

## Clocking In/Out via Web Clock



Check with your department for your link to access the TimeClock Plus web clock. Some departments require Wyo Login prior to accessing the main clock screen.

### TimeClock Options

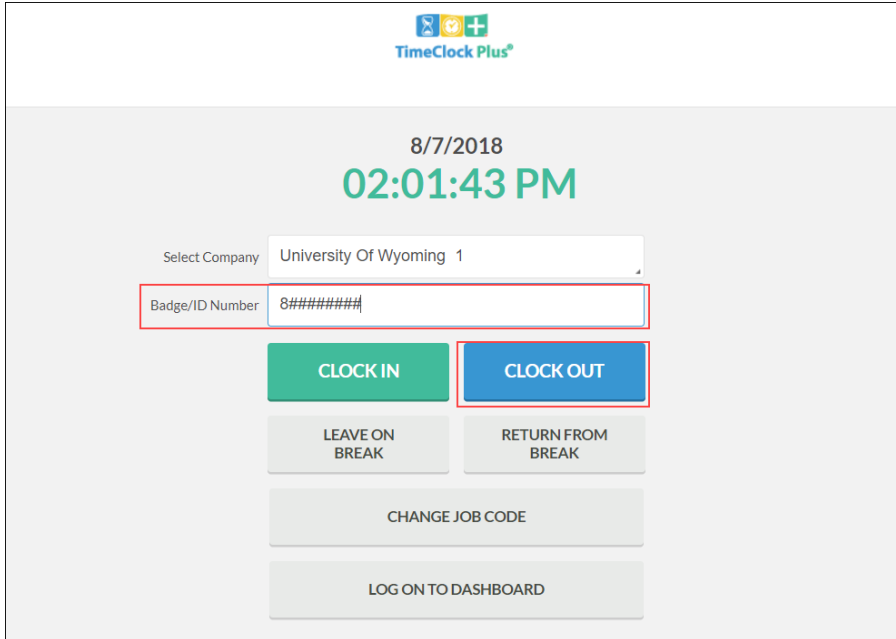
There are two potential web time entry screens, depending on what department you are working in. Clock In/Out directions are included for both screens below. Follow the directions that coordinate with which of the following initial screen you view upon accessing TimeClock Plus.

### Clock In: View A

- In the **Badge/ID Number** field, enter your W number, substituting an 8 for the W (ie: 85555555).
- Click **Clock In**.

## Clock Out: View A

- In the **Badge/ID Number** field, enter your W number, substituting and 8 for the W (ie: 85555555).
- Click **Clock Out**.

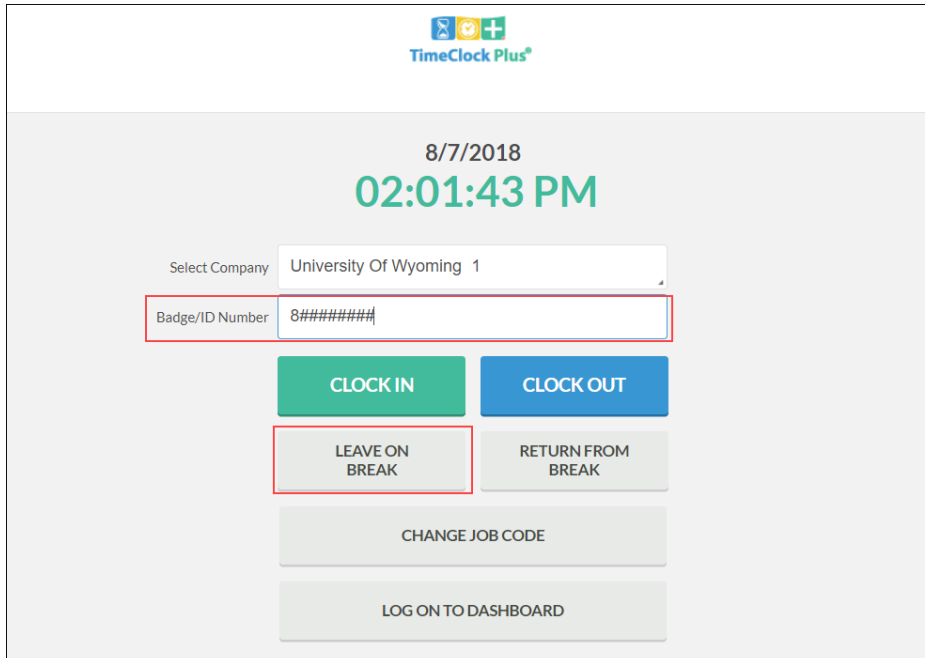


The screenshot shows the TimeClock Plus interface for August 7, 2018, at 02:01:43 PM. The user is logged in as 'University Of Wyoming 1'. The 'Badge/ID Number' field contains '8#####' and is highlighted with a red box. Below the input fields are several buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue, highlighted with a red box), 'LEAVE ON BREAK' (grey), 'RETURN FROM BREAK' (grey), 'CHANGE JOB CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).

## Recording Breaks: View A

To record the beginning of a break:

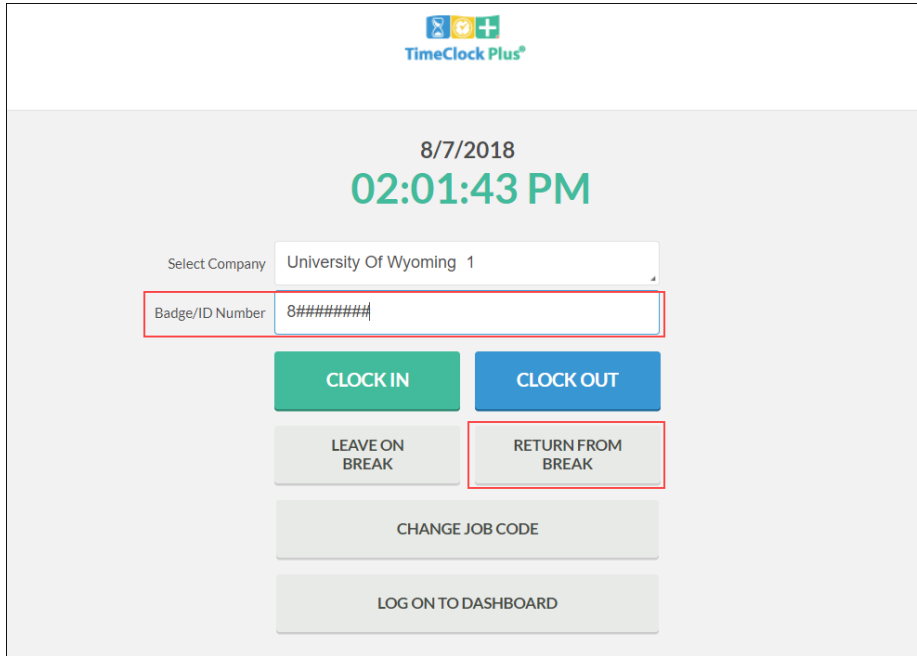
- In the **Badge/ID Number** field, enter your W number, substituting an 8 for the W (ie: 85555555).
- Click **Leave on Break**.



The screenshot shows the TimeClock Plus interface for August 7, 2018, at 02:01:43 PM. The user is logged in as 'University Of Wyoming 1'. The 'Badge/ID Number' field contains '8#####' and is highlighted with a red box. Below the input fields are several buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (grey, highlighted with a red box), 'RETURN FROM BREAK' (grey), 'CHANGE JOB CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).

To record returning to work at the conclusion of a break:

- In the **Badge/ID Number** field, enter your W number, substituting an 8 for the W (ie: 855555555).
- Click **Return from Break**.



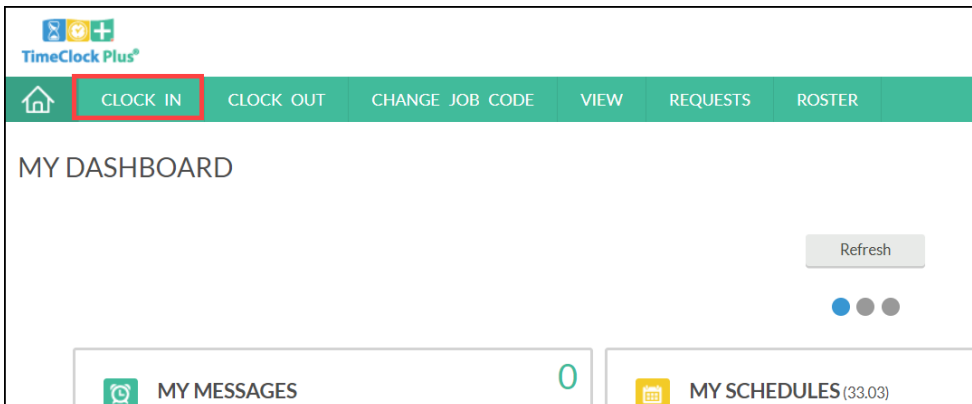
The screenshot shows the TimeClock Plus interface for a user at the University of Wyoming. The date is 8/7/2018 and the time is 02:01:43 PM. The 'Select Company' dropdown is set to 'University Of Wyoming 1'. The 'Badge/ID Number' field contains '8#####' and is highlighted with a red box. Below the input fields are several buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (grey), 'RETURN FROM BREAK' (grey and highlighted with a red box), 'CHANGE JOB CODE' (grey), and 'LOG ON TO DASHBOARD' (grey).



Some departments and positions require changing job codes depending on specific tasks being completed. If this is required for your position, additional information will be provided by your department.

### Clock In: View B

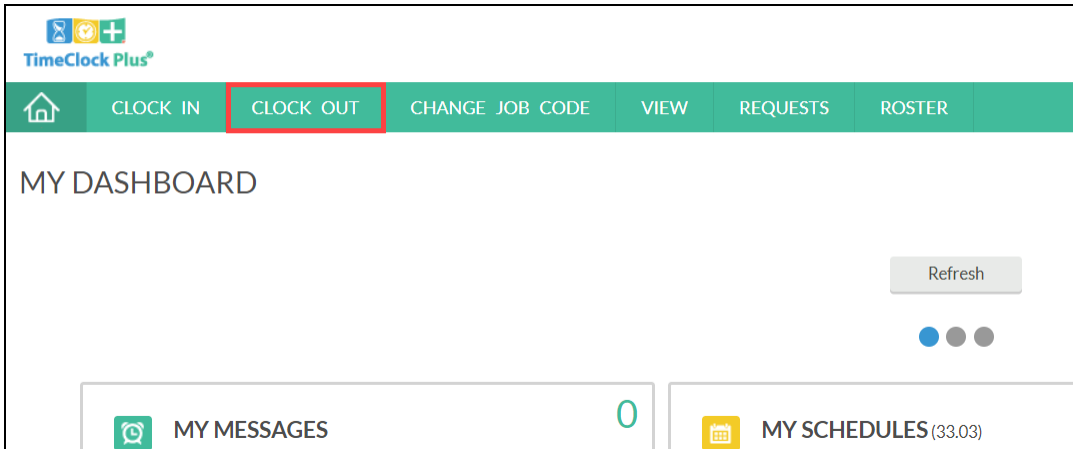
- Click **Clock In**.
- If you have more than one job code assigned to your profile, you will be prompted to select the code you would like to clock in under.



The screenshot shows the 'MY DASHBOARD' interface. At the top is the TimeClock Plus logo. Below it is a navigation bar with buttons: 'CLOCK IN' (green and highlighted with a red box), 'CLOCK OUT', 'CHANGE JOB CODE', 'VIEW', 'REQUESTS', and 'ROSTER'. The main content area is titled 'MY DASHBOARD' and contains a 'Refresh' button and three dots. At the bottom, there are two widget boxes: 'MY MESSAGES' with a count of '0' and 'MY SCHEDULES (33.03)'.

## Clock In: View B

- Click **Clock In**.



TimeClock Plus<sup>®</sup>

Home CLOCK IN **CLOCK OUT** CHANGE JOB CODE VIEW REQUESTS ROSTER

MY DASHBOARD

Refresh

● ● ●

MY MESSAGES 0

MY SCHEDULES (33.03)