



## WebClock Essentials

A screenshot of the TimeClock Plus WebClock interface. At the top, the date '5/15/2019' is displayed in a small black font, and the time '09:32:53 AM' is displayed in a large green font. Below the time, there is a 'Select Company' dropdown menu with 'Lawson ISD 3' selected. Underneath this is an 'ID Number' input field with a red border. Below the input field are five buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (light gray), 'RETURN FROM BREAK' (light gray), and 'LOG ON TO DASHBOARD' (light gray). The buttons are arranged in a grid-like fashion.

The **WebClock** application is the primary way employees will use **TimeClock Plus** as they clock in and out, view their hours, and even request time off.

## Logging into WebClock

1. Navigate to the **WebClock** page for your company. Right click the link and open it, Then save it as a shortcut to your desktop  
<https://tc.cichosting.com/app/webclock/#/EmployeeLogOn/827KS>
2. Enter in your employee **ID number**, then click on **Log On To Dashboard**.

# Navigating WebClock

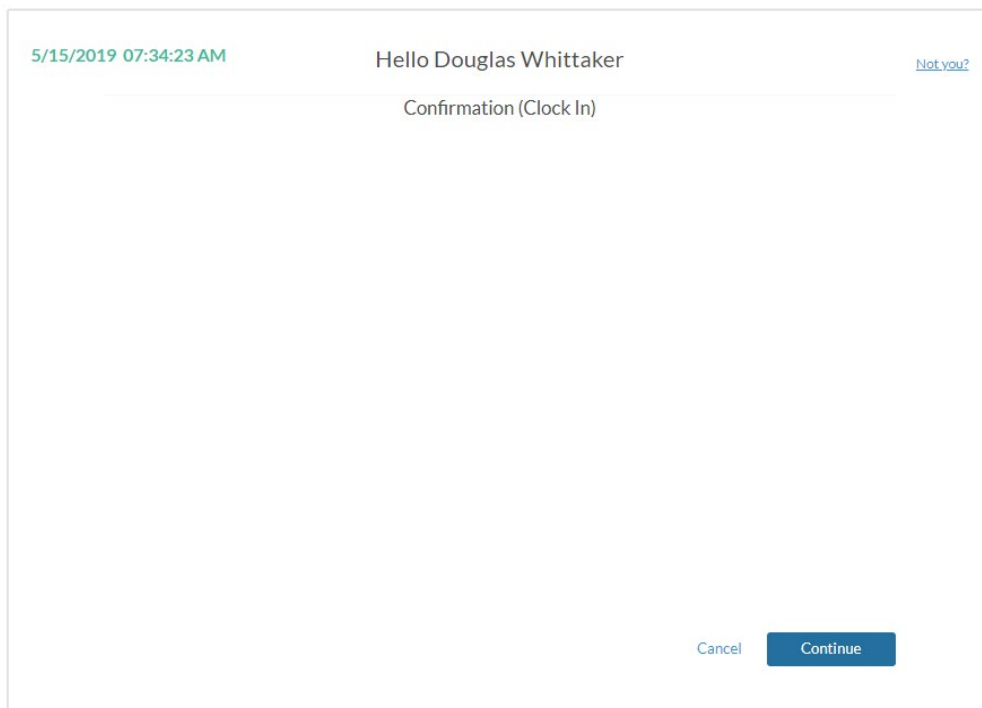


After you have logged into **WebClock**, select the relevant action from the navigation bar. In the top right corner, you will see the server date and time, the button to **Log Off**, your name, and status.

## Clock In

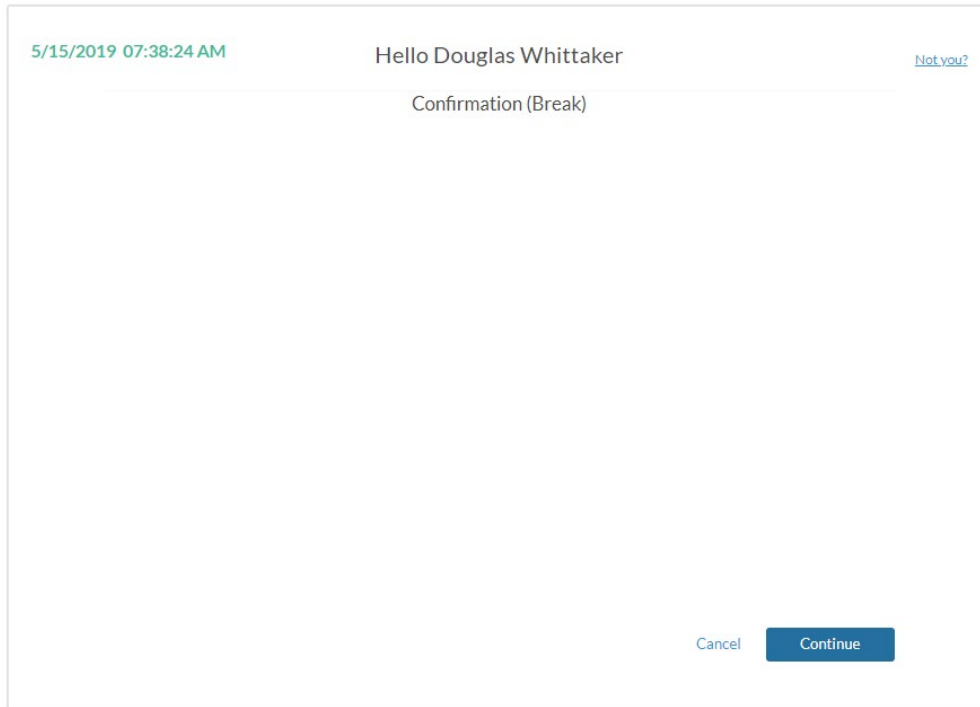
Once you have logged onto **WebClock**, you will need to select the **Clock In** button to begin your shift. This will mark the time and job code you clocked into, as well as show your manager that you are present and the location at which you clocked in.

## Clocking In using WebClock

A screenshot of the WebClock 'Confirmation (Clock In)' screen. At the top left, it displays the date and time '5/15/2019 07:34:23 AM'. In the center, it says 'Hello Douglas Whittaker'. On the top right, there is a link that says 'Not you?'. Below the greeting, the title 'Confirmation (Clock In)' is centered. At the bottom right, there are two buttons: a light blue 'Cancel' button and a dark blue 'Continue' button.

1. Once you are logged into **WebClock**, select **Clock In**.
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**. If the name and time are correct, click **Continue**.
3. If you have more than one job code, select the job code from the list.
4. Click **Ok** on the "Clock operation successful" window.

# Break/Lunch



The screenshot shows a web application interface for taking a break. At the top left, the date and time are displayed as '5/15/2019 07:38:24 AM'. In the center, the user is greeted with 'Hello Douglas Whittaker'. To the right of the greeting is a link that says 'Not you?'. Below the greeting, the title of the screen is 'Confirmation (Break)'. At the bottom right, there are two buttons: a light blue 'Cancel' button and a dark blue 'Continue' button.

When you are ready to take a break or go to lunch but are not clocking out for the day, you will use the **Break** button. Going on break marks you as on break within the system. Your manager will be able to see the type and length of break you are taking.

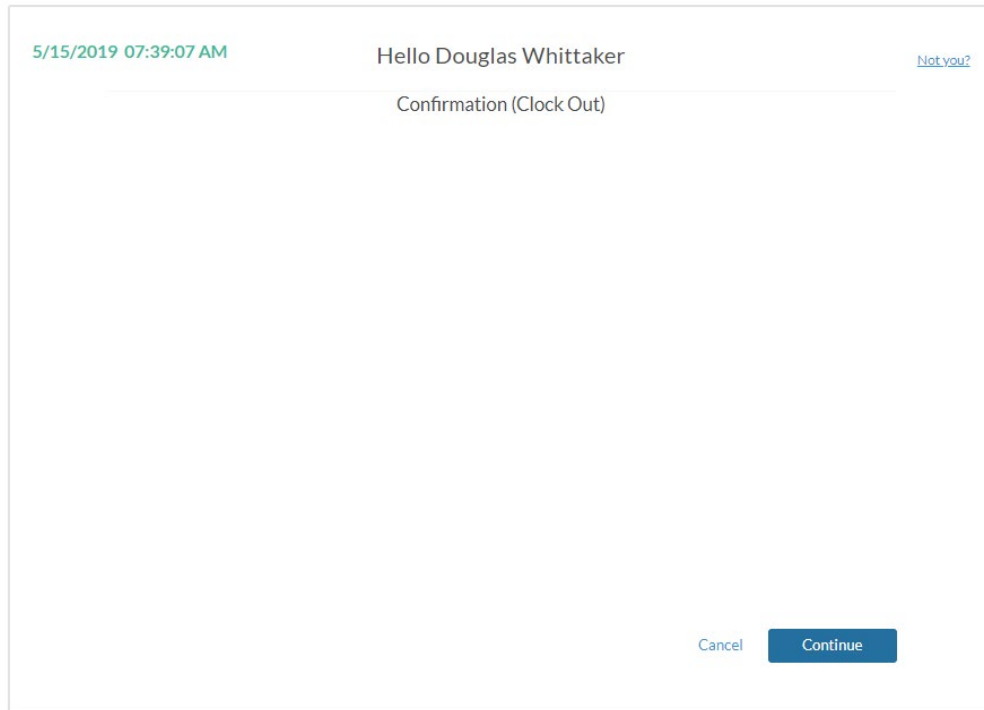
## Going on Break in WebClock

1. Once you are logged into **WebClock** while clocked in, select **Break** from the navigation bar.
2. If your company has more than one active type of break, select the appropriate break from the Break drop down.
3. 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**. If the name and time are correct, click **Continue**.

## Returning from a Break

1. When it is time to return from your break, log into **WebClock** and select **Clock In** from the navigation bar.
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**. If the name and time are correct, click **Continue**.
3. Select the job code that you want to clock into, then click **Continue**.
4. Click **Ok** on the "Clock operation successful" window.

# Clock Out



The screenshot shows a web interface for clocking out. At the top left, the date and time are displayed as '5/15/2019 07:39:07 AM'. In the center, it says 'Hello Douglas Whittaker' followed by a 'Confirmation (Clock Out)' message. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

When you are ready to end your day, you must **clock out** to end the shift in **TimeClock Plus**. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

## Clocking Out of WebClock

1. After logging into **WebClock** while clocked in, select **Clock Out**.
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**. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked in on the blue bar.


# Change Job Code

5/15/2019 07:43:20 AM

Hello Douglas Whittaker

[Not you?](#)

Select Job Code



Showing 1 records of 1

| Select                           | ID ↑ | Description | Group          |
|----------------------------------|------|-------------|----------------|
| <input checked="" type="radio"/> | 3    | Office      | Administration |

Cancel

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.

## How to Change a Job Code

1. Once you are logged into WebClock and clocked in, select Change Job Code.
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.
4. Click Ok on the "Clock operation successful" window. You can now see the new segment tied to the old one in the View Hours screen (if enabled).

# View Hours

VIEW HOURS

Navigate Period



< | >

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10/06 - 10/12

Showing 1 records of 1

|  |  | Time In            | Time Out         | Hours | Shift Total | Week Total | Job Code  |
|---|---|--------------------|------------------|-------|-------------|------------|-----------|
|   |   | 10/7/2019 09:00 AM | << Time sheet >> | 8:00  | 8:00        | 8:00       | 1 - Sales |

The View Hours option allows you to view the hours worked in any given week. If you are required to approve your weekly hours 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.
3. All of the segments worked during that week can be seen in the grid below.

## Approving Segments

VIEW HOURS

Navigate Period






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11/18 - 11/24

Showing 1 records of 1

|  |  |  | Time In             | Time Out         | Hours | Shift Total | Week Total | Job Code    | Labor Code |
|---|---|---|---------------------|------------------|-------|-------------|------------|-------------|------------|
|  |  |   | 11/23/2018 09:00 AM | << Time sheet >> | 8:00  | 8:00        | 8:00       | 1 - Teacher |            |

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.

## View Last Punch

Douglas Whittaker

Clocked in at 5/15/2019 07:53 AM

Job Code 3 - Office

Cost Code LANDSCAPING\PLUMBING\ELECTRICAL\CLEANING\LUNCH

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.

## Adding a Request

Add Employee Request

?

Leave calendar Company Default

Templates

No records found

Employee Douglas Whittaker [1]

Date requested 5/15/2019

Start time 08:00 AM

Hours 8:00

Days 1

Leave Code 1000 - Call-In

Cancel

Save

Employees with the correct clock configuration will be able to enter requests for assigned leave codes. To create a request:

1. Click on the Add button on the information bar, or when in Calendar view click the plus sign on the desired date. The date of the request must be within the allowed range defined in Company Defaults.

2. 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 wanted to create a leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM and a length of 8:00.
3. 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 the subsequent days, select the number from the Days field.
4. Select the Leave Code to be used for this time off request. If enabled in Company Defaults, an unspecified leave code can be selected. Please note that any unspecified leave codes must be replaced with a valid leave code before the segment can be approved.
5. Enter in a description for this leave request. This step is optional and dependent on Request Entry settings within Company Defaults.
6. Click Save.
7. Your Supervisor will receive notification of the leave request and will then need to approve the leave.