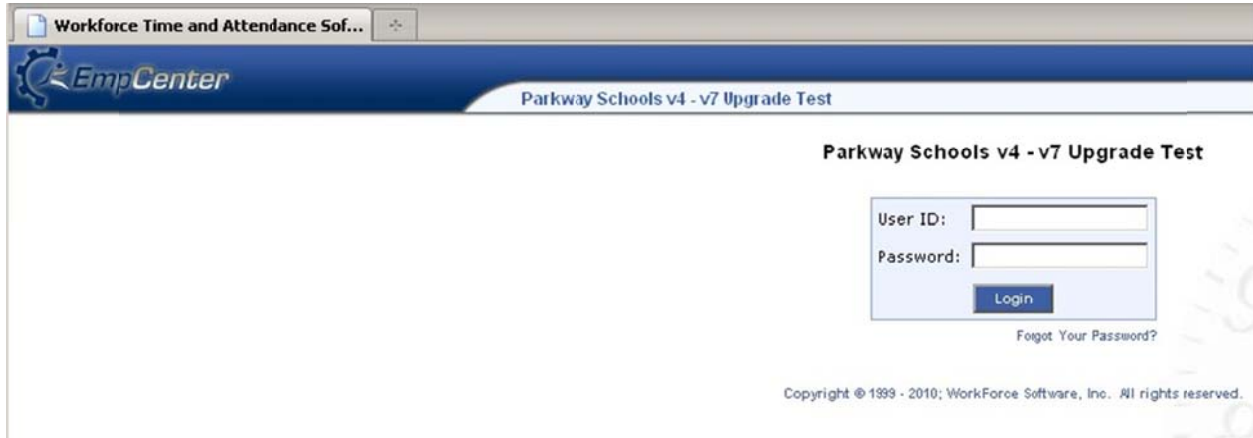


# Using the Web Clock

\* This document is for training purposes and screen shots used may say "Upgrade" or "Test". In the live upgraded version this verbiage will be replaced with "Production" or "Prod".

The login page will have a different look, but the User Name and Password fields are still available.



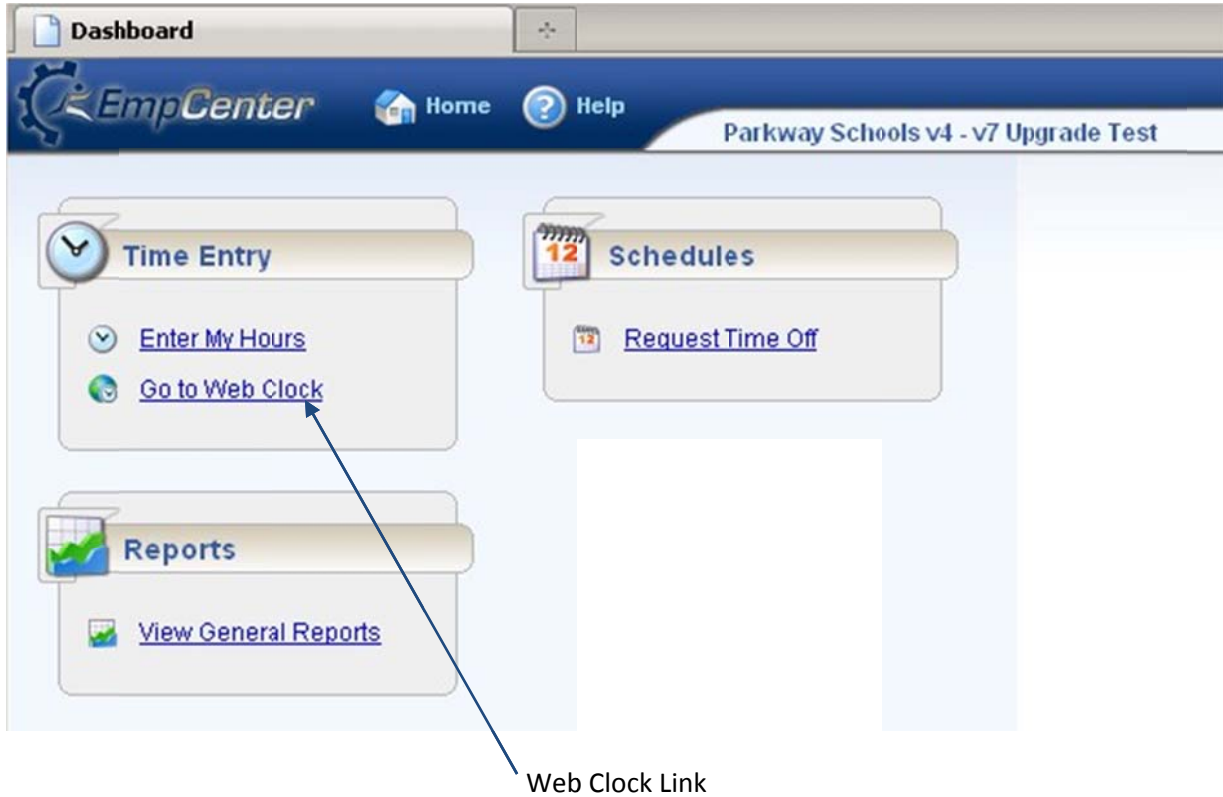
Type in your User Name and Password, and click on the *Login* button.

A close-up screenshot of the login form. The 'User ID:' field contains the text 'drapp'. The 'Password:' field contains a series of ten black dots, indicating a masked password. Below the fields is a blue 'Login' button.

\* For most users their User Name and Password will be the same as their Novell Login Codes. Some users in Facilities and Transportation do not have Novell Logins and should use their Employee ID number for the User ID along with their chosen Workforce password.

A Successful login will take you to the “Dashboard” screen. Click on the *Go to Web Clock* link.

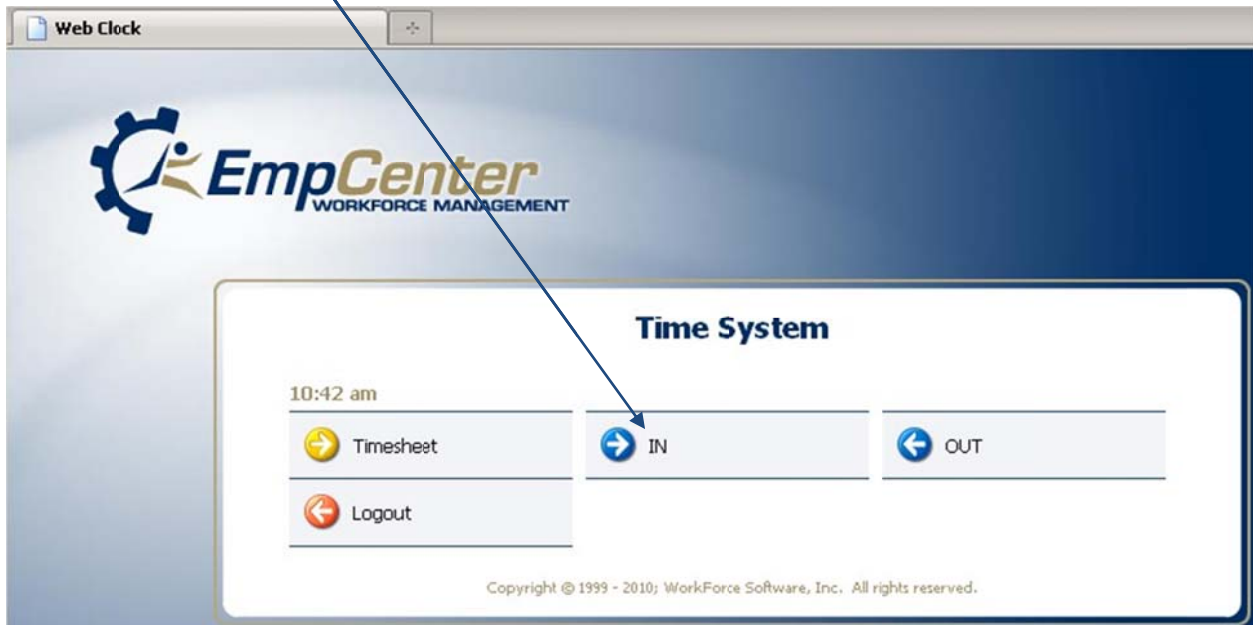
\* Depending on the link you used or the shortcut you have setup for Workforce you may go directly to the Web Clock page on a successful login.



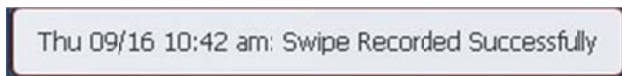
Below is the Web Clock Screen.



To "Clock In" click on *In*.



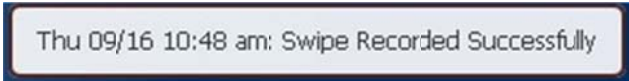
A Message will pop that the swipe was recorded successfully.



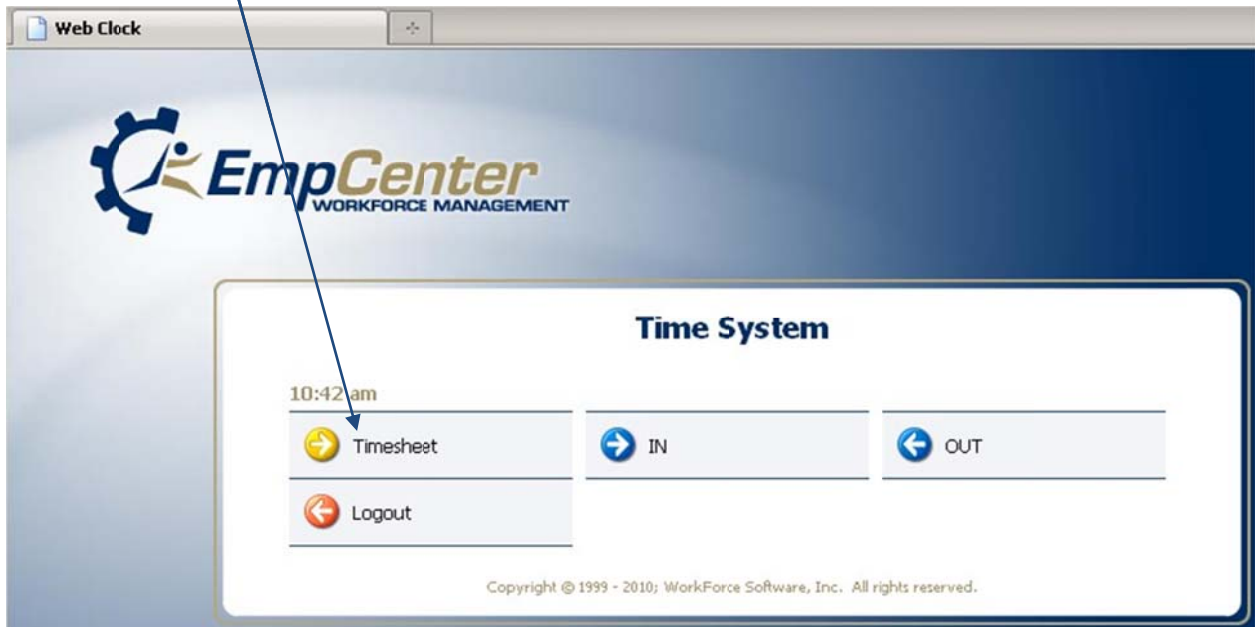
To "Clock Out" click on *Out*.



A message will pop up that the swipe was recorded successfully.



To view the Timesheet to verify the swipe In and Out times click on Timesheet.



First go to the current day and pay period. Click on the Calendar icon next to the pay period date ranges.



Then click on Today

You can now see the swipe In and Out times are recorded on the Timesheet.

Sun 09/12	Mon 09/13	Tue 09/14	Wed 09/15	Thu 09/16	Fri 09/17	Sat 09/18	Total
				10:42 am			0.10
				10:48 am			
0.00	0.00	0.00	0.00	0.10	0.00	0.00	0.10