TimeClock Plus

STUDENT/PART-TIME HOURLY TRAINING
Biggest Changes

• Employees **MUST** verify their timecards weekly and Supervisors **MUST** verify their employees leaves/timecards weekly. Verifying and Approving **MUST** be completed by Tuesday at 12pm (Noon) for the previous week.

• Student Hourly/Non-Student Hourly Part-time will use TimeClock Plus to clock his or her time. They **MUST** Clock In and Clock Out daily.

• Employees do not have the capability to correct a late clock-in. This must be done by supervisors.
Using the WebClock

1. Access WebClock by selecting the **TimeClock Plus** icon in myCampus. Follow prompts to continue logging-in using your A-State email address and password.

2. You have now arrived at your **Dashboard**. From here, you can select **Clock In** or **Clock Out**.
Clocking In or Out Using WebClock

- 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**.

- If you have more than one job code, select the job code from the list. *(ONLY Student- Hourly or Non-Student Hourly)*

- Click **Ok** on the "Clock in/out operation successful" window.
How to Change Job Code

1. Once you are logged into WebClock and clocked in, select **Change Job Code** from the top menu.

2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.

3. You will be given a list of your available job codes. Select the job code you are changing to, and click **Continue**.

**THIS FUNCTION IS ONLY AVAILABLE TO STUDENT HOURLY AND NON-STUDENT HOURLY PART-TIME.**

When you switch tasks or jobs, you may have to use the Change Job Code button. Changing job codes will switch you to the new job code and tie the two segments together. This allows the system to track each job you worked, and when you worked them.
Missed Clock In or Out

If you fail to clock, a message will appear the next time you clock in or 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.
Missed Clock In or Out

Once the correction has been made the following screen will appear with the corrected information.

Click **Continue**.
Using the Dashboard

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

1. Clock in and out.
2. Change job code. (Applies for **ONLY** Student Hourly and Non-Student Hourly Part-Time.)
3. View hours, last punch, and messages.
How to View Hours

The **View Hours** option allows you to view the hours worked in any given week. If you are required to approve segments each week, you can do so here.

Navigating the View Hours Window:

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

All of the segments worked during that week can be seen in the grid below.
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.

![Last Punch Screen]

Clocked in at 5/3/2019 09:15 AM
Job Code 930056000 - Graduate Assistant 9 Mo
1. After logging into WebClock, select View, and View Hours.

2. Select the appropriate week with the Next and Prev buttons.

3. 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.
Reviewing Time After Approved

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

• Use the Computer for reviewing and verifying timecards.
• 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 working hours, do not overuse the ability to correct/revise punches.
• Any reports of suspicious abuse will be investigated.
• Once TimeClock Plus goes live, visit our website where we provide training videos, presentations, and Handbooks.
Questions?

Thank you!