

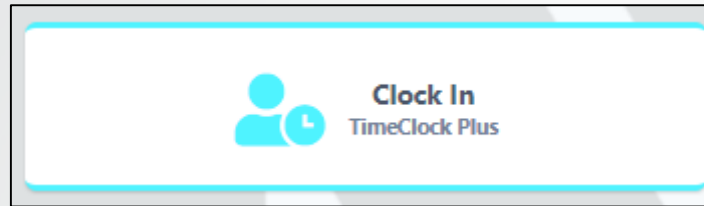
TimeClock Plus Overview



ARKANSAS STATE
UNIVERSITY

Using the WebClock and Dashboard

1. Access WebClock by selecting the **Clock In** icon in my.AState.



2. You have now arrived at your **Dashboard**.

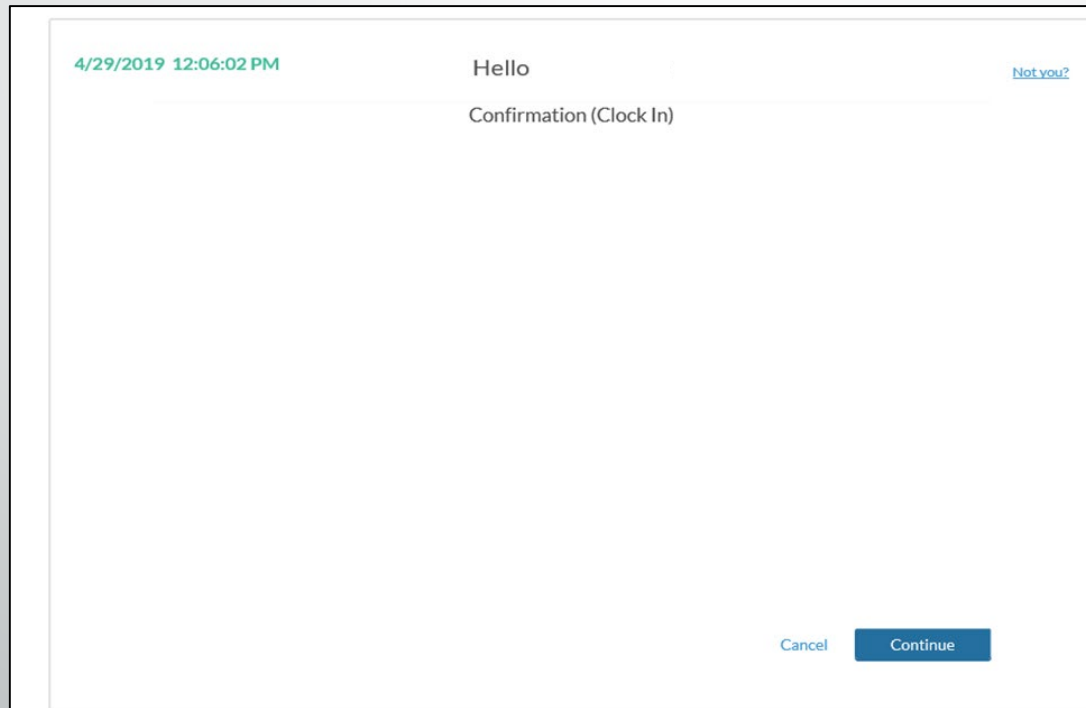


The Dashboard gives the employees the capability to do the following:

- Clock in and out.
- View hours, last punch, accruals, and messages.
- Request time off/leave.

Clocking In or Out Using WebClock

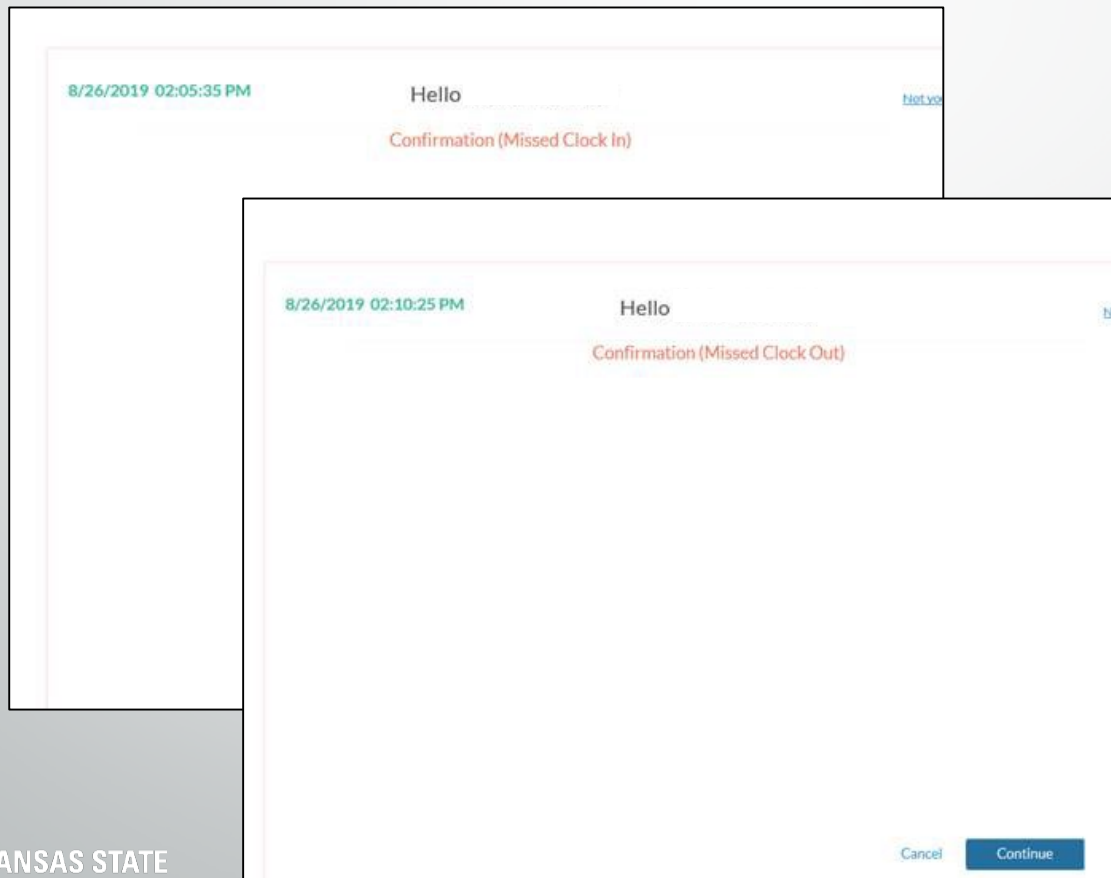
- Select **Clock In** or **Clock Out** from the Dashboard Menu.
- After making your selection, you will be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel** or **Continue**. If the name and time are correct, click **Continue**.
- Click **Ok** on the "Clock in/out operation successful" window.



The screenshot shows a confirmation window for clocking in. At the top left, the date and time are displayed as "4/29/2019 12:06:02 PM". In the center, the word "Hello" is followed by a horizontal line, and below it, the text "Confirmation (Clock In)" is displayed. At the top right, there is a link that says "Not you?". At the bottom right, there are two buttons: a "Cancel" button and a blue "Continue" button.

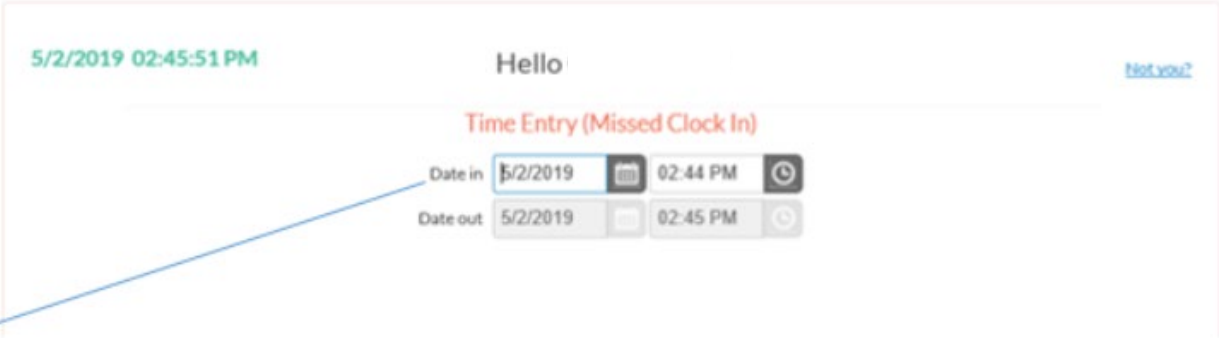
Missed Clock In or Out

- If you fail to clock, a message will appear the next time you clock in or out.
- Read the notification to see if it is a missed **Clock In** or missed **Clock Out**.
- Click **Continue**.



Missed Clock In or Out

- It will notify you that your last punch was either a clock in or a clock out and it will display the date and time.
- Select continue to enter the missed in or out time. You can only correct the time that is not grayed.
- Enter the correct time and click **Continue**.

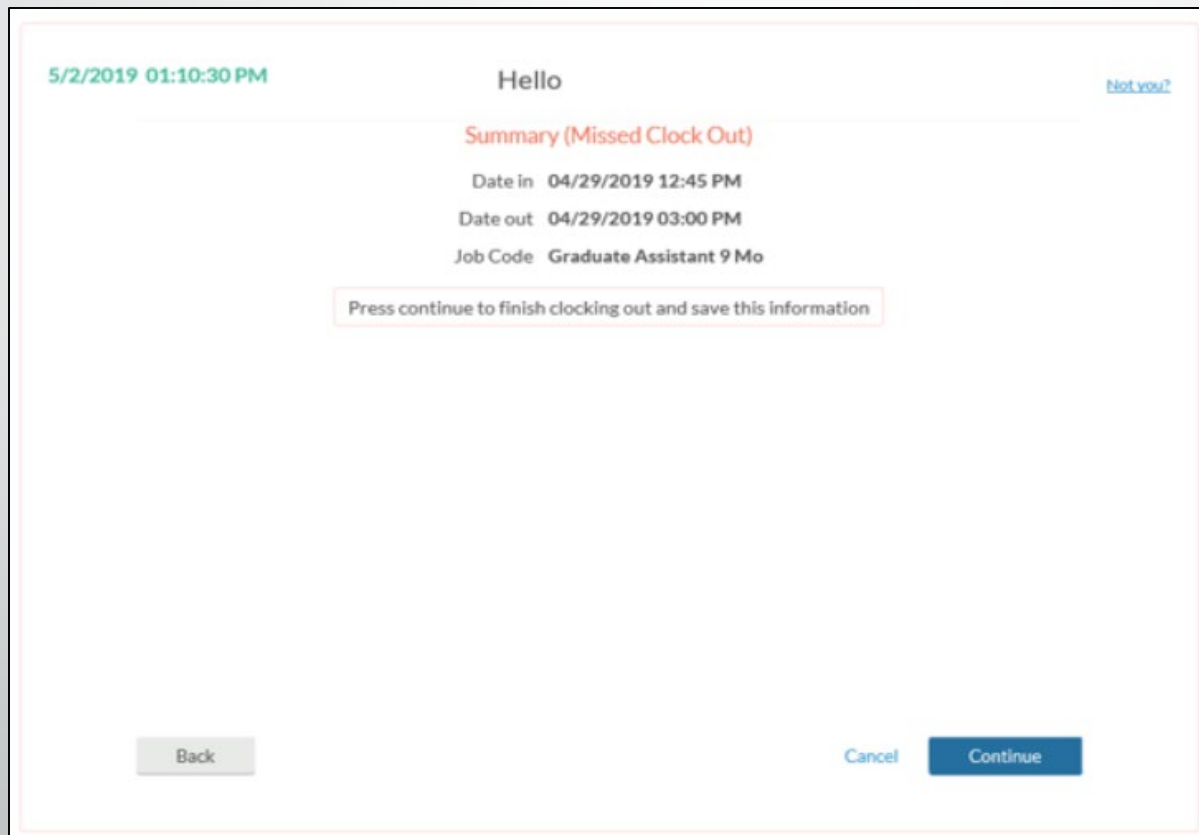


The screenshot shows a user interface for time entry. At the top left, it displays the date and time '5/2/2019 02:45:51 PM'. In the center, there is a 'Hello' greeting and a 'Not you?' link. Below this, the title 'Time Entry (Missed Clock In)' is shown. There are two rows of input fields: 'Date in' and 'Date out'. The 'Date in' field is highlighted with a blue border and contains the date '5/2/2019' and the time '02:44 PM'. The 'Date out' field contains the date '5/2/2019' and the time '02:45 PM'. A blue arrow points from the text below to the 'Date in' field.

Date in: Is a missed Clock In and will allow for you to enter the correct time in and will not be grayed out.

Missed Clock In or Out

- Once the correction has been made the following screen will appear with the corrected information.
- Click **Continue**



5/2/2019 01:10:30 PM

Hello [Not you?](#)

Summary (Missed Clock Out)

Date in 04/29/2019 12:45 PM

Date out 04/29/2019 03:00 PM

Job Code Graduate Assistant 9 Mo

Press continue to finish clocking out and save this information

Back Cancel Continue

How to View Hours

The **View Hours** option allows you to view the hours worked in any given week. This screen allows you to approve segments each week.

Navigating the View Hours Window:

1. 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.

TimeClock Plus®

Home CLOCK IN CLOCK OUT CHANGE JOB CODE VIEW REQUESTS

Hours Last Punch Accruals Messages FMLA Case

VIEW HOURS

Navigate Period < > Download

Prev Next

04/29 - 05/05 WEEK WORKED

Showing 6 records of 6

				Comp Time		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
●	X	□	X		☐	4/29/2019 12:15 PM	4/29/2019 12:30 PM	0:15	0:15		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	4/29/2019 12:45 PM	4/29/2019 03:00 PM	2:15	2:15		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	5/2/2019 01:15 PM	5/2/2019 02:45 PM	1:30	1:30		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	5/2/2019 02:45 PM	5/2/2019 02:45 PM	0:00	0:00		930056000 - Graduate Assistant 9 Mo
●	X	□	X		☐	5/2/2019 03:45 PM	5/2/2019 05:00 PM	1:15	1:15		930056000 - Graduate Assistant 9 Mo
●	X	X	X		☐	5/3/2019 09:15 AM	<< Clocked In >>	0:04	0:04	5:19	930056000 - Graduate Assistant 9 Mo

Missed Punch/Edited

How to 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.

HOURS	Last Punch	Accruals
LAST PUNCH (CLOCKED IN)		
Clocked in at 5/3/2019 09:15 AM		
Job Code 930056000 - Graduate Assistant 9 Mo		



How to View Accruals

The **View Accruals** option allows you to view your leave accruals. Please be mindful that balances listed are one pay period behind.

The screenshot displays a user interface for viewing accruals. At the top is a navigation bar with a home icon and buttons for 'CLOCK IN', 'CLOCK OUT', 'CHANGE JOB CODE', 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. Below this is a secondary bar with buttons for 'Hours', 'Last Punch', 'Accruals', 'Messages', and 'FMLA Case'. The main heading is 'ACCRUALS'. Below the heading is a date selector labeled 'Select forecast date' with a calendar icon, showing '5/3/2019' and an 'Update' button. Below the date selector, it says 'Showing 6 records of 6'. A table follows with the following data:

Accrual Bank ↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Child Education Leave	8.0000	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
Comp Time	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Emergency Leave	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Sick	107.7500	0.0000	0.0000	0.0000	0.0000	0.0000	107.7500
Suspense for Sick & Vaca	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	60.7800	0.0000	0.0000	0.0000	0.0000	0.0000	60.7800



Weekly Time Approval

- After logging into **WebClock**, select **View**, and **View Hours**.
- Select the appropriate week with the **Next** and **Prev** buttons.
- 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**.

VIEW HOURS

Navigate Period
< | > | Download
[Prev](#) [Next](#)
04/29 - 05/05

Showing 11 records of 11

				Comp Time		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
🔔	⏴	⏵	⏶		🔗	4/29/2019 08:00 AM	4/29/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
●	X	☑	X		🔗	4/29/2019 01:30 PM	4/29/2019 05:00 PM	3:30	3:30		120939700 - Payroll Technician
●	X	☑	X		🔗	4/30/2019 08:00 AM	4/30/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
●	X	☑	X		🔗	4/30/2019 01:30 PM	4/30/2019 05:00 PM	3:30	3:30		120939700 - Payroll Technician
●	X	☑	X		🔗	5/1/2019 08:00 AM	5/1/2019 11:15 AM	3:15	3:15		120939700 - Payroll Technician
●	X	☑	X		🔗	5/1/2019 11:15 AM	<< Time sheet >>	0:45	0:45		13 - Authorized Leave
●	X	☑	X		🔗	5/1/2019 01:00 PM	5/1/2019 05:00 PM	4:00	4:00		120939700 - Payroll Technician
●	X	☑	X		🔗	5/2/2019 08:00 AM	5/2/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
●	X	☑	X		🔗	5/2/2019 01:30 PM	5/2/2019 05:00 PM	3:30	3:30		120939700 - Payroll Technician
●	X	☑	X		🔗	5/3/2019 08:00 AM	5/3/2019 12:30 PM	4:30	4:30		120939700 - Payroll Technician
●	X	☑	X		🔗	5/3/2019 01:30 PM	5/3/2019 05:00 PM	3:30	3:30	40:00	120939700 - Payroll Technician



Reviewing Time After Approved

You can review your timecard when leave has been approved to ensure hours are correct.

The screenshot shows a web interface for reviewing timecard hours. At the top, there is a navigation bar with a home icon and buttons for 'CLOCK IN', 'CLOCK OUT', 'BREAK', 'CHANGE POSITION TITLE', 'CHANGE COST CODE', 'VIEW', and 'REQUESTS'. Below this, there are tabs for 'Hours', 'Last Punch', and 'Messages'. The main heading is 'VIEW HOURS'. Underneath, there is a 'Navigate period' section with navigation arrows, 'Prev', 'Next', and the date range '02/13 - 02/19', along with a 'Download' button. The main content is a table with the following data:

			Time In	Time Out	Hours	Shift Total	Week Total	Position Title
	<input type="checkbox"/>		2/13/2017 09:00 AM	2/13/2017 05:00 PM	8:00	8:00		7000 - Vacation
	<input type="checkbox"/>		2/14/2017 09:00 AM	2/14/2017 05:00 PM	8:00	8:00		7000 - Vacation
	<input type="checkbox"/>		2/15/2017 09:00 AM	2/15/2017 05:00 PM	8:00	8:00		7000 - Vacation
	<input type="checkbox"/>		2/16/2017 10:15 AM	2/16/2017 10:30 AM	0:15	0:15		715 - Payroll Asst - Business Office
	<input type="checkbox"/>		2/16/2017 11:00 AM	2/16/2017 12:00 PM	1:00	1:00		715 - Payroll Asst - Business Office
	<input type="checkbox"/>		2/17/2017 09:00 AM	2/17/2017 05:00 PM	8:00	8:00	33:15	715 - Payroll Asst - Business Office



Request Leave Using Computer

- Click on **Requests**, calendar will appear.
- Click **Request**. Click on the **Add** button or click the plus sign (+) on the desired date of the request.

The screenshot shows a web interface for viewing requests. At the top, there is a navigation bar with a home icon and buttons for 'CLOCK IN', 'CLOCK OUT', 'CHANGE JOB CODE', 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. Below this is the 'VIEW REQUESTS' section, which includes a 'Calendar' tab and a 'List' tab. There are also dropdown menus for 'Status' and 'FMLA'. A '+ Add' button is highlighted with a blue callout box that says 'Add or plus sign will allow you to enter your request.' The calendar shows the month of May 2019, with the 7th of May highlighted in yellow and a plus sign (+) next to it. A pop-up window for the 7th shows 'Pending (1)' and '08:00 AM 8:00 Vacation'.

Request Leave Using Computer

- Select the appropriate **Template** to be used for this time off request. Please note that any unspecified leave codes must be replaced with a valid leave code before the segment can be approved.
- 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 want to create a leave request from 8:00 AM to 5:00 PM, enter a start time of 8:00 AM and amount of hours as 8.

Add Employee Request ?

Templates

- Child Education Leave
- Comp Time Taken
- Education Release Time
- FMLA Maternity
- FMLA Military
- FMI & Sick

Employee

Date requested: 8/21/2019

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Group: << NONE >>

Accruals

Cancel Save

Requesting Multiple Days Using Computer

- 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 subsequent days, select the number from the **Days** field.
- If you are requesting consecutive days off and the days are Thursday, Friday, and Monday or Friday, Monday, and Tuesday, you will have to enter 2 requests. **If not, it will include the weekend days, Saturday and Sunday.**

The screenshot shows a web form titled "Add Employee Request". On the left side, there is a "Templates" section with a scrollable list containing: Child Education Leave, Comp Time Taken, Education Release Time, FMLA Maternity, FMLA Military, and FMLA Sick. The main form area contains the following fields:

- Employee:** A dropdown menu.
- Date requested:** A date picker showing 8/21/2019.
- Start time:** A time picker showing 08:00 AM.
- Hours:** A text input field showing 8:00.
- Days:** A dropdown menu showing 1, highlighted with a red border.
- Leave Group:** A dropdown menu showing << NONE >>.

At the bottom of the form, there are three buttons: "Accruals", "Cancel", and "Save".

Viewing Requested Leave Using Computer

The **View Requests** feature allows employees to view their requested leave time. Employees can see when their request has been changed from Pending to Approved or Denied. Employees can only make changes to a request while it is still in Pending status.

The screenshot displays the 'VIEW REQUESTS' interface. At the top, there are tabs for 'Calendar' (selected) and 'List'. Below the tabs is a 'Status' dropdown menu. Further down are three buttons: '+ Add' (green), 'Manage' (blue), and 'Refresh' (grey). The main area shows a calendar for February 2017. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, and Fri. The dates 29, 30, 31, 1, 2, 3 are in the first row; 5, 6, 7, 8, 9, 10 in the second; 12, 13, 14, 15, 16, 17 in the third; 19, 20, 21, 22, 23, 24 in the fourth; 26, 27, 28, 1, 2, 3 in the fifth; and 5, 6, 7, 8, 9, 10 in the sixth. The date 21 is highlighted in yellow with a '+' sign. The date 28 is highlighted in light blue with a '+' sign. A tooltip is visible over the 28th, showing 'Pending (1)' and '08:00 AM 8:00 7000 - Vacation'. Navigation arrows are present at the top of the calendar grid.



Submitting Inclement Weather and Authorized Leave

****This function is ONLY available when INCLEMENT WEATHER or AUTHORIZED LEAVE has been activated****

The **Manage Time Sheet** feature allows employees to enter a flat amount of leave time (example: 8 hours) when inclement weather or authorized leave has been activated.

The screenshot displays the 'MANAGE TIME SHEET' interface. At the top, a green navigation bar contains icons and labels for 'CLOCK IN', 'CLOCK OUT', 'CHANGE JOB CODE', 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. Below this, the title 'MANAGE TIME SHEET' is centered. The main area shows a date range '05/06/2019 - 05/12/2019' and a 'Navigate Period' section with left and right arrow buttons, a date input field showing '5/6/2019', and a calendar icon. A 'Display weekends' checkbox is checked. Below the navigation are 'Reject' and 'Accept' buttons. A table below shows the dates 'Mon 05/06', 'Tue 05/07', 'Wed 05/08', and 'Thu 05/09'. Each date cell has a '0:00' time value and an 'Add' button below it.

05/06 - 05/12	05/06	05/07	05/08	05/09
	0:00	0:00	0:00	
	Add	Add	Add	



Submitting Inclement Weather and Authorized Leave

- Click **Add**. Enter **Start time** for **Authorized Leave** or **Inclement Weather**. Enter the number of leave hours. Select **Approved**.
- You can also select **Edit** to enter your information.

The screenshot displays the 'MANAGE TIME SHEET' interface. At the top, there is a navigation bar with options: HOME, CLOCK IN, CLOCK OUT, CHANGE JOB CODE, VIEW, REQUESTS, and MANAGE TIME SHEET. Below this, the main heading is 'MANAGE TIME SHEET'. The current period is '05/06/2019 - 05/12/2019', with a 'Navigate Period' section showing '5/6/2019' and a calendar icon. There are 'Reject' and 'Accept' buttons, and a 'Display weekends' checkbox. The calendar shows days from Mon 05/06 to Thu 05/09. A modal form is open for adding a leave entry on Mon 05/06. The form has a title '05/06 - 05/12 Approved' and a '3:00' field. Below this, there are 'Edit', 'Clear', and 'Copy' links. The main input area shows '02:00 PM' in a time picker and '3:00' in a text field. Below these is '13 - Authorized Leave' and an 'Add' button. Two blue arrows point to the '02:00 PM' field with the label 'Enter Start Time' and to the '3:00' field with the label 'Number of hours'.

Submitting Inclement Weather and Authorized Leave

Once you have 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.

The screenshot displays the 'MANAGE TIME SHEET' interface. At the top, a green navigation bar contains icons and labels for 'CLOCK IN', 'CLOCK OUT', 'CHANGE JOB CODE', 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. Below this, the main heading 'MANAGE TIME SHEET' is followed by the date range '05/06/2019 - 05/12/2019' and a 'Navigate Period' section with navigation arrows and a date selector set to '5/6/2019'. A 'Display weekends' checkbox is checked. Action buttons for 'Reject' and 'Accept' are visible. Below the navigation, a section for '05/06 - 05/12' features an 'Approve Week' button. The main content area is a table with columns for each day of the week. The 'Mon 05/06' column shows a 3:00 entry for '13 - Authorized Leave' with an 'Approve' checkbox checked. The 'Tue 05/07' column shows an 8:00 entry for '14 - Inclement Weather' with an 'Approve' checkbox unchecked. The 'Wed 05/08' and 'Thu 05/09' columns are currently empty. Each entry includes 'Edit', 'Clear', and 'Copy' links, a clock icon, and an 'Add' button at the bottom.

Mon 05/06	Tue 05/07	Wed 05/08	Thu 05/09
3:00 <input checked="" type="checkbox"/> Approve Edit Clear Copy 02:00 PM ⌚ 3:00 13 - Authorized Leave Add	8:00 <input type="checkbox"/> Approve Edit Clear Copy 08:00 AM ⌚ 8:00 14 - Inclement Weather Add	0:00 Add	



Best Practices

- Use the Computer for requesting leave.
- Use the Computer for reviewing and verifying timecards.
- Please review your absences when requesting leave for accurate payroll processing.
- Become familiar with the software so that it can be utilized to the best capacity.
- Do not share passwords, clock-in in your assigned area, do not abuse leave, do not abuse working hours, do not overuse the ability to correct/revise punches.
- Any reports of suspicious abuse will be investigated.

