

How to clock In/Out on the WebClock

Before you are able to clock In/Out on the WebClock you will need to obtain an “Employee Login ID” and “Password” from your supervisor, manager, or employer. When the WebClock records a time (sometimes referred to as a ‘punch’) for an employee, it will need to know if the employee is clocking in or clocking out.

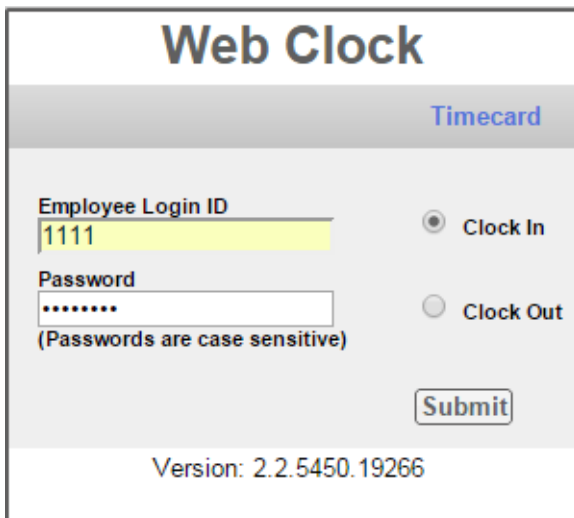
TO CLOCK IN:

Step 1. Enter your login ID in the “Employee Login ID” field. (See illustration 1.1).

Step 2. Enter your password in the “Password” field.

Step 3. Click the radio button for “Clock In.”

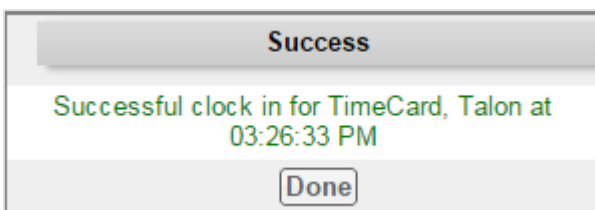
Step 4. Click the “Submit” button.



The screenshot shows the 'Web Clock' interface. At the top, it says 'Web Clock' in large blue letters, and below it, 'Timecard' in smaller blue letters. There are two input fields: 'Employee Login ID' with the value '1111' and 'Password' with masked characters. To the right of these fields are two radio buttons: 'Clock In' (selected) and 'Clock Out'. Below the radio buttons is a 'Submit' button. At the bottom of the form, it says 'Version: 2.2.5450.19266'.

(Illustration 1.1)

Step 5. A window will display letting you know the clock “IN” was a success (see illustration 1.2). Click “Done” to exit.



The screenshot shows a 'Success' message window. The title bar says 'Success'. The main text reads: 'Successful clock in for TimeCard, Talon at 03:26:33 PM'. At the bottom of the window is a 'Done' button.

(Illustration 1.2)

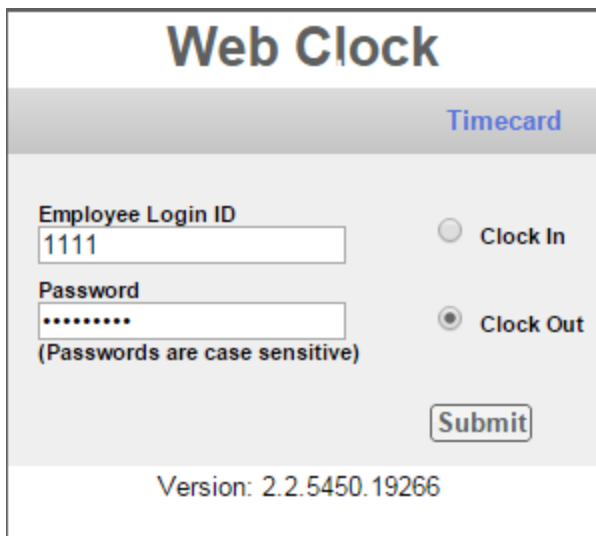
TO CLOCK OUT:

Step 1. Enter your login ID in the “Employee Login ID” field. (See illustration 1.3).

Step 2. Enter your password in the “Password” field.

Step 3. Click the radio button for “Clock Out.”

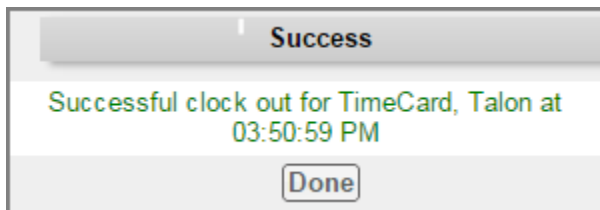
Step 4. Click the “Submit” button.



The screenshot shows a web interface titled "Web Clock" with a "Timecard" sub-header. It contains two input fields: "Employee Login ID" with the value "1111" and "Password" with masked characters "*****". Below the password field is the text "(Passwords are case sensitive)". To the right of the input fields are two radio buttons: "Clock In" (unselected) and "Clock Out" (selected). A "Submit" button is located below the radio buttons. At the bottom of the form, the version number "Version: 2.2.5450.19266" is displayed.

(Illustration 1.3)

Step 5. A window will display letting you know the clock “OUT” was a success (see illustration 1.4). Click “Done” to exit.



The screenshot shows a dialog box with a grey header containing the word "Success". The main text area displays "Successful clock out for TimeCard, Talon at 03:50:59 PM" in green text. At the bottom of the dialog box is a "Done" button.

(Illustration 1.4)

Note: If you are unable to clock IN/OUT contact your supervisor, manager, or employer for assistance.