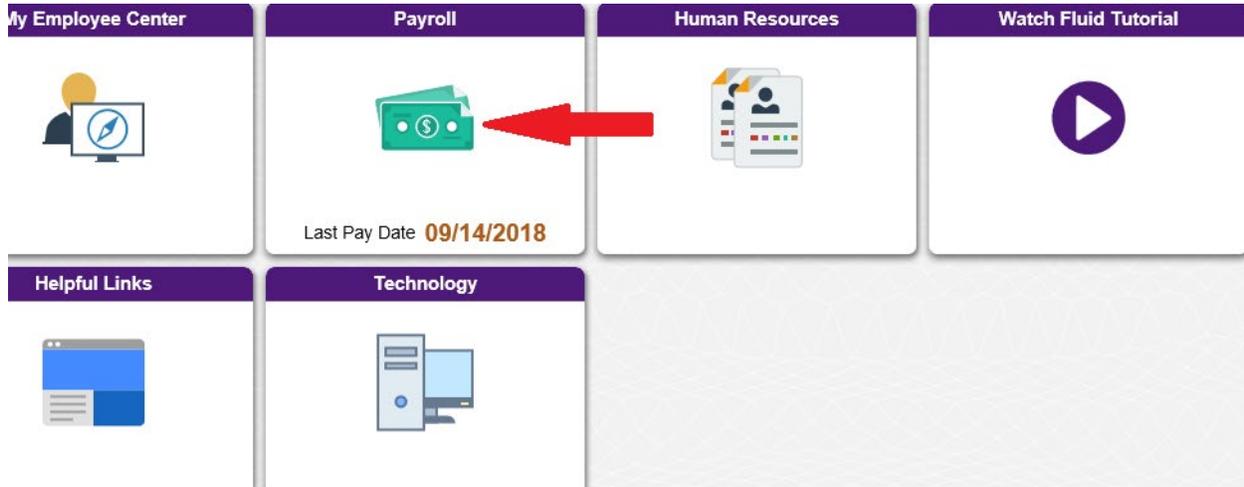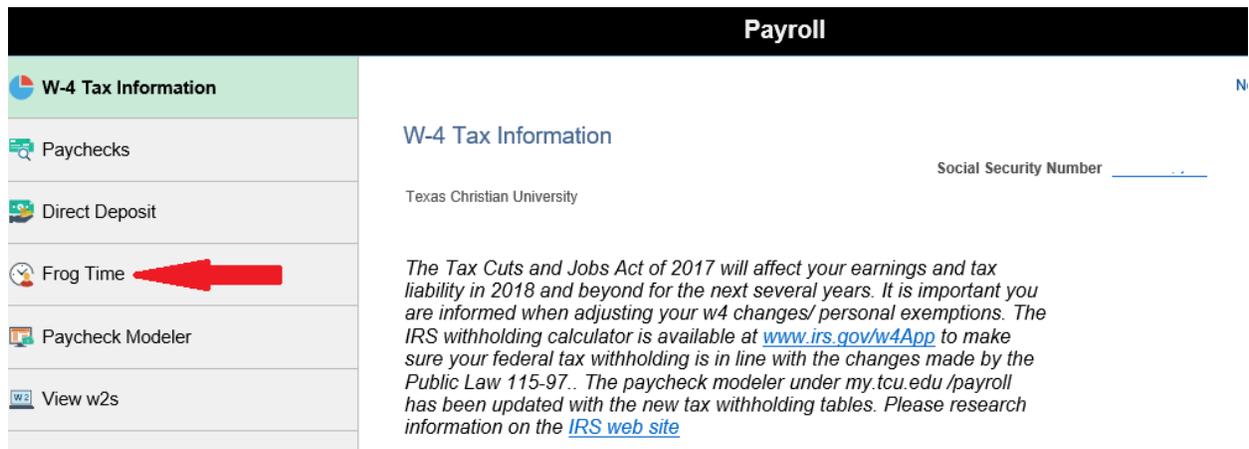
Select the "Clock in" drop down

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
○	1000004	Health Center	Registered Nurse
○	1000044	Chapel Services	Dir of Brite Chapel
⊙	1000216	Human Resources	Adm Support
○	1001472	Undergraduate Admission	Student Assistant

STEP 5:
Now you will see the "Clock in operation successful"

! Clock in operation successful

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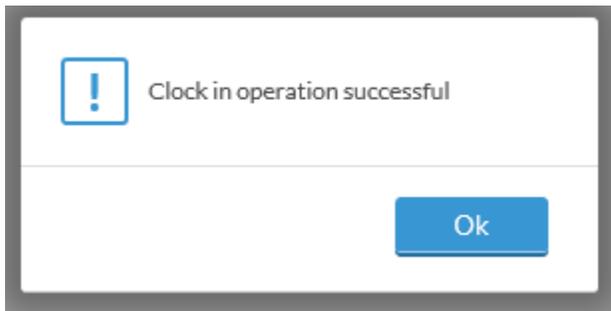
IF YOU DO NOT SEE THE ABOVE, YOU ARE NOT CLOCKED IN. Start over.

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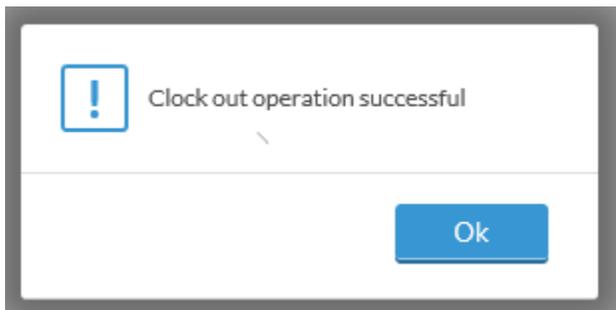
IF YOU DO NOT SEE THE ABOVE, YOU ARE NOT CLOCKED OUT. Start over.

APPROVE TIME

Select "View"
Select "Hours"

Look carefully at the column with   Click on "**not approved**" boxes

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

🔔	M ✓	E ✓	Comp Time	Notes	🔗	Time In	Time O
🔴	X	☑		📄	⌐	3/4/2019 10:45 AM	3/4/20
🔴	X	☑		📄	⌐	3/4/2019 11:15 AM	3/4/20
🔴	X	☑		📄	⌐	3/4/2019 11:15 AM	3/4/20
🔴	X	☑		📄	⌐	3/4/2019 11:15 AM	3/4/20
🔴	X	☑		📄	⌐	3/6/2019 01:30 PM	3/6/20
🔴	X	☑		📄		3/6/2019 01:30 PM	3/6/20
🔴	X	☑		📄		3/6/2019 01:37 PM	3/6/20
🔴	X	☑		📄		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