My Web Clock On-Site Manager Guide

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I. Start My Web Clock - Admin Application

Double click on the MyWebClock – Admin Launcher short cut on your desktop.	MyWebClock -Admin Launcher
Enter your User Name and Password as provided by your district administrative office.	**Please Log In** User Name: Password: ☐ Remember me next time. Log In
After the application launches administrative menu options will be displayed on the right side of the screen. A Team Member list with basic information will be displayed to the right of the administrative menu options. **Menu Options:** **Team Members** Displays screen as presented here . **Search** Allows users to search team members by name and number. **Coverage** Displays team member names and times assigned to work.	**Friday 4/6/2018** Logged in User **Dee Early** Device - ESC-2UA64825TH ⬅ **Logout** ⬆ **Up One Level** 👥 **Team Members** 🔍 Search Coverage **Manager Operations** Manage Time Override Key End of Day End of Week **Reports** Reports ❓ Help Links

FUNDamentals MyWebClock
Visual Solutions, LLC

Test Site Refresh

AM Shift Team Members assigned to this campus   3   Total Hours: 13.00

Display Name	Status	Budget Hours	Start Time	Position	Agency Name
Early, Dee	In	4.000	6:00 AM	Manager	SCPS
Gibbs, Ted	In	6.000	6:30 AM	Child Care	AUE
Smith, Jane	In	3.000	6:00 AM	Child Care	AUE

PM Shift Team Members assigned to this campus   3   Total Hours: 10.50

Display Name	Status	Budget Hours	Start Time	Position	Agency Name
Bravo, Johnny	Out	5.000	1:45 PM	Child Care	PESG
Early, Dee	In	4.000	2:00 PM	Manager	SCPS
Paramore, Betsy	Out	1.500	5:00 PM	Child Care	PESG

Administrative Menu Options

Click on the menu option to use the function.

Team Member List

Displays In/Out Status plus other basic information

II. Time Maintenance - Admin Application

Click Manage Time. Logout . Up One Level Team Members Search Coverage **Manager Operations** Manage Time Override Key End of Day End of Week **Reports** Reports Help Links .	**This screen will be displayed:** Add/Edit Time Events for: **Early, Dee** Date: **Wed 3/28/2018** **Step 1:** Select a Date and Team Member March **April 2018** May Sun Mon Tue Wed Thu Fri Sat 25 26 27 **28** 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 **Team Member:** Early, Dee Next Cancel *Click in the date cell of the calendar to select the adjustment date. Move to previous months by clicking the month name.* *Select the team member by clicking the down arrow on the Team Member drop box* *Click the Next button.*

Time management is only required when team member login/logout punch times are incorrect or not completed. Notifying team members of errors will help in reducing any corrections needed.
 	
Other Punch Events
If the team member left for any reason like a doctor appointment and returned then this area displays and allows managers to edit the extra time in and out
	Add/Edit Time Events for: **Early, Dee** Date: **Wed 3/28/2018**
	
	Step 2: Add or Edit WebClock Time Events
	
	AM Punch Events Starting Time 6:00 AM Budgeted Hours **4.000**
	4:00
	Time In: 06:00 AM Notes:
	Time Out: 10:00 AM Clear Notes:
	
	PM Punch Events Starting Time 2:00 PM Budgeted Hours **4.000**
	0:00
	Time In: 02:00 PM Notes:
	Time Out: 06:00 PM Notes:
	        06:15 PM
	        06:30 PM
	        06:45 PM
	Other Pun 07:00 PM
	Time In: 07:15 PM Notes:
	0:00 07:30 PM
	Time Out: 07:30 PM Notes:
	
	4:00 or 4 Hours
	Back Save Cancel
	
	Notice the distinct <u>Am, PM and Other Punch Event</u> *areas. Make sure any corrections are made to the appropriate punch event area.*
	
	Select the correct time from the Time In/Time Out drop down box. Times are presented at 15 minutes intervals.
	
	Use the Notes text box to explain the edit.
	
	Click Save when finished with editing.

III. Login Time Override - Admin Application

Team members may log in early only upon administrative approval and district office policy. Click the Override Key on the primary Web Clock administrative screen.

Logout

. Up One Level

Team Members

   Search

   Coverage

Manager Operations

   Manage Time

   Override Key

   End of Day

   End of Week

Reports

   Reports

   Help Links

MyWebClock Manager Override Key

Current Key: ●●●●●●●●

☐ Show Override Key

Last Changed Date: 3/27/2018
Override Code Age: **9 Days**
Override Code Usage: 1

Save   Cancel

Enter an override key. The override key should be changed daily or weekly to prevent misuse of this function

Click Save when done.

Important: When team members login through the MyWebClock Pin Pad application, managers must key the override key for the team member or team members must be told the override key by the manager to enter it themselves. Managers should not reuse the override key if team members are allowed to enter the key themselves.

IV. End of Day Procedures

Click the End of Day menu option on the primary Web Clock administrative screen.

⬅ **Logout**

⬆ **. Up One Level**

👥 **Team Members**

🔍 Search

Coverage

Manager Operations

⏰ Manage Time

🔒 Override Key

End of Day

End of Week

Reports

📋 Reports

❓ Help Links

MyWebClock: End of Day Report
99999 Test Site - 03/26/2018

Team Member Name	Shift	In Out	Budget Hours	Actual Hours	+/-	Start Time	Login Time	Early On Time Late	Logout Time	Modify	Move Member Campus
Bravo, Johnny	PM	In	5.00	3.00	-2.00	1:45 PM	2:00 PM Late		5:00 PM	Modify	
Early, Dee	AM	Out	4.00	4.00	0.00	6:00 AM	6:00 AM On Time		10:00 AM	Modify	
Early, Dee	PM	Out	4.00	4.00	0.00	2:00 PM	2:00 PM On Time		6:00 PM	Modify	
Gibbs, Ted	PM	Out	2.00	2.00	0.00	2:45 PM	2:45 PM On Time		4:45 PM	Modify	
Paramore, Betsy	PM	Out	1.50	1.50	0.00	5:00 PM	5:00 PM On Time		6:30 PM	Modify	
Smith, Jane	AM	Out	3.00	3.00	0.00	6:00 AM	6:00 AM On Time		10:15 AM	Modify	
Employee Count: 6			19.50	17.50	-2.00						

The Modify link displays the Time Management screen. (See Time Management directions.)

Review the displayed current activity. Select any IN activity to remedy team members forgetting to log out.

Click the Modify button on each team member line to change time in/time out activity as needed.

A link appears if team members are assigned to another campus but have activity for your campus. Click this link ONLY if the team member will be permanently assigned to

V. End of Week Procedures

Click the End of Week menu option on the primary Web Clock administrative screen

- ⬅ **Logout**
- ⬆ **. Up One Level**
- 👥 **Team Members**
  - 🔍 Search
  - Coverage
- **Manager Operations**
  - ⏱ Manage Time
  - 🔒 Override Key
  - ▪ End of Day
  - ▪ End of Week
- **Reports**
  - 📄 Reports
- ❓ Help Links

MyWebClock: Weekly Approval Report
**99999 Test Site - 03/26/2018 to 03/30/2018**

Approve These Hours

Team Member Name	Budget Hours	Actual Hours	+/-	Appr. Status	Date(s)	Start Time	Login Time	Logout Time	Shift
Bravo, Johnny	27.00	25.25	-1.75						
	5.00	3.00	-2.00	▪	3/26/2018	1:45 PM	2:00 PM	5:00 PM	PM
	5.00	4.75	-0.25	▪	3/27/2018	1:45 PM	1:45 PM	6:30 PM	PM
	6.00	6.50	0.50	▪	3/28/2018	12:45 PM	12:30 PM	7:00 PM	PM
	6.00	6.00	0.00	▪	3/29/2018	1:45 PM	1:45 PM	7:45 PM	PM
	5.00	5.00	0.00	▪	3/30/2018	1:45 PM	1:45 PM	6:45 PM	PM
Early, Dee	40.00	41.25	1.25						
	4.00	4.00	0.00	▪	3/26/2018	6:00 AM	6:00 AM	10:00 AM	AM
	4.00	4.00	0.00	▪	3/26/2018	2:00 PM	2:00 PM	6:00 PM	PM
	4.00	4.00	0.00	▪	3/27/2018	6:00 AM	6:00 AM	10:00 AM	AM
	4.00	4.00	0.00	▪	3/27/2018	2:00 PM	2:00 PM	6:00 PM	PM
	4.00	4.00	0.00	▪	3/28/2018	6:00 AM	6:00 AM	10:00 AM	AM
	4.00	4.25	0.25	▪	3/28/2018	2:00 PM	2:00 PM	6:15 PM	PM
	4.00	4.00	0.00	▪	3/29/2018	6:00 AM	6:00 AM	10:00 AM	AM
	4.00	5.00	1.00	▪	3/29/2018	2:00 PM	1:45 PM	6:45 PM	PM
	4.00	4.00	0.00	▪	3/30/2018	6:00 AM	6:00 AM	10:00 AM	AM
	4.00	4.00	0.00	▪	3/30/2018	2:00 PM	2:00 PM	6:00 PM	PM
Gibbs, Ted	26.00	24.75	-1.25						
	2.00	2.00	0.00	▪	3/26/2018	2:45 PM	2:45 PM	4:45 PM	PM
	6.00	4.75	-1.25	▪	3/27/2018	2:45 PM	2:45 PM	7:30 PM	PM
	6.00	6.00	0.00	▪	3/28/2018	6:30 AM	6:30 AM	12:30 PM	AM
	6.00	6.00	0.00	▪	3/29/2018	6:30 AM	6:30 AM	12:30 PM	AM
	6.00	6.00	0.00	▪	3/30/2018	6:30 AM	6:30 AM	12:30 PM	AM
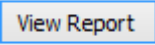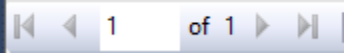
Review the weekly activity displayed. Make note of any time adjustments necessary and perform Time Maintenance as needed. When all adjustments have been made return to the End of Week Procedures to approve time all hours.

Approve These Hours

Approve the time to be paid by clicking the link at the top of the report.

VI. Navigating Reports

Begin Date		End Date		View Report

| of | ► | ►| | | ⊗ ⊕ | 🖶 🗔 📖 🖫 ▾ | 100% | ▾ | | Find | Next |

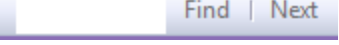|	Description	Detail
Begin Date	Parameter Values	The report will not be displayed until the user provides values to these type of fields. They are usually dates with calendars or drop boxes containing values. Some drop boxes will allow users to select multiple values.
View Report	View Report button	Click the button to view the report. This button will only display if parameter values are required.
◄| ◄ 1 of 1 ► ►|	Page Controls	Arrows with lines advance to the first or last page of the report. Simple arrows advance one page forward or backward.
⊗	Stop Rendering Report	While the report is generating users may click this button to stop it from proceeding in action.
←	Go back to parent report	Returns to the parent report when a secondary report is created from another report.
⊕	Refresh the report	Updates the data presented in the report.
🖶	Prints the report	Prints the report to the printer or other options available on your computer.
🗔	Page Layout options	Page layouts are dependent upon the users available printers. Click this button to see available options.
📖	Print Options	Print options are dependent upon the users available printers. Click this button to see available options.
100% ▾	Zoom feature	Allows users to increase or decrease the size to the report display.
Find	Next	Find text feature	Allows user to enter text to find in the report. Clicking the Find button moves the cursor to the text in the report if found. Click the Next button to move to the next text matching the criteria.

VII. Additional Reports

These additional reports are available from the Team Member Edit screen.

The Team Member Clock Events Report is an interactive screen that shows clock punches or manager edits/adds. In addition, if a correction to an event needs to be made, clicking the Edit link for a record will bring up the Time Event Editing screen. Columns may be sorted by clicking on the column headers.

September	October 2017					November	Use the calendar to select a specific date, week, or month to view.

>>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
≥	24	25	26	27	28	29	30
≥	1	2	3	4	5	6	7
≥	8	9	10	11	12	13	14
≥	15	16	17	18	19	20	21
≥	22	23	24	25	26	27	28
≥	29	30	31	1	2	3	4

Back to Team Member Edit
Tips for using the Calendar:

- Select the whole month by clicking the >> indicator in the header.
- Select a week by clicking the ≥ indicator to the left of the week you want.

☐ Show All Dates

Team Member Clock Events Report

Team Member Name: Jeniffer Hoover

Date Range: 10/1/2017 to 10/7/2017   19 records found

Edit	Campus	Event Date ↑	Event Time ⬍	Event Type ⬍	Event Notes ⬍	Event Source ⬍	Event Method ⬍	Device Name ⬍
Edit	Sample Elementary	10/02/2017	7:00 AM In			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/02/2017	10:30 AM Lunch			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/02/2017	11:00 AM In			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/02/2017	2:00 PM Out			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/03/2017	7:15 AM In			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/03/2017	10:30 AM Lunch			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/03/2017	11:00 AM In			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/03/2017	2:15 PM Out			Mgr Console	Manager Added	DS-CAFE0561
Edit	Sample Elementary	10/04/2017	7:00 AM In			Pin Pad	Normal Punch	DS-CAFE0561
Edit	Sample Elementary	10/04/2017	9:45 AM Lunch			Pin Pad	Normal Punch	DS-CAFE0561

The Team Member Timecard Report works just like the previous report but in a summarized format. Both reports may be printed my using the print button at the bottom left of the report.

September	October 2017				November	
>>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
≥	24	25	26	27	28	29	30
≥	1	2	3	4	5	6	7
≥	8	9	10	11	12	13	14
≥	15	16	17	18	19	20	21
≥	22	23	24	25	26	27	28
≥	29	30	31	1	2	3	4

Use the calendar to select a specific date, week, or month to view.
Back to Team Member Edit
Tips for using the Calendar:

- Select the whole month by clicking the >> indicator in the header.
- Select a week by clicking the ≥ indicator to the left of the week you want.

☐ Show All Dates

Team Member Timecard Report

Team Member Name: Jeniffer Hoover

Date Range: 10/1/2017 to 10/7/2017   5 records found

Campus	Campus Code	Day ⬍	Date ⬆	Time In ⬍	Lunch Out ⬍	Lunch In ⬍	Time Out ⬍	Lunch Hours ⬍	Clocked Hours ⬍
Sample Elementary	0561	Monday	10/2/2017	7:00 AM	10:30 AM	11:00 AM	2:00 PM	0.50	6.50
Sample Elementary	0561	Tuesday	10/3/2017	7:15 AM	10:30 AM	11:00 AM	2:15 PM	0.50	6.50
Sample Elementary	0561	Wednesday	10/4/2017	7:00 AM	9:45 AM	10:15 AM	2:00 PM	0.50	6.50
Sample Elementary	0561	Thursday	10/5/2017	7:00 AM	10:45 AM	11:15 AM	2:00 PM	0.50	6.50
Sample Elementary	0561	Friday	10/6/2017	7:00 AM	9:30 AM			0.00	2.50
							Total:	2.00	28.50

Print