

USING WEB CLOCKS - PAGE 1

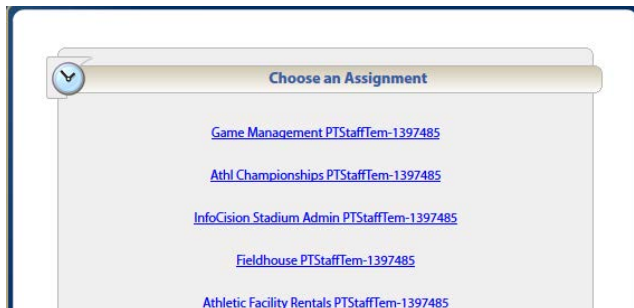
Clocking In & Out

Many employees will use the EmpCenter Web Clock to log their time. Employees will clock in when they arrive at work as well as when they are leaving for the day. Some employees will also need to clock out and back in for meals.

1. Log into EmpCenter.
2. On the Dashboard, click on the link in the Time Entry frame for **Go To Web Clock**.



3. If you have multiple assignments, a box will display for you to choose which job you are clocking for. Select the assignment.



If you do not have multiple assignments, the Web Clock displays.

Note: If you forget to clock in or out, a Supervisor or Timekeeper **MUST** record the missing time.

4. The Web Clock displays:



Note: The Web Clock times out after 30 seconds of inactivity.

5. To clock in, click on the **In** button.
6. To clock out, click on the **Out** button.
7. A confirmation will return upon a successful clock.
8. Click on the **Logout** button to leave EmpCenter or click on **Dashboard** to return to your Employee Dashboard.
9. Click on **Timesheet** to view your weekly Timesheet:

Date	Pay Code	Case ID	Combo Code	Hours	Comments	Total
Mon 07/08	Clock			07:04 am 11:58 am		5.00
	Please Select:					
Tue 07/09	Clock			07:07 am 12:03 pm		5.00
	Please Select:					
Wed 07/10	Clock			07:12 am		0.00
	Please Select:					
Thu 07/11	Please Select:					
Fri 07/12	Please Select:					
Sat 07/13	Please Select:					
Sun 07/14	Please Select:					
						10.00

10. Remember to submit your Timesheet each week using the Submit procedure.

WEB CLOCK NOTES - PAGE 2

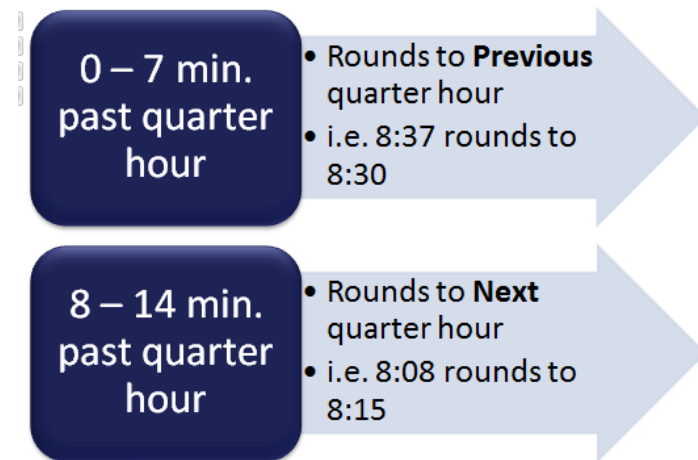
WEB CLOCK & TIMESHEETS

When you use the Web Clock, the time will automatically populate your Timesheet. However, there will still be times when you will need to go to your Timesheet. You will go to your Timesheet to do the following:

- **Verify Exception Time:** Exception Time is time away from work, such as sick, vacation time, jury duty. You will submit a **Time Off Request** in EmpCenter to account for this time. Once approved by your supervisor, the time will appear on your time sheet, such as “Hourly Sick” or “Hourly Vacation”.
- **To submit your Timesheet:** If you are a Web Clock User you **MUST** submit your Timesheet on a weekly basis. This means that you will need to go to your Timesheet in EmpCenter and review your time and Submit the form **every week**. Failure to submit your Timesheet may result in Paycheck Errors.

ROUNDING CLOCK IN & CLOCK OUT TIMES

In order for the system to track total time in a consistent and orderly way, rounding is done. The system rounds clocked time based on quarter hours.



IMPORTANT INFORMATION

- Web Clock Users **MUST** submit Timesheets on a weekly basis.
- Submit a Time Off Request for any time away from work, such Sick and Vacation. More information can be found on the **Time Off Request** job aid.
- If you forgot to clock, your Manager or Timekeeper will need to record the missing time. They can find more information on the **Forgot to Clock In/Out** job aid.
- Changes to clock in and out times can only be made by a Manager or Timekeeper.