Timeclock Plus
WebClock Employee Guide

November 2020 V1.0
# Table of Contents

Logging into WebClock ........................................................................................................... 3
My Dashboard ......................................................................................................................... 4
Clock Operations ....................................................................................................................... 5
  Clocking In .............................................................................................................................. 5
  Clocking Out .......................................................................................................................... 6
Breaks ......................................................................................................................................... 6
  Automatic Lunch Breaks ........................................................................................................ 6
  Non-automatic Lunch Breaks ................................................................................................. 6
Leave Time ................................................................................................................................. 7
  Entering Leave on a Timesheet .............................................................................................. 7
  Entering a Leave Request ...................................................................................................... 9
View Hours ............................................................................................................................... 11
Change Job Code ..................................................................................................................... 12
Logging into WebClock

The WebClock application is the primary way employees will use TimeClock Plus as they clock in and out, view their hours, and even request time off.

NOTE: You must use the Global Protect VPN when accessing TimeClock Plus off-campus.

1. Navigate to the WebClock page at [https://timekeeping.kent.edu/](https://timekeeping.kent.edu/)
2. In the Kent State University sign in screen, enter your KSU ID and Password
3. This will navigate to the TimeClock Plus Dashboard.
My Dashboard

After you have logged into WebClock, you will be taken to your dashboard.

In the top right corner, you will see the server date and time, the button to Log Off, your name, and status.

In the middle, you will see the following informational widgets:

- Clock Operations – used for clocking in and out
- My Hours – shows your timecard hours
- My Accruals – shows your leave balances
- Leave Requests – shows your leave requests
- My Messages
Clock Operations

You will use the Clock Operations widget on your dashboard to enter all clockable time.

![Clock Operations Widget]

Clocking In

When you are ready to begin your day, you must clock in to begin your shift in TimeClock Plus. This will mark the time and job code you clocked into, as well as show your manager that you are present and the location at which you clocked in.

1. 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, go Back, or Continue.
   a. If the name and time are correct, click Continue.
   b. If you have more than one job code, select the job code from the list.
3. Click Ok on the "Clock operation successful" window.
Clocking Out

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

1. Login to WebClock.
2. Select Clock Out.
3. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, go Back, or Continue. If the name and time are correct, click Continue.
4. Click Ok on the "Clock operation successful" window.

Breaks

Automatic Lunch Breaks

WebClock automatically deducts an unpaid lunch break for each employee. You do not need to clock out or in from your lunch break if its length matches the automatic deduction that is set up in WebClock. Supervisors are responsible for setting up the automatic lunch deduct automatic deductions for their employees.

Non-automatic Lunch Breaks

If your lunch break will be longer or shorter than the automatic lunch break that has been assigned to you, you will need to clock out and in for it using the Lunch buttons in the Clock Operations widget.

When you leave for the break:

1. Login to WebClock.
2. Select Leave On Lunch.
3. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, go Back, or Continue. If the name and time are correct, click Continue.
4. Click Ok on the "Clock operation successful" window.

When you return from the break:

1. Login to WebClock.
2. Select Return From Lunch.
3. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, go Back, or Continue. If the name and time are correct, click Continue.
4. Click Ok on the "Clock operation successful" window.
Leave Time

Leave time may be entered as a direct entry on a timesheet or as a leave request.

Entering Leave on a Timesheet

1. Select Manage Time Sheet.
2. Navigate to the correct period by using the arrows or enter the date for which you want to enter time, in the calendar box.
3. On the day on which you would like to enter leave, click the Add button. This will expand the box so that you can enter the details of the leave.
   a. Enter the time when your leave will begin and the length, in hours, of your leave.
   b. Click the 34-Comp Time Used link.
c. In the Select Job Code window, choose the type of leave that you are entering and click Save.

4. The leave time will be visible on the calendar and can be edited using the Edit, Clear, Copy, and Notes links.

5. Click the blue Accept button, in the upper left corner of the page.
Entering a Leave Request

1. Select Requests.
2. Click on the green Add button on the information bar, or click the plus sign on the desired date.

3. Once the Add Employee Request window opens:
   a. Enter the date of your leave in the Date requested box or pick it by clicking on the calendar icon.
   b. Enter the start time and number of hours of leave you will use on that day.
   c. If your leave includes more than one day, change the Days field to reflect the appropriate number.
   d. Choose the appropriate leave type in the Leave Code field.
   e. Enter a note in the Description field when necessary.
   f. Click Save.
4. Your leave request will now show as pending on both the Requests page and in the Leave Request widget on your dashboard.
**View Hours**

The **View Hours** page shows you the hours that you have entered in your time sheet for each weekly period. To access View Hours:

1. Click on the **Jump to View Hours** link in the lower right corner of the **My Hours** widget, or
2. Click **View** and then **Hours** on the green bar at the top of the page.

On the **View Hours** screen, you can:

1. Navigate between weeks by clicking on the Prev and Next links above the dates in the upper left corner.
2. Review your Time In and Time Out punches.
3. Review your leave time.
4. In the upper right corner, you will see your weekly hour totals. In the example below, the individual has 40 hours at the regular rate of pay, 32 of which were leave time.
Change Job Code

If you have more than one job at the university, you may have to use the Change Job Code button, which is found on the Clock Operations widget. Changing job codes will switch you to the new job code and tie the two segments together, without the need to clock out and back in. This allows the system to track each job you worked, and when you worked them.

To switch between job codes:

1. Login to WebClock.
2. Select Change Job Code.

3. You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel, go Back, or Continue. Click Continue.
4. You will be given a list of the job codes that are available for you to switch into. Select the job code you are changing to, and click Continue.

5. Click Ok on the "Clock operation successful" window. You can now see the new segment tied to the old one in the View Hours screen.