

Time and Labor Web Clock Function User Guide

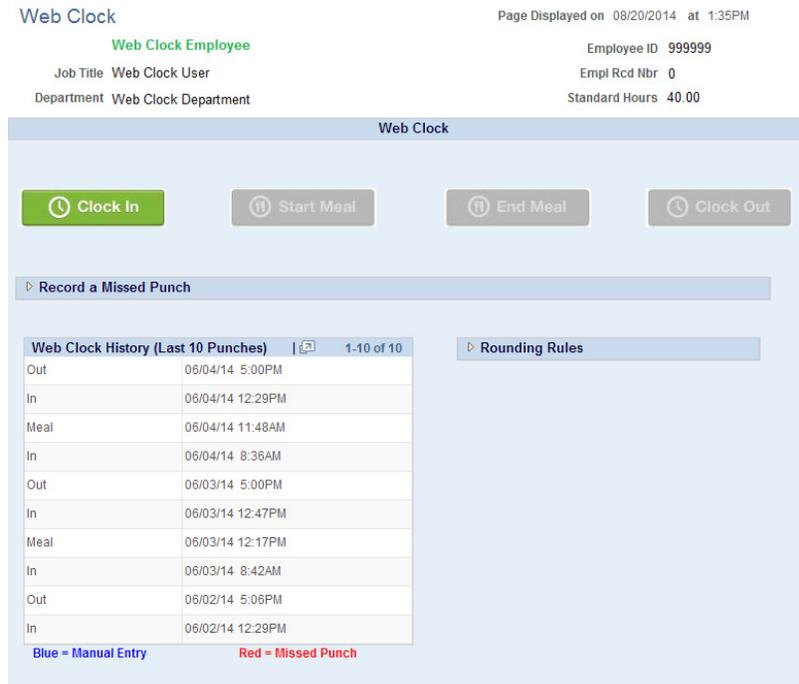
Overview:

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.



The screenshot displays the 'Web Clock' interface. At the top, it shows 'Page Displayed on 08/20/2014 at 1:35PM'. Below this, employee information is listed: 'Web Clock Employee' (Job Title: Web Clock User, Department: Web Clock Department), 'Employee ID 999999', 'Empl Rcd Nbr 0', and 'Standard Hours 40.00'. The main area features four buttons: 'Clock In' (green), 'Start Meal' (grey), 'End Meal' (grey), and 'Clock Out' (grey). Below the buttons is a section for 'Record a Missed Punch'. A 'Web Clock History (Last 10 Punches)' table is shown, with a legend indicating 'Blue = Manual Entry' and 'Red = Missed Punch'. A 'Rounding Rules' section is also visible.

Web Clock History (Last 10 Punches) 1-10 of 10	
Out	06/04/14 5:00PM
In	06/04/14 12:29PM
Meal	06/04/14 11:48AM
In	06/04/14 8:36AM
Out	06/03/14 5:00PM
In	06/03/14 12:47PM
Meal	06/03/14 12:17PM
In	06/03/14 8:42AM
Out	06/02/14 5:06PM
In	06/02/14 12:29PM

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.

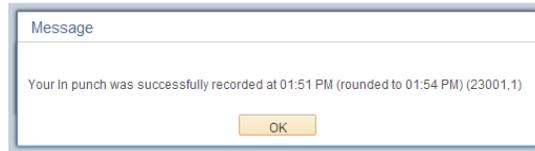
In/Out Buttons

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

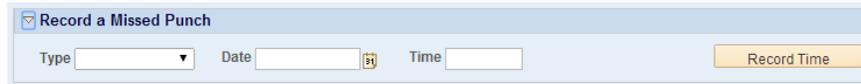
returning to the Web Clock to clock out for lunch, the In button will be disabled. In this example, the Lunch In button will also be disabled. This leaves the employee with two options, 1) clock out for lunch or 2) clock out for the day. The enabling/disabling of buttons is designed to help the employee 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.



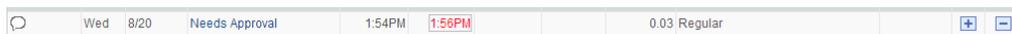
Missed Punches

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".

A screenshot of the "Record a Missed Punch" form. The form has a title bar that says "Record a Missed Punch" with a small arrow icon to its left. Below the title bar are three input fields: "Type" with a dropdown arrow, "Date" with a calendar icon, and "Time" with a time selection icon. To the right of these fields is a yellow button labeled "Record Time".

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.

A screenshot of a single row from a timesheet. The row contains the following information: a speech bubble icon, the day "Wed", the date "8/20", the status "Needs Approval", the time "1:54PM", a time "1:56PM" displayed in red text, and the rate "0.03 Regular". At the end of the row are two small icons: a plus sign and a minus sign.

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.

▼ Rounding Rules

In/Out times recorded by employees through the Web Clock page are rounded to the nearest 6 minute interval. Below is an example of how times are rounded:

Interval Begin	Interval End	Rounds To
7:57:00AM	8:02:59AM	8:00:00AM
8:03:00AM	8:08:59AM	8:06:00AM
8:09:00AM	8:14:59AM	8:12:00AM
8:15:00AM	8:20:59AM	8:18:00AM
8:21:00AM	8:26:59AM	8:24:00AM
8:27:00AM	8:32:59AM	8:30:00AM
8:33:00AM	8:38:59AM	8:36:00AM
8:39:00AM	8:44:59AM	8:42:00AM
8:45:00AM	8:50:59AM	8:48:00AM
8:51:00AM	8:56:59AM	8:54:00AM
8:57:00AM	9:02:59AM	9:00:00AM

Note: 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 28 and 32 minutes in length. Likewise, End Meal times will be rounded to 60 minutes after the Start Meal time if the meal break is between 58 and 62 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.

Timesheet

Web Clock Employee Employee ID 999999
 Job Title **Web Clock User** Empl Rcd Nbr 0
 Department **Web Clock Department** Standard Hours 40.00

Select Another Timesheet

*Date 08/17/2014 Previous Period Next Period
 Reported Hours 24.10
 Status Needs Approval

From 08/17/2014 to 08/30/2014

Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total Time	Category	Hours Not Worked
	Sun	8/17	New							
	Mon	8/18	Needs Approval	8:12AM	12:12PM	12:42PM	5:00PM	8:30	Regular	
	Tue	8/19	Needs Approval	8:42AM	12:30PM	1:00PM	5:00PM	7:80	Regular	
	Wed	8/20	Needs Approval	8:36AM	12:05PM	12:35PM	5:08PM	8:00	Regular	
	Thu	8/21	New							
	Fri	8/22	New							
	Sat	8/23	New							
	Sun	8/24	New							
	Mon	8/25	New							
	Tue	8/26	New							
	Wed	8/27	New							
	Thu	8/28	New							
	Fri	8/29	New							
	Sat	8/30	New							

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.