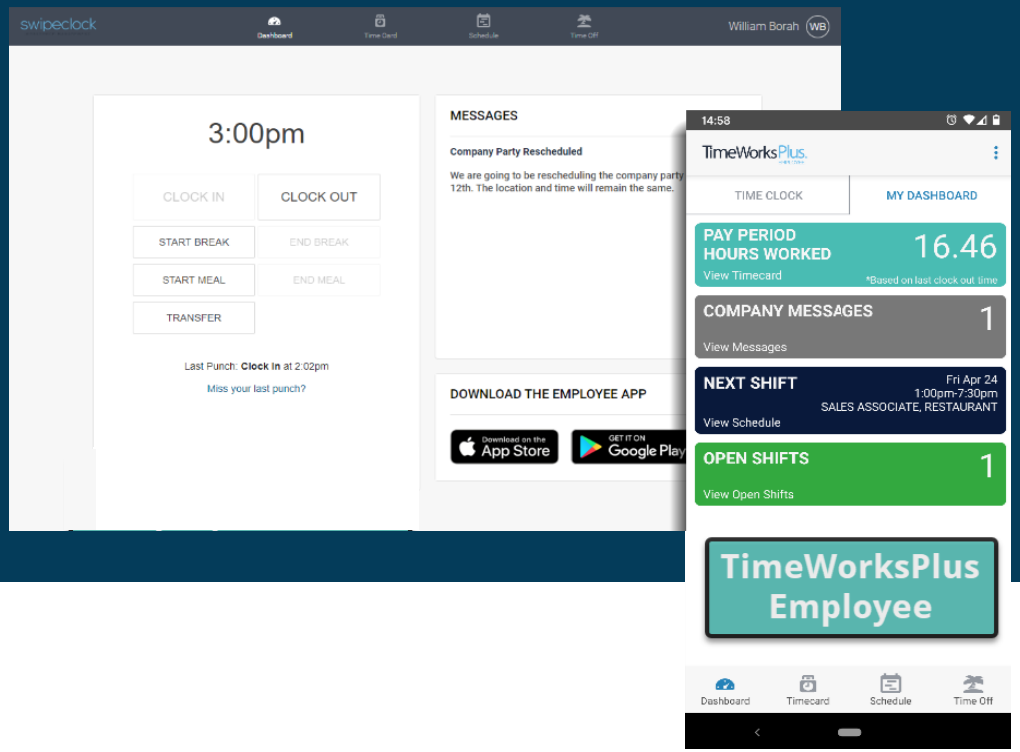
Employee How-To Training Guide



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TimeWorks Plus

Employee How-To Training Guide

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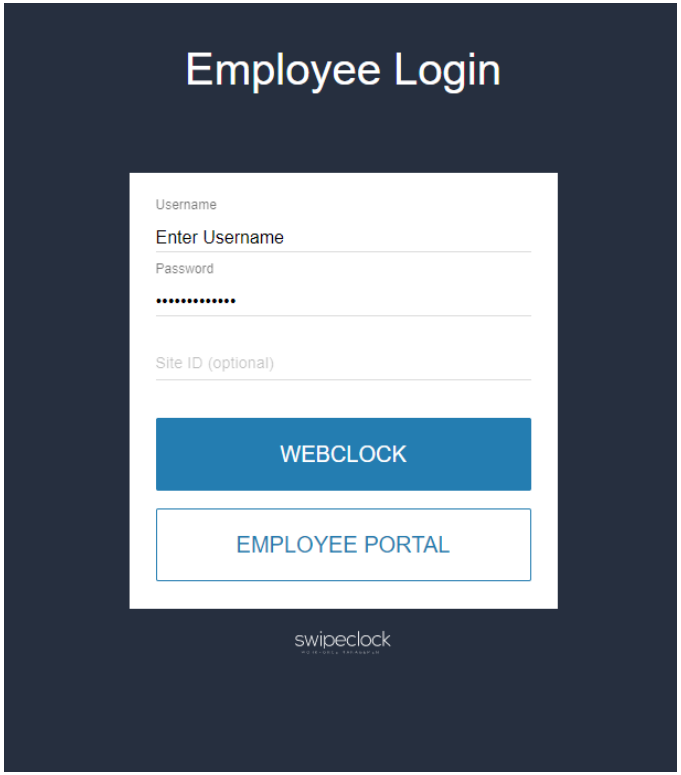
Logging in to the WebClock and Employee Portal

Regardless of whether you are accessing the Employee Portal or the WebClock, you will be asked to reset your password the first time you log in. Your employer will provide you with an initial login and password, as well as a web address that you can use in most common browsers.

Initial Log In



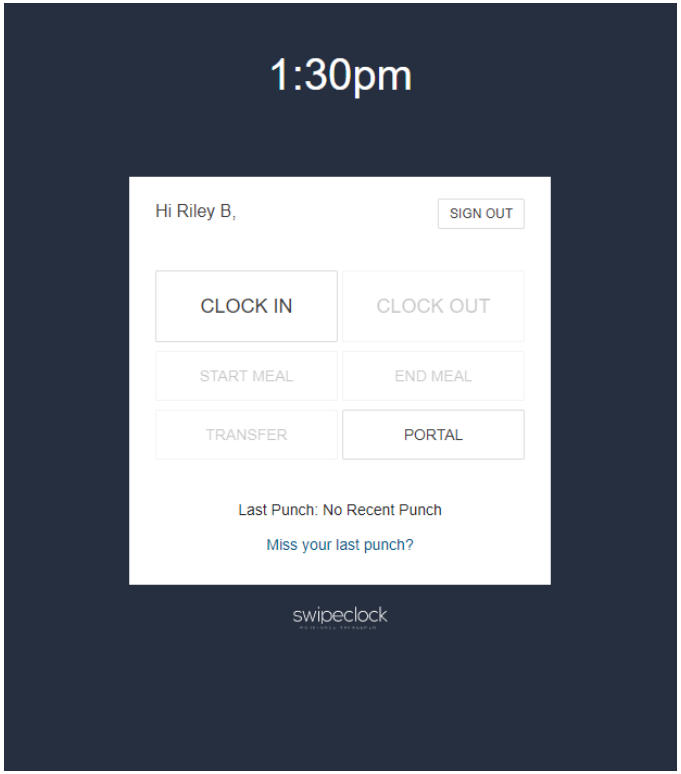
Follow the instructions in this section if you are logging into either the WebClock or Employee Portal for the first time.

1. Access the WebClock/Employee Portal login page using the web address provided by your employer. See your manager if you need assistance finding the login page.
2. Enter your timekeeping username and password. The *Site ID* field can be left blank, but if there is already a number in the field, you can leave it as is. There is one exception: if your employer uses multiple sites at your location, you may need to choose a site ID from the dropdown. Check with your manager if you are unsure of the site ID.
3. On either the WebClock or Employee Portal, you will be asked to reset your password. **Passwords must be at least 8 characters in length and have 2 character types**, (i.e. upper case and lower case letter, number and letter, etc.)
4. Once you reset your password, you will be asked to log in again. Your new password will be valid for the WebClock, Employee Portal and, if you are using it, the mobile app. To clock in or make any other type of punch, choose **WEBCLOCK** on the login page. If your employer does not use WebClock, your punch will not be accepted and you'll see the following message: "We're sorry, your company is not set up to use WebClock."

Using the WebClock

The WebClock provides a way for you to clock in and out for your shift. It may also have options for starting meals, tracking breaks or transferring to other departments. Follow the instructions in this section for how to use the WebClock.

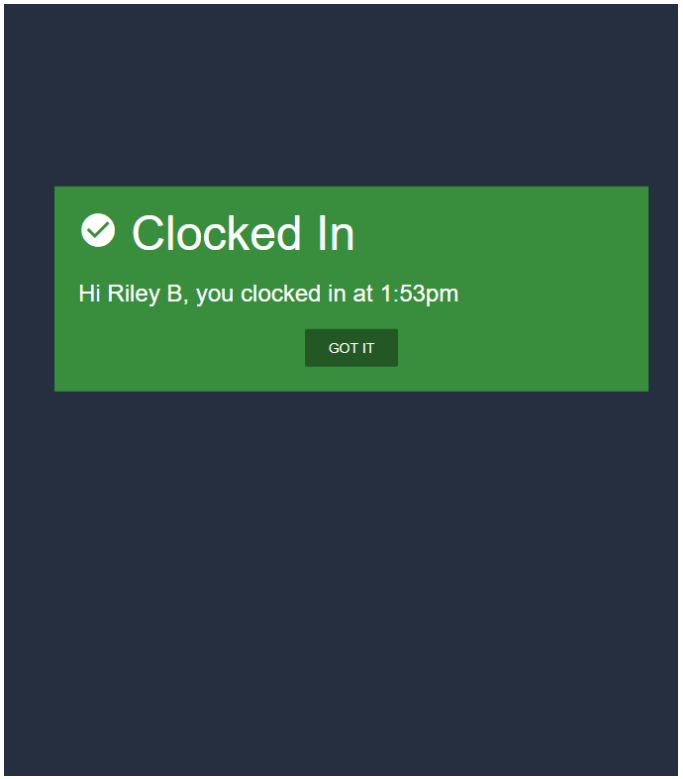
Which Button Do I Click?



The WebClock can be configured with different buttons, based on your company's setup. Here is a quick explanation of the options.

- **Starting or Ending a Shift** – Use the CLOCK IN / CLOCK OUT buttons.
- **Changing Departments/Jobs/etc**. – Use the TRANSFER button. If that button is not visible, use CLOCK IN instead and select your respective department from the clock prompt.
- **Starting a Meal Break** (such as a lunch break) – Use START MEAL. This will initiate an unpaid or paid meal break. Whether you are paid for your meal break is dependent on your employer's setup. If the meal buttons aren't displayed, use CLOCK OUT instead to start your lunch. Check with your supervisor if you are unsure.
- **Ending a Meal Break** (such as a lunch break) – Use END MEAL. If that button isn't displayed, use CLOCK IN when you have finished your lunch. Check with your supervisor if you are unsure.
- **Starting a Paid Break** – Use START BREAK to initiate a break for which you are paid. If that button isn't visible, ask you manager for instruction on how Paid Breaks are tracked.
- **Ending a Paid Break** - Use END BREAK to conclude your break. If that button isn't visible, ask your manager for instructions on how Paid Breaks are tracked.

Complete a Punch

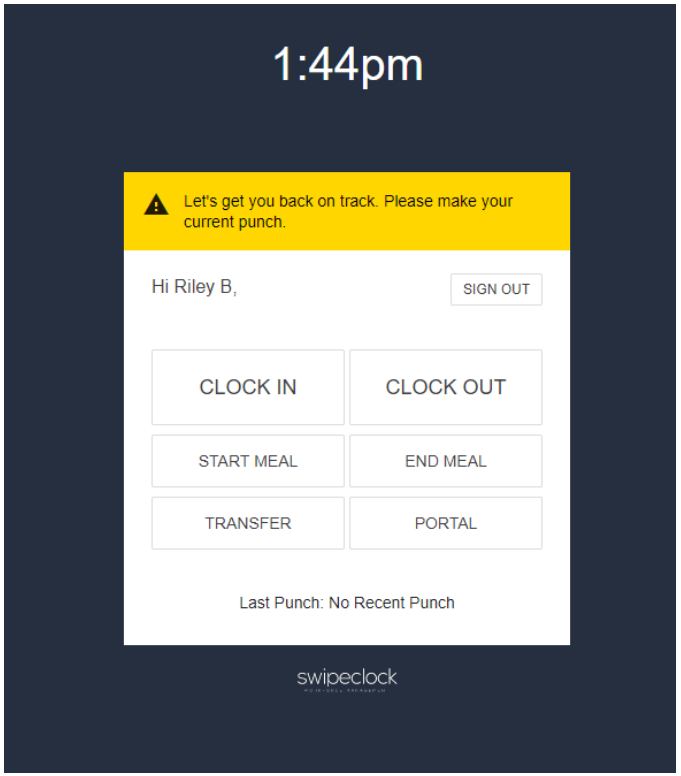


To complete a punch,

- Choose the appropriate punch type button and complete the process. A confirmation message will be displayed if the punch was successful.
- **The time initially displayed on the WebClock may not match your punch time exactly**. When the clock initially displays the time, it uses the time of the computer. However, when the punch is sent to our servers, the time is set using the official time of your employer's account. That time will be displayed on the punch confirmation message.

There is a 20 second time out on the WebClock page, if you do not make a punch within 20 seconds, you will automatically be logged out and need to log back in to complete your punch.

Why Can't Some Buttons Be Clicked?



If any of the punch type buttons are grayed out, it is because, based on your *last* punch, those buttons are not a logical choice for *this* punch.

- For example, if you were returning from your lunch break, it would not make sense to choose *Start Meal* as your punch type.
- However, if you need to choose a grayed out button because you missed your last punch, you can choose ***Miss your last punch*** at the bottom of the clock. Doing so will allow you to pick *any* of the punch type buttons.

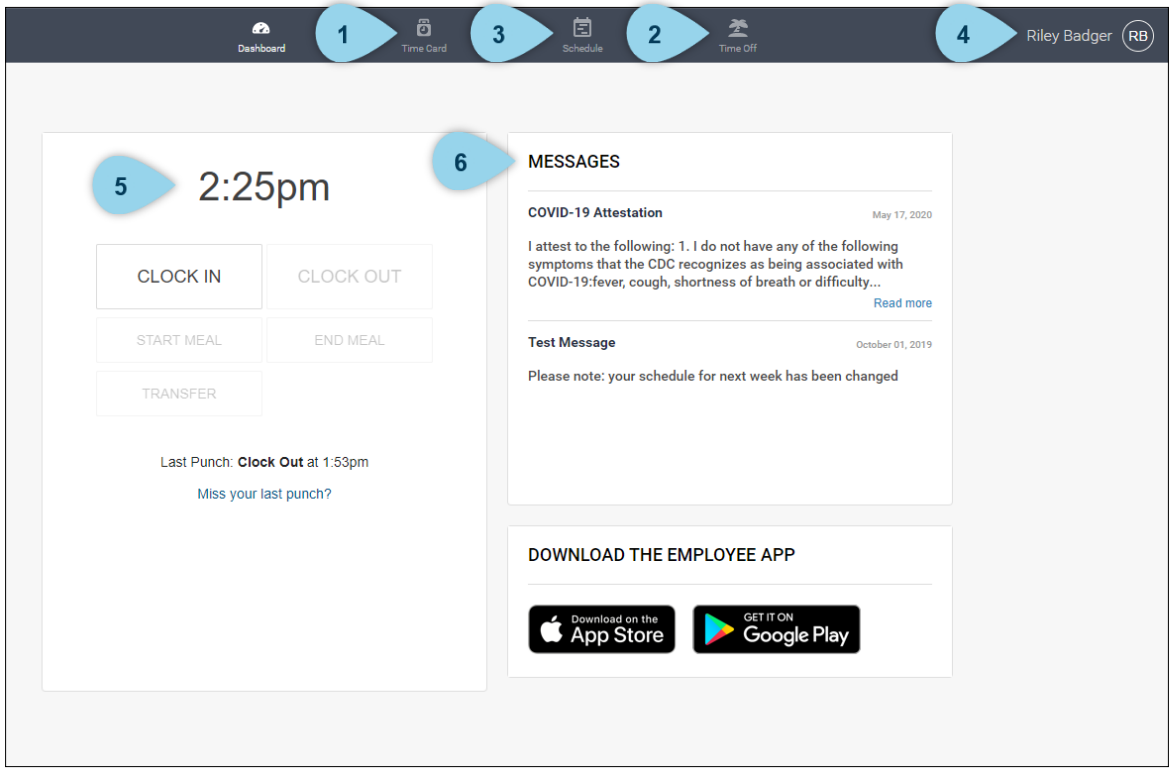
Using the Employee Portal

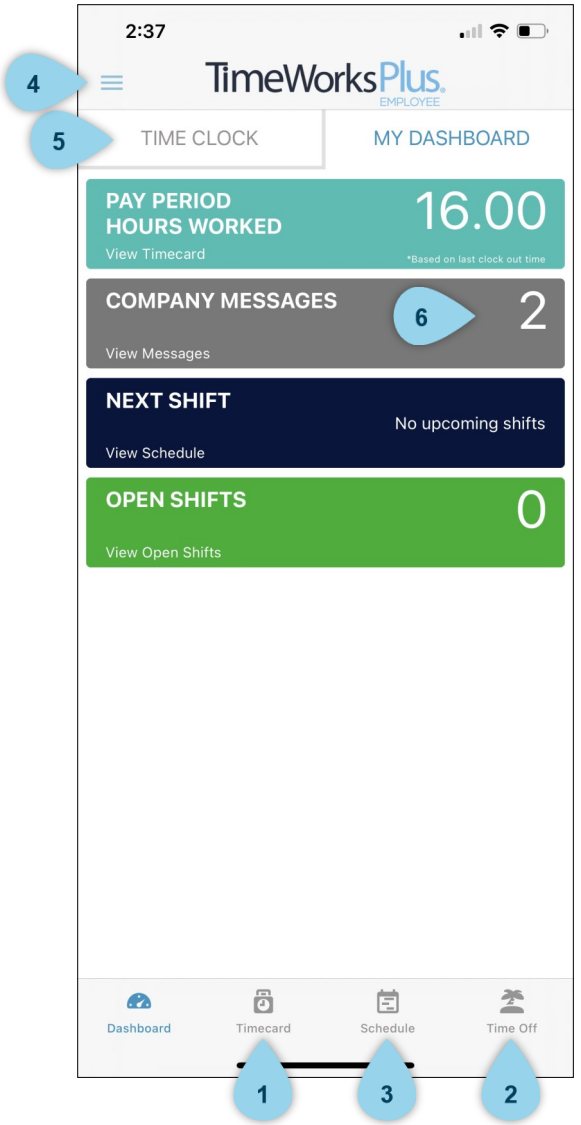
The Employee Portal provides a point of access to many of your employer's timekeeping resources. As an employee, you have two ways of accessing your employer's time and labor system: the desktop Employee Portal and TimeWorks Plus Employee, the mobile app for Android and iPhone. This article explains how to use features in both applications.

Dashboard Overview

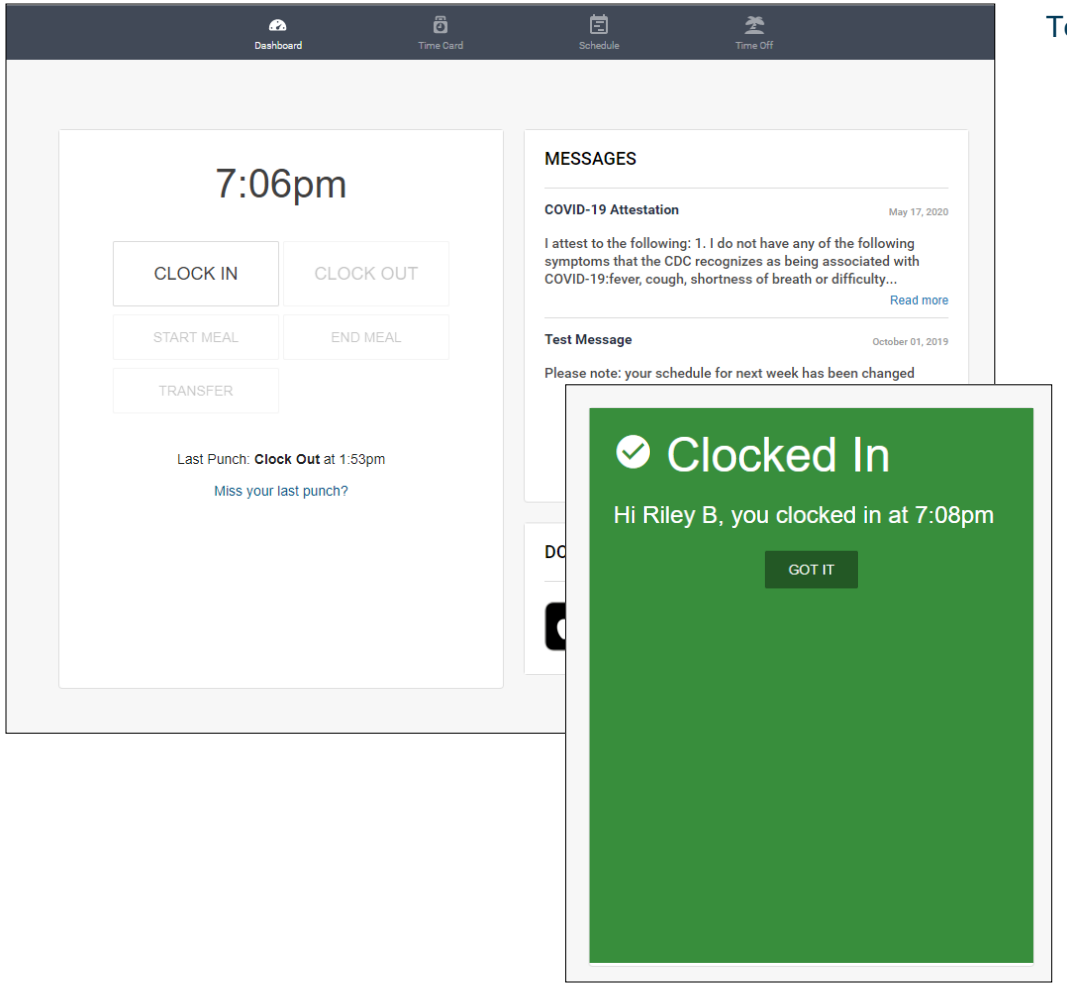
Both systems have the following features, dependent on your employer's configuration:

1. View and approve your time card.
2. Request time off.
3. See your schedule as well as drop and pick up shifts.
4. Update your phone, email and timekeeping password.
5. Clock in and out.
6. View company messages.





Clock In and Out: Web



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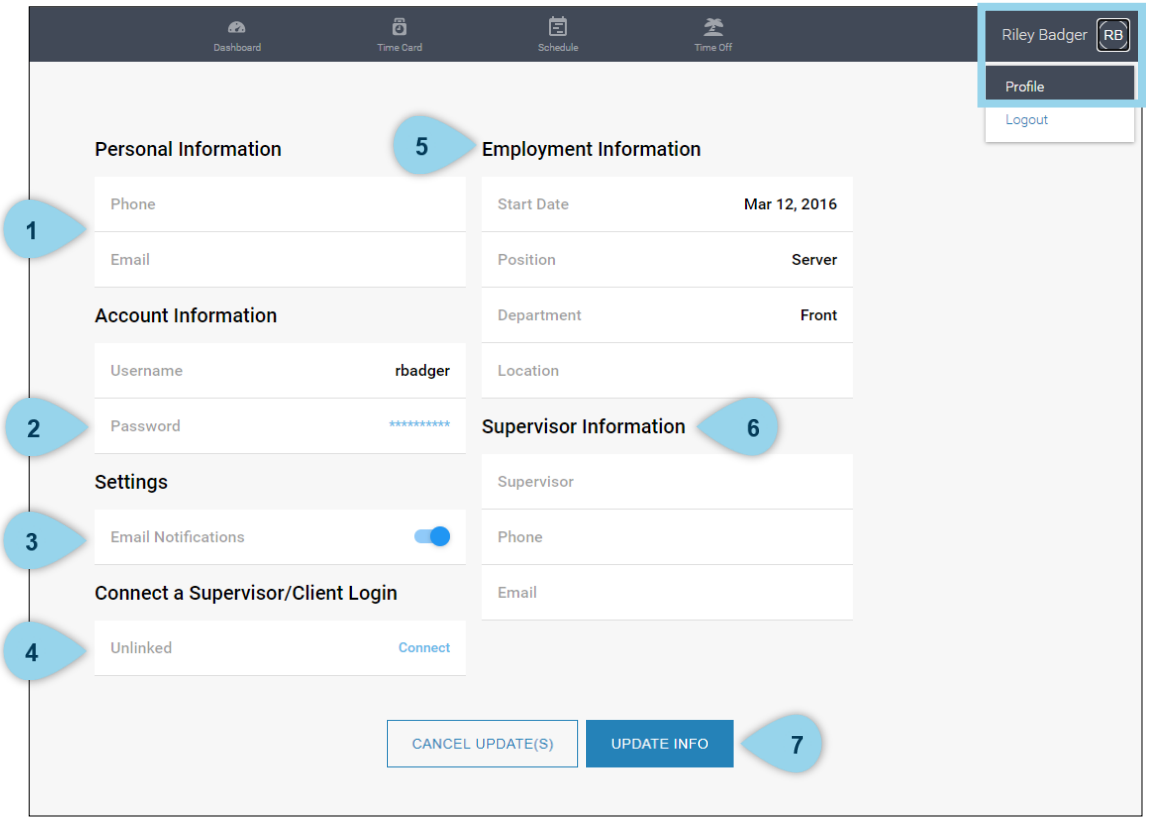
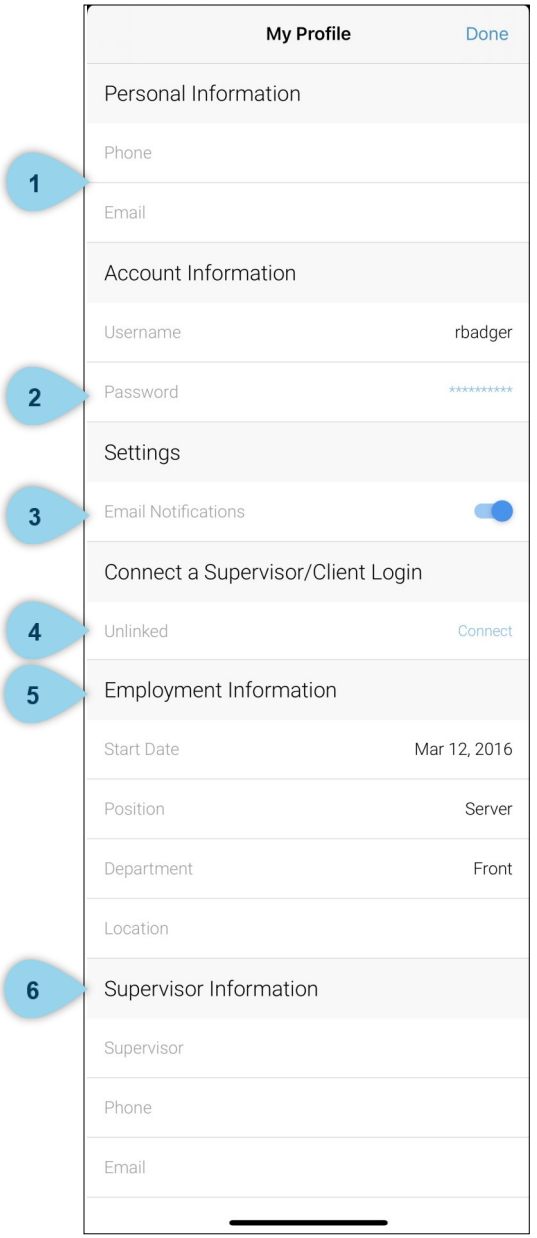
Update Personal Information

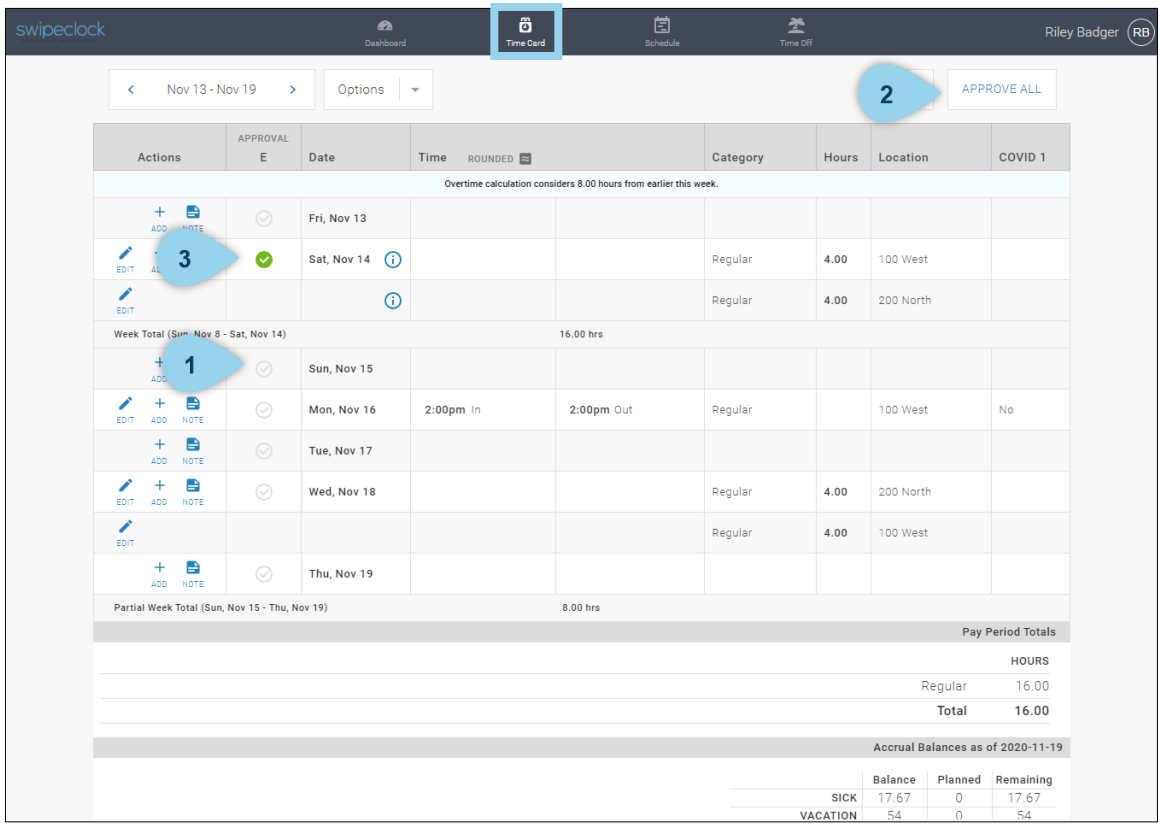
Your employee information is found in the right corner of the screen by clicking your initials (or the "three-dot" menu in the mobile app) and selecting **Profile**. The following items are available in your Profile:

1. View/edit your phone and email.
2. Reset your password by selecting **Password**.
3. Enable email notifications when time off is approved.
4. *If you are a supervisor,* **connect your employee login to your supervisor login**.
5. View your start date, Home Position, Department and Location.
6. View your supervisor's contact information.
7. If you make any changes to your profile, make sure you click Update Info.





Review and Approve Your Time Card: Web



Time card approvals is an optional feature where your employer asks you to verify that your punch data is accurate. From the **Time Card** tab in the Employee Portal:

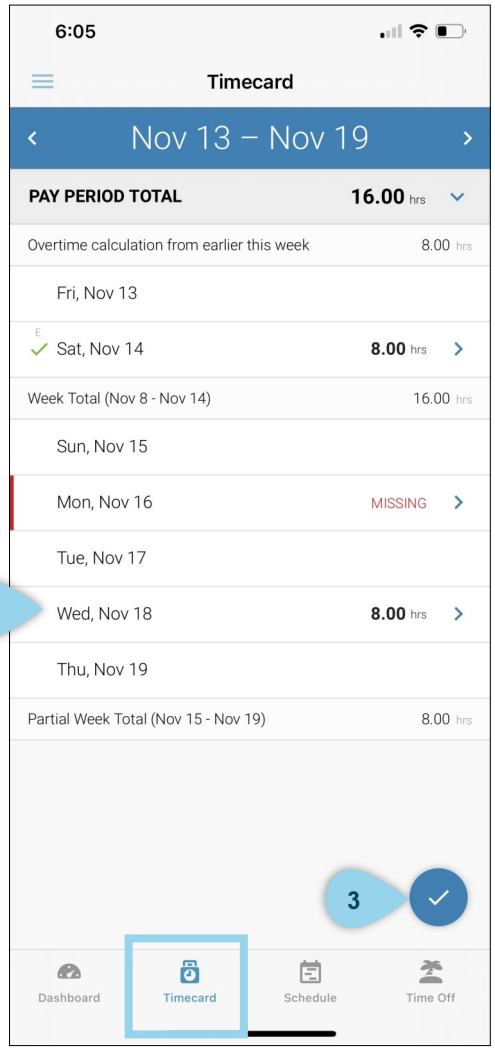
1. Click the checkmark in the **E** column to approve a single day.
2. Alternatively, click **Approve All** to approve all days in the pay period.
3. Days that have been approved will be indicated with a green checkmark.

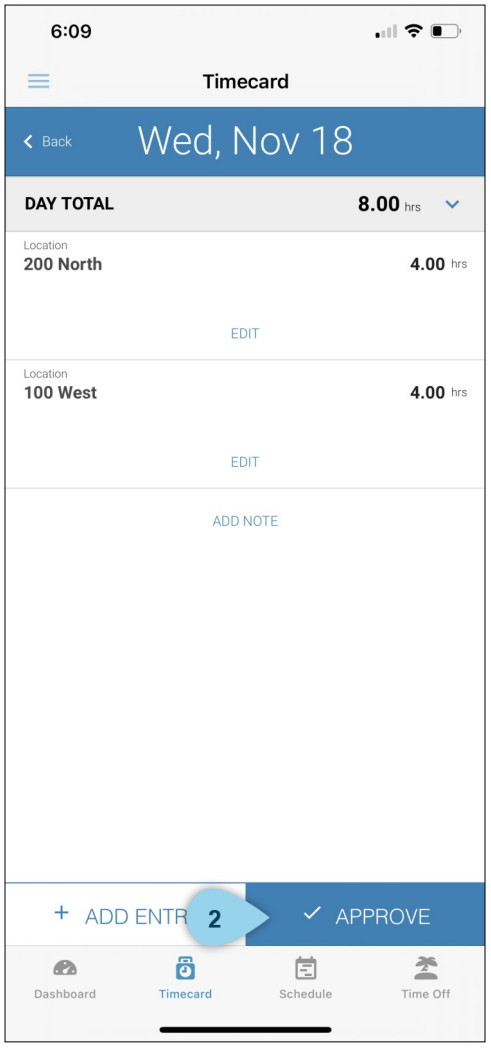
Any changes or edits made to an approved entry will reset the approval status.

If you cannot approve a time card, the pay period has likely been finalized, which prevents further changes from being made. It that case, you will need to speak with your supervisor about any discrepancies on your time card.

The approval column also displays whether the day has been approved by your supervisor, which is indicated by an **S** in the column header.

Review and Approve Your Time Card: App





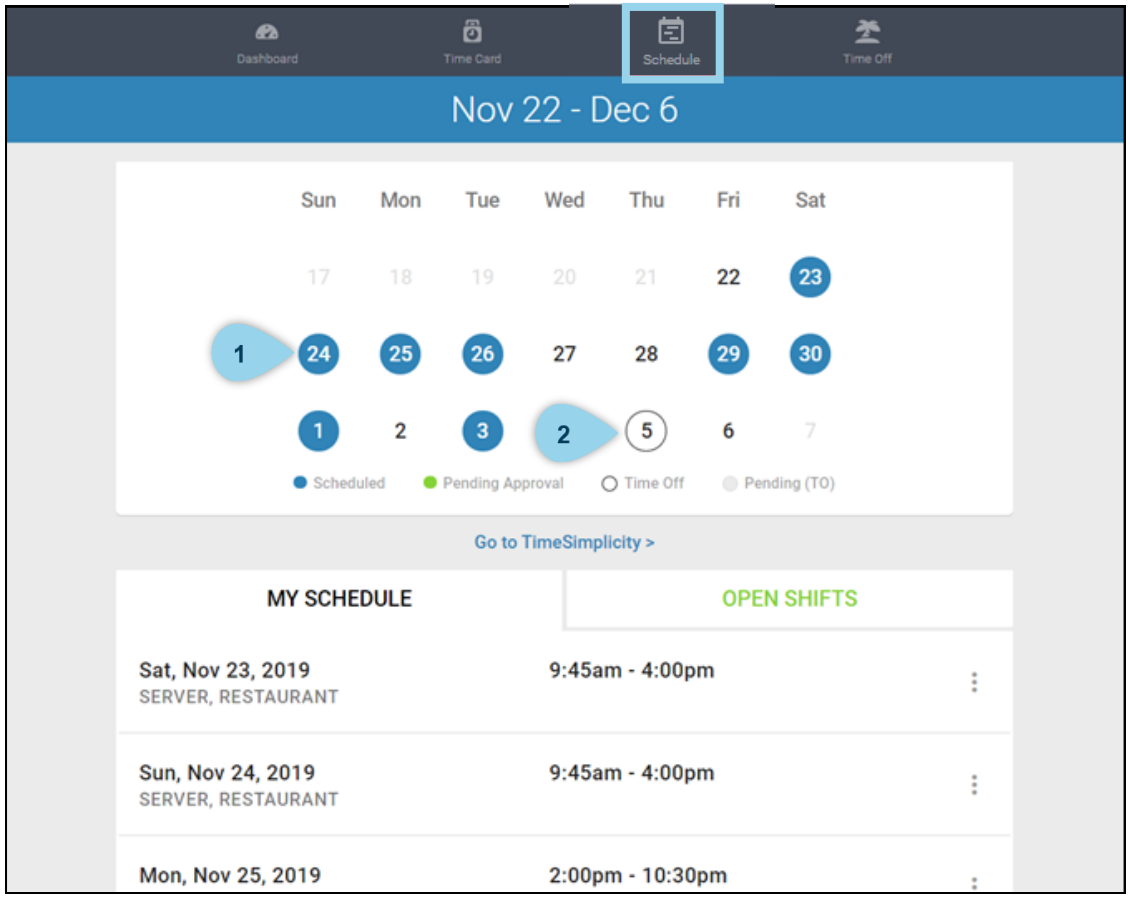
The mobile app uses a compact view of the time card, but approving is still quite simple. Select the **Time Card** tab at the bottom of the screen.

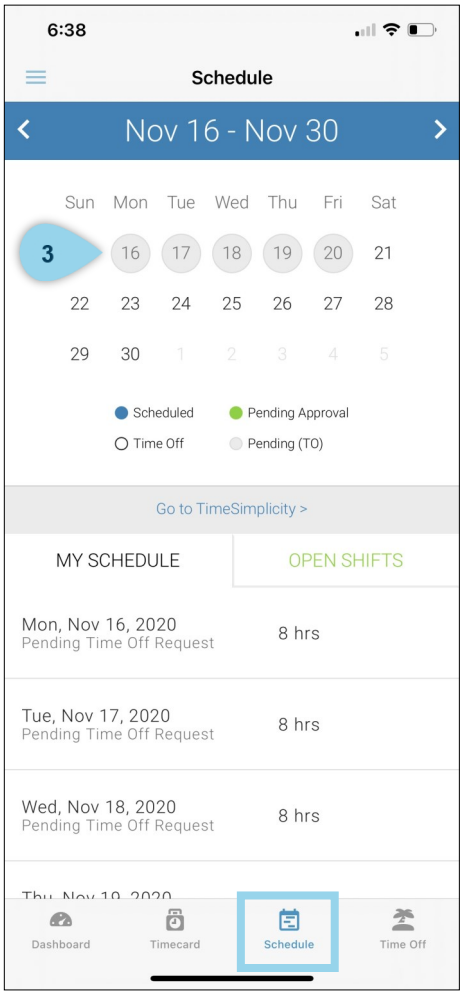
1. Select the day you want to approve. This will open a detailed view of the day's entries.
2. Tap the Approve button at the bottom of the screen. Approved days will show in green.
3. You also have the option to approve the entire pay period using the checkmark on the lower right of the time card.

Check Your Schedule

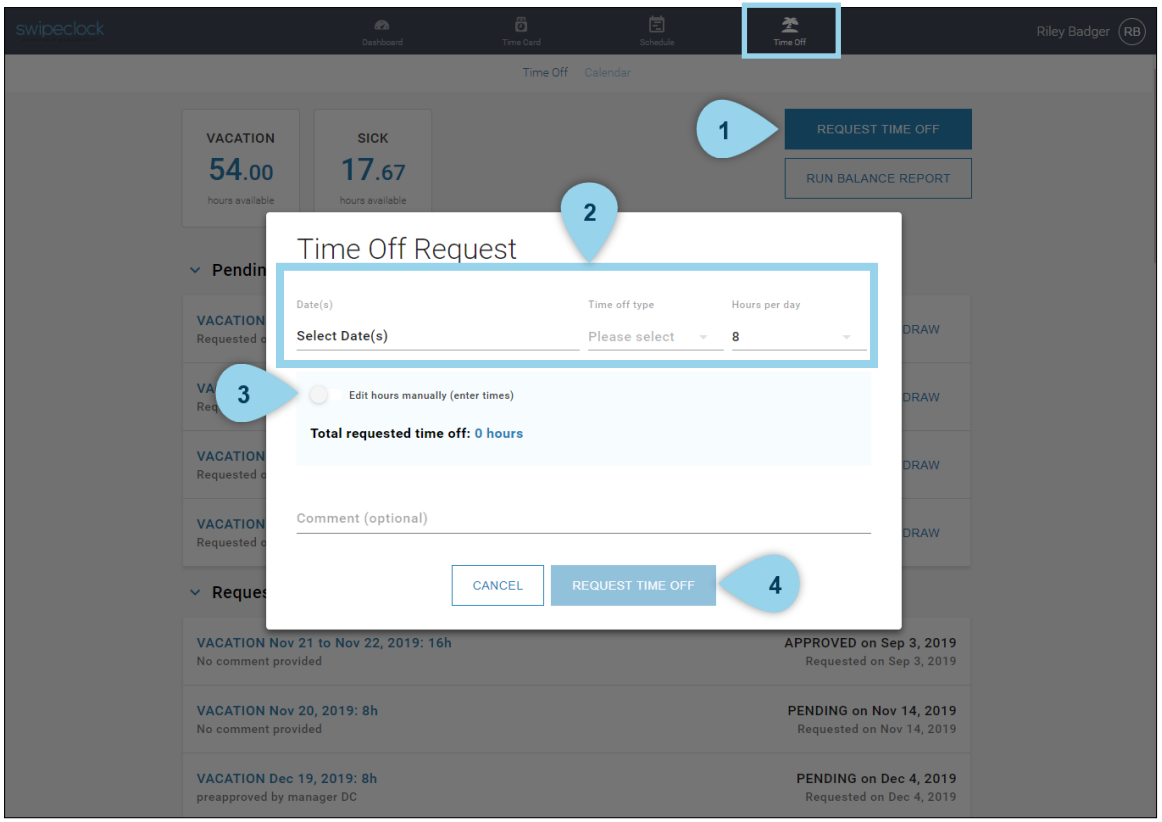
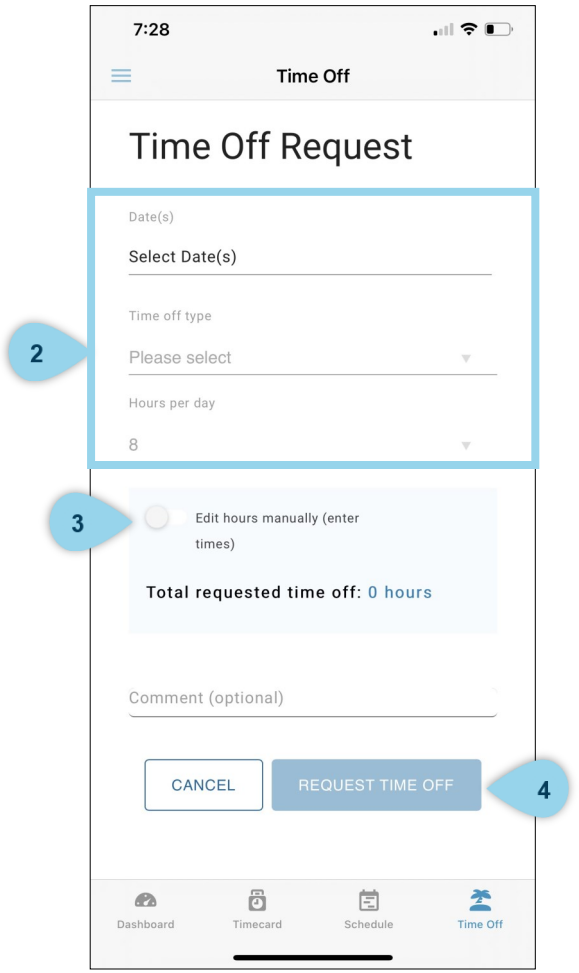
The scheduling feature displays shift details in 3-week increments. On the calendar,

1. Dates when you are scheduled are indicated with blue circles. You can select a single shift from the **My Schedule** tab to view additional details.
2. Approved time off will show on the calendar with the date circled.
3. Dates with time off pending approval will be circled in gray.





Request Time Off

Time Off Requests is another optional feature that your employer may offer in the Employee Portal and mobile app. When you request time off, you can check your balance and see a calendar with your upcoming shifts, as well as your approved time off. Also, the system notifies your manager, via email, that you've asked for time off. And you can receive an email yourself once a decision has been made on your request. On the Time Off tab:

1. Select **Request Time Off**.
2. Enter the dates, category, and hours per day of your request.
3. *(optional)* If you are making a multi-day request and need to edit the amount of hours on individual days, or you need to enter the actual time of day you want off, select **Edit hours manually**.
4. Include a comment if you with, then click **Request Time Off**.