



WebClock Essentials

11/7/2014
02:53:42 PM

Select Company: TimeClock Plus

Id Number: A-Z, 0-9

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

Once you have created your employees, job codes, and managers in **TimeClock Plus**, your employees can start clocking in and out. 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.
2. If your company does not show up in the **Select Company** field, select it from the drop down list.
3. Enter in your employee **ID number**, then click on **Log On To Dashboard**.

Navigating WebClock



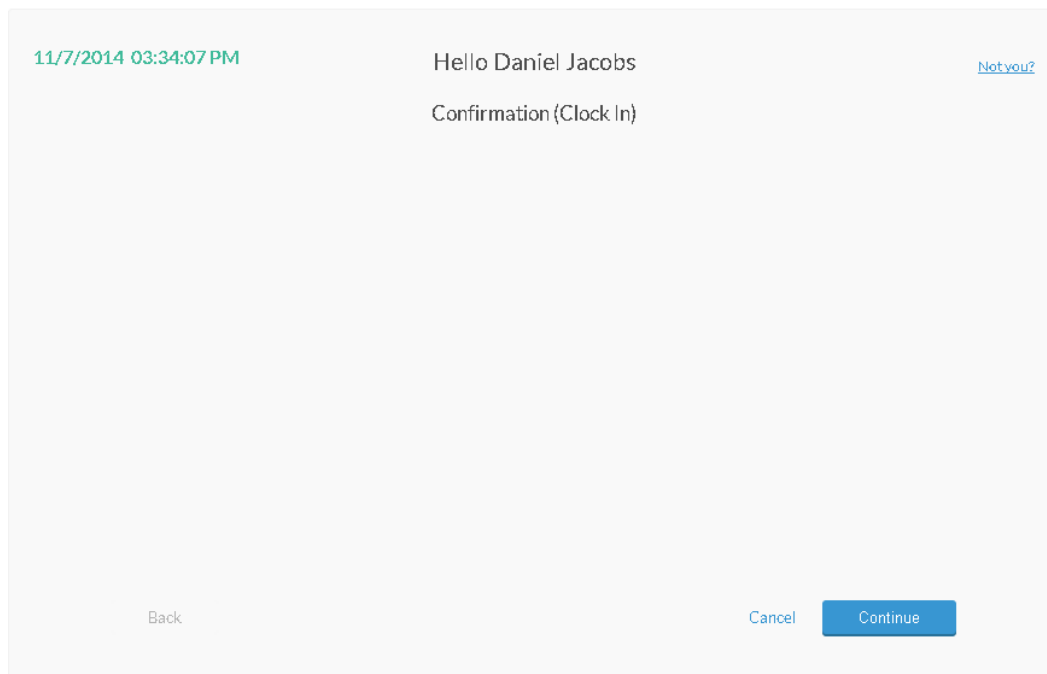
After you have logged into **WebClock**, select the relevant action from the navigation bar. On the header, you will see the server date, the button to **Log Off**, your name, and your status.



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.

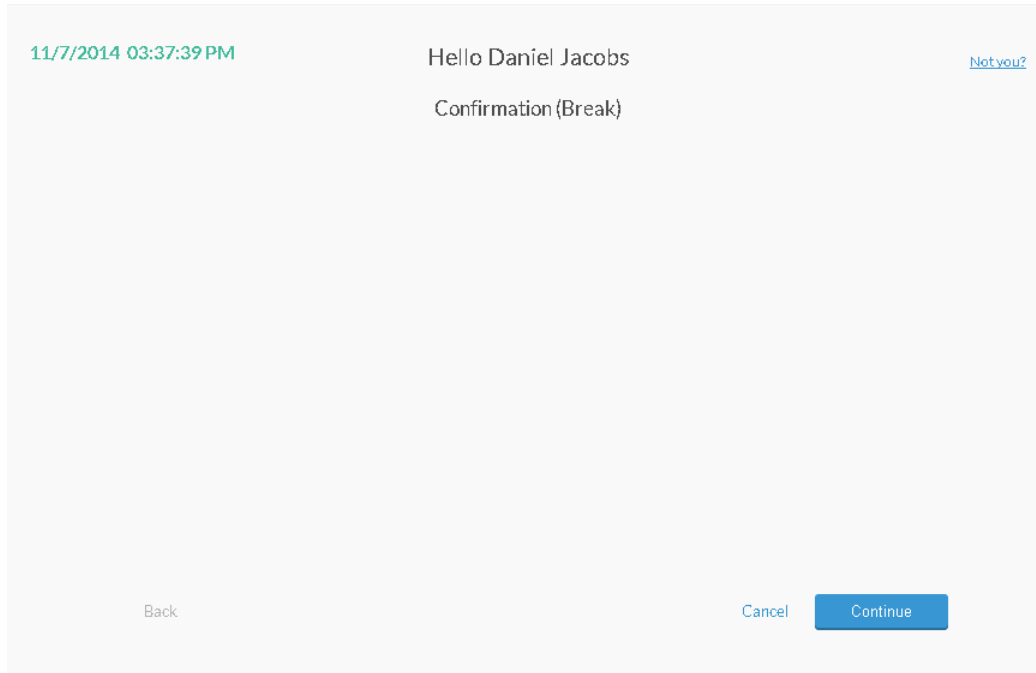
Clocking In using WebClock



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



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

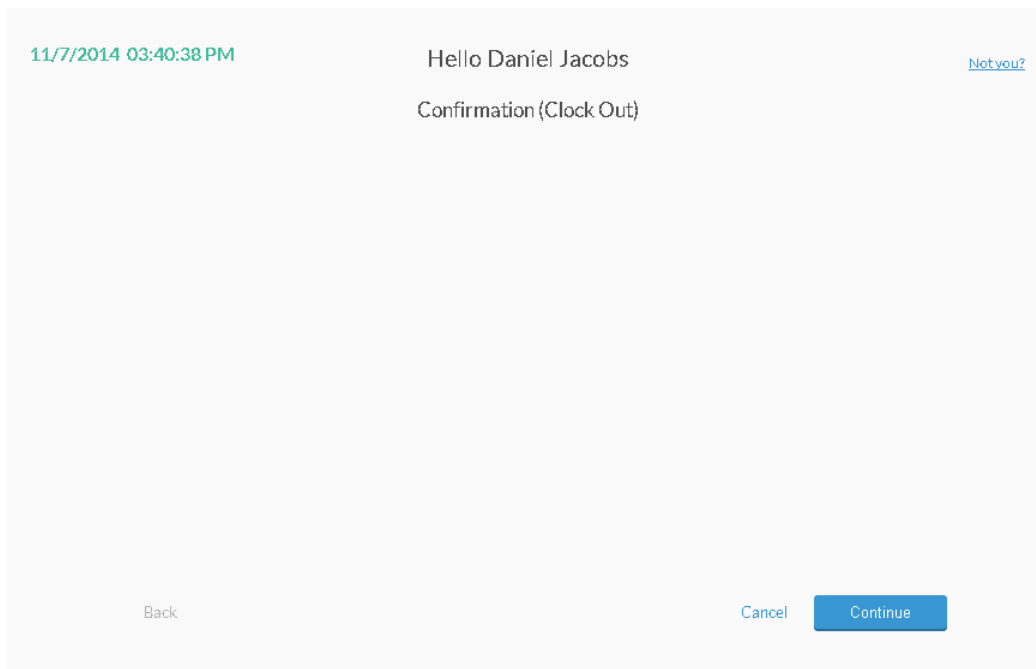
1. Once you are logged into **WebClock** while clocked in, select **Break** from the navigation bar.
2. If your company has more than one active type of break, select the appropriate break from the Break drop down.
3. You will now be on the **Confirmation** screen. You will see your name and the current 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



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.

For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays

WebClock Essentials

© Data Management, Inc. All Rights Reserved. This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.