

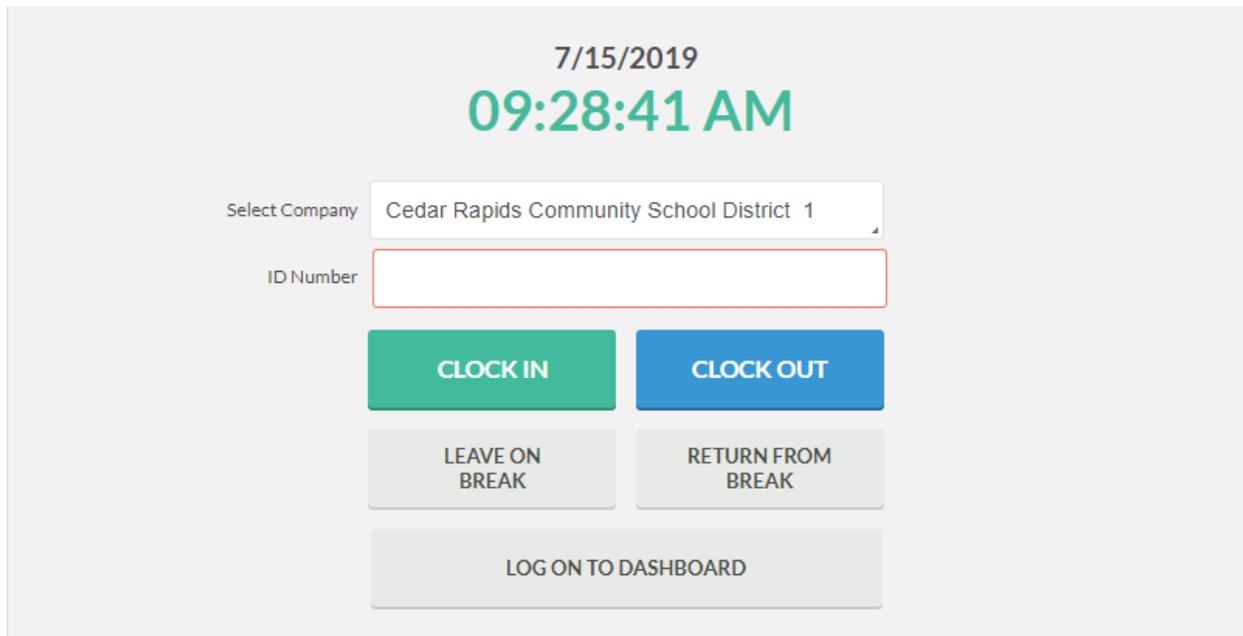
Clocking in from Webclock

You can access from one of the following three places:

cr.k12.ia.us - Quicklinks - Webclock

cr.k12.ia.us - Departments & Services - Human Resources - Payroll - Electronic Timekeeping - WebClock

<https://155379.tcplusondemand.com/app/webclock/#/EmployeeLogOn/155379/1>



7/15/2019
09:28:41 AM

Select Company Cedar Rapids Community School District 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

This is what the screen will look like when you arrive.

To do one of the options on the screen, enter your TimeClock ID number (4 or 5 digits) and select an action.

You will then be prompted for your PIN. **Your PIN is the last 4 digits of your SSN.**

If necessary, you will be prompted to choose a job code. **Make sure you select the job code for the job you are doing.**

A message will pop up on the screen saying “Operation Successful”.

If you are leaving for lunch, you can simply select “Leave on Break”.

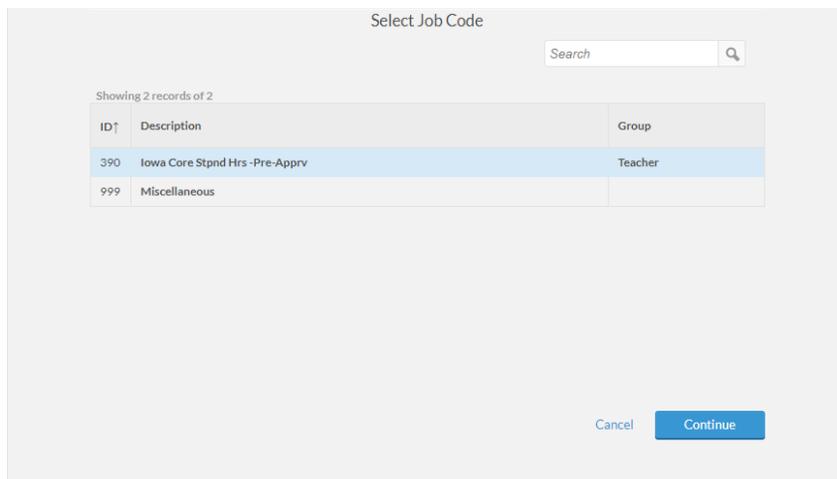
“Return from Break” can be used after the lunch break is over.

These actions can also be done by logging on to the dashboard.



Changing Job Codes

If you are clocked in and need to change your job code, log on to the dashboard, and select “Change Job Code”. This will bring up available job codes to switch to. Select the correct job code for the work you are doing, and hit continue. You will be notified that the clock operation is successful.

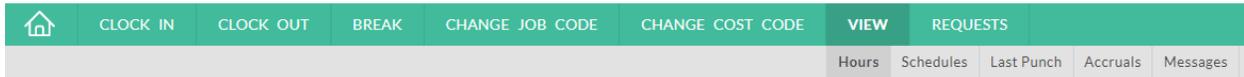


Clocking in from mobile phone

Much like clocking in from the Webclock, one can access the clocking functions from their phone. This is done the same way as it is from the computer. Simply access the Webclock website and follow the steps above. Remember that you must actively be working and on the school grounds to clock in.

Approving Individual Time

While it is not required, it is good practice to log on the TimeClock every week to approve your own time so your managers know it is correct. To do this, log on to the dashboard from the Webclock then select View. From here select Hours, and then use the arrows under Navigate period to select the correct week. Look over your hours for that week, and if they are correct, simply check the box under the E column. If they are not correct, please reach out to your manager with any issues.



VIEW HOURS

Navigate period



		Notes		Time In
	<input type="checkbox"/>			7/15/2019 07:00 AM
	<input type="checkbox"/>			7/16/2019 07:00 AM
	<input type="checkbox"/>			7/17/2019 07:00 AM
	<input type="checkbox"/>			7/18/2019 07:00 AM