Includes Employee Timesheet, Entering Time on Your Timesheet, Amending Your Time Sheet --- computer and mobile versions

Web Clock
The Web Clock records employee in and out times on their time sheet. It functions like a traditional time clock and includes buttons for lunch breaks. The time sheet is bi-weekly.

Time sheets are submitted by the employee to their manager bi-weekly at the end of the period. Managers approve employee time sheets bi-weekly at the end of the period.

To Clock In and Out
1. From the dashboard, click Go to Web Clock. The My Clock window appears.

2. Select In for Day.

Note: Every time you make clock record, a confirmation box appears briefly at the top of the screen.

3. When you are ready for your unpaid lunch or extended period time out, Select Out for Lunch.

4. When returning from your unpaid lunch or extended period time out, Select In from Lunch.

5. When your work day is over, Select Out for Day.

6. Click Time Sheet daily from the Web Clock window to verify that your clock in and out times were successful and to review your time for accuracy throughout the pay period.

7. To submit time sheet at the end of the pay period, review the time sheet for accuracy a final time once work is concluded for the pay period, all time and time off is recorded on your time sheet, and all exception messages are addressed.

8. Click Submit to send your time and attendance information to your manager for payroll processing at top of the time sheet menu bar.

Updated 8/11/2017
Enter Time on Your Time Sheet

Using the Web Clock is the required time recording method. Please note these steps should ONLY be done if you forget to clock your time worked via the Web Clock or did not have connectivity into EmpCenter.

1. From the dashboard, click My Timesheet from the Time Entry block to open your timesheet.

2. Your Timesheet can be displayed in any of the following views. To change the view, click the arrow on the View button to access its drop-down menu, then highlight and click a different view.

3. Click in the Pay Code column to select a pay code.
4. Record your time (see “Entering In/Out Time”).
5. Click Save to save your work.
6. Click Submit at the end of every pay period to send your time and attendance information to your manager for payroll processing.

Entering In/Out Time

1. Select a Pay Code from the drop-down menu, enter the In time on the first row of the Hours column and the Out time on the second row. In/out times can be entered in a variety of ways:
   - Key-in “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it in the Timesheet in the correct format.
   - Key in “Xp” (where X is a number from 1 to 12) to enter p.m. times.
   - 5 p.m. can also be entered as “17”.

The system will prevent you from entering out times that are before in times by highlighting the error and displaying a warning message.

Note that you will see an exception message when your time sheet is manually updated.

Amending Previous Time Sheet

Employees can amend time sheets for the previous period only.

- Amended time sheets must be approved by a manager, or a higher role, to be processed and paid.
- Any changes made to a time sheet that has already been paid will cascade through all time sheets up through the current pay period.

**NOTE:** If you amend a past time sheet to account for a vacation day that was entered as a work day, then that change – because it affects the vacation bank – is used to recalculate the bank balances the current pay period.

1. To amend a time sheet, use the Pay Period Selector to move to the previous time sheet.
   a. Click the left arrow to move back one pay period.
   b. Alternatively, click the calendar icon to select the pay period.
2. Click the Amend button.
3. The time sheet opens for edits. Edit and Save the time sheet. The Other Versions button appears.
Includes Employee Timesheet, Entering Time on Your Timesheet, Amending Your Time Sheet --- computer and mobile versions

4. Click the Other Versions button. The Time Sheet Versions window appears.

5. Click View This Version to display the original version of the timesheet.

6. Click Compare To Open Version to list the differences between the two versions. A pop-up window displays the results of the comparison.

7. After viewing the comparison, you can print the results, or close the window to return to the timesheet.

8. Click Save.

9. Click Submit.

MOBILE – Web Clock

The Web Clock records employee in and out times on their timesheet. It functions like a traditional time clock and includes buttons for lunch breaks. The Mobile Web Clock is configured to register the employee’s physical location when punching; this allows managers to verify that an employee was in the correct location when they punched in.

The time sheet is bi-weekly. Time sheets are submitted by the employee to their manager bi-weekly at the end of the period. Managers approve employee time sheets bi-weekly at the end of the period.

To Clock In and Out

1. From the Menu select Clock. The My Clock window appears.

2. Select In for Day.

3. Tap Confirm to submit the punch. A message generates confirming that the punch has been recorded.

4. When you are ready for your unpaid lunch or extended period time out, tap Out for Lunch.

5. When returning from your unpaid lunch or extended period time out, tap In from Lunch.

6. When your work day is over, tap Out for Day. Tap OK. The Home Menu appears.

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7. Tap **Self-Serve** from bottom icons on your mobile device and **My Timesheet** to verify that your clock in and out times were successful and to review your time for accuracy throughout the pay period.

8. To submit time at the end of the pay period, tap **Self-Serve** from bottom icons on your mobile device and **My Timesheet** again (see step 8).

9. Review the time sheet for accuracy a final time at the end of the biweekly pay period once work is concluded for the pay period, all time and time off is recorded on your time sheet, and all exception messages are addressed.

10. Tap the **Ellipsis** button in the bottom right of the screen.

11. Tap **Submit**

**MOBILE - Enter Time on Your Timesheet**

Using the Web Clock is the required time recording method. Please note these steps should ONLY be done if you forget to clock your time worked via the Web Clock or did not have connectivity into EmpCenter.

1. From the **Menu** tap **Self Service**.

2. The **Self-Service** window appears.

3. Tap **My Timesheet**. Note that your timesheet defaults to the current pay period.

4. Tap the new row icon to add an entry.

5. Complete the fields as requested. Comments are required. Tap **Done**. To discard the row entry, tap **Cancel**.

6. You have the ability to edit or copy the entry if necessary.

Updated 8/11/2017
MOBILE - Amending Your Timesheet

Employees can amend time sheets for the previous pay period only.

- Amended time sheets must be approved by a manager, or a higher role, to be processed and paid.
- Any changes made to a time sheet that has already been paid will cascade through all time sheets up through the current pay period.

**NOTE:** If you amend a past time sheet to account for a vacation day that was entered as a work day, then that change – because it affects the vacation bank – is used to recalculate the bank balances the current pay period.

1. To amend a timesheet, tap Self Service from the menu.

2. The Self-Service window appears. Tap My Timesheet. Note that your timesheet defaults to the current pay period.

3. Tap the calendar button in the lower left corner to select a date in the previous pay period. Your timesheet from that period appears.

4. Tap the ellipses button then tap Amend.

5. Tap Submit.

6. When you are ready to submit your time sheet, tap the Ellipses button. Note: You have the ability to modify your timesheet until it has been submitted for approval.

7. You will receive a confirmation message that your timesheet was submitted successfully. Tap OK.

Updated 8/11/2017
5. Amend your timesheet by adding new entries, deleting existing entries, or editing incorrect entries following the same process used for entering time on your timesheet. Reference steps 4-6 from the previous page.

6. When you have completed the amendments, tap the ellipses button then tap Submit.

7. You will receive a confirmation message that your timesheet was submitted successfully.

8. Tap OK.