Clocking In Using WebClock
To clock in using the WebClock, employee must enter CAS PID and Password to login.

Clocking In
1. Access the following link: http://timeclock.vt.edu/menu
2. Click on WebClock option
3. Enter CAS PID and password
4. Click the Clock In button:
5. Click Continue on the confirmation screen.
6. Select the job code (if applicable) and click OK.
7. Click OK on the confirmation message.

Going on a Break
1. Use instructions for any type of unpaid break.
2. Click the Go on Break button:
3. Click Continue.

Returning from a Break
1. Click the Clock In button.
2. Click Continue on the confirmation screen.
3. Select the job code (if applicable) and click OK.
4. Click OK on the successful message.

Clocking Out
1. Click the Clock Out button:
2. Click Continue on the confirmation screen.

Viewing and Approving Hours
1. Click the View button:
2. Click the View drop down menu.
3. Select Hours…, Last Punch… or Messages… to view information.
   • When viewing hours, the Approval box can be checked if employee wants to indicate that hours have been reviewed and are correct:
   • To enter a comment on a particular shift, click on the shift to highlight it and click the Note button at the bottom of the screen:
   • To export hours into a Word or Excel file, click on the Word or Excel icons at the bottom of the screen:
4. When finished, select Close.

Changing a Job Code
1. To change a job code, click the Change Job Code button:
2. Select the correct job code and click OK when finished.
3. Click Continue on the confirmation screen.

Exiting the WebClock
1. Click the Exit button to exit the WebClock: