

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.

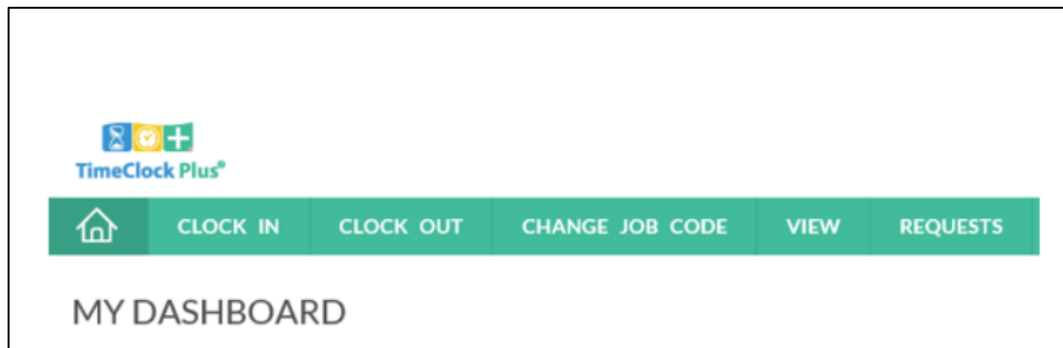


Using the WebClock

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.

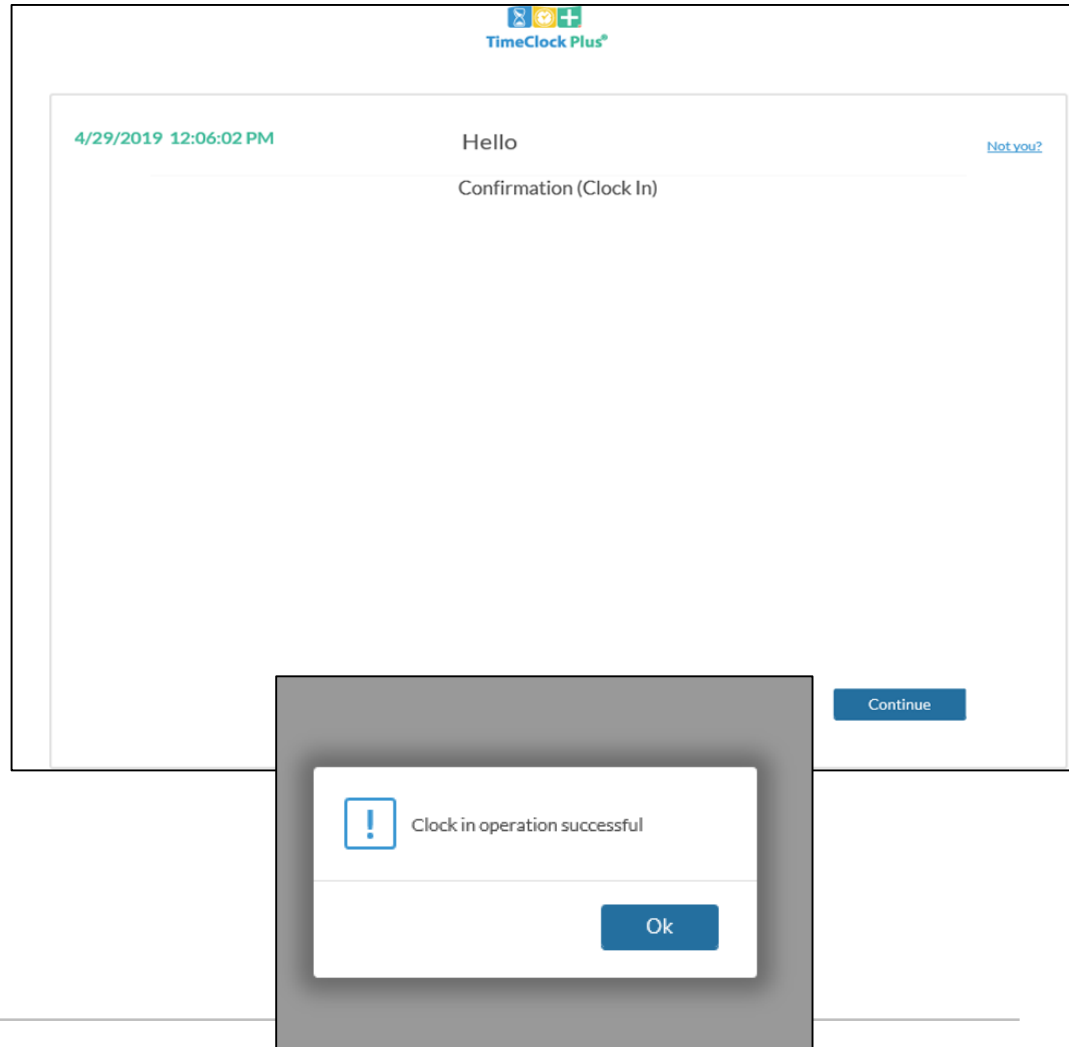


2. You have now arrived at your **Dashboard**. From here, you can select **Clock In** or **Clock Out**.



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

5/3/2019 09:04:12 AM Hello [Not you?](#)

Select Job Code (Clock In)

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	

Back Cancel Continue

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**.

The screenshot displays the TimeClock Plus interface with two notification messages. The top message, dated 5/2/2019 at 02:45:10 PM, says "Hello" and "Confirmation (Missed Clock In)". The bottom message, dated 5/2/2019 at 01:09:14 PM, says "Hello" and "Confirmation (Missed Clock Out)". Both messages include a "Not you?" link. A blue callout box on the right contains the text: "Make sure to read to see what you missed. Rather it is a **Clock In** or **Clock Out**." At the bottom right of the interface are "Cancel" and "Continue" buttons.

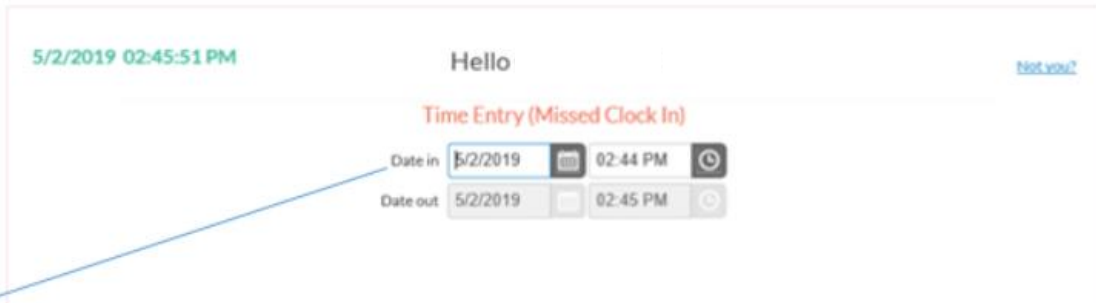


Missed Clock In or Out

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.

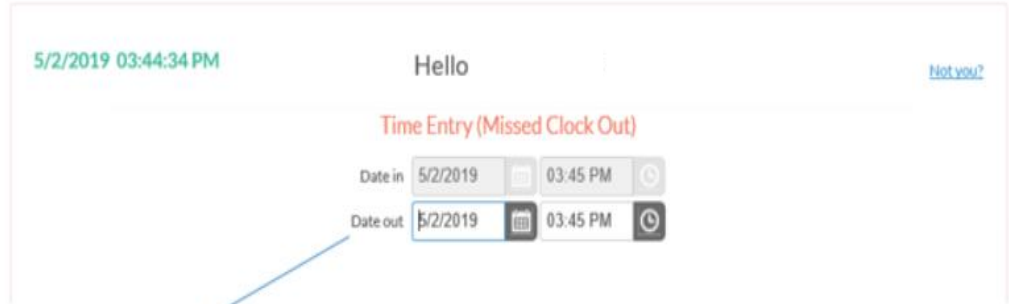
Select continue to enter the missed in or out time. You can only correct the time that is not grayed.

Enter the correct time and click **Continue**.



The screenshot shows a notification window with a green header '5/2/2019 02:45:51 PM' and a 'Hello' greeting. Below the greeting is the title 'Time Entry (Missed Clock In)'. There are two input fields: 'Date in' with a calendar icon, showing '5/2/2019' and '02:44 PM' (which is grayed out), and 'Date out' with a calendar icon, showing '5/2/2019' and '02:45 PM' (which is not grayed out). A blue arrow points from the 'Date in' field to the text below.

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



The screenshot shows a notification window with a green header '5/2/2019 03:44:34 PM' and a 'Hello' greeting. Below the greeting is the title 'Time Entry (Missed Clock Out)'. There are two input fields: 'Date in' with a calendar icon, showing '5/2/2019' and '03:45 PM' (which is grayed out), and 'Date out' with a calendar icon, showing '5/2/2019' and '03:45 PM' (which is not grayed out). A blue arrow points from the 'Date out' field to the text below.

Date out: Is a missed Clock Out and will allow for you to enter the correct time out 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.

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

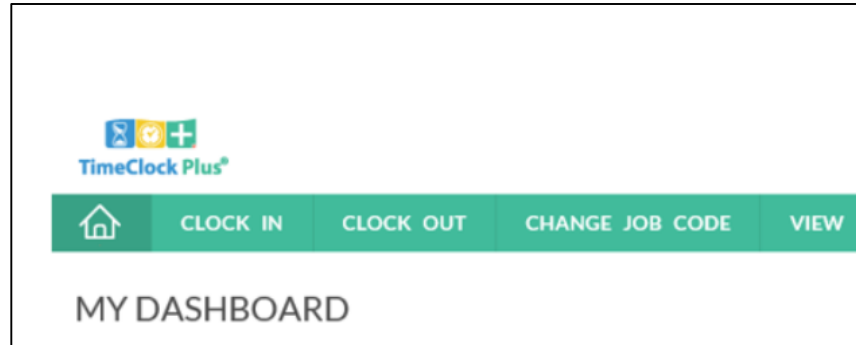
Press continue to finish clocking out and save this information

Back Cancel Continue

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.

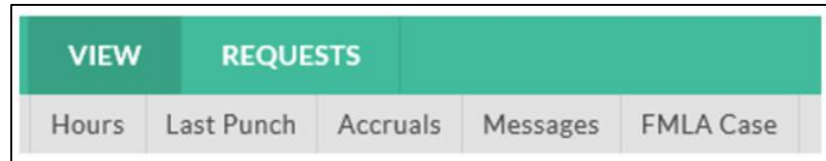
How to View Hours

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



The screenshot shows the 'TimeClock Plus' interface. At the top, there's a navigation bar with 'VIEW' and 'REQUESTS' tabs. Below that, the 'VIEW HOURS' section is active. It includes a 'Navigate Period' section with 'Prev' and 'Next' buttons, and a 'Download' button. The current period is '04/29 - 05/05'. Below this is a 'WEEK WORKED' section with a table showing 6 records of work segments. A blue arrow points to a cell in the table labeled 'Missed Punch/Edited'.

	M	T	W	Th	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



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.

The screenshot shows a web interface with a navigation bar at the top containing three tabs: 'HOURS', 'Last Punch', and 'Accrued'. The 'Last Punch' tab is selected. Below the navigation bar, the text 'LAST PUNCH (CLOCKED IN)' is displayed. A large, light blue rounded rectangle contains the following information:

Clocked in at 5/3/2019 09:15 AM

Job Code 930056000 - Graduate Assistant 9 Mo

Approving Segments Using Computer

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**.

		E		Comp Time		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	X	✓	X			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.

Home CLOCK IN CLOCK OUT BREAK CHANGE POSITION TITLE CHANGE COST CODE VIEW REQUESTS

Hours Last Punch Messages

VIEW HOURS

Navigate period

< | >
Prev Next
02/13 - 02/19

Download

			Time In	Time Out	Hours	Shift Total	Week Total	Position Title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/13/2017 09:00 AM	2/13/2017 05:00 PM	8:00	8:00		7000 - Vacation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/14/2017 09:00 AM	2/14/2017 05:00 PM	8:00	8:00		7000 - Vacation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/15/2017 09:00 AM	2/15/2017 05:00 PM	8:00	8:00		7000 - Vacation
<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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

Regular	OT1	OT2	Lea
33:15	0:00	0:00	24:00



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.



TimeClock Plus

Questions?

Thank you!

