

# TEXAS TECH PAYROLL SERVICES

## TimeClock Plus

### Basic Clock Operations - WebClock



Clock operations are configurable based on department needs therefore not all buttons may appear.

This document will cover the basic button operations. All others will be trained by the department as needed.

- Clock in
- Clock out
- Time Sheet Entry
- View

Log into the *WebClock* <https://timeclock.texastech.edu/webclock30> using your eraider credentials.

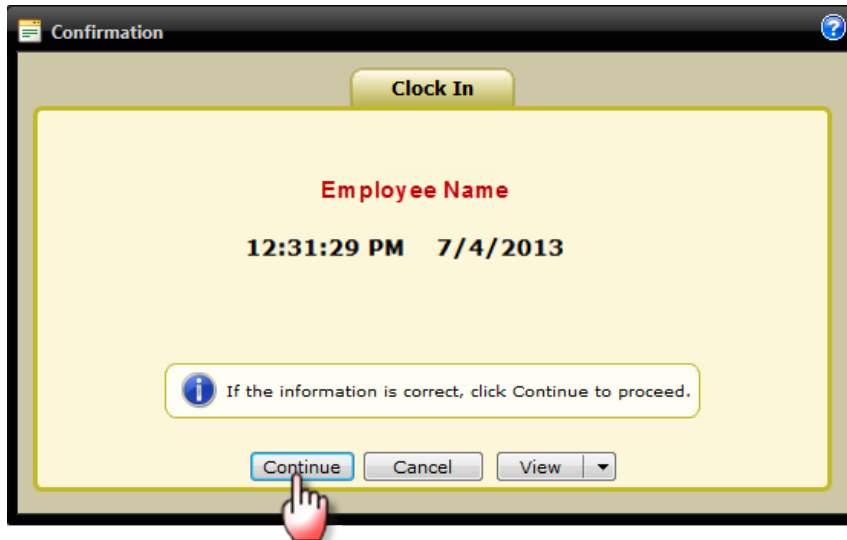
If you are unable to log in, contact your department TimeClock Plus administrator.

# Clocking In

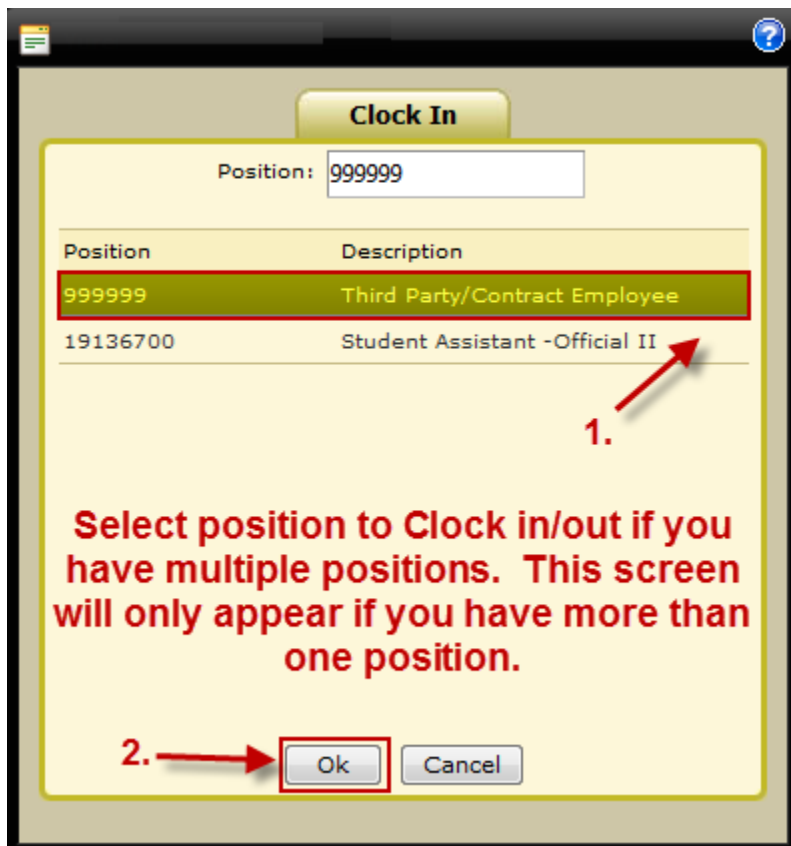
1. Select the **Clock In** button



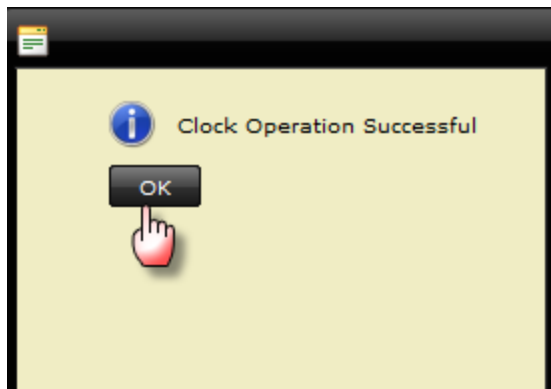
2. Select **Continue** to clock in



**NOTE:** If you work multiple positions you will be prompted to select the position you want to clock in for after you click 'Continue'. The next screenshot will only appear if you have more than one position. Select the position to clock in/out and click 'Ok'.



3. Select **OK**



4. You are now clocked in and can exit the WebClock

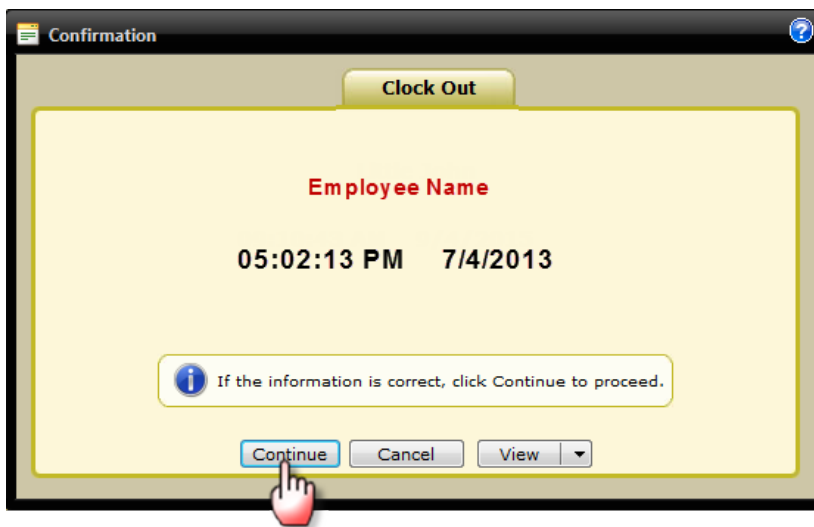


# Clocking Out

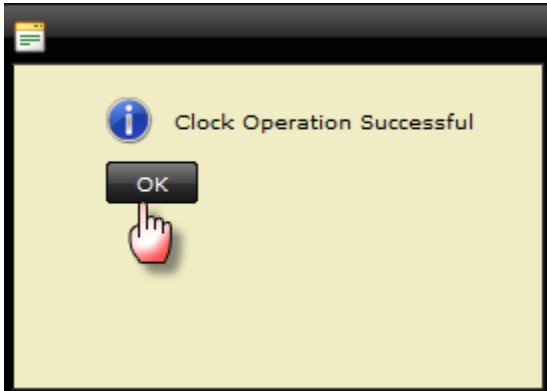
1. Select the **Clock Out** button



2. Select **Continue** to clock out



3. Select **OK**

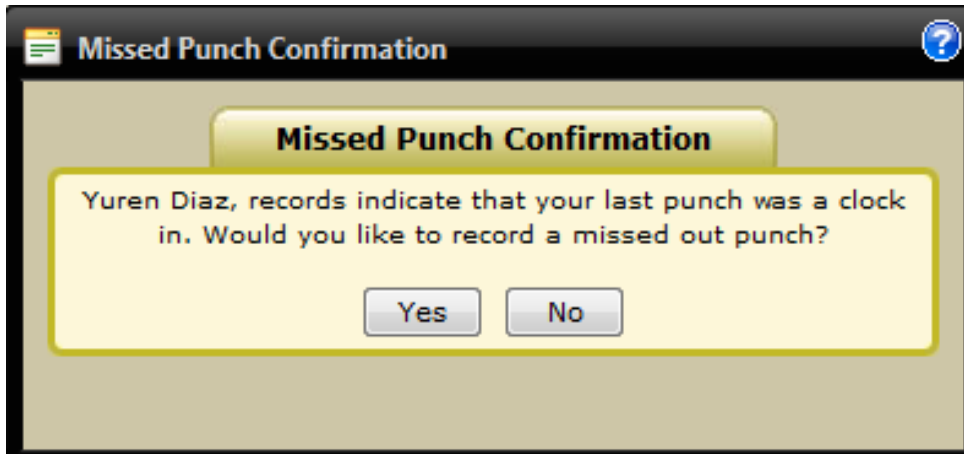


4. You are now clocked out and can exit the WebClock



## Missed Punch In/Out

There may be times when an employee forgets to Clock in or out, and attempts to Clock in or out a second time. When this happens you will see the following:



If an employee forgot to Clock in or out then they would push 'Yes' to record the punch. If 'No' is pressed then it will take you back to the main screen and **THE PUNCH WILL \*NOT\* BE ACCEPTED**. Contact your Supervisor to let them know about the missed punch so it can be corrected as soon as possible.

## Time Sheet Entry

*NOTE: if this button is not available, check with your Supervisor for Time Sheet Entry procedures for your department*

1. Select the **Time Sheet Entry** button and entry type desired



2. Fill in information to be recorded and select **Add**

Single Amount Based Timesheet Entry

Time Sheet Entry

Rec	Note	Date	Time	Hours	Position	Track1	Track2	Track3
Rec N/A		7/1/2013	8:00 AM	00:00	28 - VAC-Vacation Pay	0.00	0.00	0.00

optional → Shift Note

IMPORTANT: choose correct Position to be recorded (e.g. sick, vacation, holiday)

Add Cancel

No records to display.

Save Cancel View Hours

3. Select **Save**

Single Amount Based Timesheet Entry

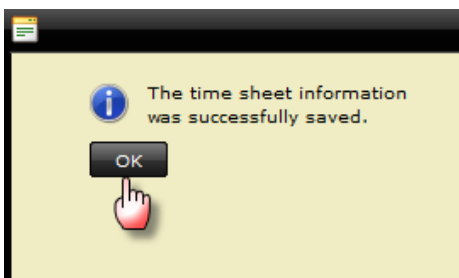
Time Sheet Entry

+ Add new record

Rec	Note	Date	Time	Hours	Position	Track1	Track2	Track3
Delete	Edit	1	7/1/2013	08:00 AM	00:00	28		

Save Cancel View Hours

4. Select **OK**





## Viewing Hours or Last Punch

1. Select the **View** button



2. Select action desired

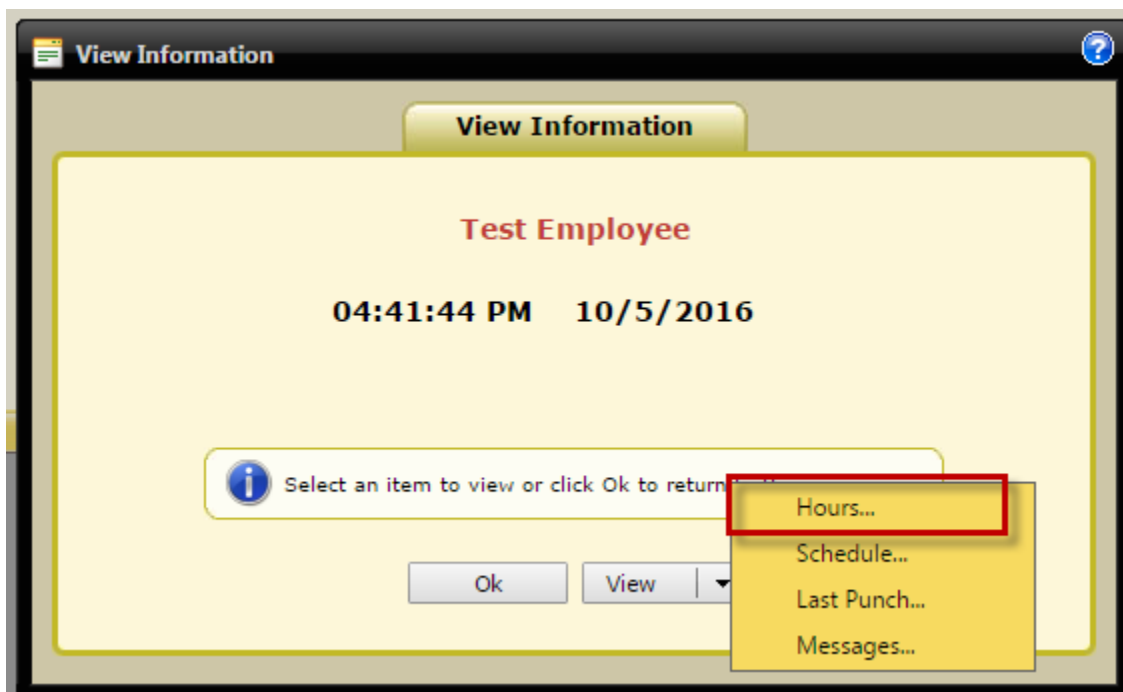


# Performing Individual Approval on Hours

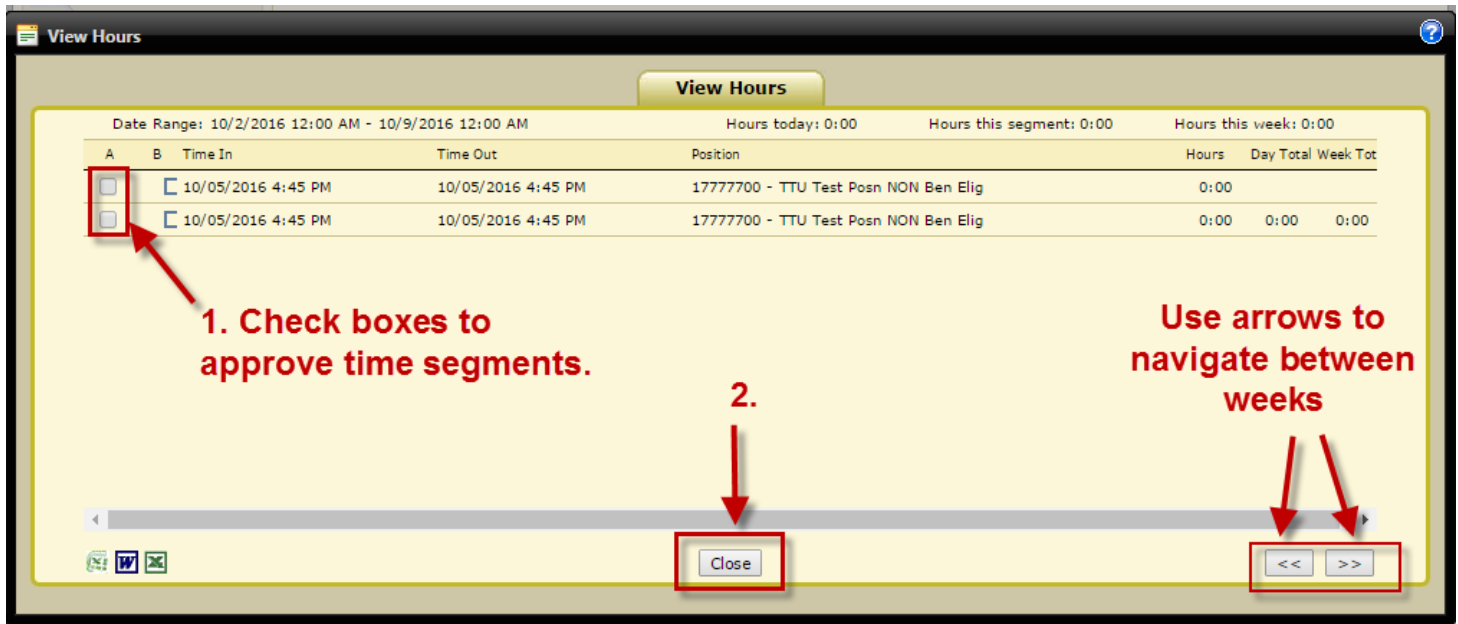
1. Select the **View** button



2. Select Hours...



3. Approve time segments by clicking boxes in column "A". Close window.



4. Hit Ok.

