# TimeClock Plus for Employees – using the Web edition

Note: employee must have a CAS PID to login.

### Open the WebClock
1. Navigate to:  timeclock.vt.edu
2. Enter CAS PID and password

### Clock In
Use this option at the beginning of each shift.
3. Click **Clock In**
4. Note: if you are notified of a missed punch, press Continue to accept it *or* refer to the instructions "Correcting Missed Punches using a Terminal"
5. Click Continue on the confirmation screen
6. Select the job code (if applicable) and click OK
7. Select the cost code (if applicable) and click OK
8. Click OK on the confirmation message

### Clock Out
Use this option at the end of each shift.
9. Click **Clock Out**
10. Note: if you are notified of a missed punch, press Continue to accept it *or* refer to the instructions "Correcting Missed Punches using a Terminal"
11. Click Continue on the confirmation screen
12. Click OK on the confirmation message

**TimeClock Plus®**

| ⌂ | CLOCK IN | CLOCK OUT | LEAVE ON BREAK | RETURN FROM BREAK | CHANGE JOB CODE | CHANGE COST CODE | VIEW |

### Time Sheet Entry
Use this option to enter hours worked.  The option is only available for selected jobs, and separate instructions are provided.

### Leave on Break
Use this option for any type of unpaid break (e.g. meals)
1. Click **Leave on Break**
2. Click Continue – this will result in Clocked Out status
3. Click OK on the confirmation message

### Return from Break
Use this option when returning from an unpaid break
1. Click **Return from Break**
2. Click Continue – this will result in Clocked In status
3. Click OK on the confirmation message

## Change Job Code
Use this option when clocked in to switch from one job code to another (if working multiple jobs)
1. Click **Change Job Code**
2. Click Continue
3. Select the correct job code
4. If prompted, select the correct cost code
5. Click Continue when finished
6. Click OK on the confirmation screen

## Change Cost Code
Use this option when clocked in to switch from one cost code to another for the same job code. The option is only available with job codes that require a cost code.
1. Click **Change Cost Code**
2. Click Continue
3. Select the correct cost code
4. Click Continue when finished
5. Click OK on the confirmation screen

## View
Use this option to view and approve hours worked
1. Click the **View** button
2. Select Hours… Last Punch… or Messages… to view information.
   - The Last Punch window will display the date, time, and job for the last punch
   - The Messages window will display any messages received
   - The View Hours window will display a listing of hours worked in the current week



   o Check the box in column "E" to indicate that hours are correct on each shift
   o To enter a comment, click the paper icon in the Note column
   o Use the left (<) and right (>) arrows to cycle through weeks
   o Use the Download button to export hours
   o When finished, you can log off

## Log Off
Use this option to exit the WebClock.