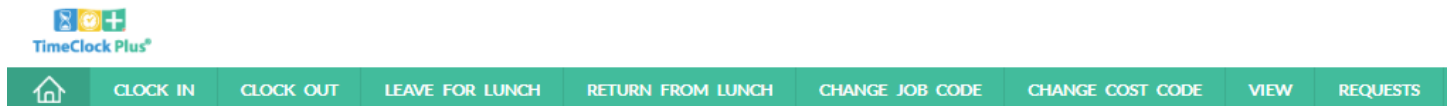# WebClock Functions

Using the WebClock

WebClock Access

- The WebClock is accessed through the **TimeClock Plus** icon in **myPascoConnect**

- All WebClock functions are completed through the dashboard, which is the default WebClock screen

Clock In or Clock Out for work day

1. Input employee ID number in the **ID/Badge Number** field
2. Click **CLOCK IN** or **CLOCK OUT**
3. Input PIN number and click **Log On**
   a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
4. A confirmation screen appears – click **OK** to complete function, or **Cancel** to discard it
   a. Users with multiple jobs must select the appropriate job and click **Continue** when clocking in
5. The confirmation message **Clock operation successful** appears – click **Ok**

Leave for break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field
2. Click **LEAVE FOR BREAK**
   a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
3. Input PIN number and click **Log On**
4. A confirmation screen stating **Confirmation (Break)** appears – click **Continue** to complete function, or **Cancel** to discard it
5. The confirmation message **Clock operation successful** appears – click **Ok**

Return from break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field
2. Click **RETURN FROM BREAK**
   a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
3. Input PIN number and click **Log On**
4. A confirmation screen stating **Confirmation (Clock In) Returning from a _ minute Break** appears (_ will be replaced with the time clocked out for break) – click **Continue** to complete function, or **Cancel** to discard it
5. The confirmation message **Clock operation successful** appears – click **Ok**