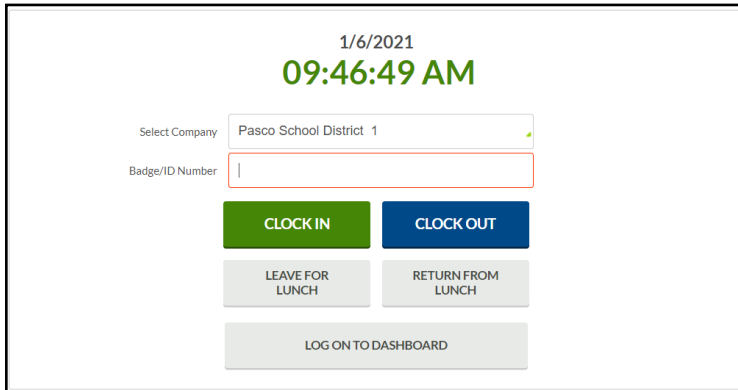


## WebClock Clock Functions

### Basic WebClock Usage

- Navigate to the Web Clock from **myPascoConnect**
- ID/Badge Number is the user's Employee ID number
- User PIN number is the last four digits of SSN



1/6/2021  
09:46:49 AM

Select Company: Pasco School District 1

Badge/ID Number:

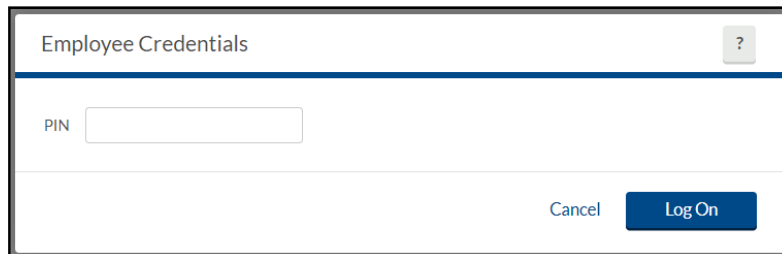
**CLOCK IN** **CLOCK OUT**

LEAVE FOR LUNCH RETURN FROM LUNCH

LOG ON TO DASHBOARD

### 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**

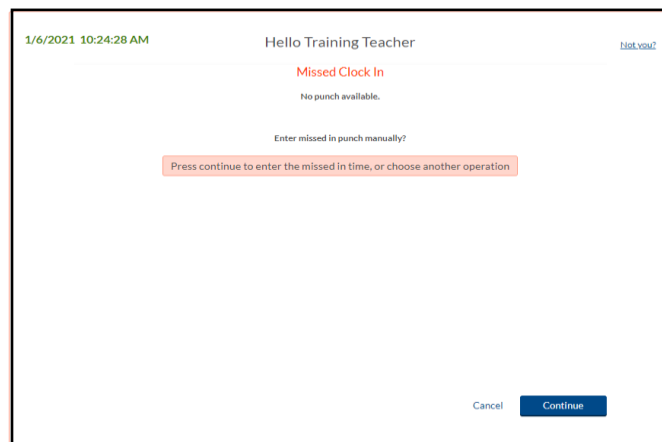


Employee Credentials

PIN

Cancel **Log On**

- a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details



1/6/2021 10:24:28 AM Hello Training Teacher [Not you?](#)

**Missed Clock In**

No punch available.

Enter missed in punch manually?

Press continue to enter the missed in time, or choose another operation

Cancel **Continue**

- b. Users with multiple jobs must select the appropriate job and click **Continue**

1/6/2021 10:47:07 AM Hello Training Teacher [Not you?](#)

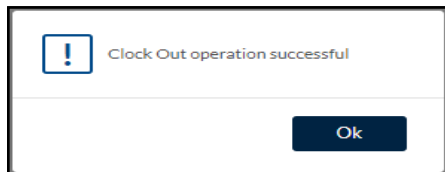
Select Job Code (Missed Clock In)

Showing 8 records of 8

Select	ID†	Description	Group
<input checked="" type="radio"/>	3020	TCHR MATH HS	Hourly
<input type="radio"/>	3049	TCHR ADDITIONAL PERIOD.2	Hourly
<input type="radio"/>	7302	ADDL DUTY BEFORE AFTER SCH	Hourly
<input type="radio"/>	7304	ADDL DUTY EXT DAY	Hourly
<input type="radio"/>	7335	ADDL DUTY IN ADULT ED	Hourly
<input type="radio"/>	8002	ESY TCHR TTL I PROGRAMS	Hourly
<input type="radio"/>	8424	SMR INSTR SUPPORT	Hourly
<input type="radio"/>	7701R063	WCHS AF PT AD FDI NI GUIDANCE	Hourly

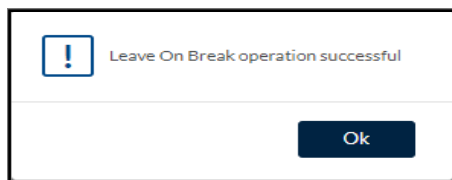
Back Cancel Continue

4. The confirmation message **Clock operation successful** appears – click **Ok**



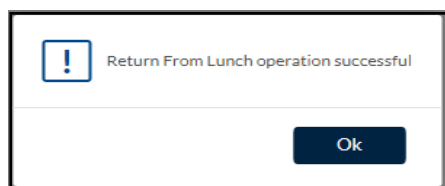
### Leave for break (unpaid lunch ONLY)

1. Input employee ID number in the **ID/Badge Number** field
2. Click **LEAVE FOR LUNCH**
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
1. The confirmation message **Clock operation successful** appears – click **Ok**



### Return from break (unpaid lunch ONLY)

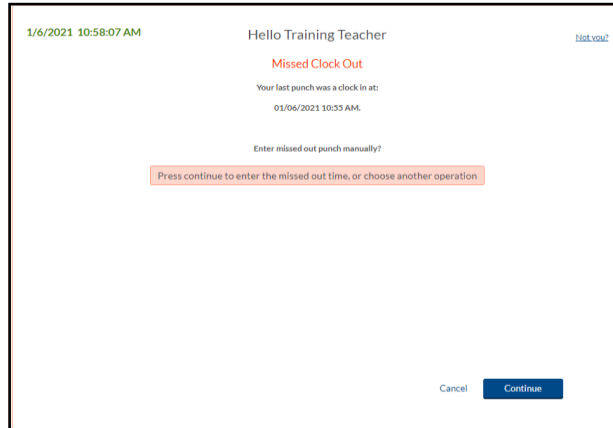
1. Input employee ID number in the **ID/Badge Number** field
2. Click **RETURN FROM LUNCH**
3. Input PIN number and click **Log On**
  - a. Users with a missed punch must correct the error – please see the **Correct Missed Punch** guide for details
1. The confirmation message **Clock operation successful** appears – click **Ok**



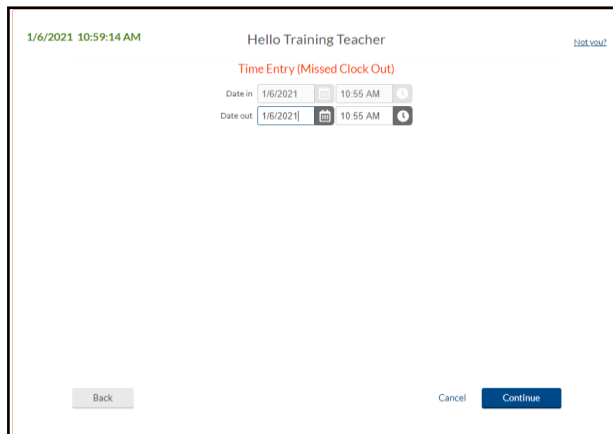
## Correct Missed Punch

### Correct missed clock out on the WebClock

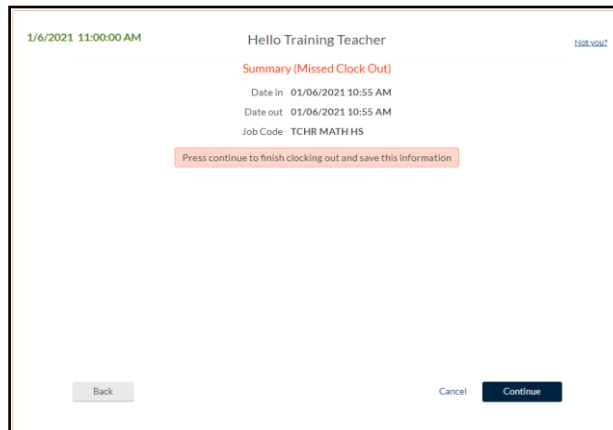
1. Input employee ID number in the **ID/Badge Number** field
2. Click **CLOCK IN** or **RETURN FROM LUNCH**
3. Input PIN number and click **Log On**
4. A screen appears displaying the last punch and prompting entry of missed clock out – click **Continue**



5. Input the date and time of the missed clock out and click **Continue**



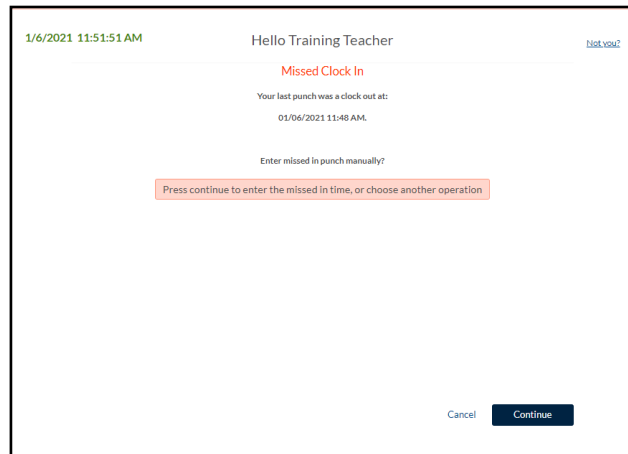
6. A summary screen appears displaying the corrected punch – click **Continue** to finish clock out and save the corrected punch



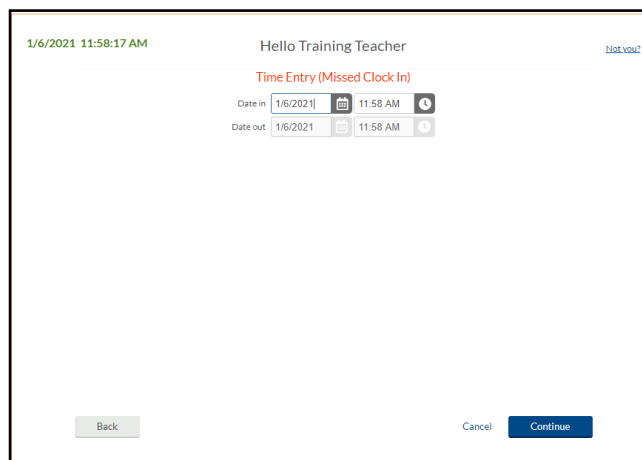
- a. Users with multiple jobs must select the appropriate job and click **Continue**
7. The confirmation message **Clock operation successful** appears – click **Ok**
  8. User is now clocked into the system and missed punch is corrected – *no additional operations are needed*

## Correct missed clock in on the WebClock

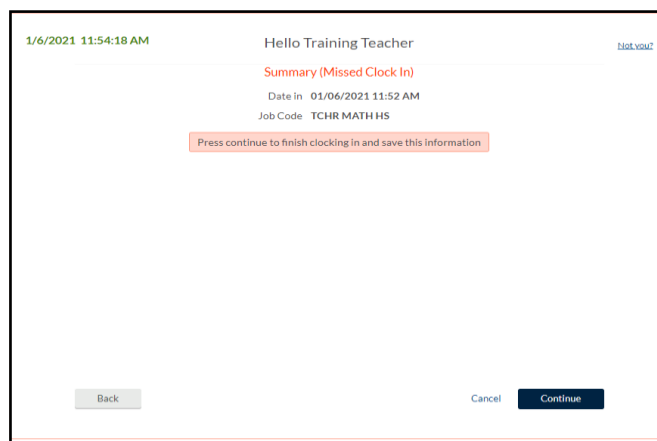
1. Input employee ID number in the **ID/Badge Number** field
2. Click **CLOCK OUT** or **LEAVE FOR BREAK**
3. Input PIN number and click **Log On**
4. A screen appears displaying the last punch and prompting entry of missed clock in – click **Continue**



5. Input the date and time of the missed clock out and click **Continue**



6. A summary screen appears displaying the corrected punch – click **Continue** to finish clock in and save the corrected punch

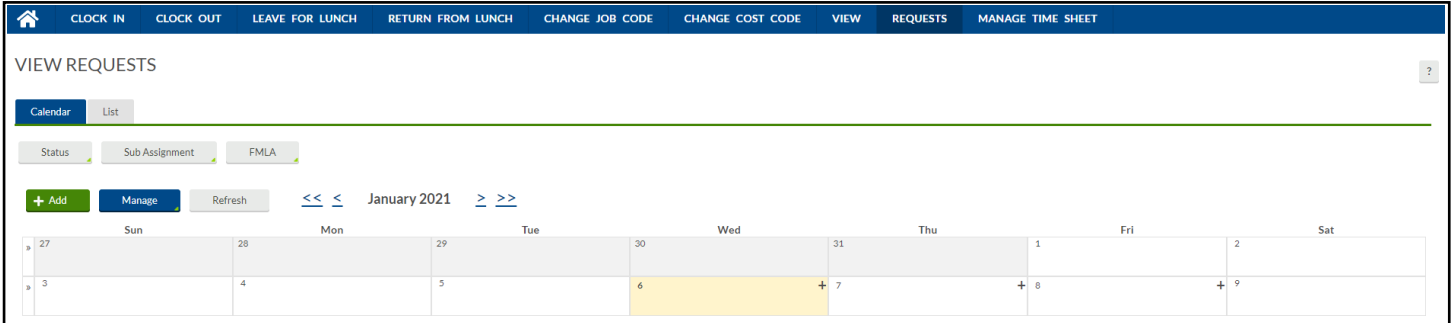


- a. Users with multiple jobs must select the appropriate job and click **Continue**
7. The confirmation message **Clock operation successful** appears – click **Ok**
  8. User is now clocked out of the system and missed punch is corrected – *no additional operations are needed*

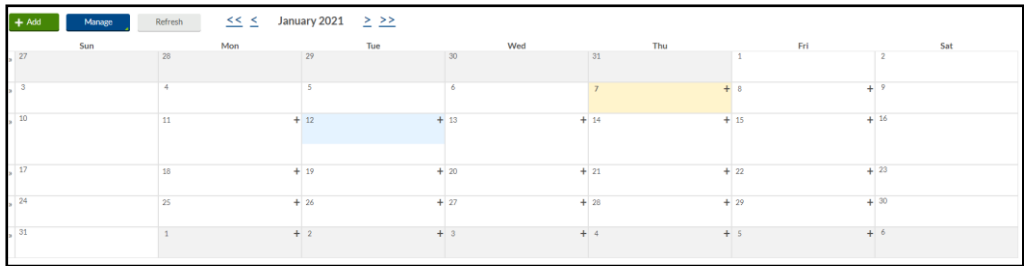
# Time Off Requests

## Submit Time Off Request (Using Calendar)

1. Navigate to the Web Clock from **myPascoConnect**
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
5. Click **Requests**



6. Click the plus symbol (+) on the calendar for the date of the request



7. Select or input the amount of time requested
  - a. For full or half days, select the desired request type and duration from the templates on the left
    - i. If applicable, change the start time in the **Start time** field

**Add Employee Request**

Employee: Training Teacher [400003]

Date requested: 1/6/2021

Start time: 08:00 AM

Hours: 7:30

Days: 1

Leave Code: 320 - Personal

Accruals Cancel Save

- b. For entries that are not a full or half day, select the desired leave type as **Other**
  - i. If applicable, change the start time in the **Start time** field
  - ii. Input the number of hours for the leave request in the **Hours** field, in decimal format – for example, to request five and a half hours, input 5.5; to request three and a quarter hours, input 3.25

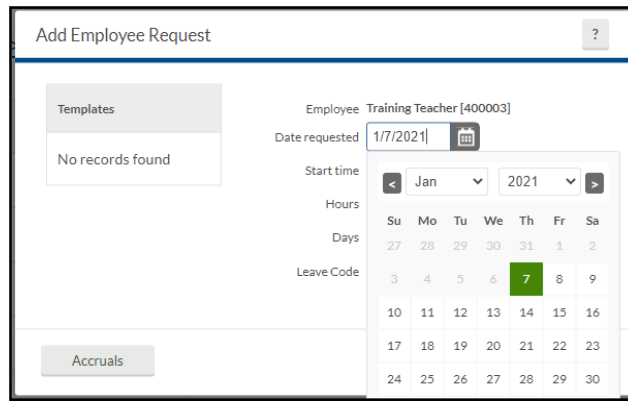
- For multi-day requests of the same leave type and duration, select the number of days from the **Days** drop-down

- Click **Save** – leaves populate on the calendar in status **Pending** and the message **Operation Successful** appears

### Submit Time Off Request (Using Add Button)

- Navigate to the Web Clock from **myPascoConnect**
- Input employee ID number in the **ID/Badge Number** field
- Click **LOG ON TO DASHBOARD**
- Input PIN number (last four digits of user's Social Security Number) and click **Log On**
- Click **Requests**
- Click **Add**

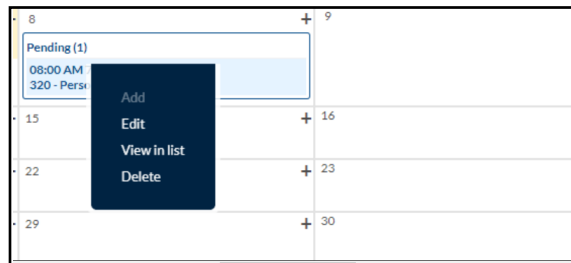
- Select the date by clicking the calendar icon next to **Date requested**



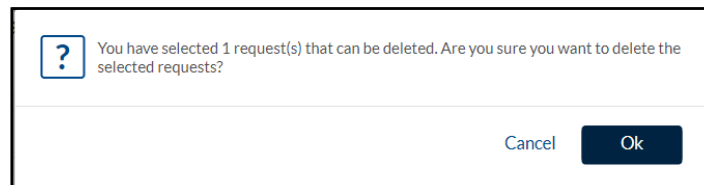
- Select or input the amount of time requested
  - For full or half days, select the desired request type and duration from the templates on the left
    - If applicable, change the start time in the **Start time** field
  - For entries that are not a full or half day, select the desired leave type as **Other**
    - If applicable, change the start time in the **Start time** field
    - Input the number of hours for the leave request in the **Hours** field, in decimal format – for example, to request five and a half hours, input 5.5; to request three and a quarter hours, input 3.25
- For multi-day requests **of the same leave type and duration**, select the number of days from the **Days** drop-down
- Click **Save** – leaves populate on the calendar in status **Pending** and the message **Operation Successful** appears

### Cancel Single Time Off Request (Using Calendar)

- Sign in to the Web Clock and navigate to **Requests** as noted in steps 1 – 5 in **Submit Time Off Request**
- Right-click on the request that will be canceled – request must be in status **Pending**
- A drop-down menu appears – click **Delete**



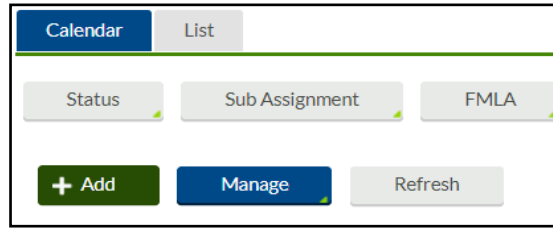
- A confirmation message appears – click **OK** to confirm deletion or **Cancel** to cancel deletion



- The leave request is removed from the calendar and the message **Operation Successful** appears

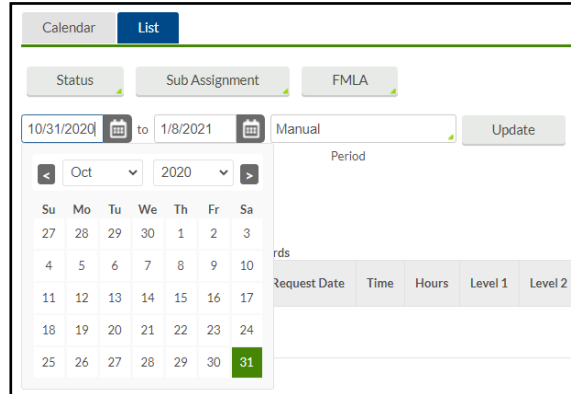
## Cancel One or More Time Off Requests (Using Manage)

1. Sign in to the Web Clock and navigate to **Requests** as noted in steps 1 – 5 in **Submit Time Off Request**

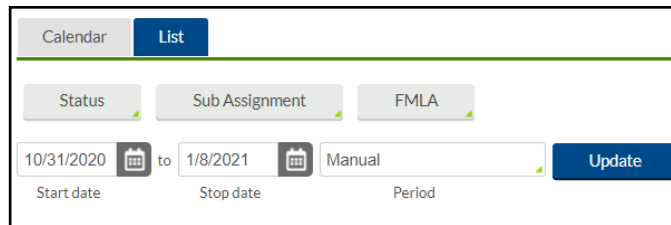


2. Click **List**

3. Select a date range by using the calendar icons



4. Click **Update**



5. Click **Expand all** to display all pending requests within the selected date range

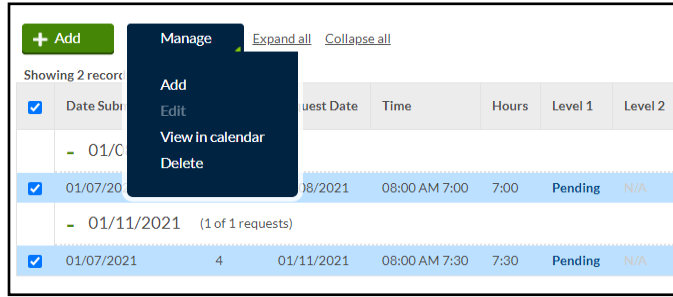
6. Click the checkboxes next to each request date that will be deleted, or use the box next to **Date Submitted** to select all

<input checked="" type="checkbox"/>	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Response	Description
-	01/08/2021	(1 of 1 requests)										
<input checked="" type="checkbox"/>	01/07/2021	1	01/08/2021	08:00 AM 7:00	7:00	Pending	N/A	N/A	Leave Code	320 - Personal		
-	01/11/2021	(1 of 1 requests)										
<input checked="" type="checkbox"/>	01/07/2021	4	01/11/2021	08:00 AM 7:30	7:30	Pending	N/A	N/A	Leave Code	320 - Personal		

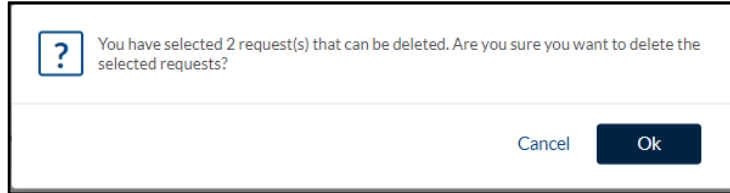
7. Click **Manage**



8. Click **Delete** in the drop-down menu that appears



9. A confirmation message appears – click **OK** to confirm deletion or **Cancel** to cancel deletion



10. The leave request(s) is (are) removed from the list and the message **Operation Successful** appears

## View Leave Accrual Balances

1. Sign in to the Web Clock as noted in steps 1 – 4 in **Submit Time Off Request**
2. Click **View** and select **Accruals**



3. The current accruals appear, separated by accrual type (sick, personal, etc.)

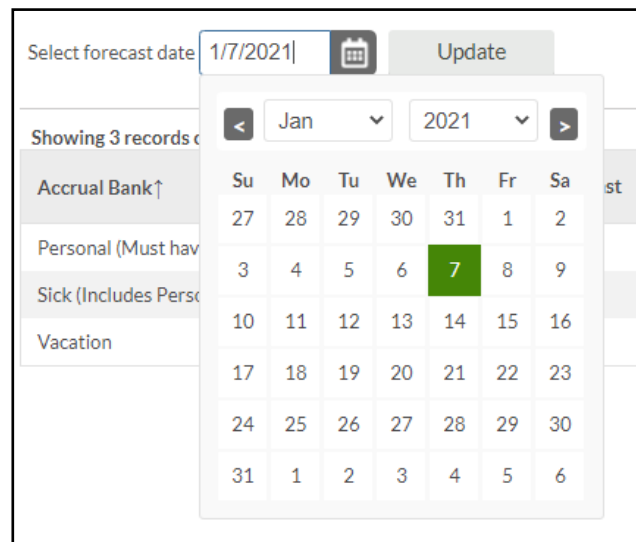
ACCRUALS

Select forecast date: 1/7/2021 Update

Showing 3 records of 3

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Personal (Must have Sick Available)	20.0000	0.0000	0.0000	0.0000	0.0000	0.0000	20.0000
Sick (Includes Personal)	0.0000	0.0000	40.0000	40.0000	0.0000	0.0000	-80.0000
Vacation	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

4. The **Used Forecast** column shows all approved leave that has not yet been processed and is prior to the date in **Select forecast date**
  - a. Use the calendar menu in **Select forecast date** to change the forecast date

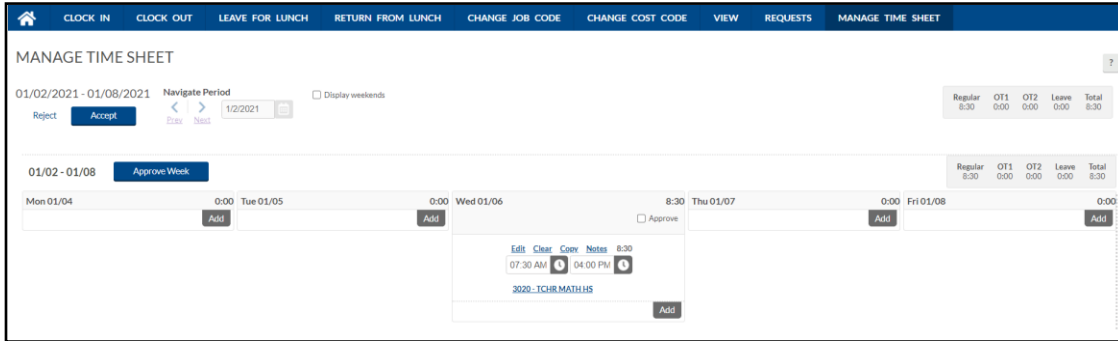


- b. Once a date is selected, click **Update**
- c. The **Used Forecast** field updates and the message **Operation Successful** appears

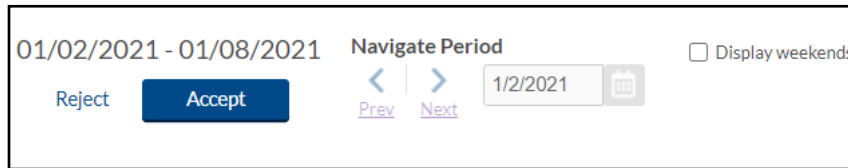
# Time Sheets (Exempt employees only)

## Input Time

1. Navigate to the Web Clock from **myPascoConnect**
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
5. Click **MANAGE TIME SHEET**



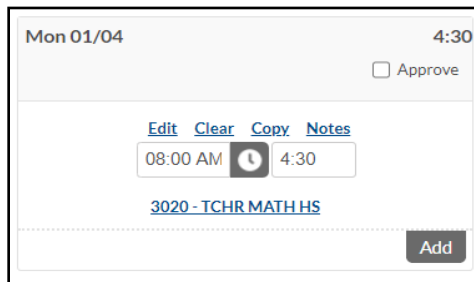
6. Navigate to the week to be managed using the **Navigate Period** arrow keys



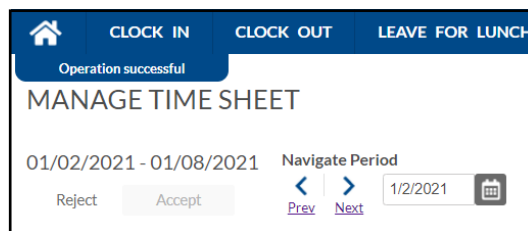
7. Click **Add** on the first work day of the week



8. Select the start time for the work day and the number of paid hours



9. Click **Accept** to lock in time – the message **Operation Successful** appears



### Add additional work days

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 – 5 above
2. Click **Copy** on the day that is to be duplicated

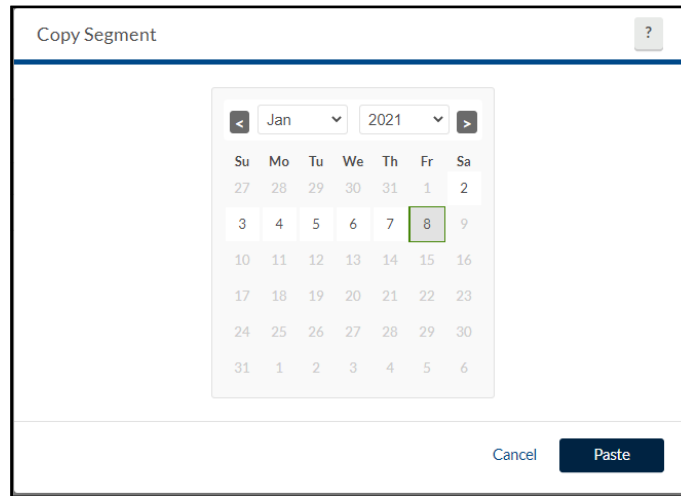


Mon 01/04 4:30

Approve

[Edit](#) [Clear](#) [Copy](#) [Notes](#)

3. Select one or more dates from the calendar and click **Paste**



Copy Segment

Jan 2021

Su	Mo	Tu	We	Th	Fr	Sa
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
31	1	2	3	4	5	6

Cancel Paste

4. Click **Accept** to lock in time – the message **Operation Successful** appears

### Delete work day

1. Navigate to **MANAGE TIME SHEET** as noted in steps 1 – 5 above
2. Click **Clear** on the day that is to be deleted – the selected day is immediately deleted
3. Click **Accept** to lock in changes – the message **Operation Successful** appears

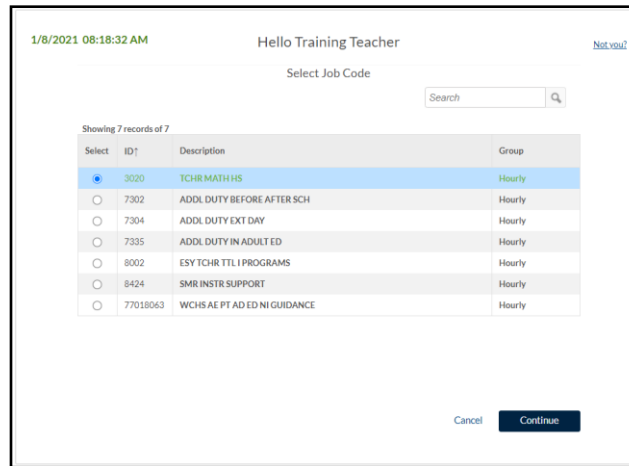
## Change Active Job (Employees with multiple jobs only)

### Input Time

1. *Employee must be clocked in prior to changing active job*
2. Navigate to the Web Clock from **myPascoConnect**
3. Input employee ID number in the **ID/Badge Number** field
4. Click **LOG ON TO DASHBOARD**
5. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
6. Click **Change Job Code**



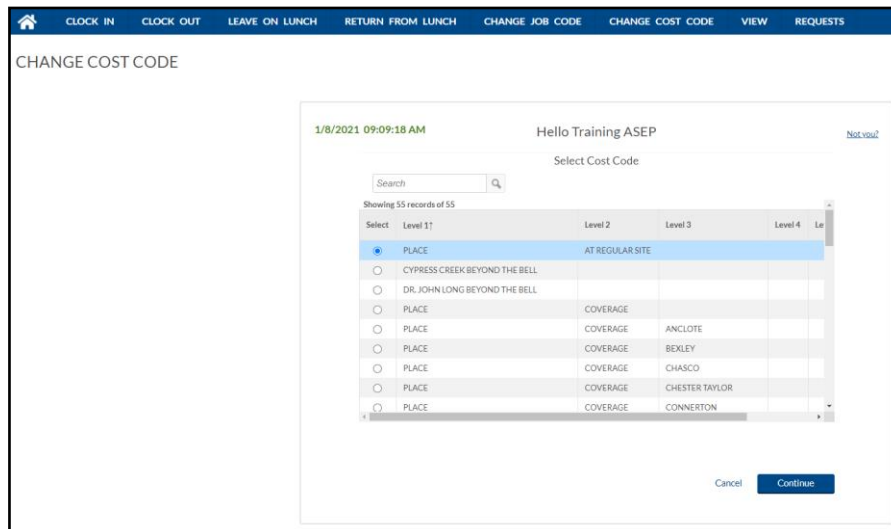
7. A list of all jobs that are not currently clocked in appears – select the job to make active and press **Continue**



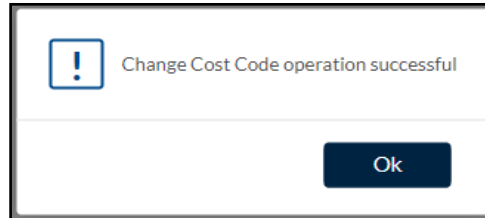
8. The message **Clock operation successful** appears – press **Ok**

## Change Cost Code on Web Clock

1. Navigate to the Web Clock from **myPascoConnect**
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**
4. Input PIN number (last four digits of user's Social Security Number) and click **Log On**
5. Click **CHANGE COST CODE**
6. Click **Continue**
7. Select cost code from the list



8. Click **Continue**
9. The confirmation message **Clock operation successful** appears – click **Ok**



## WebClock Dashboard

### Access Dashboard

1. Navigate to the Web Clock from **myPascoConnect**
2. Input employee ID number in the **ID/Badge Number** field
3. Click **LOG ON TO DASHBOARD**

### View Hours

1. Sign into dashboard as noted in steps 1 – 3 of **Access Dashboard**
2. Click **View** and select **Hours**



- A list of all punches for the current week appears

**VIEW HOURS**

Navigate Period < > Download  
[Prev](#) [Next](#)  
 01/02 - 01/08

Showing 3 records of 3

		Notes		Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	<input type="checkbox"/>			1/4/2021 08:00 AM	<< Time sheet >>	4:30	4:30		3020 - TCHR MATH HS
	<input type="checkbox"/>			1/8/2021 08:16 AM	1/8/2021 08:18 AM	0:02			3020 - TCHR MATH HS
	<input checked="" type="checkbox"/>			1/8/2021 08:18 AM	<< Clocked In >>	0:30	0:32	5:02	3049 - TCHR ADDITIONAL PERIOD .2

- Segments connected via brackets are part of the same shift (from punch in to punch out)
- Segments highlighted in blue represent a corrected punch (due to a missed punch)

### View Last Punch

- Sign into dashboard as noted in steps 1 – 3 of **Access Dashboard**
- Click **View** and select **Last Punch**

	CLOCK IN	CLOCK OUT	LEAVE FOR LUNCH	RETURN FROM LUNCH	CHANGE JOB CODE	CHANGE COST CODE	VIEW	REQUESTS	MANAGE TIME SHEET	
							Hours	Last Punch	Accruals	Messages

- A list of the last punch (in or out) appears

**LAST PUNCH (CLOCKED IN)**

Training Teacher

---

Clocked in at 1/8/2021 08:18 AM  
 Job Code 3049 - TCHR ADDITIONAL PERIOD .2

### View and Manage Messages

- Sign into dashboard as noted in steps 1 – 3 of **Access Dashboard**
- Click **View** and select **Messages**

	CLOCK IN	CLOCK OUT	LEAVE FOR LUNCH	RETURN FROM LUNCH	CHANGE JOB CODE	CHANGE COST CODE	VIEW	REQUESTS	MANAGE TIME SHEET	
							Hours	Last Punch	Accruals	Messages

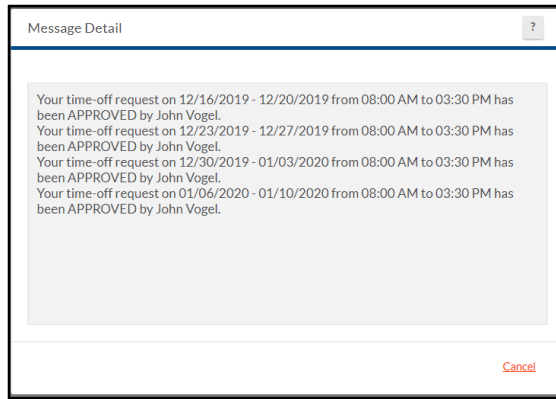
- A list of all messages appears

**VIEW MESSAGES**

Showing 1 records of 1

View	Read	Date Sent	Message	Sent By
	<input type="checkbox"/>	12/10/2019	Your time-off request on 12/16/2019 - 12/20/2019 fro...	JVOGEL

- Click the icon under **View** to view the message in its entirety – click **Cancel** once done



- Most messages remain until marked as **Read** – click the box under **Read** and click **Mark as read** to acknowledge message



- All selected messages will disappear once **Mark as read** is clicked

### Sign Out of Dashboard

- User is already signed in to dashboard
- Click **Log Off** in the upper-right corner of the screen



- User is logged out of TimeClock Plus