
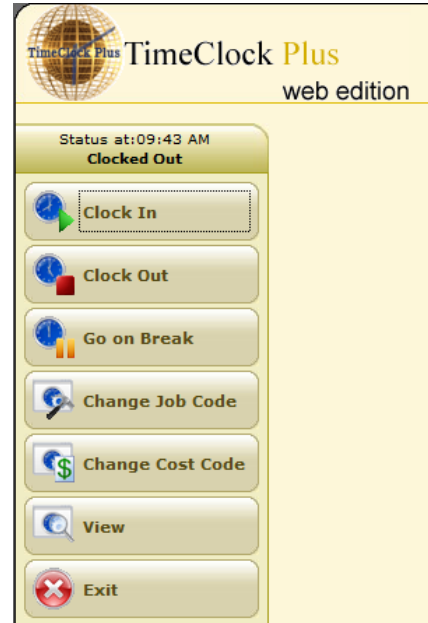


Clocking In Using WebClock


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.

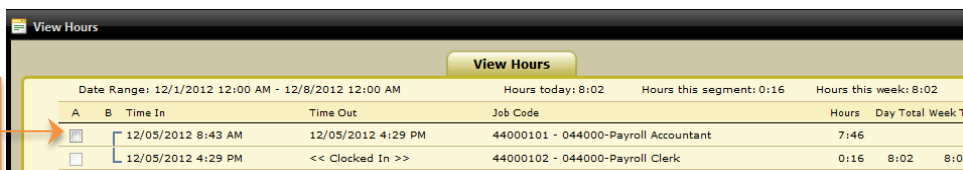
Clocking Out

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:


Check the boxes in "A" column to indicate that hours have been reviewed



Date Range: 12/1/2012 12:00 AM - 12/8/2012 12:00 AM		Hours today: 8:02	Hours this segment: 0:16	Hours this week: 8:02			
A	B	Time In	Time Out	Job Code	Hours	Day Total	Week T
<input type="checkbox"/>		12/05/2012 8:43 AM	12/05/2012 4:29 PM	44000101 - 044000-Payroll Accountant	7:46		
<input type="checkbox"/>		12/05/2012 4:29 PM	<< Clocked In >>	44000102 - 044000-Payroll Clerk	0:16	8:02	8:02

- 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: 