



Timeclock Plus
WebClock Employee Guide

November 2020 V1.0

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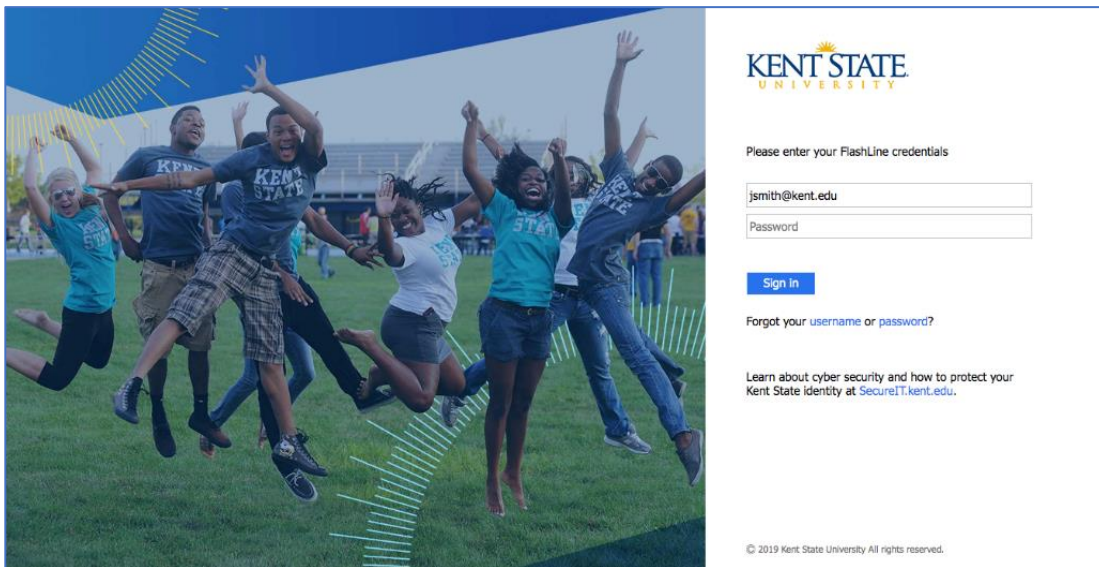
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Logging into WebClock

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.

NOTE: You must use the Global Protect VPN when accessing TimeClock Plus off-campus.

1. Navigate to the **WebClock** page at <https://timekeeping.kent.edu/>
2. In the Kent State University sign in screen, enter your KSU ID and Password



3. This will navigate to the TimeClock Plus **Dashboard**.

My Dashboard

After you have logged into **WebClock**, you will be taken to your dashboard.

The screenshot shows the TimeClock Plus web dashboard. At the top right, it displays 'Clocks out: 11/11/2020 08:45:43 AM' and a 'Log Off' link. The main navigation bar includes 'VIEW' and 'REQUESTS'. The dashboard title is 'MY DASHBOARD'. Below the title is a 'Refresh' button and three dots. The dashboard is divided into four main sections: 'CLOCK OPERATIONS' with 'CLOCK IN' and 'CLOCK OUT' buttons, 'LEAVE REQUESTS' with a table showing a pending request, 'MY HOURS' with a table showing clocked-in times and job codes, and 'MY ACCRUALS' with a table showing leave balances. There is also a 'MY MESSAGES' section at the bottom right.

CLOCK OPERATIONS

CLOCK IN **CLOCK OUT**

LEAVE ON LUNCH **RETURN FROM LUNCH**

LEAVE REQUESTS

Date	Time	Leave Code	Approval	1/1
11/12/2020 12:00 PM	4:00	180 - Sick Leave	Pending	

[Jump to Requests](#)

MY HOURS (18:45)

Time	Job Code	Total	3/3
06/07 12:00 A - <<< Time sheet >>>	150 - Holiday	8:00	
11/03 01:00 P - 04:00 P	9968770200 - 996877020- Controller-SrAccoPaye	3:00	
11/10 07:15 A - 04:00 P	9968770200 - 996877020- Controller-SrAccoPaye	7:45	

[Jump to View Hours](#)

MY ACCRUALS

Accruals	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Comp Time	0.5700	0.0000	0.0000	0.0000	0.5700
Sick	436.9400	0.0000	0.0000	0.0000	436.9400
Vacation	484.5000	0.0000	0.0000	0.0000	484.5000

MY MESSAGES

Sent By	Message	0/0	View
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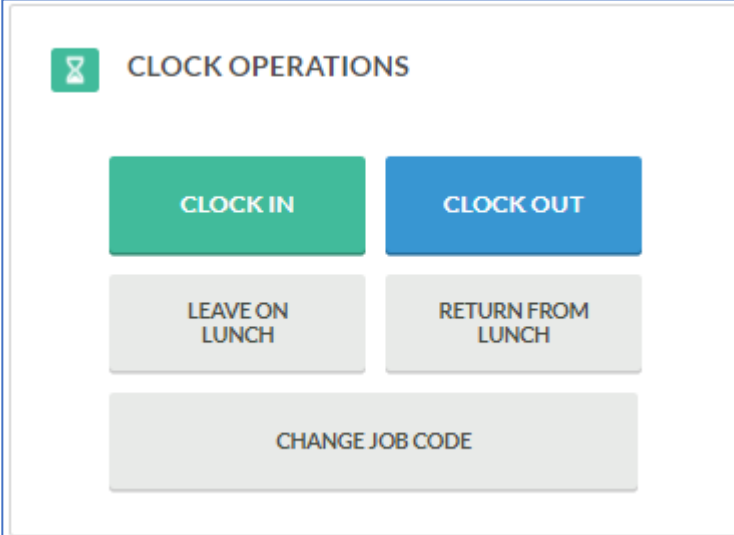
In the top right corner, you will see the server date and time, the button to **Log Off**, your name, and status.

In the middle, you will see the following informational widgets:

- Clock Operations – used for clocking in and out
- My Hours – shows your timecard hours
- My Accruals – shows your leave balances
- Leave Requests – shows your leave requests
- My Messages

Clock Operations

You will use the Clock Operations widget on your dashboard to enter all clockable time.

The image shows a 'CLOCK OPERATIONS' widget. It has a green header with a clock icon and the text 'CLOCK OPERATIONS'. Below the header are five buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON LUNCH' (light gray), 'RETURN FROM LUNCH' (light gray), and 'CHANGE JOB CODE' (light gray).

CLOCK OPERATIONS	
CLOCK IN	CLOCK OUT
LEAVE ON LUNCH	RETURN FROM LUNCH
CHANGE JOB CODE	

Clocking In

When you are ready to begin your day, you must clock in to begin your shift in TimeClock Plus. 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.

1. 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**.
 - a. If the name and time are correct, click **Continue**.
 - b. If you have more than one job code, select the job code from the list.

Showing 2 records of 2

Select	ID ↑	Description	Group
<input checked="" type="radio"/>	9939610000	99396100-RecrServ-StudUnivFu	
<input type="radio"/>	9939610100	99396101-RecrServ-StudUnivFu	

3. Click **Ok** on the "Clock operation successful" window.

Clocking 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.

1. Login to WebClock.
2. Select **Clock Out**.
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**.
4. Click **Ok** on the "Clock operation successful" window.

Breaks

Automatic Lunch Breaks

WebClock automatically deducts an unpaid lunch break for each employee. You do not need to clock out or in from your lunch break if its length matches the automatic deduction that is set up in WebClock. Supervisors are responsible for setting up the automatic lunch deduct automatic deductions for their employees.

Non-automatic Lunch Breaks

If your lunch break will be longer or shorter than the automatic lunch break that has been assigned to you, you will need to clock out and in for it using the Lunch buttons in the Clock Operations widget.

When you leave for the break:

1. Login to WebClock.
2. Select **Leave On Lunch**.
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**.
4. Click **Ok** on the "Clock operation successful" window.

When you return from the break:

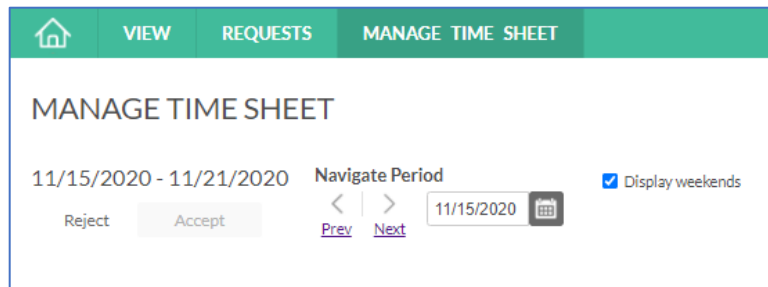
1. Login to WebClock.
2. Select **Return From Lunch**.
3. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. If the name and time are correct, click **Continue**.
4. Click **Ok** on the "Clock operation successful" window.

Leave Time

Leave time may be entered as a direct entry on a timesheet or as a leave request.

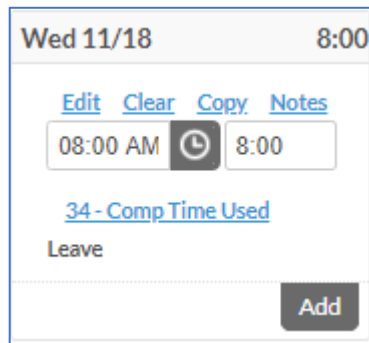
Entering Leave on a Timesheet

1. Select **Manage Time Sheet**.
2. Navigate to the correct period by using the arrows or enter the date for which you want to enter time, in the calendar box.



The screenshot shows a web interface with a green header bar containing a home icon and tabs for 'VIEW', 'REQUESTS', and 'MANAGE TIME SHEET'. The 'MANAGE TIME SHEET' tab is active. Below the header, the title 'MANAGE TIME SHEET' is displayed. Underneath, the date range '11/15/2020 - 11/21/2020' is shown. To the right of the date range is a 'Navigate Period' section with left and right arrow buttons, and a calendar icon next to the date '11/15/2020'. Below the date range are 'Reject' and 'Accept' buttons. To the right of these buttons is a checked checkbox labeled 'Display weekends'.

3. On the day on which you would like to enter leave, click the **Add** button. This will expand the box so that you can enter the details of the leave.
 - a. Enter the time when your leave will begin and the length, in hours, of your leave.
 - b. Click the 34-Comp Time Used link.



The screenshot shows an expanded form for a specific day, 'Wed 11/18', with a time of '8:00'. At the top, there are links for 'Edit', 'Clear', 'Copy', and 'Notes'. Below these links is a time selection area with '08:00 AM' and '8:00' displayed, separated by a clock icon. Underneath the time selection is a link labeled '34 - Comp Time Used'. Below this link is a text input field labeled 'Leave'. At the bottom right of the form is an 'Add' button.

- c. In the Select Job Code window, choose the type of leave that you are entering and click Save.

Select	ID	Description	Group
<input type="radio"/>	34	34 - Comp Time Used	
<input type="radio"/>	170	170 - Vacation Pay	
<input checked="" type="radio"/>	180	180 - Sick Leave	
<input type="radio"/>	185	185 - Personal Leave Pay	
<input type="radio"/>	235	235 - Court Leave-Jury Duty	
<input type="radio"/>	411	411 - Hourly Paid Parental Leave	

4. The leave time will be visible on the calendar and can be edited using the Edit, Clear, Copy, and Notes links.

Wed 11/18 8:00

[Edit](#) [Clear](#) [Copy](#) [Notes](#)

08:00 AM 8:00

[180 - Sick Leave](#)

Leave

Add

5. Click the blue **Accept** button, in the upper left corner of the page.

Entering a Leave Request

1. Select **Requests**.
2. Click on the green Add button on the information bar, or click the plus sign on the desired date.

VIEW REQUESTS

Calendar List

Status

+ Add Manage Refresh << < November 2020 > >>

	Sun	Mon	Tue	Wed
1		2	3	4
8		9 Monday the 9th Holiday	10	11 Veteran's Day
15		16	17	18

3. Once the Add Employee Request window opens:
 - a. Enter the date of your leave in the **Date requested** box or pick it by clicking on the calendar icon.
 - b. Enter the start time and number of hours of leave you will use on that day.
 - c. If your leave includes more than one day, change the **Days** field to reflect the appropriate number.
 - d. Choose the appropriate leave type in the **Leave Code** field.
 - e. Enter a note in the **Description** field when necessary.
 - f. Click **Save**.

Add Employee Request

Employee Mariah Taylor [810002695]

Date requested 11/10/2020

Start time 08:00 AM

Hours 8:00

Days 1

Leave Code 170 - Vacation Pay

Description

Accruals Cancel Save

4. Your leave request will now show as pending on both the Requests page and in the Leave Request widget on your dashboard.

Calendar

List

Status

+ Add

Manage

Refresh

<< <

November 2020

> >>

Sun		Mon		Tue	
1	+	2	+	3	+
		Approved (1) 08:00 AM 8:00 180 - Sick Leave		Approved (1) 08:00 AM 8:00 180 - Sick Leave	
8	+	9	+	10	+
		Monday the 9th Holiday		Pending (1) 08:00 AM 8:00 170 - Vacation Pay	
15	+	16	+	17	+

LEAVE REQUESTS			
6/6			
Date	Time	Leave Code	Approval
11/02/2020 08:00 AM	8:00	180 - Sick Leave	Approved
11/03/2020 08:00 AM	8:00	180 - Sick Leave	Approved
11/04/2020 08:00 AM	8:00	180 - Sick Leave	Approved
11/05/2020 08:00 AM	8:00	180 - Sick Leave	Approved
11/06/2020 08:00 AM	8:00	180 - Sick Leave	Approved
11/10/2020 08:00 AM	8:00	170 - Vacation Pay	Pending
Jump to Requests			

View Hours

The **View Hours** page shows you the hours that you have entered in your time sheet for each weekly period. To access View Hours:

1. Click on the **Jump to View Hours** link in the lower right corner of the **My Hours** widget, or
2. Click **View** and then **Hours** on the green bar at the top of the page.

VIEW HOURS

Navigate Period

< >

Prev Next

Download

11/01 - 11/07

Showing 5 records of 5

		Comp Time	Notes		Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code
	X				60u	11/2/2020 08:00 AM		11/2/2020 05:00 PM		8:00	8:00		9968790000 - 99687900-4
	X					11/3/2020 08:00 AM		<< Time sheet >>		8:00	8:00		170 - Vacation Pay
	X					11/4/2020 08:00 AM		<< Time sheet >>		8:00	8:00		180 - Sick Leave
	X					11/5/2020 08:00 AM		<< Time sheet >>		8:00	8:00		180 - Sick Leave
	X					11/6/2020 08:00 AM		<< Time sheet >>		8:00	8:00	40:00	180 - Sick Leave

On the **View Hours** screen, you can:

1. Navigate between weeks by clicking on the Prev and Next links above the dates in the upper left corner.
2. Review your Time In and Time Out punches.
3. Review your leave time.
4. In the upper right corner, you will see your weekly hour totals. In the example below, the individual has 40 hours at the regular rate of pay, 32 of which were leave time.

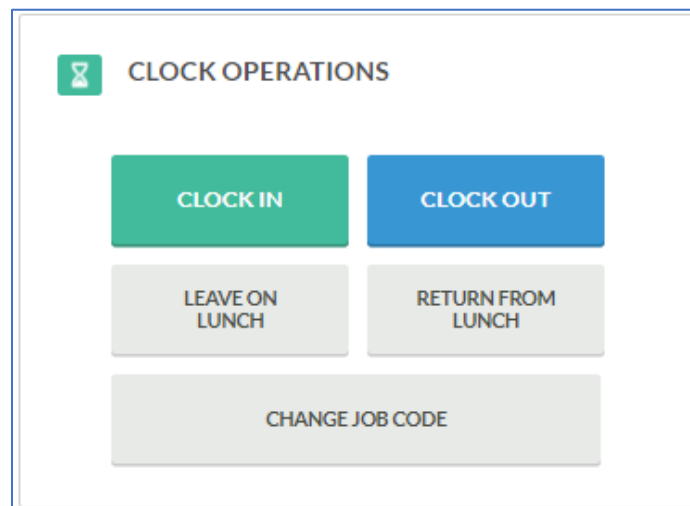
?						
	Break	Regular	OT1	OT2	Comp Time	Leave
		40:00	0:00	0:00	0:00	32:00
		Total				40:00

Change Job Code

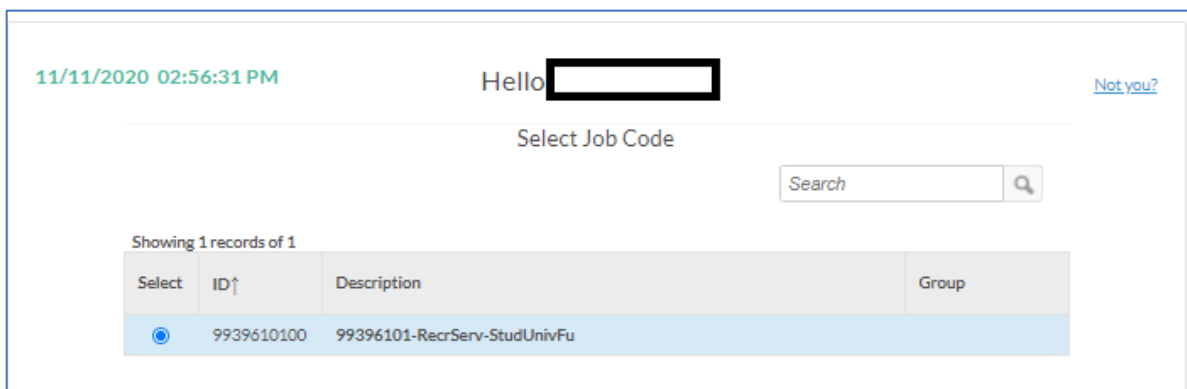
If you have more than one job at the university, you may have to use the **Change Job Code** button, which is found on the **Clock Operations** widget. Changing job codes will switch you to the new job code and tie the two segments together, without the need to clock out and back in. This allows the system to track each job you worked, and when you worked them.

To switch between job codes:

1. Login to **WebClock**.
2. Select **Change Job Code**.



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. Click Continue.
4. You will be given a list of the job codes that are available for you to switch into. Select the job code you are changing to, and click Continue.



5. 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.