

Approving Hours on the WebClock v7

IMPORTANT DEADLINE: You have until noon (12 pm) every Tuesday to approve the previous week's hours. Example: you have until 4/10/18 to approve hours for the week 4/1/18-4/7/18.

IMPORTANT NOTE: By approving your hours, you are agreeing the clock in and out times are an accurate and true accounting of your hours worked. So, do not approve any segment of time that is not correct. Rather, notify your supervisor immediately and explain what is incorrect or missing. Once the hours are corrected, you must approve them by the Tuesday deadline. Any hours left unapproved by the deadline, will be assumed as approved by the employee and the HR office will move forward as such. Additionally, employees are still 100% responsible for any approvals taken care of by the HR office. Falsifying your hours worked, is grounds for disciplinary action, not excluding termination of employment.

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

Enter your ID (800xxxxxx) and click **LOG ON TO DASHBOARD**.

TimeClock Plus®

3/27/2018
05:24:50 PM

Select Company SCCC

ID Number

CLOCK IN CLOCK OUT

LEAVE ON MEAL BRK RETURN FROM MEAL BRK

LOG ON TO DASHBOARD

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

Select Company SCCC 1

PIN Entry

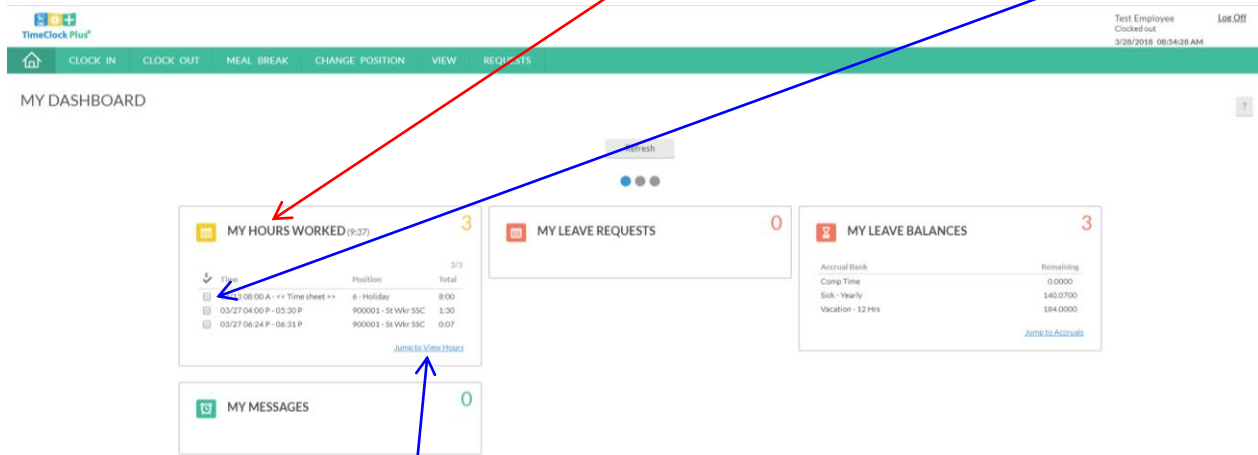
PIN

Cancel Log On

LOG ON TO DASHBOARD

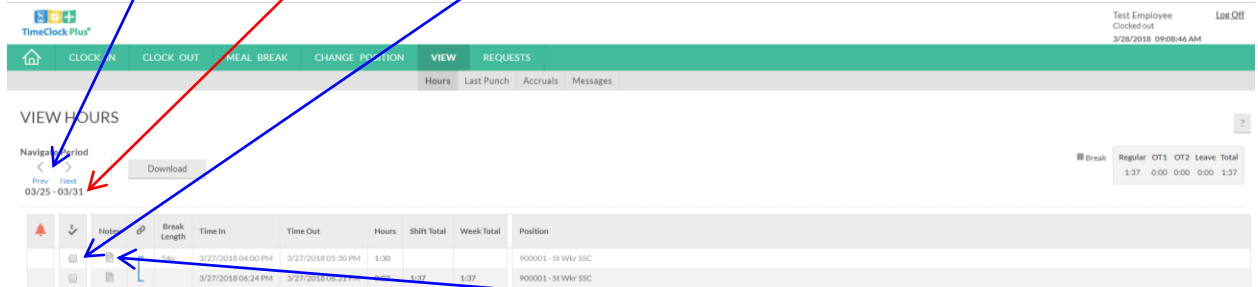
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You'll see your Dashboard, and will find your **MY HOURS WORKED** widget. Click the **box** by each time segment, if the segment (*clock in & out times and hours worked*) is correct.



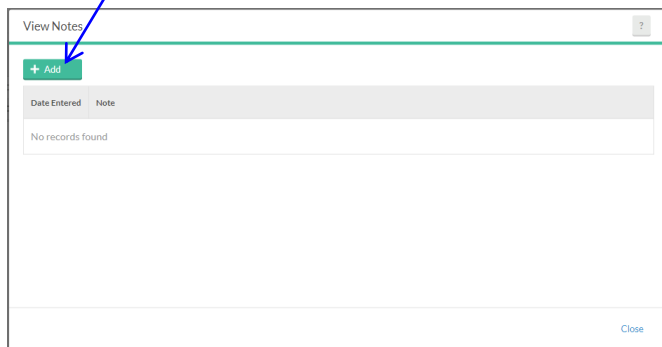
OR, you can click **Jump to View Hours**.

Click the **<** or **>** to move backward and forward one week at a time. You can tell the week you're viewing by looking **here**. Click the **box** by each time segment, if the segment is correct.



If you want or need to add a Note to a time segment, click the **Notes** icon.

Click **+Add**



Type in your **Note** and click **Save**.

