Time and Labor WorkCenter: Web Clock Employees

Accessing Web Clock and Viewing Timesheet

1) Navigate to the Time and Labor WorkCenter by using the link in the Employee Reminders pagelet or clicking the link under Self Service

![Web Clock screenshot](image1)

2) Click on Web Clock under the Report Time Heading to enter an In or Out punch

![Web Clock screenshot](image2)

3) Select the Job for which you are entering a punch by clicking the magnifying glass next to your job

![Web Clock screenshot](image3)

4) When recording a punch, you will be able to view your last recorded punch type and time

![Web Clock screenshot](image4)

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5) Review the successful punch message

6) Review your hours on the Timesheet

7) Track the status of your hours pending approval in the Reported Time Status section

8) Review the approval status of your timesheet and view a list of available approvers by clicking on the reported status for a specific date
   a. For departments with multiple approvers, only one approval is required in order for the hours to be processed by Payroll
   b. Hours must be approved by the Sunday prior to pay day in order for the hours to be processed by Payroll
9) If you missed a punch in our punch out, you will receive a message indicating the missed punch
   a. Select OK to continue with the appropriate punch
   b. Contact your time approver(s), so that he or she can record the missed punch on your timesheet