Overview:
The Time and Labor Web Clock function will be used by bi-weekly employees. Employees will use the Web Clock to record their in/out times (Clock In, Start Meal, End Meal, Clock Out) for each day they work. When a department is set up to use the Web Clock, the bi-weekly employees will lose their access to update the in/out times (hours worked) on their timesheet. These employees will continue to record time-off (Vacation, Sick, Holiday, etc.) directly on their timesheet.

This document has been created for employees that are required to use the Web Clock. It will describe the Web Clock page, walk the employee through recording their hours worked and also explain the change to the timesheet page.

Web Clock Page:
Below is a screenshot of the Web Clock page. The page can be accessed by logging into HRMS and navigating to Employee Self Service>Time Reporting>Web Clock. Employees that are in a department that has been set up to use the Web Clock will be allowed to see the page. Employees that are not set up to use the Web Clock will receive an error message and page will be hidden.

Employee Information
The Web Clock has the standard page header that is seen throughout Time and Labor. The employee’s name, job title and department appear in the first column. The second column displays the employee’s Employee ID, Record Number and Standard Hours.

In/Out Buttons
Below the employee information section is the area where the employee interacts with the Web Clock. There is a row containing four buttons: Clock In, Start Meal, End Meal and Clock Out. The employee will click the appropriate button to record their in/out time.

The Web Clock function will, by default, determine the last in/out time recording by the employee and will disable the corresponding button. For example, if the employee clocked In for the day at 8:00AM and is now...
returning to the Web Clock to clock out for lunch, the In button will be disabled. In this example, the Lunch In button will also be disabled. This leaves the employee with two options, 1) clock out for lunch or 2) clock out for the day. The enabling/disabling of buttons is designed to help the employee avoid clicking the wrong button.

Once an employee clicks one of the in/out buttons, they will receive a confirmation message that the punch has been successfully recorded. This message will display the in/out time that was recorded as well as the rounded time that will display on the timesheet.

![Message]

Your In punch was successfully recorded at 01:51 PM (rounded to 01:54 PM) (2300.1%).

OK

**Missed Punches**

The Record a Missed Punch section can be used by employees that forgot to record their last in/out time. Since the page disables certain buttons based on the last in/out time recorded, the employee needs a way to catch up on missed in/out times in order to record their time. To view the Record a Missed Punch section, the employee can click on the arrow to the left of the words “Record a Missed Punch”.

![Record a Missed Punch]

To record a missed in/out time, the employee must select the appropriate Type from the dropdown list, then enter the date and time of the missed in/out. Once the 3 fields are completed, the employee should click the Record Time button to send the in/out time to their timesheet. In the event an employee has missed multiple in/out times, they can repeat these steps until all have been recorded.

The Record a Missed Punch section should only be used for missed time. The time recorded in this section will display in red text for the approvers to easily identify. The approver must verify the time is accurate before it is approved.

**Web Clock History (Last 10 Punches)**

The next section of the Web Clock displays the last 10 punches recorded on the employee’s timesheet, whether from the Web Clock or entered manually on the timesheet. These times are displayed so the employee can identify any missing punches or the next appropriate punch. After an employee records an in/out time on the Web Clock, the time is displayed for the employee in the Web Clock History section. Any times that are entered directly to the timesheet (manual) will be displayed in blue text. Any times that are recorded as missed times are displayed in red text.
Rounding Rules
The last section of the Web Clock displays a 1-hour sample of in/out times and how they are rounded prior to being loaded to the timesheet. Employees can click on the arrow to the left of “Round Rules” to open this section. By identifying the time they will clock in or out, the employee can determine the rounded time. In/out times are rounded to the nearest 6 minute interval.

<table>
<thead>
<tr>
<th>Interval Begin</th>
<th>Interval End</th>
<th>Rounds To</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:30</td>
<td>8:30-10:00</td>
<td>8:30</td>
</tr>
<tr>
<td>8:30-10:00</td>
<td>10:00-11:30</td>
<td>10:00</td>
</tr>
<tr>
<td>10:00-11:30</td>
<td>11:30-13:00</td>
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<td>11:30-13:00</td>
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<td>13:00-14:30</td>
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<td>14:30-16:00</td>
<td>16:00-17:30</td>
<td>16:00</td>
</tr>
<tr>
<td>17:30-19:00</td>
<td>19:00-20:30</td>
<td>19:00</td>
</tr>
</tbody>
</table>

Notes: Start Meal times are never rounded. End Meal times will be rounded to 30 minutes after the Start Meal time if the meal break is between 30 and 60 minutes in length. Likewise, End Meal times will be rounded to 60 minutes after the Start Meal time if the meal break is between 30 and 60 minutes in length.

Bi-Weekly Timesheet Page:
To enforce the usage of the Web Clock function, employees in departments using the Web Clock will not be allowed to add/update/delete any In/out times. Employees will only be able to enter their time-off, in the hours not worked column. Any changes that need to be made to In/out times must be done by the employee’s approver (supervisor) or the departmental payroll administrator.

Below is a timesheet screenshot of an employee that is using the Web Clock.

Employees will notice the in and out times are disabled. This keeps them from overwriting time that came from the Web Clock and ensure that any Regular hours on the timesheet came from Web Clock or have been entered by the approver or payroll administrator. Employees will not be able to delete the in or out times from the Web Clock, nor will they be able to change the Time Category.
**Creating Desktop Shortcuts to Web Clock Page**

Employees can eliminate the menu navigation through Employee Self Service by creating a desktop shortcut. Below are basic instructions for creating a desktop shortcut to the Web Clock page.

1) Employee will need to navigate through the menu to the Web Clock page Employee Self Service>Time Reporting>Web Clock

2) Once the Web Clock page is displayed, the employee should reduce the size of the browser window so that some portion of the desktop is visible.

3) At the top of the browser, to the left of the web address is an icon. The employee should click and drag this icon to their desktop.

4) Once the desktop shortcut is created, the employee can click the shortcut to log-in to HRMS T&L. After successfully logging in, the system will automatically send them to the Web Clock page.