

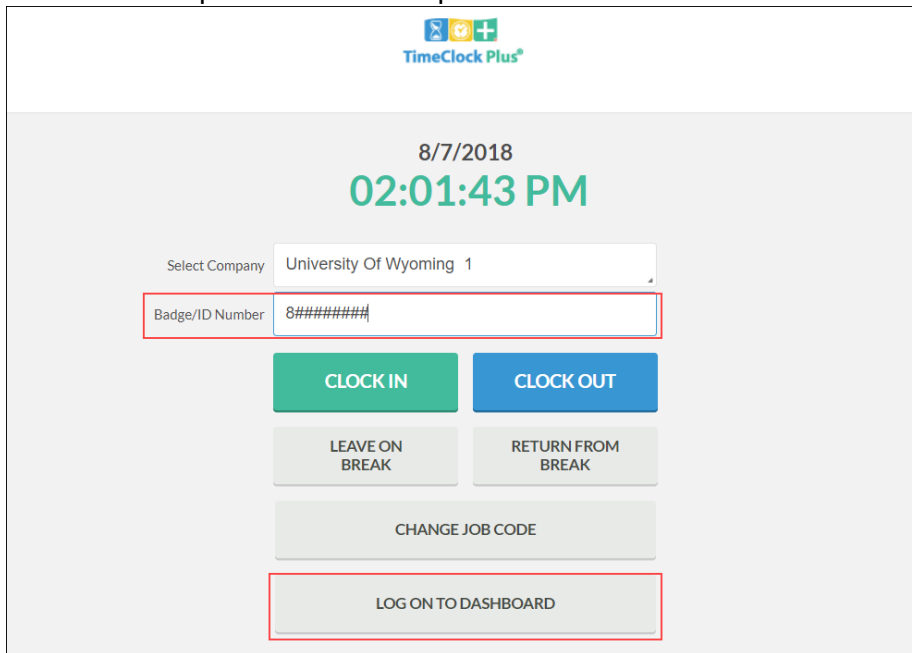
## Approving Time via Web Dashboard



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.

### Access the Dashboard

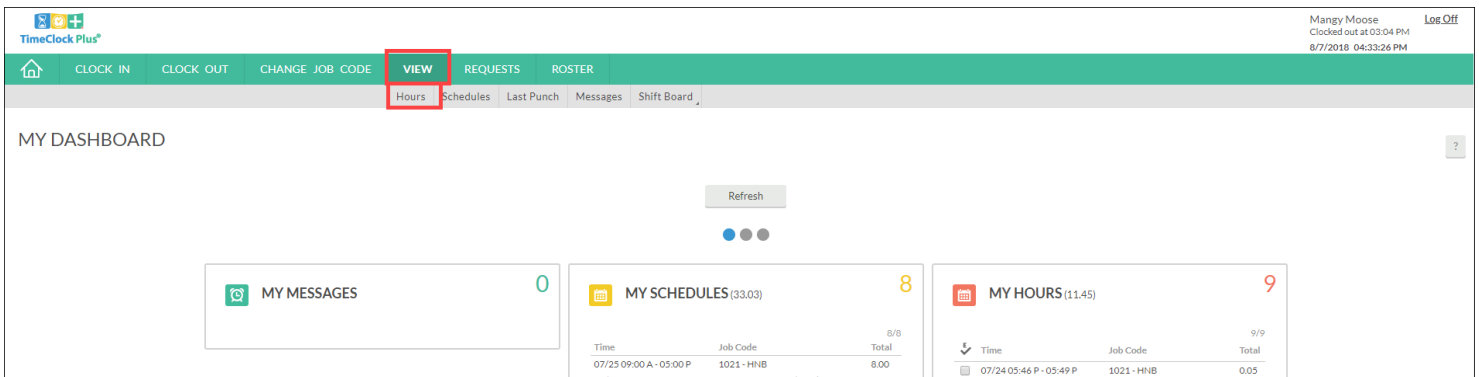
- In the **Badge/ID Number** field, enter your W number, substituting an 8 for the W (ie: 85555555).
- Click **Log into Dashboard**.
  - **Note:** Some departments also require a PIN.



- This brings you to the dashboard. Your dashboard may appear different depending on the department in which you work.


### Viewing Time Entered and Approving

- From the dashboard, select **View**.
- Then select **Hours**.



Time	Job Code	Total
07/25 09:00 A - 05:00 P	1021 - HNB	8.00
07/26 09:00 A - 12:00 P	118 - IT Front Desk Assistant	3.00
07/24 05:46 P - 05:49 P	1021 - HNB	0.05

- Here you will see all hours which have been recorded. Use the arrows in the upper left corner to navigate between periods.



TimeClock Plus

Mangy Moose  
Clocked out at 03:04 PM  
8/7/2018 04:40:11 PM

Home CLOCK IN CLOCK OUT CHANGE JOB CODE VIEW REQUESTS ROSTER

Hours Schedules Last Punch Messages Shift Board

VIEW HOURS

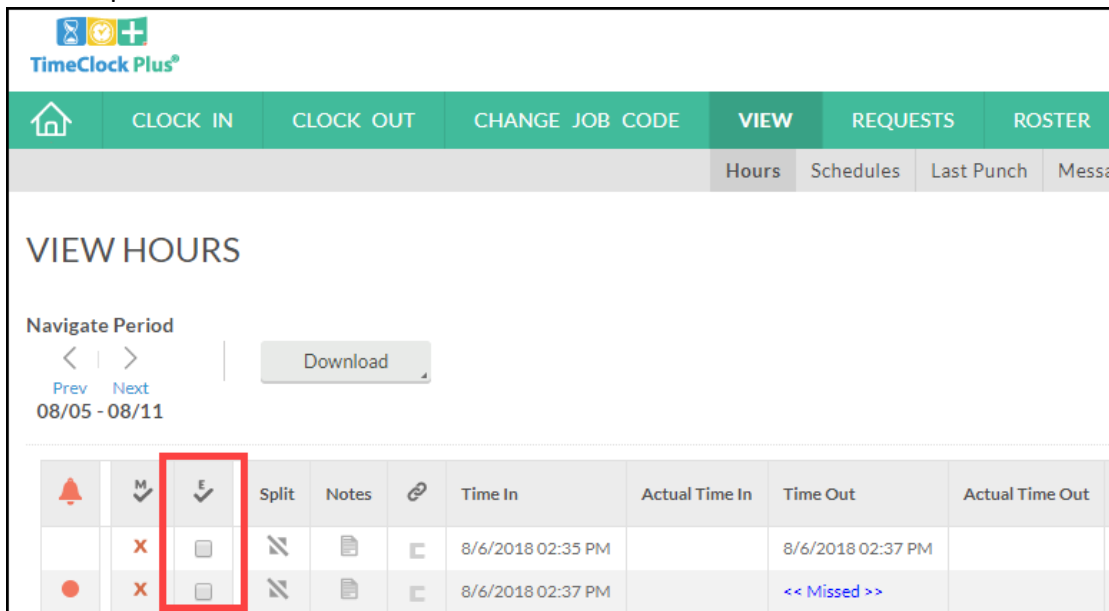
Navigate Period  
< | >  
Prev Next  
08/05 - 08/11

Download

Regular	OT1	OT2	CompTime	Leave	Total
0.03	0.00	0.00	0.00	0.00	0.03

	Split	Notes	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
X			8/6/2018 02:35 PM		8/6/2018 02:37 PM		0.03	0.03			101 - PT-Training
X			8/6/2018 02:37 PM		<< Missed >>		0.00	0.00	0.03		106 - PT-Meeting

- To approve time, check the box in the Employee Review column (noted by an E and checkmark).
  - Note:** If you would like to approve all time segments displayed at once, click on the E at the top of the column.



TimeClock Plus

Home CLOCK IN CLOCK OUT CHANGE JOB CODE VIEW REQUESTS ROSTER

Hours Schedules Last Punch Messa

VIEW HOURS

Navigate Period  
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	Split	Notes	Time In	Actual Time In	Time Out	Actual Time Out
X			8/6/2018 02:35 PM		8/6/2018 02:37 PM	
X			8/6/2018 02:37 PM		<< Missed >>	