

My Web Clock Quick Start Guide



requires site manager login

Step 1 Enter your PIN (personal identification number)
 Clock In/Out by touching the numbers of your **team member pin number** to clock in/out of **My Web Clock..** Press the **Enter** key when done.

Step 2 Clock In
 If the name displayed is correct, click **Clock Me In**
 If not, click **Not Me - Cancel** and try again.

0561 - Sample Elementary
Thursday, October 12, 2017
1:59:13 PM

7	8	9
4	5	6
1	2	3
Back	0	Enter

Is this an early clock in?
 You will be prompted for an over-ride code. Please see the on-site manager for this code.

Don't know your PIN?
 Team member pin numbers are provided by your employer (Seminole County or employment agency). Please see the on-site manager if you do know your pin.

Step 2 Clock Out
 Enter your pin as in **Step 1**.

Your options are to **Cancel**, **Go to Lunch**, or **Clock Me Out** for the day.

Please use the **Notes** area to remind on-site managers of reasons for late, early, or adjustments needed to clock activity.

0561 - Sample Elementary
Friday, October 06, 2017
4:34:10 PM
Success - PIN Found!
 Team Member: **Jeniffer Hoover**
 Current Status: **In**

Activity Today

Rounded Time	Actual Time	Event Type	Notes	Total Time
07:00:00	07:03:06	In		-
09:30:00	09:34:52	Lunch		02:30:00
10:00:00	10:00:00	In		00:30:00
				03:00:00

Time Summary	Today	This Week	Last Week
Clock Time	2:30	28:30	25:45
Lunch	0:30	2:30	2:15
Total Time	3:00	31:00	28:00

[Show Time Events](#)

Notes:

Not Me - Cancel **Clock Me Out**

Locking out for lunch or for the day?
 If you are clocking out for **lunch**, please remember to clock in again when you have completed your lunch period.

Notice your **daily and weekly activity** each day.

Clicking the **Show Time Events** link will display the current week and previous week timecards at the bottom of the screen.

Team Member Time Events This Week
 Date Range: 10/2/2017 to 10/7/2017

Campus Code	Day	Date	Time In	Lunch Out	Lunch In	Time Out	Lunch Hours	Clocked Hours
0561	Monday	10/2/2017	7:00 AM	10:30 AM	11:00 AM	2:00 PM	0.50	6.50
0561	Tuesday	10/3/2017	7:15 AM	10:30 AM	11:00 AM	2:15 PM	0.50	6.50
0561	Wednesday	10/4/2017	7:00 AM	9:45 AM	10:15 AM	2:00 PM	0.50	6.50
0561	Thursday	10/5/2017	7:00 AM	10:45 AM	11:15 AM	2:00 PM	0.50	6.50
0561	Friday	10/6/2017	7:00 AM	9:30 AM	10:00 AM	4:30 PM	0.50	9.00
							Total:	2.50 35.00

Team Member Time Events Last Week
 Date Range: 9/25/2017 to 9/30/2017

Campus Code	Day	Date	Time In	Lunch Out	Lunch In	Time Out	Lunch Hours	Clocked Hours
0561	Monday	9/25/2017	7:00 AM	9:30 AM	10:00 AM	2:00 PM	0.50	6.50
0561	Tuesday	9/26/2017	7:00 AM	9:45 AM	10:15 AM	2:00 PM	0.50	6.50
0561	Wednesday	9/27/2017	7:00 AM	9:30 AM	10:15 AM	2:00 PM	0.75	6.25
0561	Thursday	9/28/2017	7:15 AM	9:30 AM	10:00 AM	2:15 PM	0.50	6.50
							Total:	2.25 25.75

Report any errors to your site manager.