

The WebClock

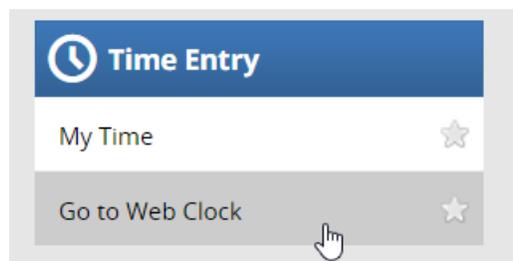
WebClock tracks employee in and out times. It functions like a traditional time clock, and is configured with additional features such as inputting the Cost Center you are working in and the type of activity you are working on. The WebClock also includes buttons for going on lunch breaks.

WebClock is linked to timesheets to provide more detailed job-related information. In other instances, WebClock is configured for use with a keyboard and mouse.

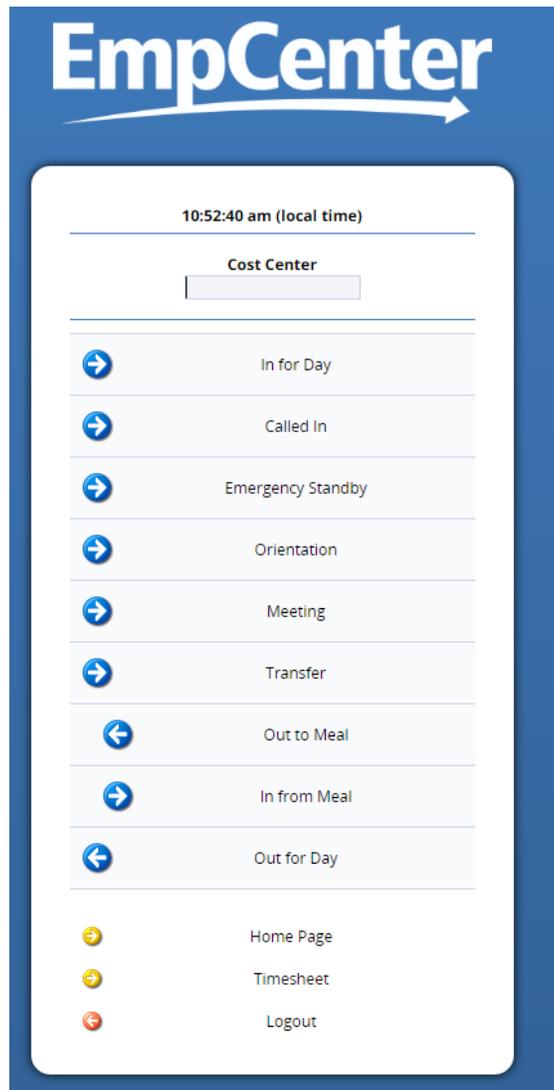
Accessing the WebClock through the Home Screen

WebClock users log into the EmpCenter WebClock through the EmpCenter Home Screen. These employees use WebClock to clock in and out.

1. Log into EmpCenter at Jefferson.edu/mytime using any web browser
Enter your Campus Key and **Password** into the Login window
2. To access WebClock, select **Time Entry > Go to Web Clock**.



WebClock appears.



If you have multiple assignments, WebClock first displays the list of assignments and you must select the assignment into which you are logging time.

The WebClock interface includes the following buttons:

- **In:** Records the start of work time.
A successfully recorded In swipe is reported as follows:

Mon 12/12 04:24 pm: In for Day Punch Recorded Successfully.

- **Out:** Records your out punch at end of shift or day.
- **Called In:** Records the start of Called In work time.

- **Emergency Standby:** Records the start of Emergency Standby work time.
- **Orientation:** Records the start of Orientation work time.
- **Transfer:** Logs your time to a different Cost Center.
- **Out To Meal:** Records the time you leave for a meal. (if applicable)
- **In From Meal:** Records the time you return from a meal. (if applicable)
- **Home Page:** Takes you to your EmpCenter Home Screen.
- **Timesheet:** Takes you to the timesheet view.
- **Logout:** Logs you out of EmpCenter.

WebClock will timeout with inactivity. The following message appears with time in seconds left until automatic logout.

