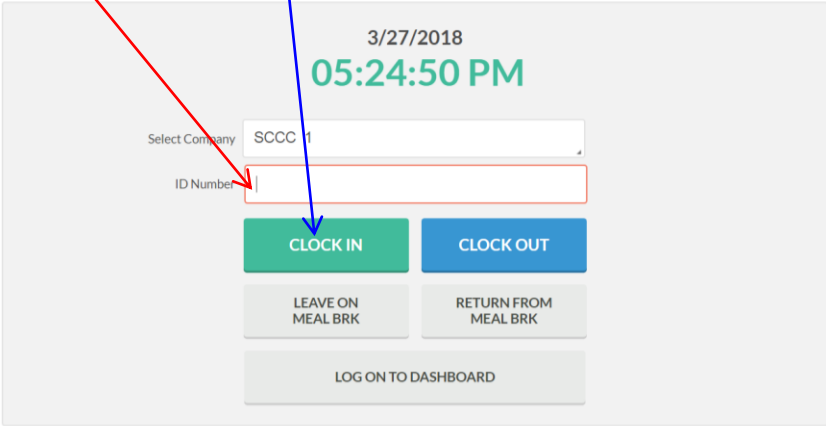


Clocking In and Out on the WebClock v7

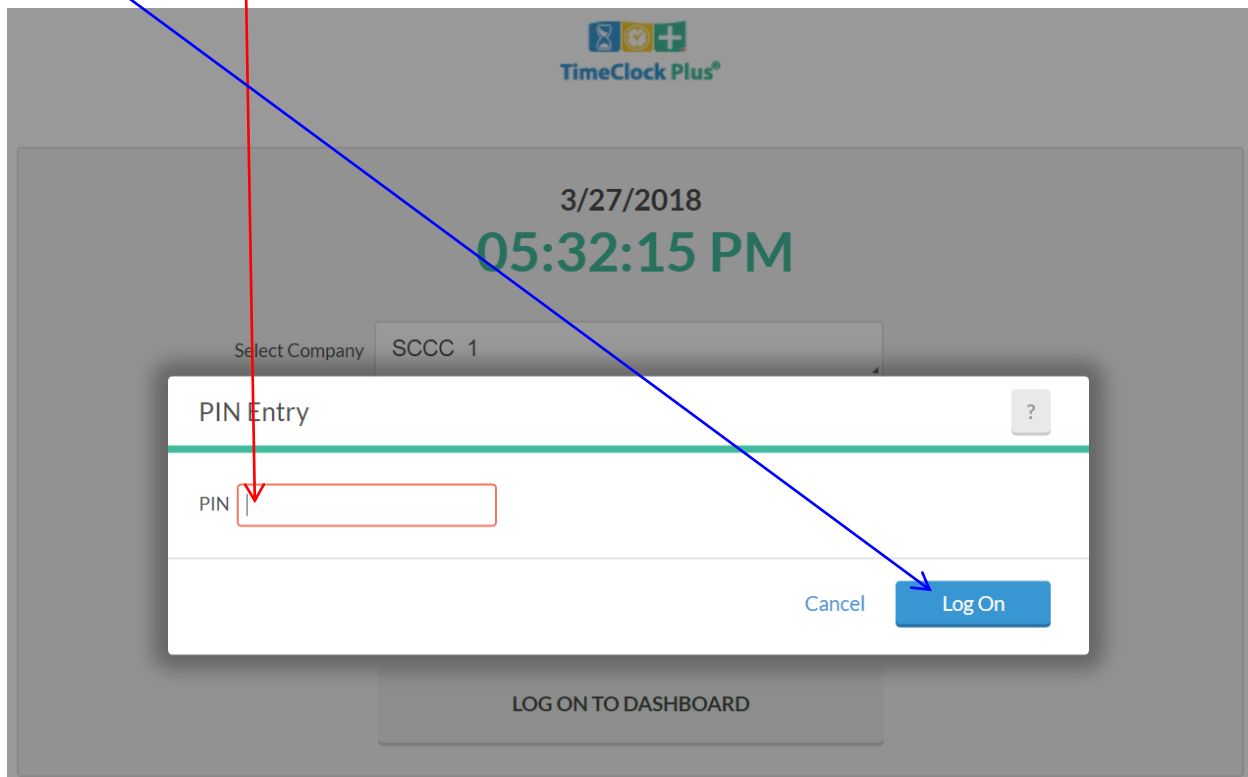
Go to a kiosk or www.sccc.edu, Faculty & Staff, Time Clock, to access the WebClock.

Enter your ID (800xxxxxx) and click **CLOCK IN**.



The screenshot shows the TimeClock Plus interface. At the top, the date is 3/27/2018 and the time is 05:24:50 PM. Below the date and time, there is a "Select Company" dropdown menu with "SCCC 1" selected. Below that is an "ID Number" input field. A red arrow points from the text "Enter your ID (800xxxxxx)" to the "ID Number" field. A blue arrow points from the text "click CLOCK IN" to the "CLOCK IN" button. The "CLOCK IN" button is green, and the "CLOCK OUT" button is blue. Below these are two buttons: "LEAVE ON MEAL BRK" and "RETURN FROM MEAL BRK". At the bottom is a "LOG ON TO DASHBOARD" button. In the bottom left corner, the client version is 7.0.57.13, the server version is v0000, and the revision is 47867. In the bottom right corner, the copyright is © 2017 Data Management, Inc.

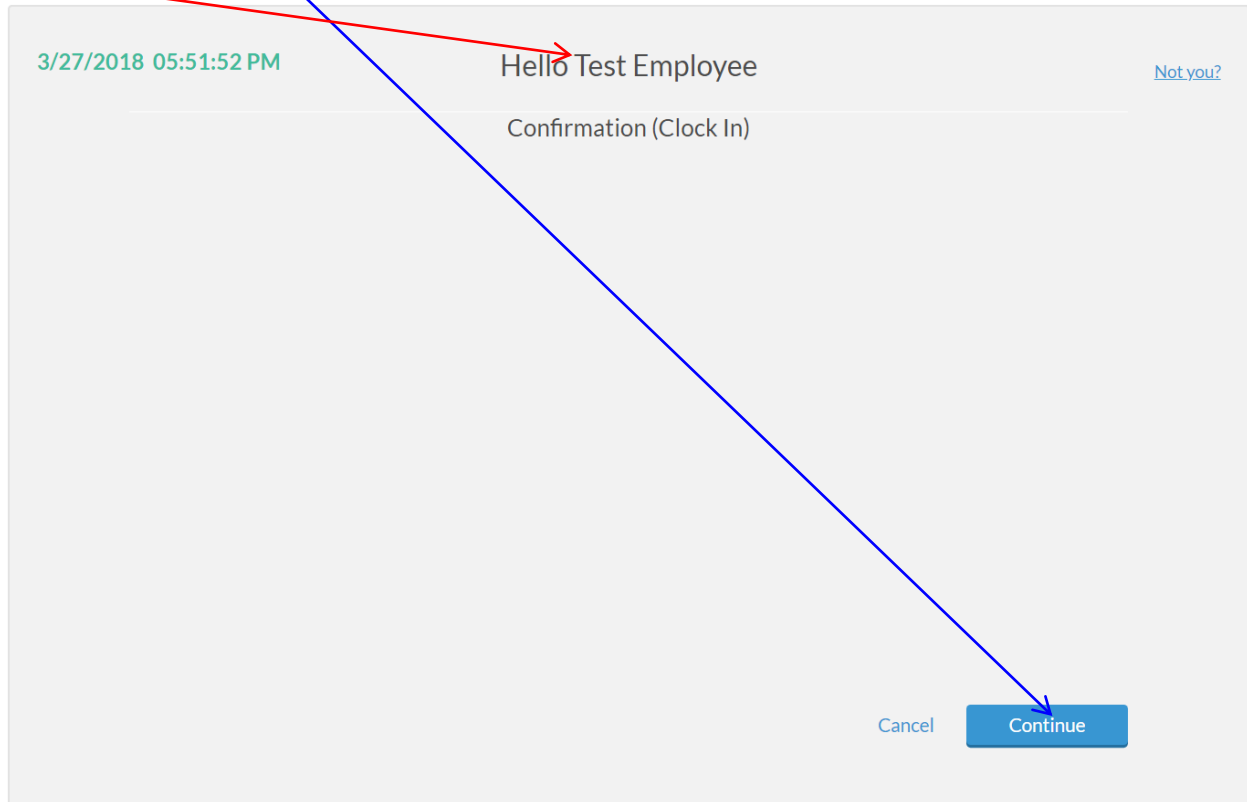
Enter your PIN (5xxxx), which is "5" followed by the last 4 digits of your Social Security Number. Click **Log On**.



The screenshot shows the TimeClock Plus interface with a "PIN Entry" dialog box open. The background shows the date 3/27/2018 and the time 05:32:15 PM. The "Select Company" dropdown menu is set to "SCCC 1". The "PIN Entry" dialog box has a "PIN" input field. A red arrow points from the text "Enter your PIN (5xxxx)" to the "PIN" field. A blue arrow points from the text "Click Log On" to the "Log On" button. The "Log On" button is blue, and the "Cancel" button is gray. Below the dialog box is a "LOG ON TO DASHBOARD" button.

Clocking In and Out on the WebClock v7

If this is **you**, click **Continue**.



3/27/2018 05:51:52 PM

Hello Test Employee

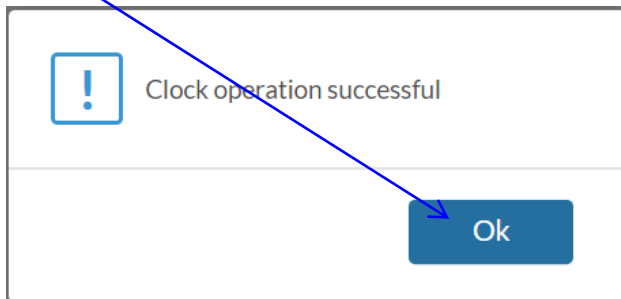
[Not you?](#)

Confirmation (Clock In)

Cancel Continue

A red arrow points from the word 'you' in the instruction to the 'Hello Test Employee' text. A blue arrow points from the word 'Continue' in the instruction to the 'Continue' button.

Click **OK**.



! Clock operation successful

Ok

A blue arrow points from the word 'OK' in the instruction to the 'Ok' button.

Clocking In and Out on the WebClock v7

When you leave for a **meal** break, enter your **ID (800xxxxxx)** and click **LEAVE ON MEAL BRK**.

TimeClock Plus®

3/27/2018
05:24:50 PM

Select Company SCCC 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

Client: 7.0.57.13
Server: v0000
Revision: 47867

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Enter your **PIN (5xxxx)**, which is “5” followed by the last 4 digits of your Social Security Number. Click **Log On**.

TimeClock Plus®

3/27/2018
05:32:15 PM

Select Company SCCC 1

PIN Entry

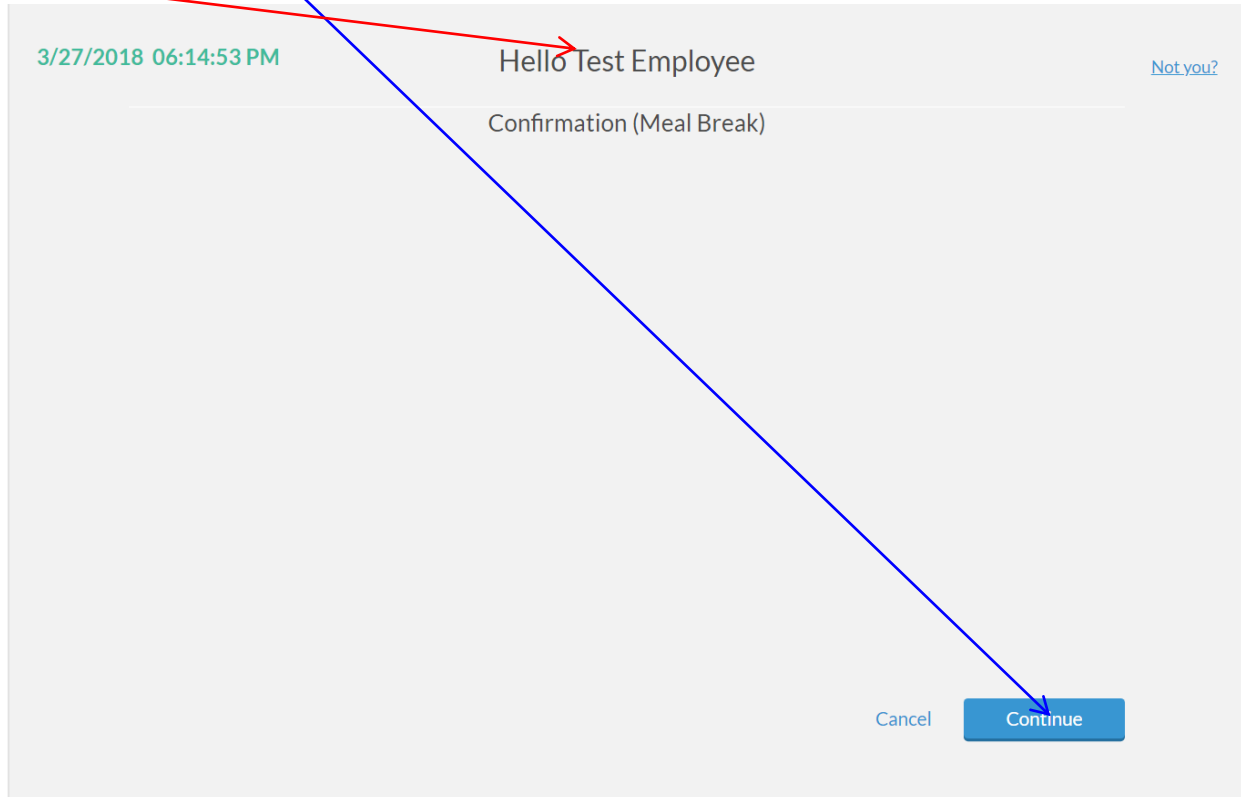
PIN

Cancel Log On

LOG ON TO DASHBOARD

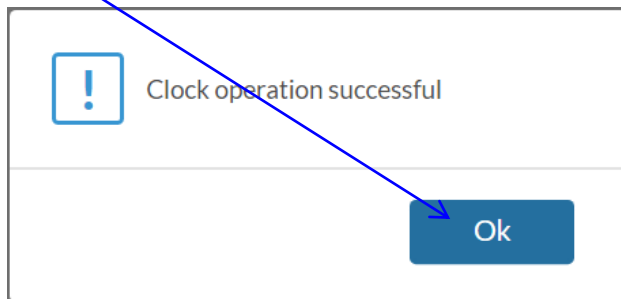
Clocking In and Out on the WebClock v7

If this is **you**, click **Continue**.



The image shows a web application interface for clocking in and out. At the top left, the date and time '3/27/2018 06:14:53 PM' are displayed in green. In the center, the text 'Hello Test Employee' is shown with a red arrow pointing to it from the instruction above. Below this, the text 'Confirmation (Meal Break)' is displayed. In the top right corner, there is a blue link that says 'Not you?'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. A blue arrow points from the instruction 'click Continue' to the 'Continue' button.

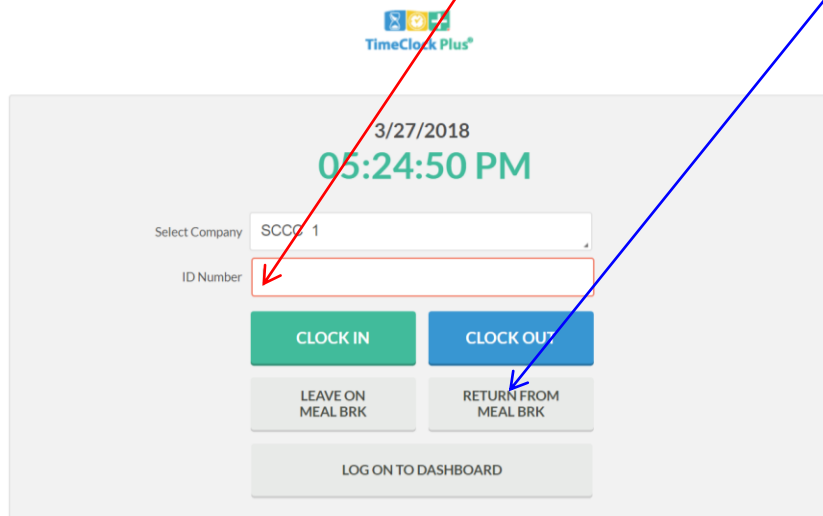
Click **OK**.



The image shows a small dialog box with a white background and a thin border. On the left, there is a blue square icon containing a white exclamation mark. To the right of the icon, the text 'Clock operation successful' is displayed. At the bottom right of the dialog box, there is a blue button with the text 'Ok'. A blue arrow points from the instruction 'Click OK' to the 'Ok' button.

Clocking In and Out on the WebClock v7

To return from your meal break, enter your **ID (800xxxxxx)** and click **RETURN FROM MEAL BRK.**

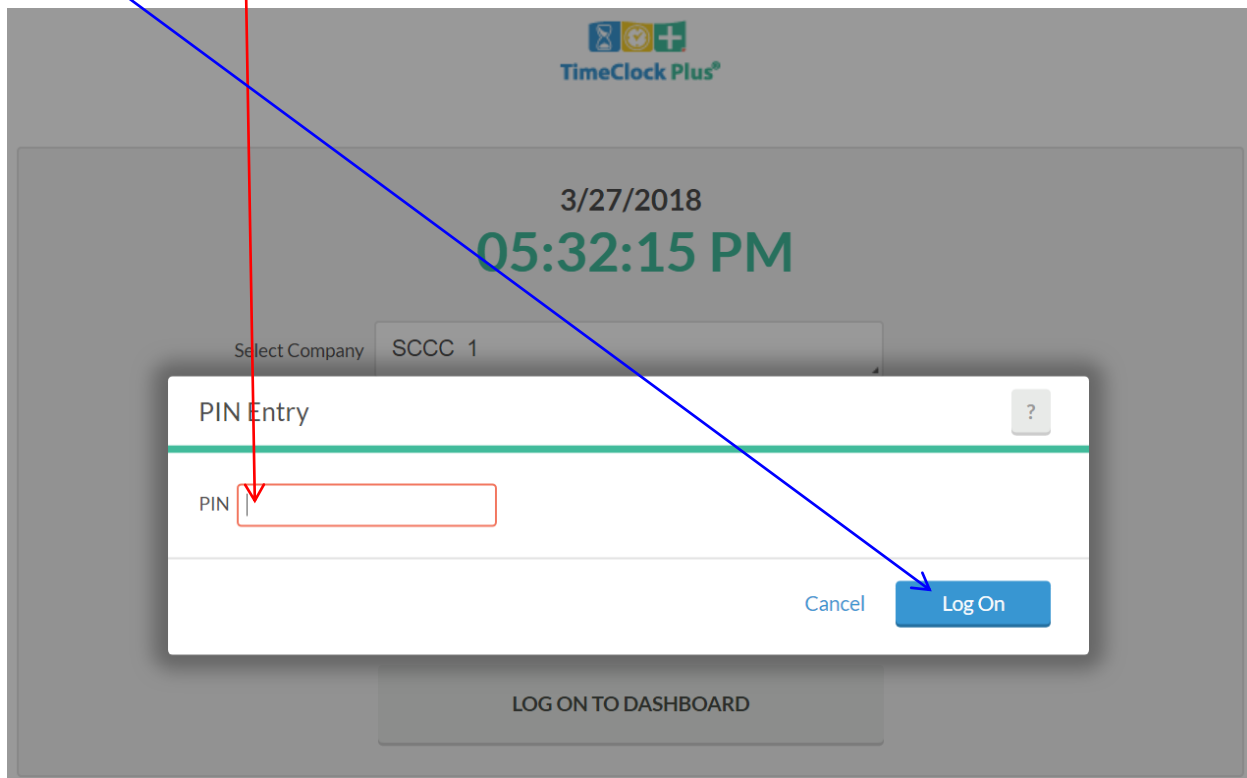


The screenshot shows the TimeClock Plus web interface. At the top, the date is 3/27/2018 and the time is 05:24:50 PM. Below the time, there is a 'Select Company' dropdown menu with 'SCCC 1' selected. Underneath, there is an 'ID Number' input field. A red arrow points to this field. Below the input field are four buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON MEAL BRK' (gray), and 'RETURN FROM MEAL BRK' (gray). A blue arrow points to the 'RETURN FROM MEAL BRK' button. At the bottom, there is a 'LOG ON TO DASHBOARD' button.

Client: 7.0.57.13
Server: v0000
Revision: 47867

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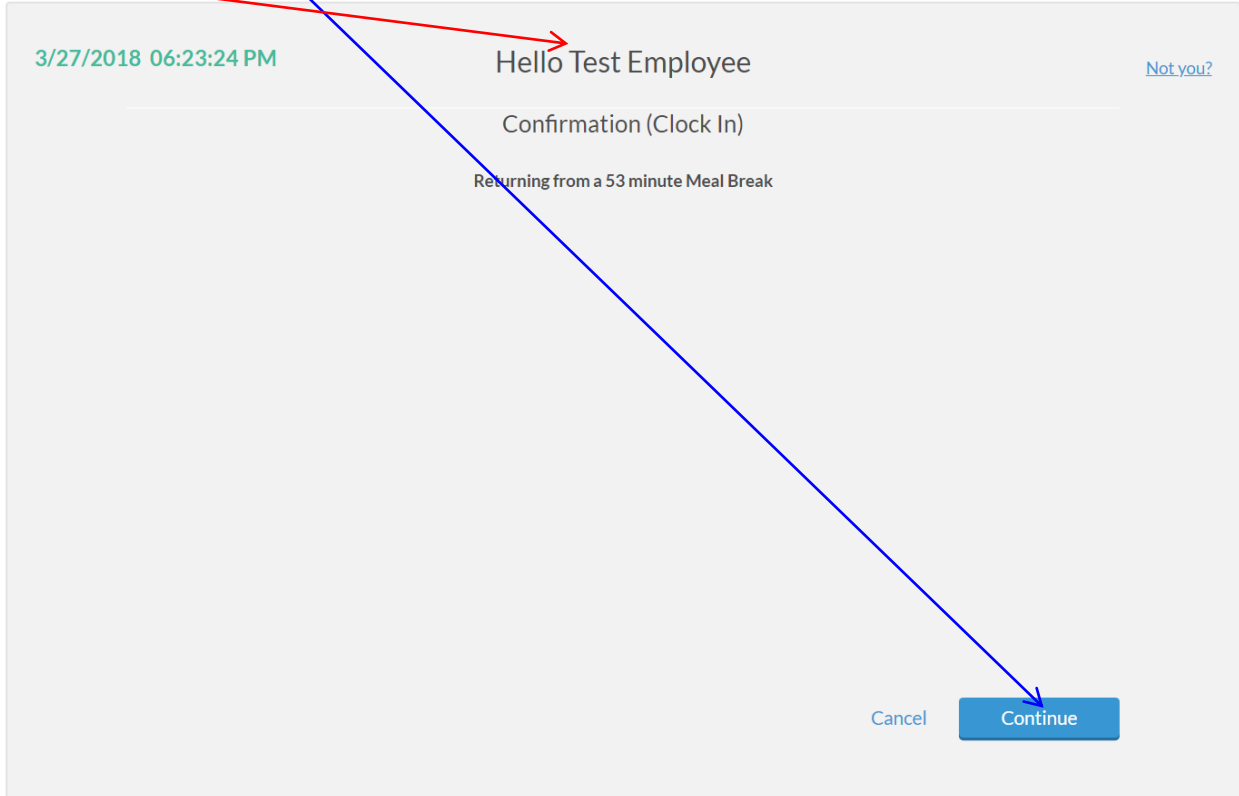
Enter your **PIN (5xxxx)**, which is "5" followed by the last 4 digits of your Social Security Number. Click **Log On.**



The screenshot shows the TimeClock Plus web interface with a 'PIN Entry' modal window open. The background shows the date 3/27/2018 and the time 05:32:15 PM. The 'Select Company' dropdown menu is set to 'SCCC 1'. The 'PIN Entry' modal has a 'PIN' input field with a red arrow pointing to it. At the bottom of the modal are 'Cancel' and 'Log On' buttons. A blue arrow points to the 'Log On' button. Below the modal, there is a 'LOG ON TO DASHBOARD' button.

Clocking In and Out on the WebClock v7

If this is **you**, click **Continue**.



3/27/2018 06:23:24 PM

Hello Test Employee

[Not you?](#)

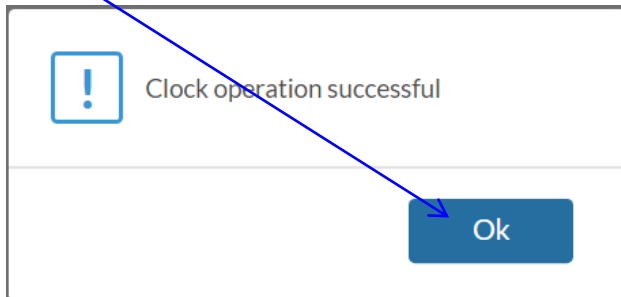
Confirmation (Clock In)

Returning from a 53 minute Meal Break

Cancel Continue

A screenshot of the WebClock v7 login confirmation screen. The screen has a light gray background. At the top left, the date and time '3/27/2018 06:23:24 PM' are displayed in green. At the top center, the text 'Hello Test Employee' is shown. At the top right, there is a blue link 'Not you?'. Below these, the text 'Confirmation (Clock In)' is centered, followed by 'Returning from a 53 minute Meal Break'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. A red arrow points from the word 'you' in the instruction above to the 'Continue' button. A blue arrow points from the word 'Continue' in the instruction above to the 'Continue' button.

Click **OK**.



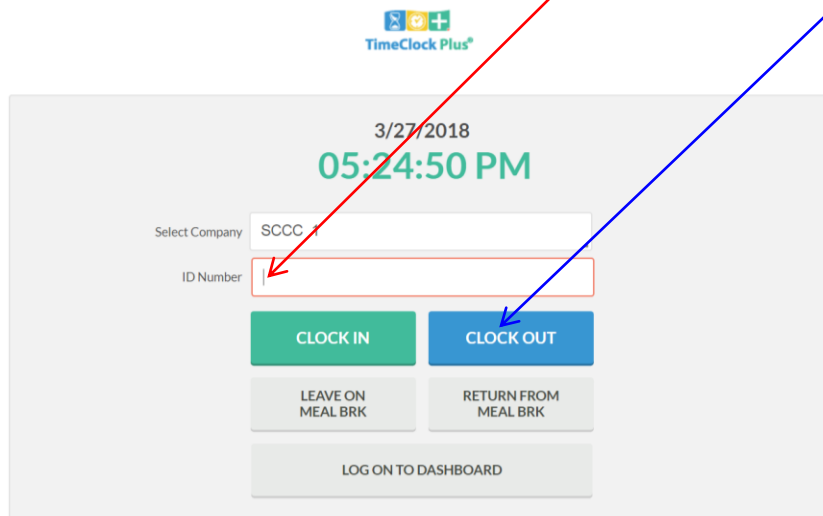
! Clock operation successful

Ok

A screenshot of a dialog box with a white background and a thin gray border. On the left side, there is a blue square icon containing a white exclamation mark. To the right of the icon, the text 'Clock operation successful' is displayed. At the bottom right of the dialog box, there is a blue button with the text 'Ok'. A blue arrow points from the word 'OK' in the instruction above to the 'Ok' button.

Clocking In and Out on the WebClock v7

When you are done working for the day, Enter your ID (800xxxxxx) and click **CLOCK OUT**.

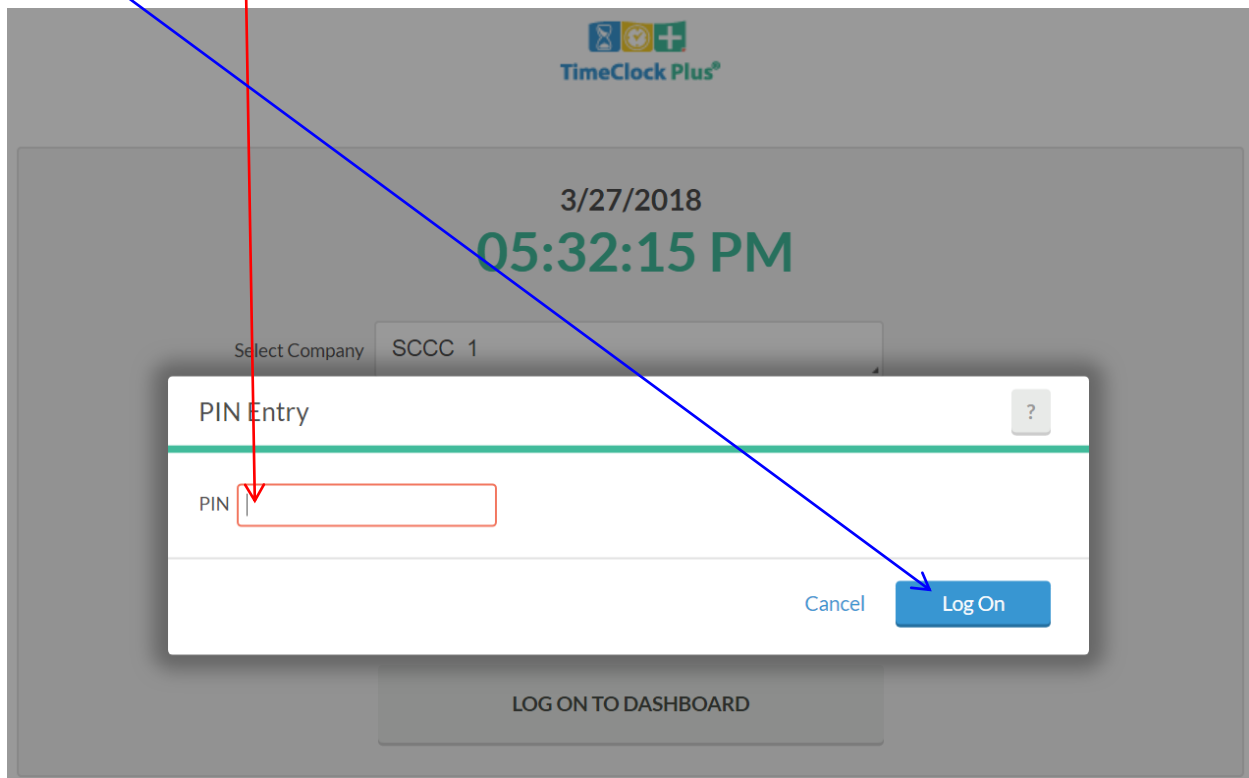


The screenshot shows the TimeClock Plus web interface. At the top, the date is 3/27/2018 and the time is 05:24:50 PM. Below the time, there is a 'Select Company' dropdown menu with 'SCCC 1' selected. To the right of the company selection is an 'ID Number' input field, which is highlighted with a red box and a red arrow pointing to it. Below the ID field are two buttons: 'CLOCK IN' (green) and 'CLOCK OUT' (blue). A blue arrow points to the 'CLOCK OUT' button. Below these buttons are two more buttons: 'LEAVE ON MEAL BRK' and 'RETURN FROM MEAL BRK'. At the bottom is a 'LOG ON TO DASHBOARD' button.

Client: 7.0.57.13
Server: v0000
Revision: 47867

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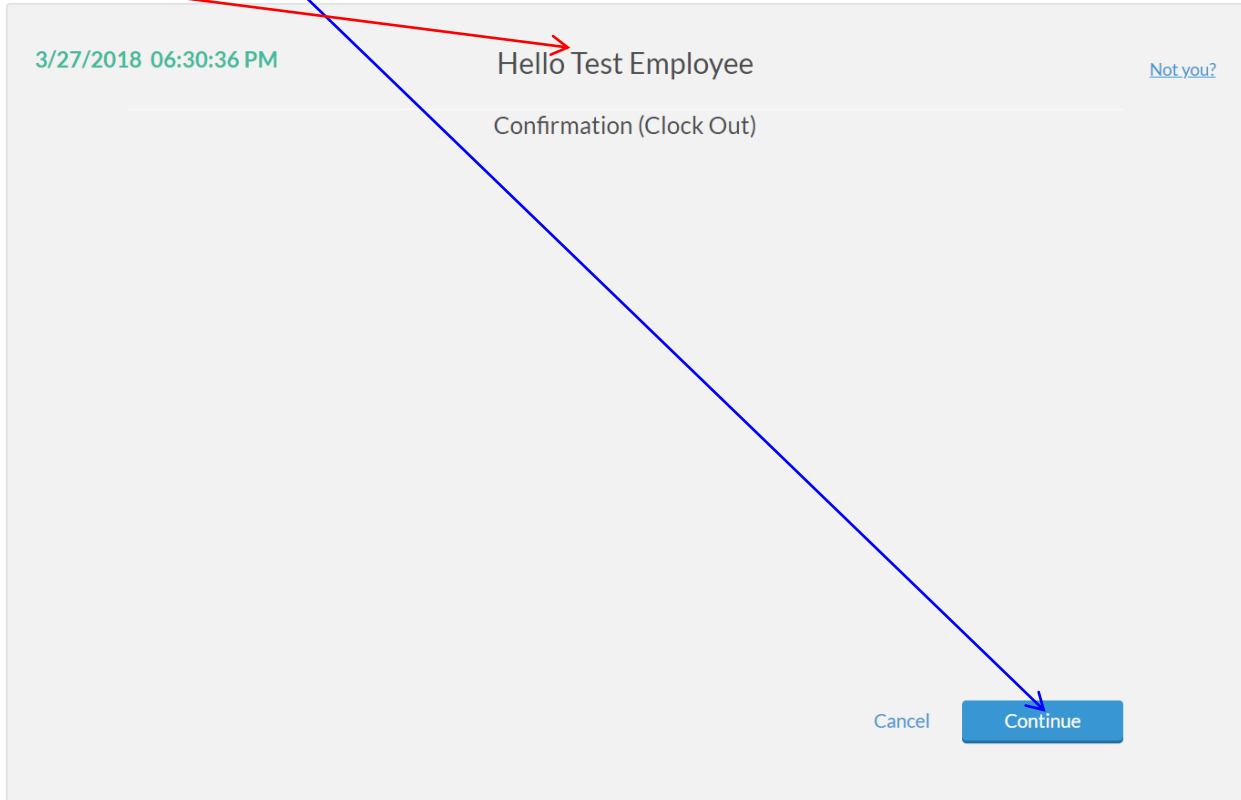
Enter your PIN (5xxxx), which is "5" followed by the last 4 digits of your Social Security Number. Click **Log On**.



The screenshot shows the TimeClock Plus web interface with a modal window titled 'PIN Entry' open. The background shows the date 3/27/2018 and time 05:32:15 PM. The 'Select Company' dropdown is set to 'SCCC 1'. The 'PIN Entry' modal has a 'PIN' input field, which is highlighted with a red box and a red arrow pointing to it. Below the PIN field are two buttons: 'Cancel' and 'Log On'. A blue arrow points to the 'Log On' button. Below the modal is a 'LOG ON TO DASHBOARD' button.

Clocking In and Out on the WebClock v7

If this is **you**, click **Continue**.



3/27/2018 06:30:36 PM

Hello Test Employee

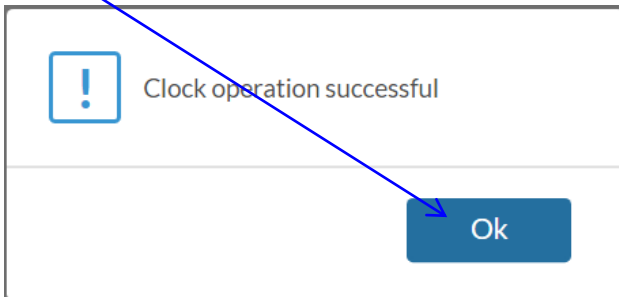
[Not you?](#)

Confirmation (Clock Out)

Cancel Continue

A screenshot of the WebClock v7 interface showing a confirmation screen for clocking out. The screen has a light gray background. At the top left, the date and time '3/27/2018 06:30:36 PM' are displayed in green. At the top center, the text 'Hello Test Employee' is shown. At the top right, there is a blue link 'Not you?'. Below these, the text 'Confirmation (Clock Out)' is centered. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. A red arrow points from the word 'you' in the instruction above to the 'Continue' button. A blue arrow points from the word 'Continue' in the instruction above to the 'Continue' button.

Click **OK**.



! Clock operation successful

Ok

A screenshot of a dialog box with a white background and a thin gray border. On the left side, there is a blue square icon containing a white exclamation mark. To the right of the icon, the text 'Clock operation successful' is displayed. At the bottom right of the dialog box, there is a blue button with the text 'Ok'. A blue arrow points from the word 'OK' in the instruction above to the 'Ok' button.