Contents

Logging into WebClock................................................................. 1
Changing Your PIN ........................................................................ 1
Clocking In Using WebClock.................................................... 2
Lunch Break................................................................................ 3
  Going to Lunch ....................................................................... 3
  Returning From Lunch......................................................... 3
Clocking Out of WebClock......................................................... 4
Dashboard Operations.................................................................. 5
  View Hours ........................................................................... 5
  Approving Segments............................................................. 5
  Selecting Comp vs Overtime .................................................. 7
  View Last Punch .................................................................... 7
  Requests ................................................................................ 8
    Adding a Request ............................................................... 9
  Manage Time Sheet ............................................................... 10
    Copy Projected Time to the Next Day .................................. 12
Missed Punches ......................................................................... 14
  Missed In-Punch ................................................................. 14
  Missed Out-Punch ............................................................... 14
  Missed Meal Break ............................................................... 15
Changing Earning Codes.............................................................. 15
WebClock Essentials

Logging into WebClock

1. Navigate to the WebClock page, https://328488.tcplusondemand.com/app/webclock/#/EmployeeLogOn/328488/1
2. Enter your Banner/employee ID number, then click Log On To Dashboard.
3. Enter your PIN, the default is "1234", and click Log On.

Note: After you have logged into WebClock, in the top right you will see the server date and time, the Log Off button, your name, and the Clock In/Out button.

Changing Your PIN

1. After you have logged into WebClock, and entered your originally assigned PIN, navigate to the Dashboard. (You can click the Log On To Dashboard button from the main screen, or hit the enter key after you enter your PIN.)
2. Click on My Options located at the top right hand of the screen next to the Log Off button.
3. Enter your current PIN "1234" in the top box. Enter your new PIN in the middle box, and then re-enter it again in the bottom box. Then click Update.
Clocking In

1. Once you are logged into WebClock, select **Clock In**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
Lunch Break

Going to Lunch

1. After logging into WebClock (while clocked in), select **Clock Out**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked out by your name.

Returning From Lunch

1. After logging into WebClock (while clocked out), select **Clock In**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked in by your name.
Clocking Out of WebClock

When you are ready to end your day, you must clock out in TimeClock Plus. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

1. After logging into WebClock (while clocked in), select **Clock Out**.
2. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. If the name and time are correct, click **Continue**.
3. Click **Ok** on the "Clock operation successful" window. You will now see the time that you clocked out by your name.
4. Click **Log Off**.
Dashboard

The Dashboard is a menu screen that operates the same as the Self Service on the RDT to access other functions.

Hours

The Hours option allows you to view the hours worked in any given week. You will use this feature to approve your hours and job code when submitting your timesheet each pay period.

Note: The Actual Time is the actual time clocked in or out, and the Time In or Out is the rounded time to the nearest 10th of an hour.

Note: The employee must approve their time before the manager can approve their employee's time and missed punches.

Approving time segments

1. After logging into WebClock, select View, then Hours.

2. Select the appropriate time segment by adjusting the Start date and Stop date or using the drop down menu, then click Update.

3. Find the segment you want to approve and click on the check mark box in the [E] column. If you want to approve all the shifts on screen.
4. Click **Yes** to agree to the certification statement.
Selecting Comp vs Overtime

1. After logging into WebClock, select **View**, then **Hours**.
2. Select the appropriate date with the **Start date** and **Stop date**.
3. Find the segment you want select comp time for and click on the check mark box in the **Comp Time** column.

   1. Comp-time earned in lieu of overtime is set as the preferred default.
   2. Union and Non-Union rules vary for comp time. Please see the University Administrative Policies and Procedures, or appropriate bargaining agreement, accordingly.

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Last Punch

The Last Punch option allows you to view the last time you clocked in. After selecting **View**, then **Last Punch**, you will be able to see the time of your last punch as well as the job code assigned to it.
Requests (Leave)
The Requests feature allows employees to enter time off requests. Time off requests are used when employees want to request a certain amount of time off for annual, sick, comp-time taken, or other reasons. The requests can be made in any leave code the employee has access to. Note: that this software will not yet carry balances of your leave. Please continue to use the Employee Dashboard located in LoboWeb to see your leave balances.

Adding a Request
To create a request:

1. After logging in, click on Dashboard, then Requests, then click Add.
2. Click in the Date requested field or on the calendar icon. 
   1. Select the appropriate start date.
3. Click in the Start time field or on the clock icon to set the start time. 
   1. Key in the time you want the leave to begin. (Be sure the appropriate AM or PM is selected.)
4. Click in the Hours field. 
   1. Key in the number of hours you are requesting for each day. (Note: that the symbol is a colon and not a decimal.)
5. Ex: If you wanted to create a leave request for 8 hours and you start at 8:00 AM. You would enter a start time of 8:00 AM and a length of 8:00 hours.
6. Click on the Days field. 
   1. Select the number of day(s) you are requesting from the drop down. (By default, the request will only be entered for the initial date requested. To create identical requests for subsequent days, select multiple days.)
7. Click in the Leave Code field. 
   1. Select the appropriate leave code from the drop down.
8. You may add a description to the leave request for clarification. 
   1. Click in the Description field to enter a description.
9. Click on Save to submit the request.
10. You will receive a message drop down tab that indicates the leave (request) has been submitted.

Note: The status of a request (approved, denied, or pending) can be filtered by checking or unchecking the appropriate options in the Status button drop down.
Manage Time Sheet
The Manage Time Sheet feature allows you to enter projected time for future days of the pay period or for days worked off campus. This is used for projecting time not yet worked (actual hours to be worked, NOT leave), as well as comp-time @ 1.0 earn, comp-time payout, and pager stand-by.

For projected hours, enter the time you will clock-in and the amount of time before you take lunch. Another time segment will be created for after lunch hours. For comp-time and pager standy-by, enter the time you started earning comp-time or pager stand-by and the amount of time earned. For payout, enter a start time outside of your normal shift and the amount of comp-time to be paid out.

Adding a Time Entry

To create a time entry:
1. Once you are logged in, click on Manage Time Sheet from the dashboard.
2. Select the appropriate date by clicking on the calendar icon or using the Previous or Next button.
3. Click Add on the date you would like to enter the time sheet entry.
4. Click Edit to open time sheet segment window.
5. Click in the date field or on the calendar icon to change the date.
6. Click in the start time field or on the clock icon to enter the start time. (Be sure the appropriate AM or PM is selected.)
7. Click in the Hours field to enter the amount of hours and minutes. (Note: that the symbol is a colon and not a decimal.) For projected time, enter the time amount between start of shift and lunch.
8. Select the appropriate job code in the Job Code drop down.
9. Click in the Note field to add a note for clarification.
10. Click Save.
11. On the same day, click Add again and enter the time you will return from lunch and the amount of time between returning from lunch and end of shift for that day. **Note:** the amount of time you take for lunch (30 minutes or 1 hour) will be shown in the time gap between the time segments.

12. Select the appropriate job code for the second/after lunch time segment.

13. Check the Approve box in the upper right hand corner to approve time sheet segments.

14. Click Yes to agree to the certification statement.

15. Click Accept at the top left hand side of the screen to submit time sheet entry. If you change screens, time out, or log out without clicking the Accept button, you will have to re-enter the time.
Copy Projected Time to the Next Day

1. You can copy Wednesday’s time to Thursday and Friday if the time in and out will be the same. Click on Copy above the time segment you want to copy, and then select the day or days you would like to copy to and click Paste. You will need to do this for both the morning and afternoon segments.

(If you accidently copy to the wrong day, just choose the “clear” link above the time on that incorrect day.)

2. Once you have finished editing the time sheet entry, click Accept at the top of the screen to save your changes. If you time out, change screens, or log out without doing this, you will have to re-enter the time.
3. Finally, check the Approve box for each day you have entered a time sheet entry.
4. Click Yes to agree to the certification statement.

5. Finally click Accept to submit the time sheet entry.
**Missed Punches**

**Missed In-Punch**
A missed-in punch occurs when an employee forgets to clock in and is attempting to now clock out. In this case, the system will prompt you to enter the time you should have clocked in. The software then auto completes the clock-out. Only submit a missed punch in when leaving for lunch or at the end of your shift. This type of punch is flagged in the system and must be approved by the supervisor.

**Missed Out-Punch**
A missed-out punch occurs when an employee forgets to clock out and is attempting to now clock in. In this case, the system will prompt you to enter the time you should have clocked out. The software then auto completes the clock-in. Only submit a missed punch out when starting your shift or coming back from lunch. This type of punch is flagged in the system and must be approved by the supervisor.

**Adding a Missed Clock Out**
To create a missed clock out:

1. When asked/prompted to enter a missed out punch select **Continue**, then **Continue**.

2. Click in the date field or on the **calendar icon** to change the date.
3. Click in the time field or on the **clock icon** to enter the missed clock out time (either for lunch or for end of day). (Be sure the appropriate AM or PM is selected.)
4. Click in the **Note** field to add a note for clarification.
5. Click on **Continue**.
6. Confirm missed clock out entry is correct and click **Continue** to finish clocking out.
6. 3. Click **Ok** on the "Clock operation successful" window.

**Note:** Just like other time segments, the manager will approve missed clock outs and missed clock ins. The employee must approve their time before the manager can approve their employee's time and missed punches.

**Missed Meal Break**
If you missed clocking out for lunch or back in from lunch, you would complete the same steps as a missed out-punch or missed in-punch. If you missed clocking out or in but you don't want the system to auto clock you out or in, then email UNMGT imeCards@unm.edu, with the date, missed clock out time or clock in time, CC your supervisor.

If you missed **both** clocking out and in from lunch, then you can remain clocked in till the end of your shift and email UNMGT imeCards@unm.edu, with the date, clock out time and clock in time for lunch, CC your supervisor.

**Changing Earning Codes**
Change earning codes is used for student employees who work in two departments and have back-to-back shifts. This feature is currently disabled for staff and faculty.