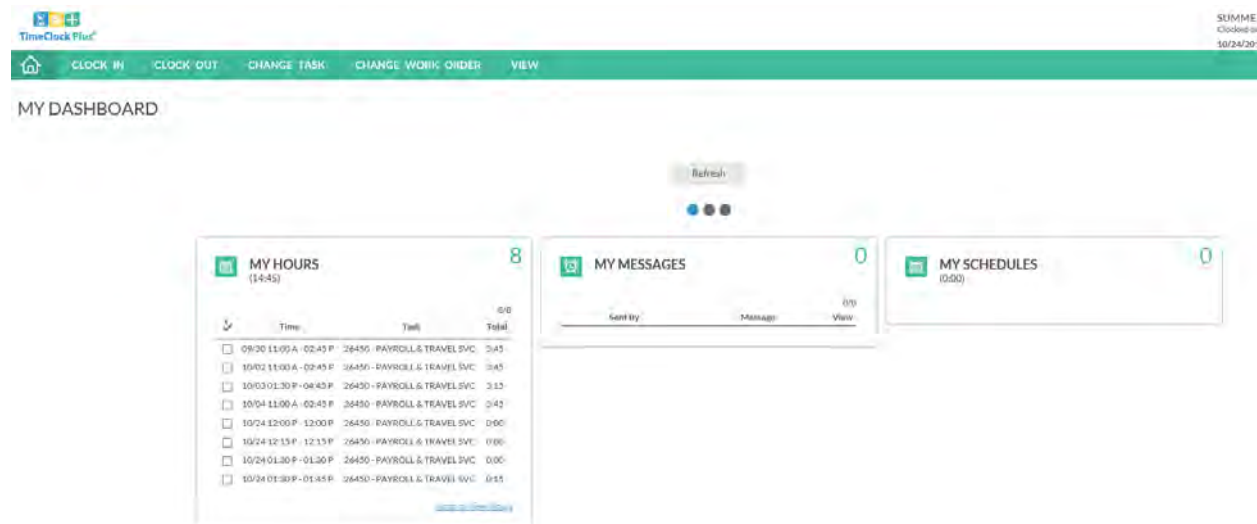


## WebClock Punching Guide

1. Navigate to the WebClock through Central Link by entering your Global ID and password:

<https://tcp.apps.cmich.edu>

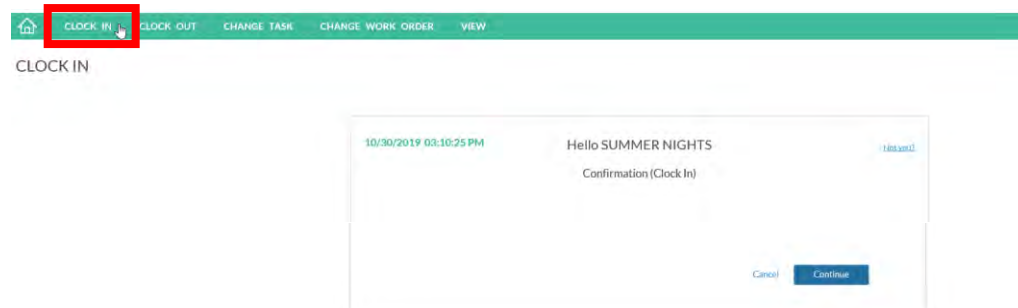
2. You will see MY DASHBOARD where you can clock in or out from the green ribbon:



The screenshot shows the TimeClock Plus MY DASHBOARD. At the top is a green navigation ribbon with buttons: HOME, CLOCK IN, CLOCK OUT, CHANGE TASK, CHANGE WORK ORDER, and VIEW. Below the ribbon, the dashboard is titled "MY DASHBOARD" and includes a "Refresh" button. There are three main sections: "MY HOURS (1445)", "MY MESSAGES (0)", and "MY SCHEDULES (0:00)". The "MY HOURS" section contains a table with columns for "Time", "Task", and "Total".

Time	Task	Total
<input type="checkbox"/> 09:00 11:00 A - 02:45 P	26450 - PAYROLL & TRAVEL SVC	3:45
<input type="checkbox"/> 10/02 11:00 A - 02:45 P	26450 - PAYROLL & TRAVEL SVC	3:45
<input type="checkbox"/> 10/03 01:30 P - 04:45 P	26450 - PAYROLL & TRAVEL SVC	3:15
<input type="checkbox"/> 10/04 11:00 A - 02:45 P	26450 - PAYROLL & TRAVEL SVC	3:45
<input type="checkbox"/> 10/24 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/> 10/24 12:15 P - 12:15 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/> 10/24 01:30 P - 01:30 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/> 10/24 01:30 P - 01:45 P	26450 - PAYROLL & TRAVEL SVC	0:15

3. Choose **CLOCK IN** to punch in:



The screenshot shows the "CLOCK IN" confirmation screen. At the top is a green navigation ribbon with buttons: HOME, CLOCK IN, CLOCK OUT, CHANGE TASK, CHANGE WORK ORDER, and VIEW. Below the ribbon, the page is titled "CLOCK IN". The main content area shows a confirmation message: "10/30/2019 03:10:25 PM Hello SUMMER NIGHTS Confirmation (Clock In)". There are "Cancel" and "Continue" buttons at the bottom right.

4. Click "Continue"

**5. Choose the correct Task and click “Continue”**

Select Task (Clock In)

Search

<input checked="" type="radio"/>	100000	Regular
<input type="radio"/>	100001	Regular with Work Order
<input type="radio"/>	1000001	Call Back (3HR)
<input type="radio"/>	1000002	Crew
<input type="radio"/>	1000010	Work Legal Holiday
<input type="radio"/>	1000014	Higher Class Pay
<input type="radio"/>	1000031	Crew with Higher Class
<input type="radio"/>	1000071	Holiday Hours Earned
<input type="radio"/>	1000073	Closure Hours Earned

Back Cancel Continue

**6. Choose the correct Work Order if required and click “Continue”.**

Select Work Order (Clock In)

Search

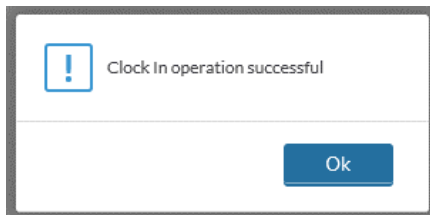
Page 1 of 47

Showing 1-100 records of 4694

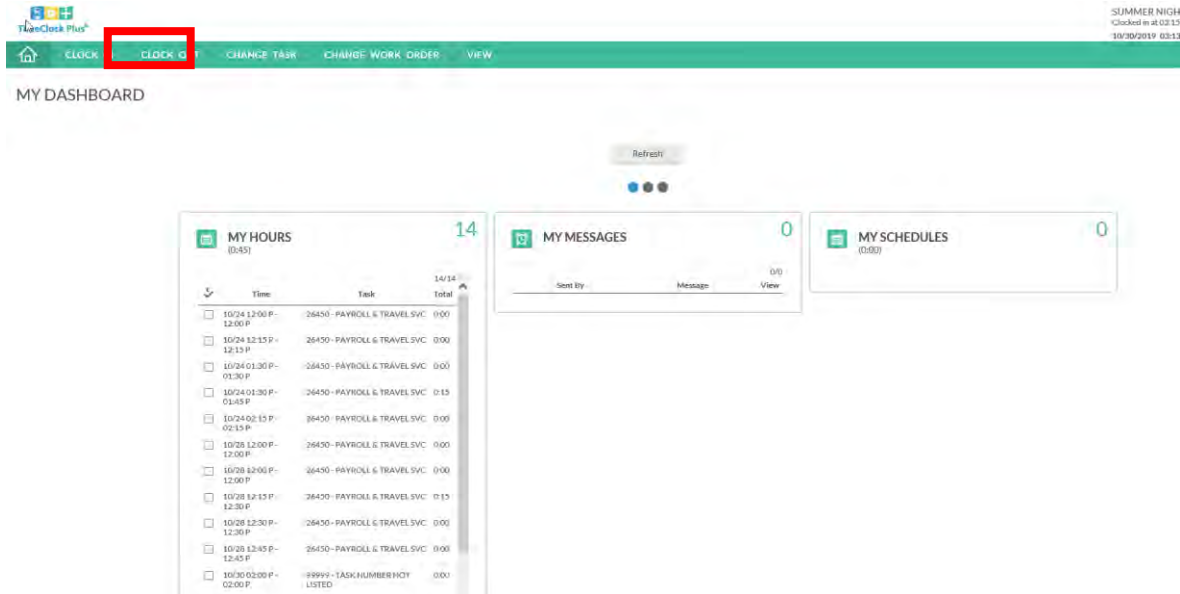
Select	Level 1↑	Level 2	Level 3	Level 4	Level 5	Description
<input checked="" type="radio"/>	0					NO WORK ORDER
<input type="radio"/>	1					CALLBACK - WORK ORDER NOT AVAILABLE
<input type="radio"/>	100616					REPAIR BRAKES (078x649)
<input type="radio"/>	460278					PAINT SAC MAIN CONCOURSE
<input type="radio"/>	468066					CHANGE LOCKS & CUT KEYS
<input type="radio"/>	472492					INSTALL WATER BOTTLE FILLING STATIONS
<input type="radio"/>	473337					RPR GASKETS/LEAKS & CK COOLANT (078x810)

Back Cancel Continue

**7. You will see confirmation that you have successfully clocked in:**



8. You can follow the same procedure to clock out, choose **CLOCK OUT** from the green ribbon:



MY DASHBOARD

Refresh

MY HOURS (0:45) 14

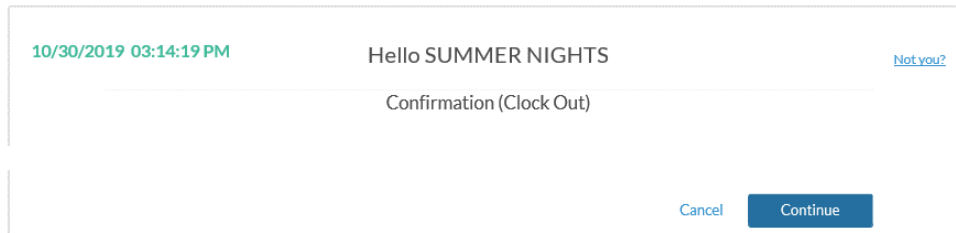
Time	Task	Total
10/24 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/24 12:15 P - 12:15 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/24 01:30 P - 01:30 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/24 01:30 P - 01:45 P	26450 - PAYROLL & TRAVEL SVC	0:15
10/24 02:15 P - 02:15 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/28 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/28 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/28 12:30 P - 12:30 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/28 12:30 P - 12:30 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/28 12:45 P - 12:45 P	26450 - PAYROLL & TRAVEL SVC	0:00
10/30 02:00 P - 02:00 P	89992 - TASK NUMBER NOT LISTED	0:00

MY MESSAGES (0/0) 0

MY SCHEDULES (0/0) 0

SUMMER NIGHTS  
Clock In at 03:15  
10/30/2019 03:13

7. Click "Continue"

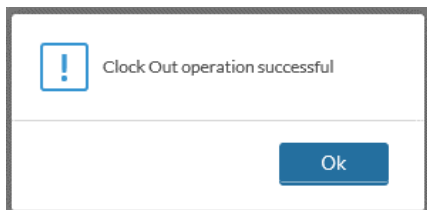



10/30/2019 03:14:19 PM Hello SUMMER NIGHTS [Not you?](#)

Confirmation (Clock Out)

Cancel Continue


9. You will see confirmation that you have successfully clocked out:



 Clock Out operation successful

Ok

**10. You can also view your hours and punches from the MY HOURS on your Dashboard:**



**MY HOURS**  
(0:45)

14

	Time	Task	Total
<input type="checkbox"/>	10/24 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/24 12:15 P - 12:15 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/24 01:30 P - 01:30 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/24 01:30 P - 01:45 P	26450 - PAYROLL & TRAVEL SVC	0:15
<input type="checkbox"/>	10/24 02:15 P - 02:15 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/28 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/28 12:00 P - 12:00 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/28 12:15 P - 12:30 P	26450 - PAYROLL & TRAVEL SVC	0:15
<input type="checkbox"/>	10/28 12:30 P - 12:30 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/28 12:45 P - 12:45 P	26450 - PAYROLL & TRAVEL SVC	0:00
<input type="checkbox"/>	10/30 02:00 P - 02:00 P	99999 - TASK NUMBER NOT LISTED	0:00
<input type="checkbox"/>	10/30 02:00 P - 02:01 P	99999 - TASK NUMBER NOT LISTED	0:01

[Jump to View Hours](#)

**11. To view your punches in detail click “Jump to View Hours” at the bottom of the MY HOURS widget:**

VIEW HOURS

Navigate Period

<
>
Download

[Prev](#)
[Next](#)

10/20 - 11/02

Showing 14 records of 14

			Comp Time	Notes		Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Day Total	Week Total	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/24/2019 12:00 PM	10/24/2019 11:59 AM	10/24/2019 12:00 PM	10/24/2019 12:02 PM	0:00	0:00			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/24/2019 12:15 PM	10/24/2019 12:12 PM	10/24/2019 12:15 PM	10/24/2019 12:14 PM	0:00	0:00			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/24/2019 01:30 PM		10/24/2019 01:30 PM	10/24/2019 01:32 PM	0:00	0:00			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/24/2019 01:30 PM	10/24/2019 01:31 PM	10/24/2019 01:45 PM	10/24/2019 01:44 PM	0:15	0:15			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/24/2019 02:15 PM	10/24/2019 02:12 PM	10/24/2019 02:15 PM	10/24/2019 02:13 PM	0:00	0:00	0:15	0:15	26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/28/2019 12:00 PM	10/28/2019 11:55 AM	10/28/2019 12:00 PM	10/28/2019 11:56 AM	0:00	0:00			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/28/2019 12:00 PM	10/28/2019 12:03 PM	10/28/2019 12:00 PM	10/28/2019 12:04 PM	0:00	0:00			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/28/2019 12:15 PM	10/28/2019 12:12 PM	10/28/2019 12:30 PM	10/28/2019 12:37 PM	0:15	0:15			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/28/2019 12:30 PM	10/28/2019 12:36 PM	10/28/2019 12:30 PM	10/28/2019 12:37 PM	0:00	0:00			26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/28/2019 12:45 PM		10/28/2019 12:45 PM		0:00	0:00	0:15		26450 - PAYROLL & TRAVEL SVC
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/30/2019 02:00 PM	10/30/2019 01:58 PM	10/30/2019 02:00 PM		0:00	0:00			99999 - TASK NUMBER NOT LISTED
<input checked="" type="checkbox"/>	<input type="checkbox"/>					10/30/2019 02:00 PM		10/30/2019 02:01 PM		0:01				99999 - TASK NUMBER NOT LISTED

## ENTERING MISSED PUNCHES

If you fail to clock in or out during your work day you must enter the missing punch before you can continue to punch.

1. If you attempt to clock out but did not clock in prior to this event you will see the following error. Click "Continue":



10/24/2019 01:39:41 PM Hello SUMMER NIGHTS [Not you?](#)

Confirmation (Missed Clock In)

Cancel

2. Click "Continue":

10/24/2019 01:41:10 PM Hello SUMMER NIGHTS [Not you?](#)

Missed Clock In

Your last punch was a clock out at:  
10/24/2019 01:30 PM.

Enter missed in punch manually?

Press continue to enter the missed in time, or choose another operation

3. Click into the date and time cells and enter the correct information then click "Continue":

10/24/2019 01:42:33 PM Hello SUMMER NIGHTS [Not you?](#)

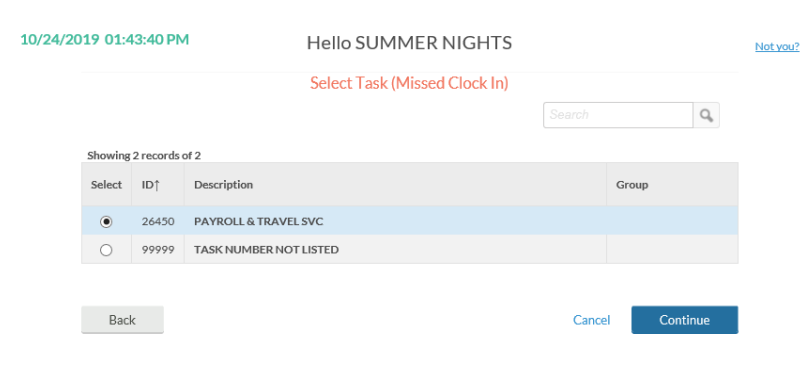
Time Entry (Missed Clock In)

Date in 10/24/2019 01:31 PM

Date out 10/24/2019 01:42 PM

Note

**4. Choose the correct task and click “Continue”:**



10/24/2019 01:43:40 PM Hello SUMMER NIGHTS [Not you?](#)

Select Task (Missed Clock In)

Showing 2 records of 2

Select	ID ↑	Description	Group
<input checked="" type="radio"/>	26450	PAYROLL & TRAVEL SVC	
<input type="radio"/>	99999	TASK NUMBER NOT LISTED	

Back Cancel Continue

**5. You will now see a confirmation screen:**



10/24/2019 01:41:10 PM Hello SUMMER NIGHTS [Not you?](#)

Missed Clock In

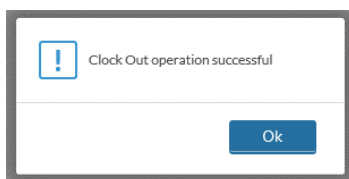
Your last punch was a clock out at:  
10/24/2019 01:30 PM.

Enter missed in punch manually?

Press continue to enter the missed in time, or choose another operation

Back Cancel Continue

**6. Click “Continue” and you will see confirmation that you have now successfully clocked out:**

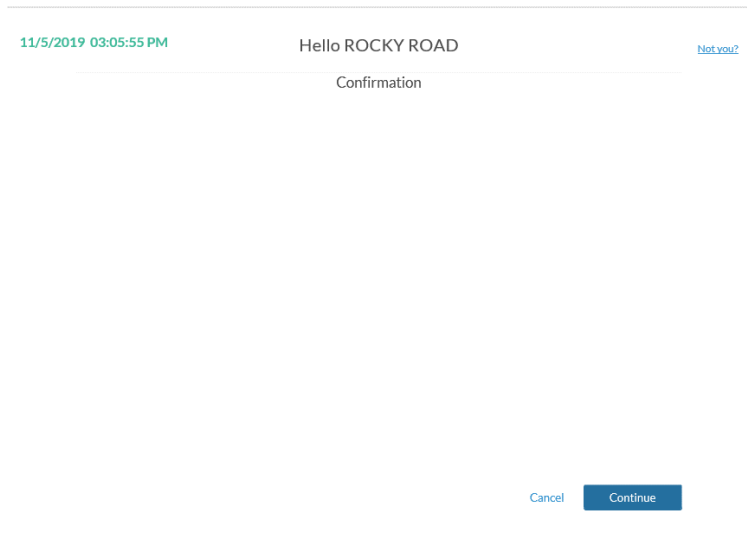


! Clock Out operation successful

Ok

## CHANGING A TASK

1. If you are currently punched in and need to change your task, log into the WebClock and choose “CHANGE TASK”
2. Click “Continue” when you see your name:

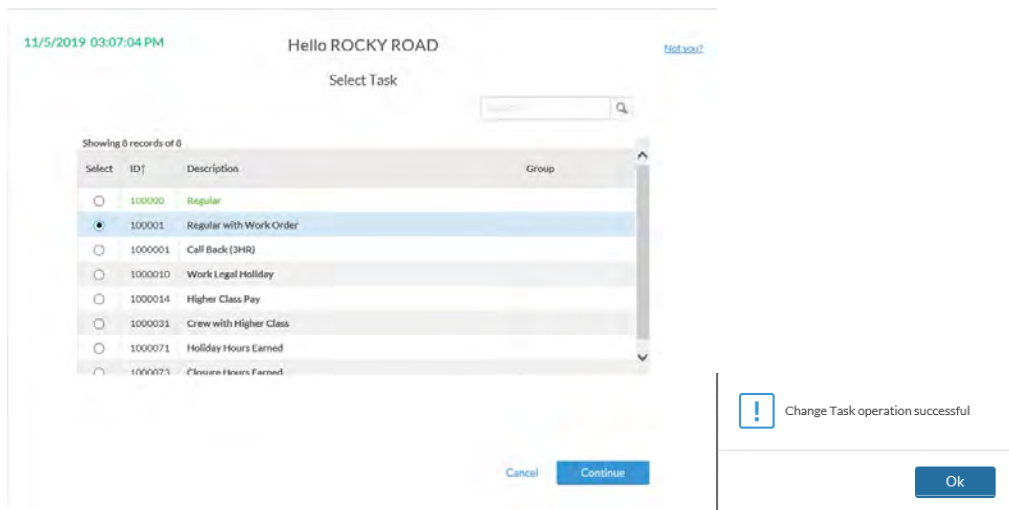


11/5/2019 03:05:55 PM Hello ROCKY ROAD [Not you?](#)

Confirmation

Cancel Continue

3. Scroll using the arrows to the right and choose the correct task, click “Continue”:



11/5/2019 03:07:04 PM Hello ROCKY ROAD [Not you?](#)

Select Task

Showing 0 records of 0

Select	ID	Description	Group
<input type="radio"/>	100000	Regular	
<input checked="" type="radio"/>	100001	Regular with Work Order	
<input type="radio"/>	1000001	Call Back (3HR)	
<input type="radio"/>	1000010	Work Legal Holiday	
<input type="radio"/>	1000014	Higher Class Pay	
<input type="radio"/>	1000031	Crew with Higher Class	
<input type="radio"/>	1000071	Holiday Hours Earned	
<input type="radio"/>	1000073	Closure Hours Earned	

Cancel Continue

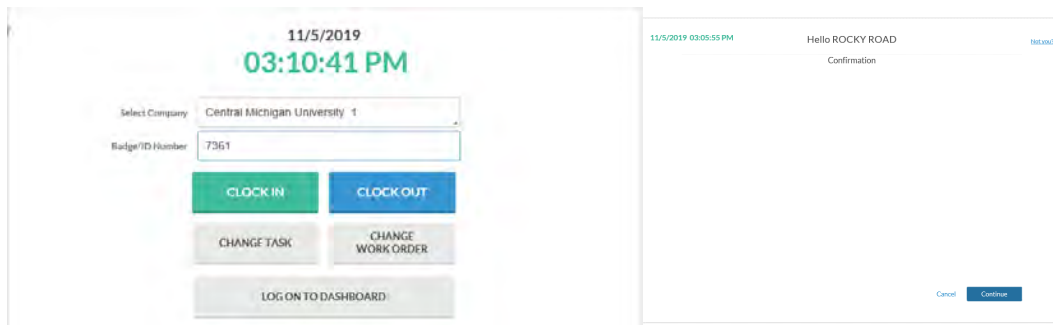
Change Task operation successful

Ok

4. You will see confirmation that you have successfully changed your task.

## CHANGING A WORK ORDER

1. if you are currently punched in and need to change your work order, log into the WebClock and choose “CHANGE WORK ORDER”:



11/5/2019  
03:10:41 PM

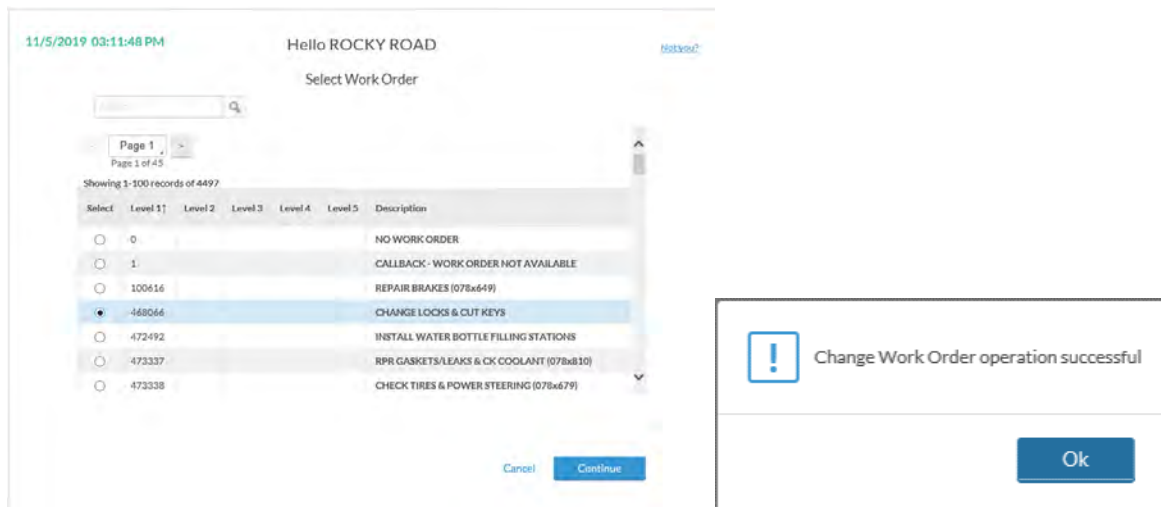
Select Company: Central Michigan University 1  
Badge/ID Number: 7361

**CLOCK IN** **CLOCK OUT**  
**CHANGE TASK** **CHANGE WORK ORDER**  
LOG ON TO DASHBOARD

11/5/2019 03:05:55 PM Hello ROCKY ROAD  
Confirmation  
Cancel **Continue**

2. Click “Continue” when you see your name:

3. Scroll using the arrows to the right and choose the correct work order, click “Continue”:

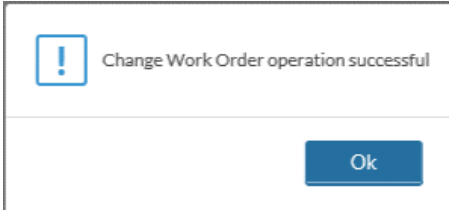


11/5/2019 03:11:48 PM Hello ROCKY ROAD  
Select Work Order

Page 1 of 45  
Showing 1-100 records of 4497

Select	Level 1	Level 2	Level 3	Level 4	Level 5	Description
<input type="radio"/>	0					NO WORK ORDER
<input type="radio"/>	1					CALLBACK - WORK ORDER NOT AVAILABLE
<input type="radio"/>	100416					REPAIR BRAKES (078x649)
<input checked="" type="radio"/>	468066					CHANGE LOCKS & CUT KEYS
<input type="radio"/>	472492					INSTALL WATER BOTTLE FILLING STATIONS
<input type="radio"/>	473337					RPR GASKETS/LEAKS & OIL COOLANT (078x810)
<input type="radio"/>	473338					CHECK TIRES & POWER STEERING (078x679)

Cancel **Continue**

  
Ok

4. You will see confirmation that you have successfully changed your work order.