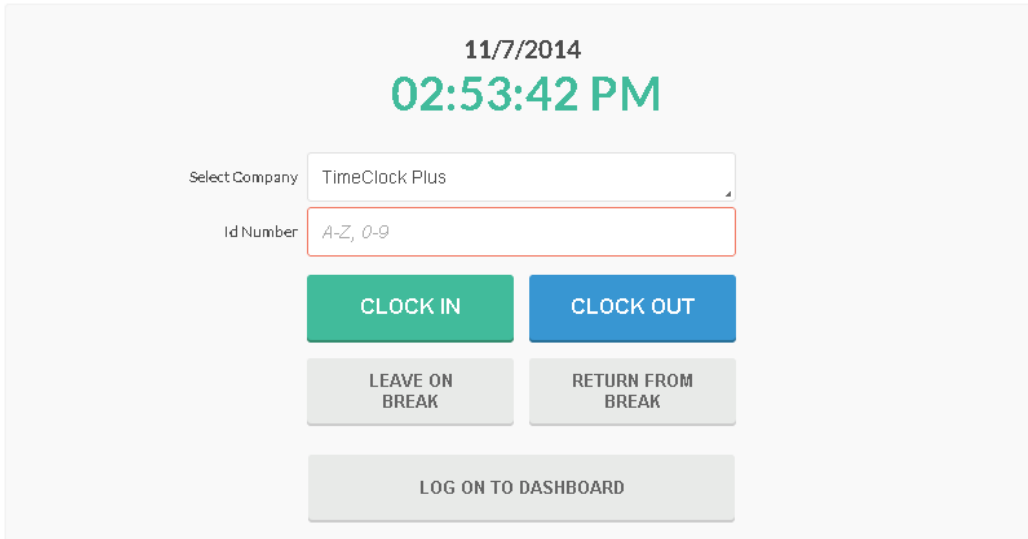# WebClock Essentials

Once you have created your employees and job codes 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. In the top right corner, you will see the server date and time, the button to **Log Off**, your name, and status.

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View Hours

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↓	⊠	🖉	Time in	Time out	Break length	Job Code	Hours	Shift total	Week Total
☐	⊠	[	4/27/2014 09:00 AM	4/27/2014 12:00 PM	89u	5 - Welding			
☐	⊠		4/27/2014 01:29 PM	4/27/2014 05:00 PM		5 - Welding		6:31	
☐	⊠	[	4/28/2014 09:00 AM	4/28/2014 12:49 PM	23u	5 - Welding			
☐	⊠		4/28/2014 01:12 PM	4/28/2014 05:00 PM		5 - Welding		7:37	
☐	⊠	[	4/29/2014 08:00 AM	4/29/2014 04:00 PM	60u	200 - Vacation			
☐	⊠		4/29/2014 05:00 PM	4/29/2014 08:00 PM		5 - Welding		11:00	
☐	⊠	⊏	4/30/2014 12:30 PM	4/30/2014 05:00 PM		5 - Welding		4:30	
☐	⊠	⊏	5/1/2014 09:00 AM	5/1/2014 05:00 PM		5 - Welding		8:00	37:38

The **View Hours** option allows you to view the hours worked in any given week. If you are required to approve segments 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.

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Approving Segments

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.
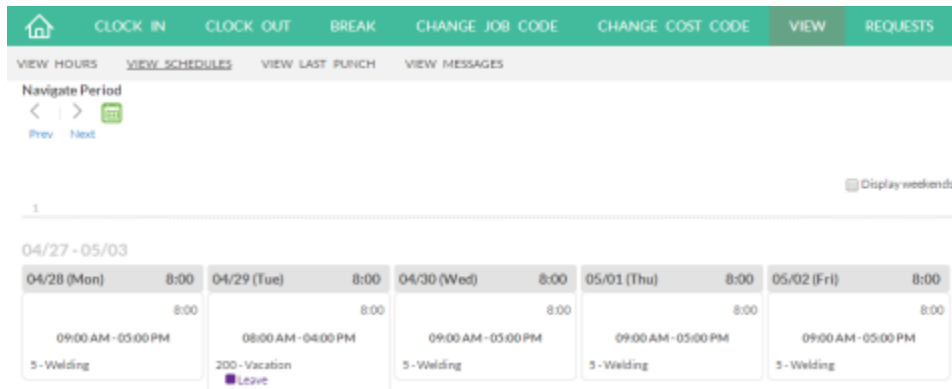
View Last Punch

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.

View Schedules

View Schedules is where employees can view schedules for current and upcoming weeks.

Navigating View Schedules

1. After logging into **WebClock**, select **View** then **View Hours**.

2. Select the week you would like to view with the **Next** and **Prev** buttons. You can also select which week you would like to view by selecting the **Calendar** icon.

3. If you would like to view schedules for **Saturday** and **Sunday**, make sure that **Display Weekends** is checked.

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View Messages

The **View Messages** option allows you to view any messages sent through **TimeClock Plus**®. After selecting **View Messages**, you will be able to see a list of messages you have been sent. Click on the note icon in the **View** column to read the entire message, and check **Read** to remove the message from your list (if the message can be marked as read).

View Requests
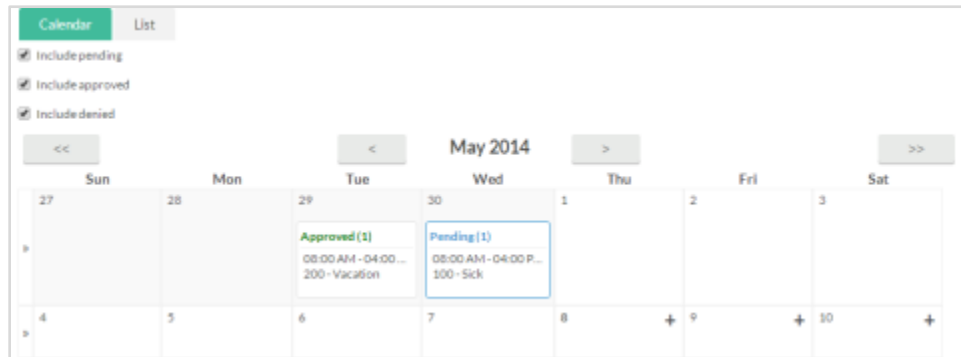
The **View Requests** feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of time off for vacation, sick, or other reasons. These requests can be made in any leave code the employee has access to and will draw from relevant accrual banks.

Navigating View Requests

1. Access **View Requests** by logging into **WebClock** and clicking on **Requests** on the WebClock dashboard.

2. By default, employee requests will be visible in a **Calendar** view. In order to view employee requests in a sortable list, select the **List** tab.

3. On the **Calendar** tab, the status of a request (approved, denied, or pending) can be filtered by checking or unchecking the appropriate options beneath the tabs.

4. To have more control over what request elements are visible, switch to the **List** view. In addition to the options available in **Calendar** view, segments can be organized by entering in a date range and clicking **Update**.

Adding a Request

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**.

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