

TimeClock Plus Employee WebClock Guide

Contents

How to Access TimeClock Plus WebClock	2
How to Clock in for your shift.....	2
How to Clock out for your shift	3
What if I forgot to Punch In?	4
What if I forgot to Punch Out?	6
How Do I Review My Time?	8
How to Change OT to Comp Time	9
How to Enter a Time Off Request	10
What if I took time off but did not enter a request?.....	12
How to Change your Cost Code (use when working a shift outside of your home labor distribution).....	13
Frequently Asked Questions (FAQ)	15
Does this system round punches?	15
What if I pick up a shift in a different department?.....	15
What if I missed a Punch In and Out?	15
What about breaks?.....	15
What if I took a longer or shorter lunch than what it deducted?	15
What if my clocked hours are less than my FTE?	15

TimeClock Plus Employee WebClock Guide

How to Access TimeClock Plus WebClock

Log into TimeClock Plus using your UTAD and Password. Link can be found under the Payroll in the Workplace Tools section of the MyUT employee tab.

Payroll

[Payroll Homepage](#)

[API Healthcare Login](#)

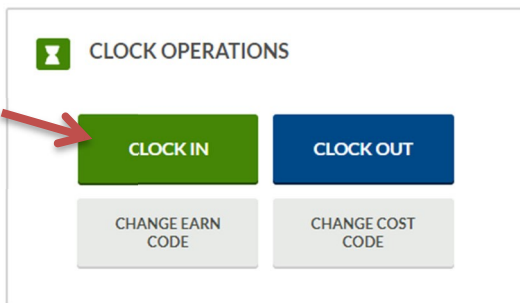
[TimeClock Plus Employee Login](#)

[TimeClock Plus Supervisor Login](#)

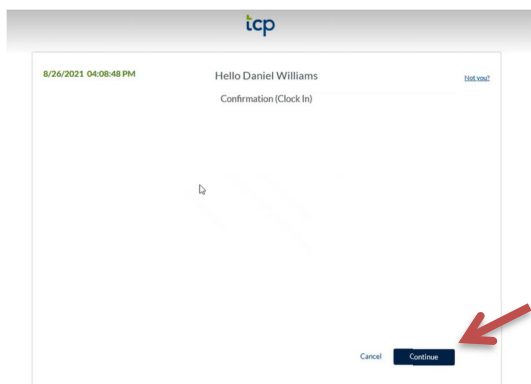


How to Clock in for your shift

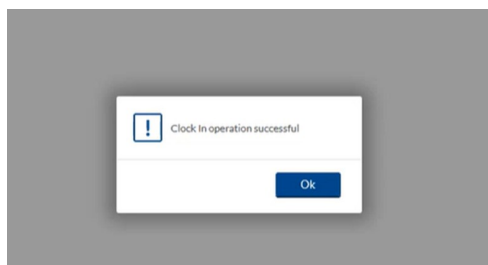
1. Sign in using your UTAD and Password.
2. Select Clock In.



3. Select Continue.



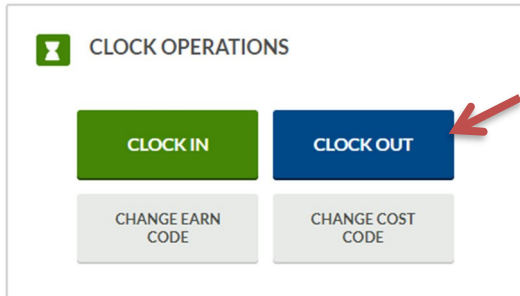
4. Message will pop up verifying you clocked in successfully.



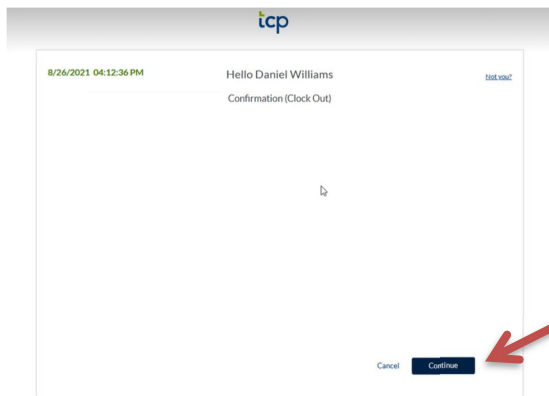
TimeClock Plus Employee WebClock Guide

How to Clock out for your shift

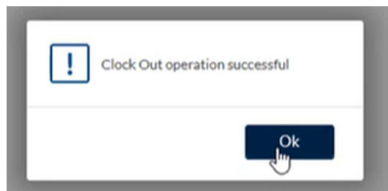
1. Sign in using your UTAD and Password.
2. Select Clock Out.



3. Select Continue.



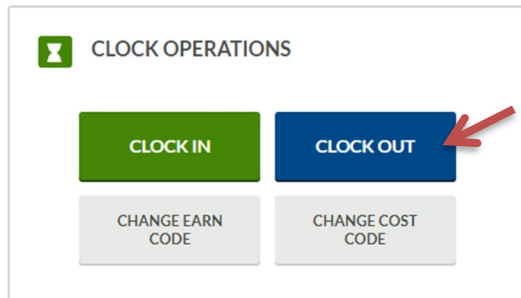
4. Message will pop up verifying you clocked out successfully.



TimeClock Plus Employee WebClock Guide

What if I forgot to Punch In?

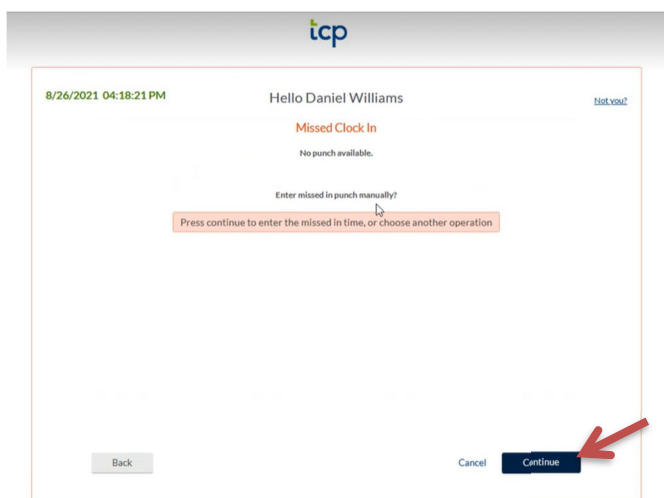
1. If you forgot to punch in, continue working. You can correct your missing in punch when you clock out for the day.
2. At the end of your shift select Clock Out.



3. A screen will pop up indicating that you Missed Your Clock In.
 - a. Select Continue.



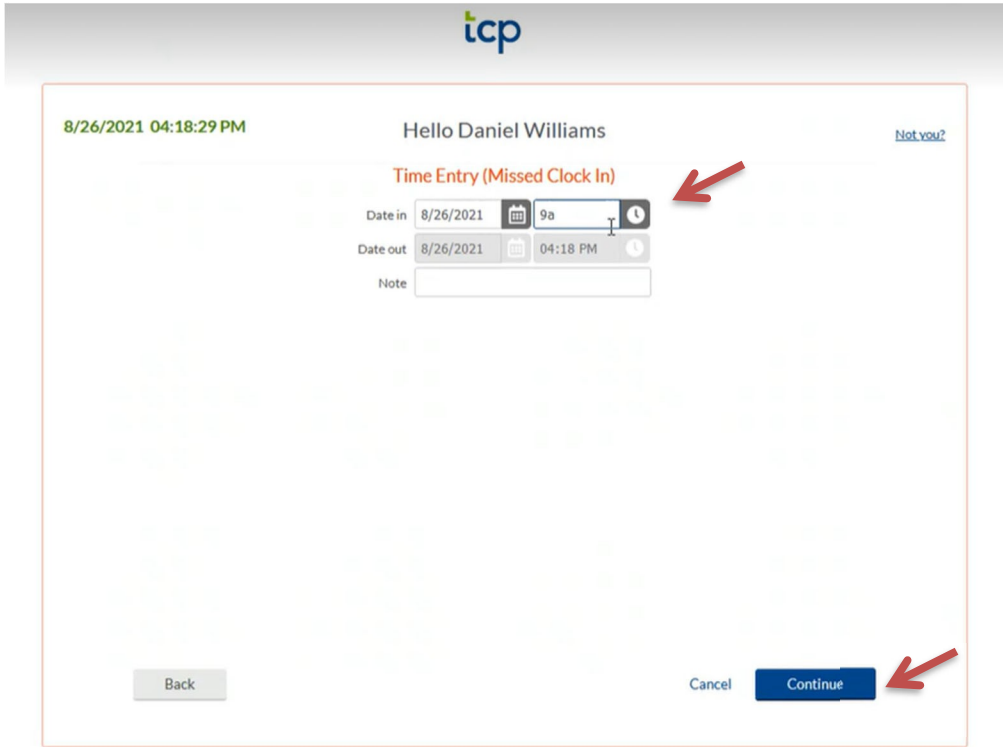
4. Select Continue to enter missed in punch manually.
 - a. You will not be able to record your out punch without correcting in punch.



5. Enter the start time for your shift.

TimeClock Plus Employee WebClock Guide

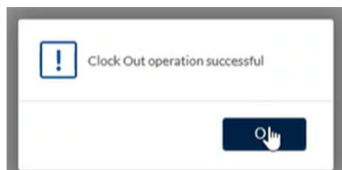
- You can just type in the number and indicate a a or p for am or pm, you can use the clock icon at the side, or can enter the time in military time.
- Your supervisor will see that this was manually added.
- Out punch will automatically be filled in since you initiated the out punch action.
- Once time is entered select Continue.



6. Select Continue to finish clocking in and to complete out punch.



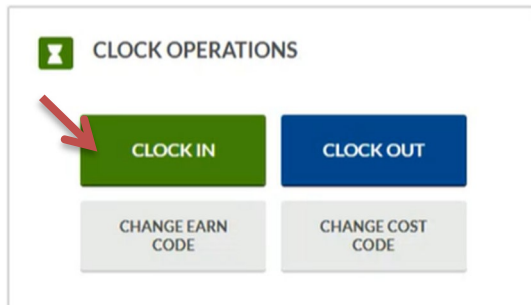
7. Message will pop up verifying you clocked out successfully.



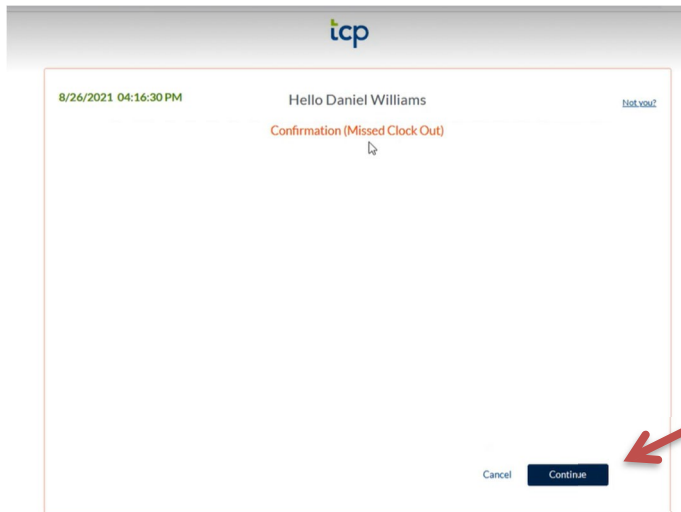
TimeClock Plus Employee WebClock Guide

What if I forgot to Punch Out?

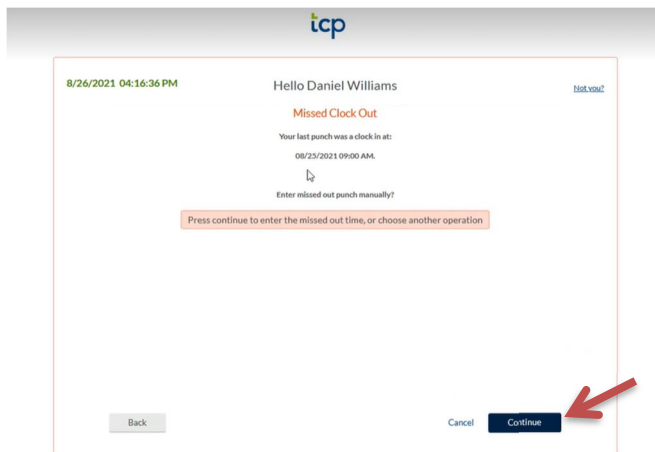
1. If you forgot to punch out, you can correct your missing out punch when you clock in the next day.
2. The next day select Clock In.



3. A screen will pop up indicating that you Missed Your Clock Out.
 - a. Select Continue.

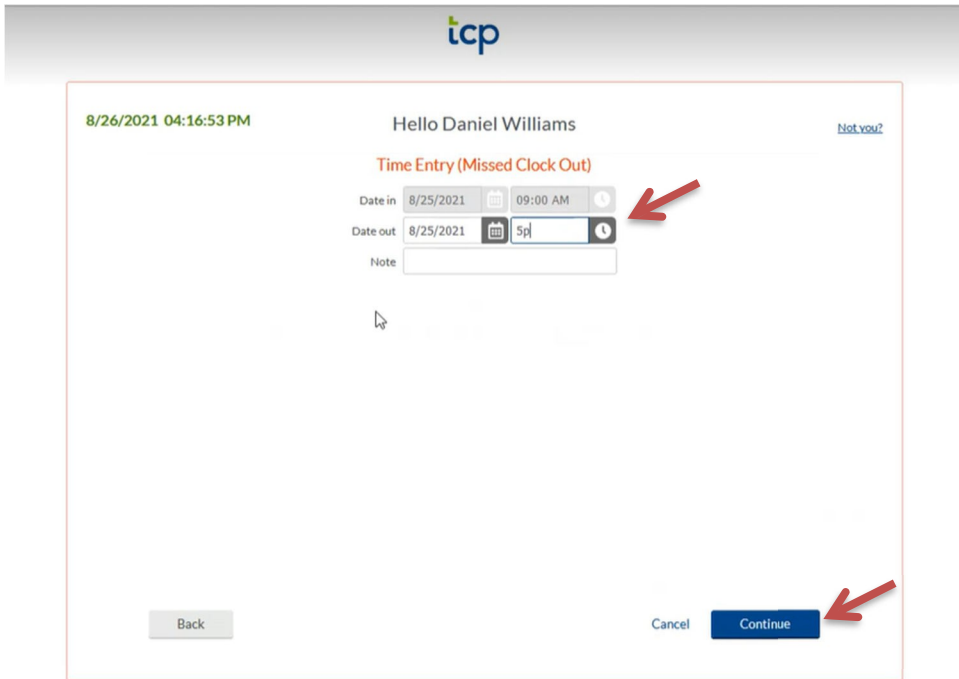


4. Select Continue to enter missed out punch manually.

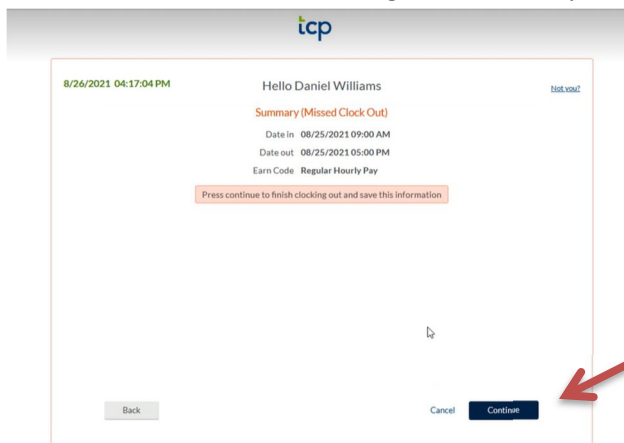


TimeClock Plus Employee WebClock Guide

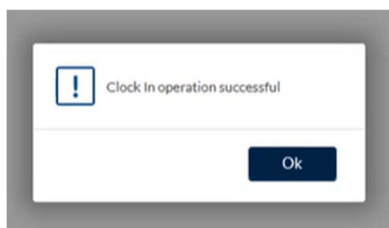
5. Enter the end time for your shift.
 - a. You can just type in the number and indicate a a or p for am or pm, you can use the clock icon at the side, or can enter the time in military time.
 - b. Your supervisor will see that this was manually added.
 - c. Out punch will automatically be filled in since you initiated the out punch action.
 - d. Once time is entered select Continue.



6. Select Continue to finish clocking in and to complete out punch.



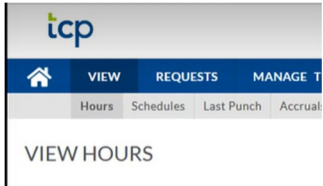
7. Message will pop up verifying you clocked out successfully.





TimeClock Plus Employee WebClock Guide

How Do I Review My Time?

1. Sign in using your UTAD and Password.
2. Choose View, then Hours.



3. Click the box under the  next to each shift that you are acknowledging as correct. You can also click the  to sign off on all shifts listed.
 - a. Navigate between weeks using Prev and Next.
4. Total hours for period will display on top right-hand corner of page.

VIEW HOURS ? Feedback

Navigate Period Download

[Prev](#) [Next](#)

08/21 - 09/03 Break Regular OT1 OT2 Comp Time Leave Total
41.38 0.00 0.00 0.00 12.00 41.38

[Navigate to Comp Time Allocation](#)

Showing 7 records of 7

	Comp Time	Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Earn Code	Cost Code	Labor Code
<input type="checkbox"/>	<input type="checkbox"/>		Y		8/23/2021 08:00 AM	<< Time sheet >>	8.00	8.00		180 - Sick Pay	935091	
<input type="checkbox"/>	<input type="checkbox"/>		Y	30u	8/23/2021 09:00 AM	8/23/2021 05:00 PM	7.50	7.50		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>	<input type="checkbox"/>		Y	30u	8/24/2021 09:00 AM	8/24/2021 05:00 PM	7.50	7.50		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>	<input type="checkbox"/>		Y	30u	8/25/2021 09:00 AM	8/25/2021 05:00 PM	7.50	7.50		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>	<input type="checkbox"/>			30u	8/26/2021 09:00 AM	8/26/2021 04:18 PM	6.80	6.80		20 - Regular Hourly Pay	935091	
<input checked="" type="checkbox"/>	<input type="checkbox"/>				8/26/2021 04:23 PM	<< Clocked In >>	0.06	0.06		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>	<input type="checkbox"/>		Y		8/27/2021 01:00 PM	<< Time sheet >>	4.00	4.00	41.38	170 - Vacation	935091	

TimeClock Plus Employee WebClock Guide

How to Change OT to Comp Time

1. If you have OT that you would like to comp, check the comp time box next to the day where OT was worked.

Navigation Period: 08/07 - 08/20

Comp Time	Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Earn Code	Cost Code	Labor Code
<input type="checkbox"/>		Y	30u	8/16/2021 08:00 AM	8/16/2021 05:00 PM	8.50	8.50		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>		Y	30u	8/17/2021 08:00 AM	8/17/2021 05:00 PM	8.50	8.50		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>		Y	30u	8/18/2021 08:00 AM	8/18/2021 05:00 PM	8.50	8.50		20 - Regular Hourly Pay	935091	
<input type="checkbox"/>		Y	30u	8/19/2021 08:00 AM	8/19/2021 05:00 PM	8.50	8.50		20 - Regular Hourly Pay	935091	
<input checked="" type="checkbox"/>		Y	30u	8/20/2021 08:00 AM	8/20/2021 05:00 PM	8.50	8.50	42.50	20 - Regular Hourly Pay	935091	

2. You can allocate part of your OT to comp time by selecting Comp Time Allocation under the View menu.

COMP TIME ALLOCATION

Eligible regular hours: 0:00

Enter valid hours (0:00 - 2:30)

Eligible OT2 hours: 0:00

Comp Time: 0:00, Paid Time: 00:00

Comp Time: 0:00, Paid Time: 02:30

Comp Time: 0:00, Paid Time: 00:00

Buttons: Cancel, Calculate

3. Enter how many hours you want to comp. The rest will remain as paid OT. Select Calculate.

Eligible regular hours: 0:00

Eligible OT1 hours: 2:50

Eligible OT2 hours: 0:00

Comp Time: 0:00, Paid Time: 00:00

Comp Time: 1, Paid Time: 01:30

Comp Time: 0:00, Paid Time: 00:00

Buttons: Cancel, Calculate

4. Verify Comp Time Allocation Summary reflects both Comp and OT, then select Allocate.

Comp Time Allocation Summary

Expand all Collapse all

When calculating comp time allocation, Eligible hours of each type are totaled and Forced Comp time segments are excluded. Once the total eligible hours are determined the appropriate segments are split to reach the desired amount of each hour type. In some cases this may result in a shift being split multiple times.

Summary

	Regular	OT1	OT2	Comp Reg	Comp OT1	Comp OT2	Total
	40.00	2.50	0.00	0.00	1.00	0.00	42.50

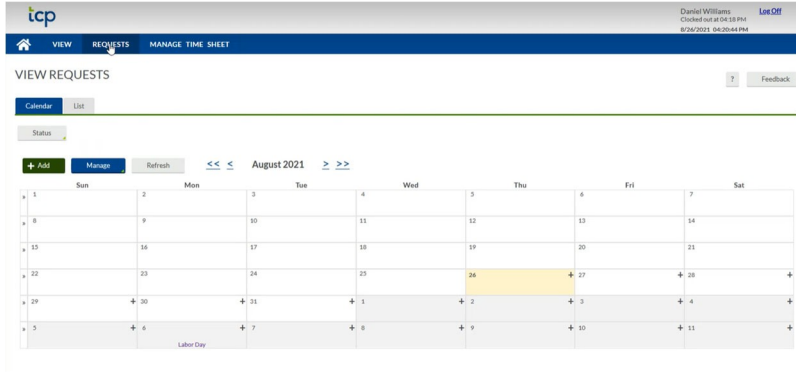
Date In	Time In	Date Out	Time Out	Earn Code	Cost Code	Regular	OT1	OT2	Comp Time	Comp Reg	Comp OT1	Comp OT2
08/20/2021	08:00 AM	08/20/2021	02:30 PM	Regular Hourly Pay	935091	6.00	0.00	0.00	No	0.00	0.00	0.00
08/20/2021	02:30 PM	08/20/2021	04:00 PM	Regular Hourly Pay	935091	0.00	1.50	0.00	No	0.00	0.00	0.00
08/20/2021	04:00 PM	08/20/2021	05:00 PM	Regular Hourly Pay	935091	0.00	0.00	0.00	Yes	0.00	1.00	0.00

Buttons: Cancel, Allocate

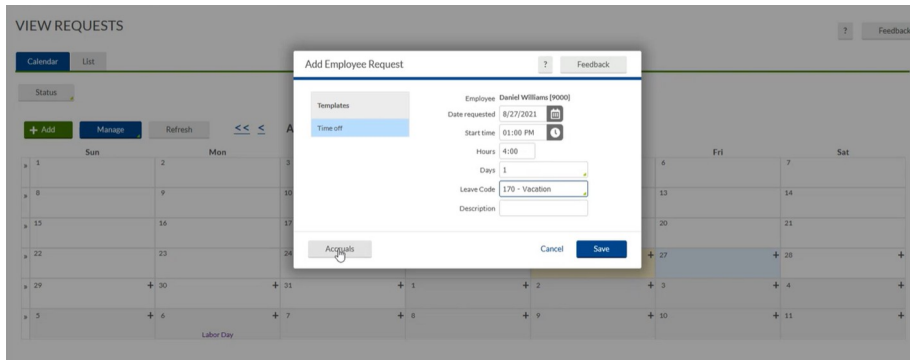
TimeClock Plus Employee WebClock Guide

How to Enter a Time Off Request

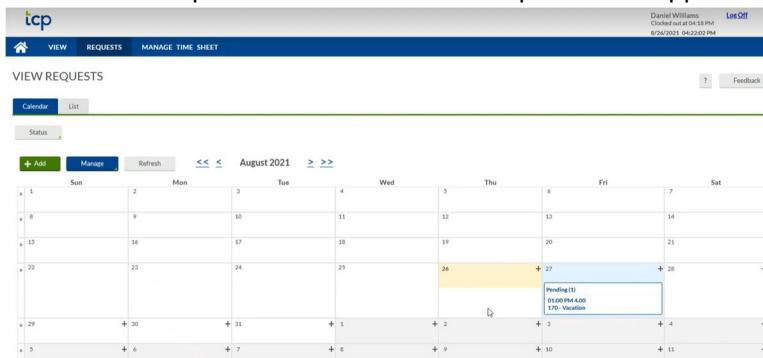
1. Requests can be entered for any future dates.
2. Sign in using your UTAD and password.
3. Select Requests.
4. Click the “+” on the date you wish to add a leave request or click the date and select +Add.



5. Add Employee Request.
 - a. Update Start Time.
 - b. Update Hours.
 - c. Choose Correct Leave Type.
 - d. Add description/notes.
 - e. Select Save.

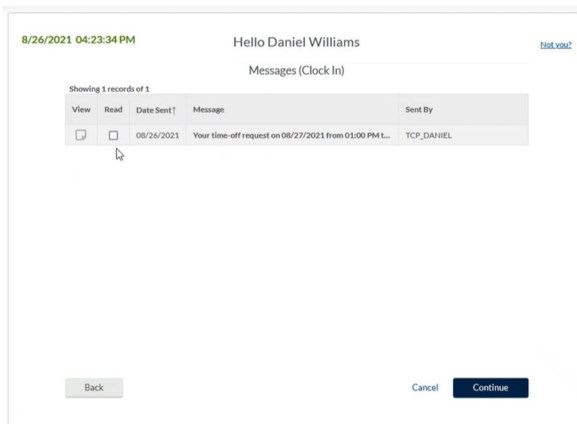


6. Request will be reflected on calendar and listed as pending.
 - a. Request is now available for supervisor to approve.

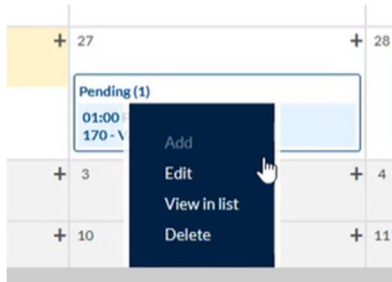


TimeClock Plus Employee WebClock Guide

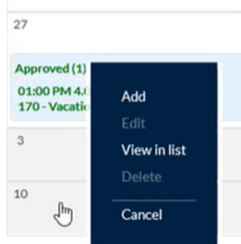
7. You will get a notification when you clock in/out after request is approved/denied.
 - a. Click Read before continuing with in/out punch to clear message from your view.



8. You can edit or delete a pending request by right clicking on that date.



9. An approved request can be cancelled by right clicking on the date on the calendar. A supervisor would need to edit an already approved request.



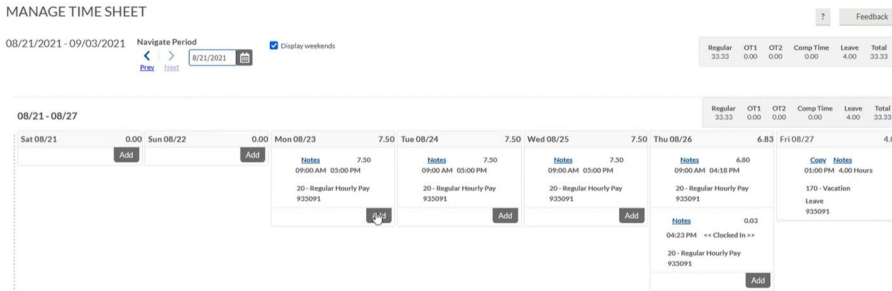
TimeClock Plus Employee WebClock Guide

What if I took time off but did not enter a request?

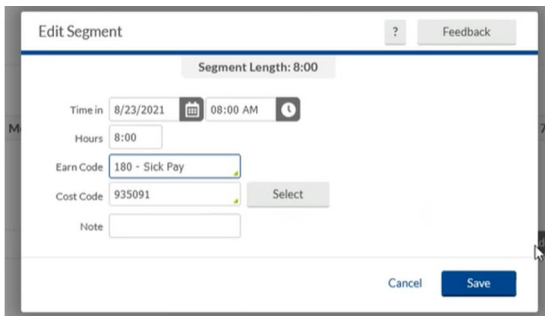
1. Sign in using your UTAD and password.
2. Select Manage Timesheet.



3. On the date you wish to add leave time, click on Add.



4. Enter hours and leave type.
 - a. Cost Code should be defaulted to your PCN.
 - b. Click Save.

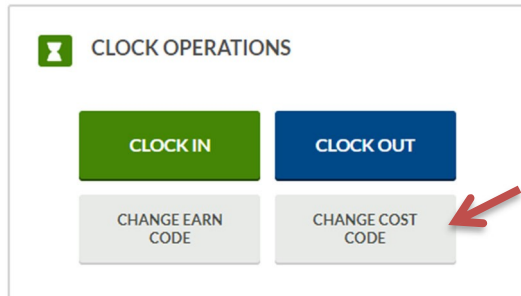


5. Hours should now appear in your timesheet or when viewing hours.

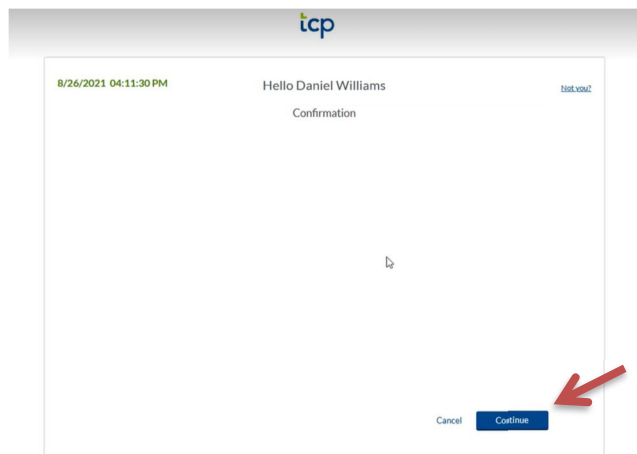
TimeClock Plus Employee WebClock Guide

How to Change your Cost Code (use when working a shift outside of your home labor distribution)

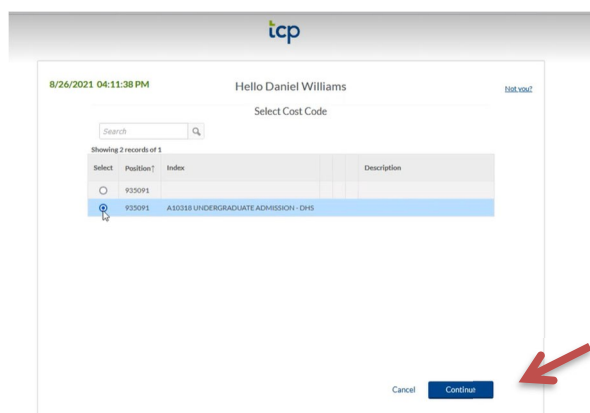
1. Sign in using your UTAD and password.
2. Select Change Cost Code.



3. Select Continue.

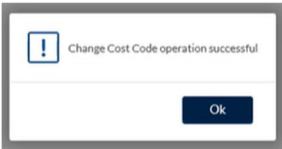


4. Choose the Correct Cost Code.
 - a. Click the radial button next to the index you wish to charge for your shift.
 - b. Your home labor distribution will be the option with no index listed. You only need to change Cost Code if you are working a shift outside of your home labor distribution.
 - c. Select Continue.



5. Message will pop up verifying you successfully changed Cost Code.

TimeClock Plus Employee WebClock Guide



TimeClock Plus Employee WebClock Guide

Frequently Asked Questions (FAQ)

What's the deadline to review my hours?

Hours should be reviewed by Monday of pay week at 12:00pm.

Does this system round punches?

Yes, time will be rounded to the nearest quarter hour.

53-7 hour

8-22 $\frac{1}{4}$ hour

23-37 $\frac{1}{2}$ hour

38-52 $\frac{3}{4}$ hour

What if I pick up a shift in a different department?

When clocking in, select the cost code for the other department. This will be listed as your PCN, then the index and index description. (Example: 962031-X10506 Football Game Oper.) If the other department is not available for you to select contact the payroll department to add the new department as an option. You should still clock in and out as usual, the department will need to be updated once it is added.

What if I missed a Punch In and Out?

If you missed more than one punch, contact your supervisor. They will need to add both in and out punches.

What about breaks?

Unpaid lunch is automatically deducted from your shift. You do not need to punch in and out for lunch. Length of lunch is pre-programmed. (30 minutes, 45 minutes, etc.) You don't need to take any action for the 15-minute paid breaks.

What if I took a longer or shorter lunch than what it deducted?

Contact your supervisor. They will need to correct the length of your lunch.

What if my clocked hours are less than my FTE?

To be paid for your full FTE, you would need to add leave time to make up the difference.