

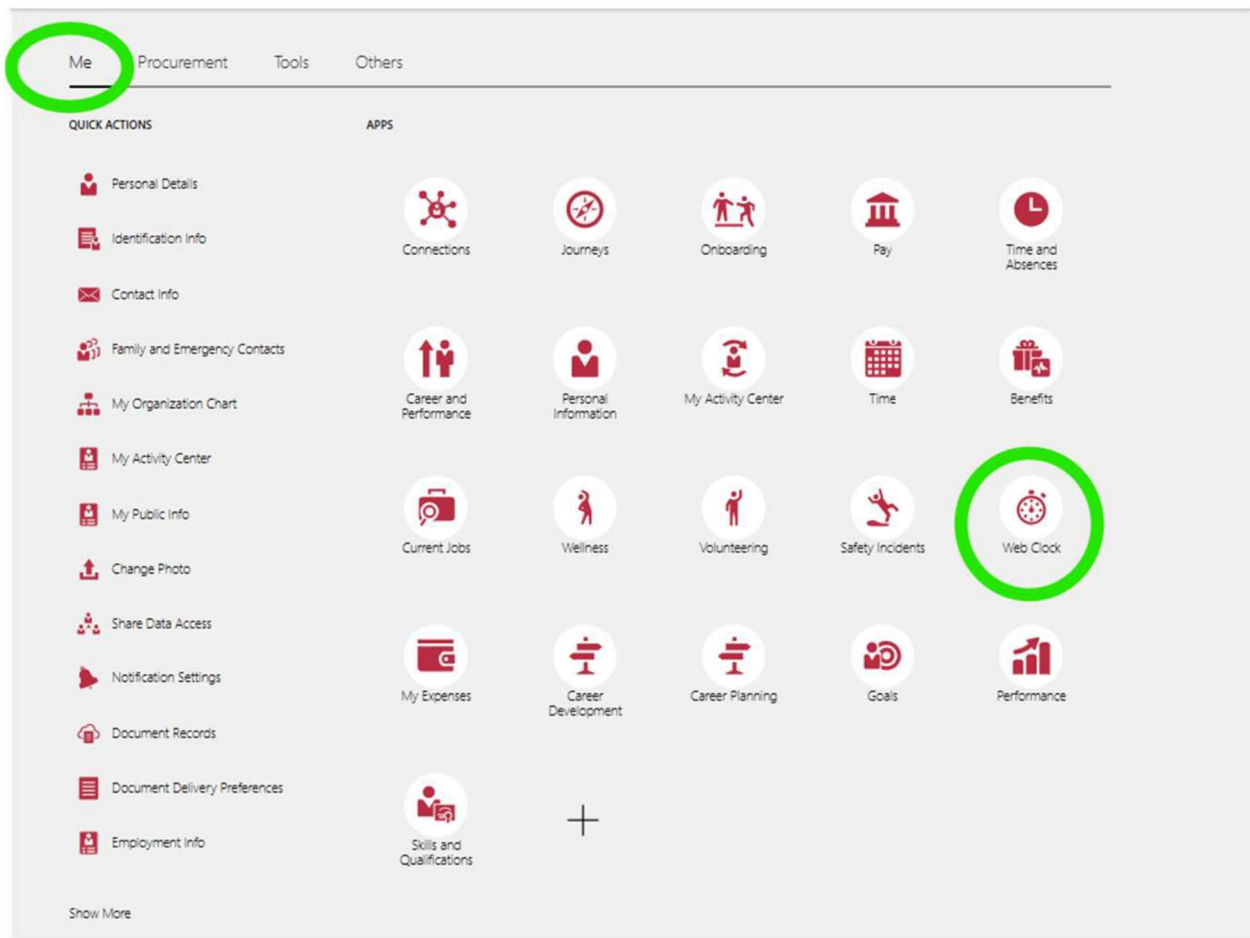
Web Clock Timecard

Web clock timecard users are required to record their time worked by clocking in and out.

Log into Govs Suite

Select **Me** Tab

Select **Web Clock**

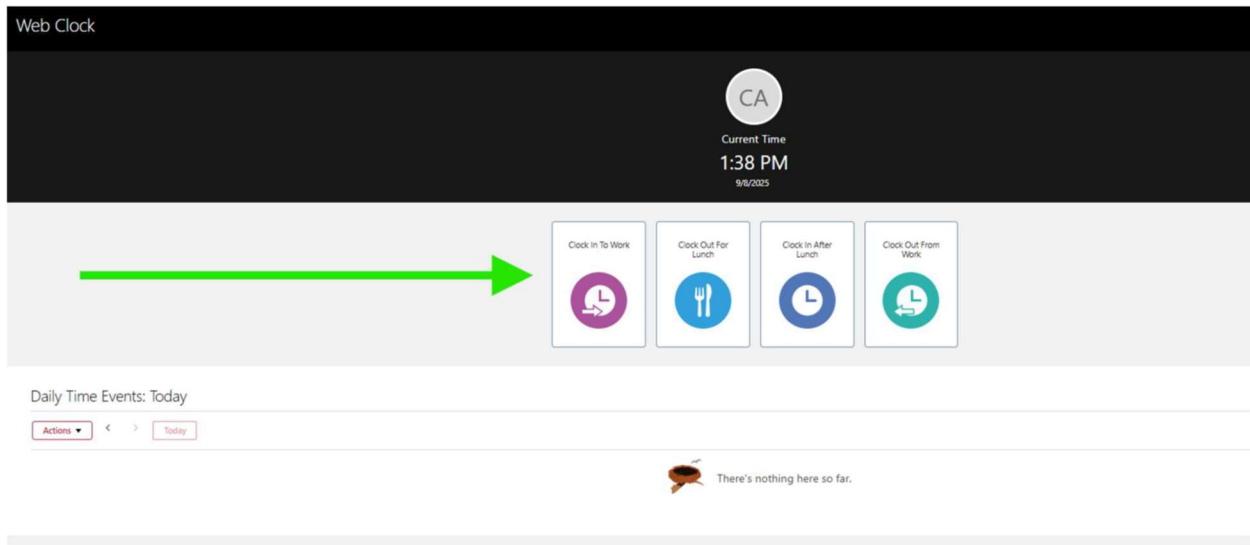


Web Clock Timecard



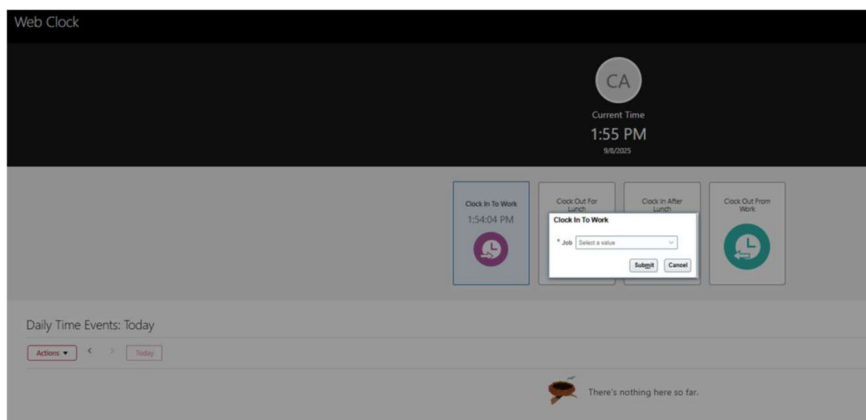
Select the applicable button for the action you need.

****Web clock users are required to clock in and out for meal breaks. Select the Clock Out for Lunch & the Clock In from Lunch to register these times.**



A pop-up box will ask you to **Select your Job**.

****If you have more than one job you will need to select the applicable job. If you are not able to see your additional job you will need to talk with your Supervisor and HR to address the issue.**
DO NOT clock in on another job as it may not pay at the correct amount of pay or be changed to the right labor account.



Web Clock Timecard

The image shows the Web Clock Timecard interface. At the top, there's a dark header with a circular logo containing 'PP', the text 'Current Time', and '10:53 AM' with the date '7/3/2025'. Below this are two buttons: 'Clock In To WorkClock' and 'Clock Out From Work'. A modal window titled 'Clock In To WorkClock' is open, showing a dropdown for 'Job' set to 'Painter' and a dropdown for 'Hours Type' set to 'Worked Hours'. At the bottom of the modal are 'Submit' and 'Cancel' buttons.

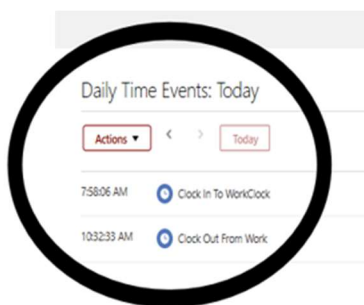
Select **Hours Type**:

Hours type should **ALWAYS** be **WORKED HOURS**.

If you can see other hours types **DO NOT** select them as they will not pay at the proper rate.

Verify your entries

Select **Submit**



Your clock in/out punches will show in the lower left corner of your screen with the clock in/out buttons.

If you missed a punch you will need to Request Time Change to correct.

During the pay period you will need to visit your timecard in the Existing Timecards to review for any needed adjustments. These adjustments will need to be requested through a Request Time Change. The request to change time must be submitted to your Supervisor for approval. It is your responsibility to make sure your change requests are entered and approved **BEFORE** submitting your timecard at the end of the pay period.

Web Clock Timecard



You will need to give your supervisor adequate time to review your change requests and approve them BEFORE it is time to submit your timecard. Instructions on how to request a Request Time Change can be found in a separate instruction document.

If Request Time Changes are not in an approved status when time is transferred, the change will not be included in the transfer and could cause an issue with your pay.

Likewise, your full timecard must be in an approved status when time is transferred or it will not transfer, causing an issue with your pay.

Please make sure everything is Submitted (not just saved) and Approved by the deadline to ensure your payment is processed properly.

Submitting your timecard

A screenshot of the Web Clock Timecard interface. At the top, the title 'Time Card' is followed by a green 'Approved' status and a green arrow pointing to it. In the top right corner, there are three buttons: 'Save and Close', 'Save', and 'Approve', all of which are circled in green. Below the header, the interface shows a table for time tracking. The first row is for '10/5/2025 - 10/18/2025'. The table has columns for 'Business Title *', 'Hours Type *', 'Quantity', 'Start', 'Stop', and 'Total'. The 'Business Title *' column is circled in green, showing 'Student Help-Computer Lab Assistant'. The 'Hours Type *' column is circled in green, showing 'Worked Hours'. The 'Quantity' column is circled in green, showing '3.95'. The 'Start' column is circled in green, showing '4:03 PM'. The 'Stop' column is circled in green, showing '8:00 PM'. The 'Total' column is circled in green, showing '3.95 hours'. The 'Total Hours' row at the bottom is circled in green, showing '3.95 hours'.

When reviewing your timecard, you will need to make note of the following.

1. Daily totals – at the bottom of each day you will need to verify you have accounted for all the hours worked or requested off. If you took half day as leave you will need to make sure to record your hours worked on that day so you a full day of pay. If hours worked are not entered your pay will be short.
2. Look for double punches – these will need corrected otherwise you may have an incorrect total number of hours for the day.
3. You will need to review your punches for AM vs PM accuracy. If you have one of these out of order it can cause you to have a higher total number of hours for the day which creates an overpayment.
4. Hours are reported on the correct job.

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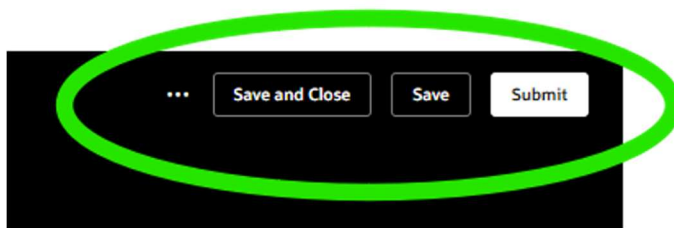
If you need to make note on a day that may have abnormalities you can do so by right clicking in the field and selecting Add Comment. It will provide you a free type box to make your notes. Select Save when you have completed your comment. You can only put one comment on each day.

A screenshot of the Web Clock Timecard interface. The header shows the user 'Phyllis Plant' and the time card period '7/13/2023 to 7/26/2023'. The main area is a grid with columns for dates from Sunday, July 13 to Sunday, July 20. Each date column has sub-columns for 'Start', 'Stop', and 'Quantity'. A right-click context menu is open over the 'Quantity' field for Wednesday, July 16, with the 'Add Comment' option highlighted by a green circle. The menu also includes options like Copy, Paste, Cut, Insert Row Above, Insert Row Below, Duplicate Row, and Delete Row. The bottom of the grid shows 'Total Hours' for each day.

Once you have determined your timecard is accurate you can submit your time.

In the top right corner of your timecard you can find the Submit button. Once you have verified all your hours are accounted for (at the end of the pay period) Submit your time.

*Note, some screens may hide the submit and/or approval buttons under the 3 dots. If you cannot see a submit button, click the 3 dots.



Please make sure everything is Submitted (not just saved) and Approved by the deadline to ensure your payment is processed properly.

To review the status of your timecard you can go into Exiting Timecard. If your timecard is not approved, talk with your supervisor to get it updated.

Web Clock Timecard

