

TimeClock Plus Overview



ARKANSAS STATE
UNIVERSITY

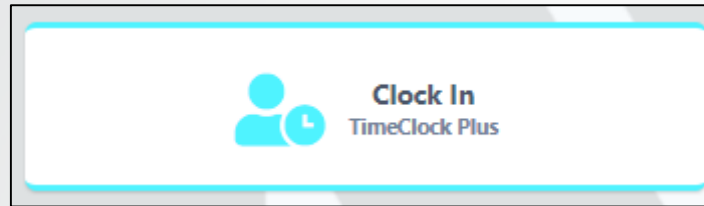
Quick Tips

- **Verifying Hours**
 - Hours must be verified every Monday by 5:00 PM. See page 11 for step-by-step instructions.
- **Editing Time**
 - If you miss two punches in a row (ex: Clock In and Out), your supervisor must enter the hours for you. Employees cannot edit their time.



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**.

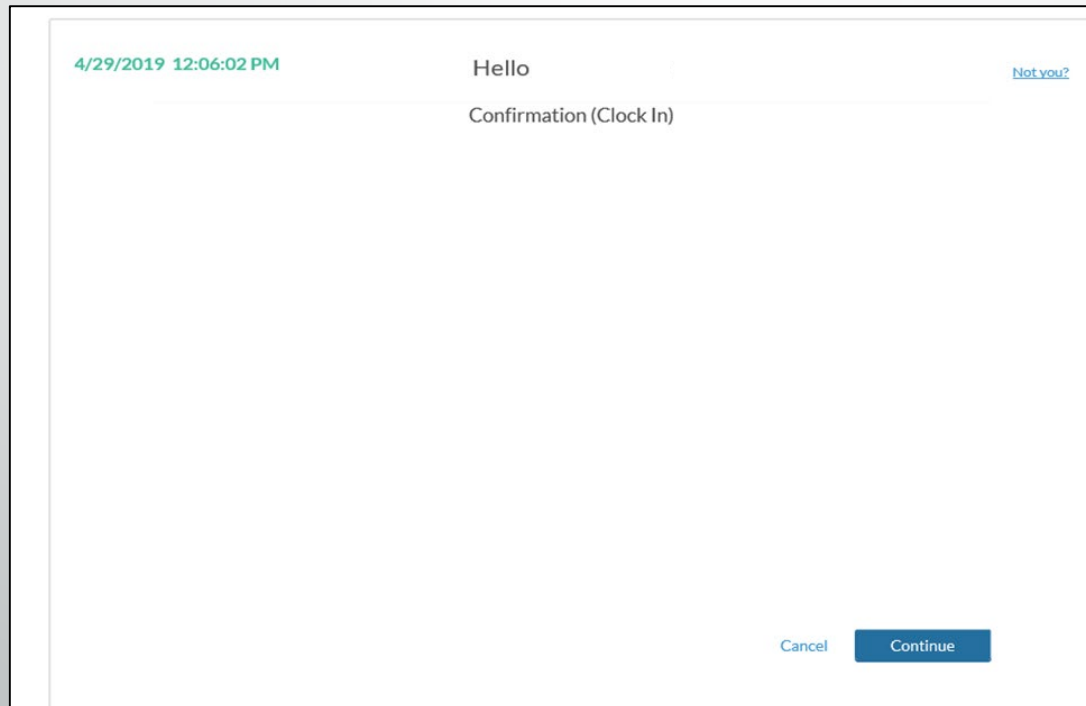


The Dashboard gives the employees the capability to do the following:

- Clock in and out.
- View hours, last punch, and messages.
- Change job code, if applicable.

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**.
- If you have more than one job code, select the job code from the list.
- Click **Ok** on the "Clock in/out operation successful" window.



How to Change Job Code

- Once you are logged into **WebClock** and clocked in, select **Change Job Code** from the top menu.
- 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**.
- You will be given a list of your available job codes. Select the job code you are changing to, and select **Continue**.
- 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.

Select Job Code (Clock In)

PRIMARY JOB

Showing 2 records of 2

Select	ID↑	Description	Group
<input checked="" type="radio"/>	760000100	Hourly Student Extra Help	
<input type="radio"/>	760000101	Hourly Student Extra Help	

OVERLOAD

Back Cancel Continue

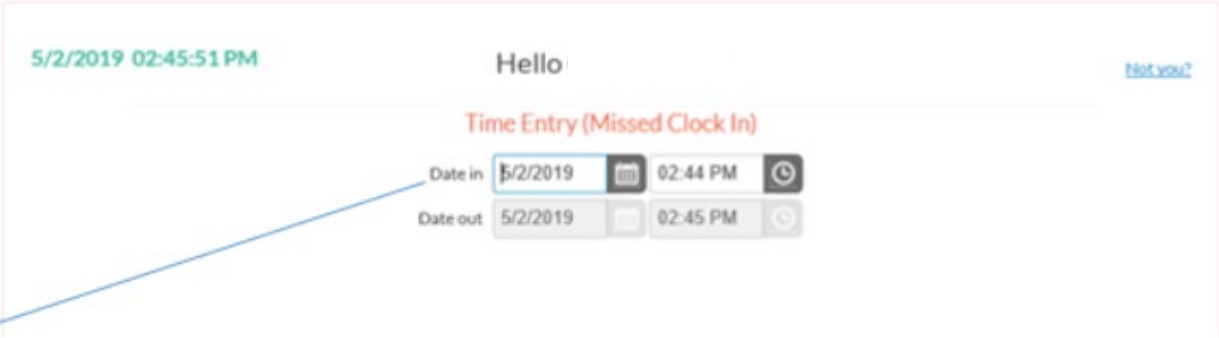
Missed Clock In or Out

- 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**.

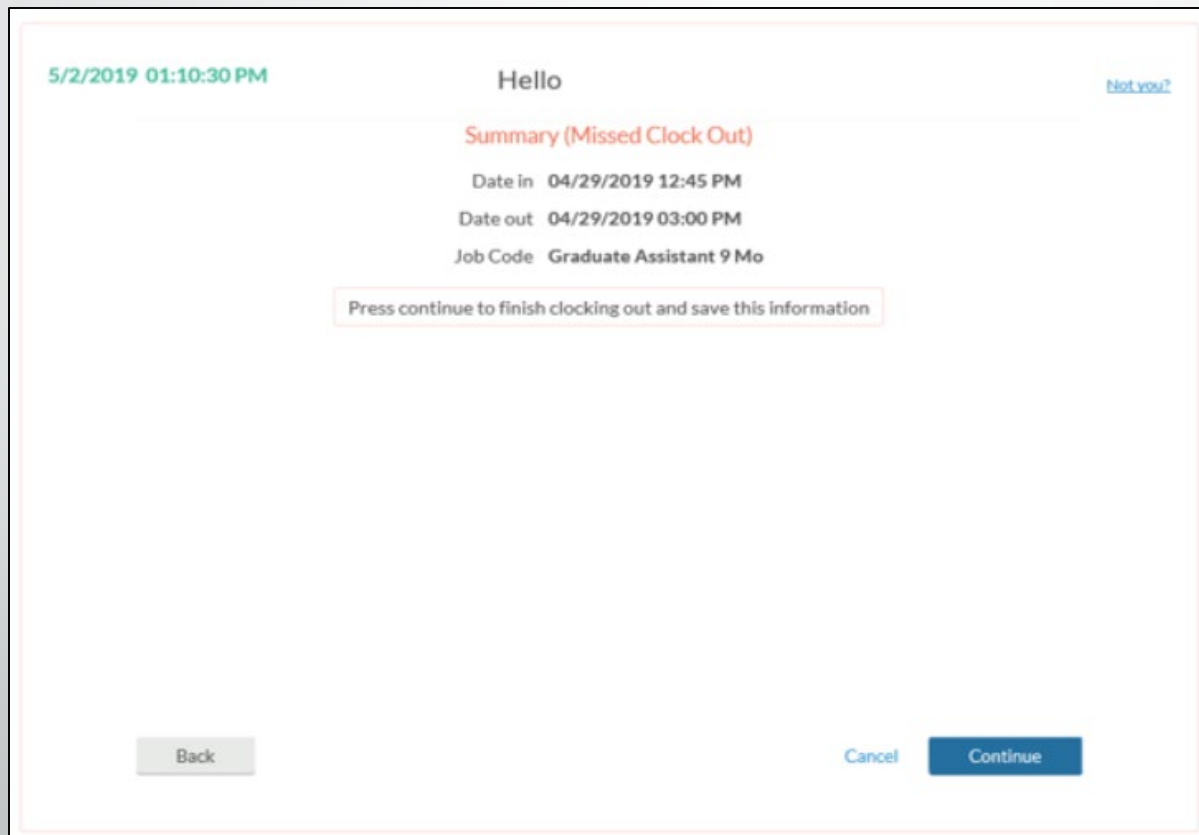


The screenshot shows a user interface for time entry. At the top left, it displays the date and time '5/2/2019 02:45:51 PM'. In the center, there is a 'Hello' greeting and a 'Not you?' link. Below this, the title 'Time Entry (Missed Clock In)' is shown. There are two rows of input fields: 'Date in' and '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		



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'. A 'Download' button is also present. 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



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 leave, do not abuse working hours, do not overuse the ability to correct/revise punches.
- Any reports of suspicious abuse will be investigated.

