

Web Clock User's Guide

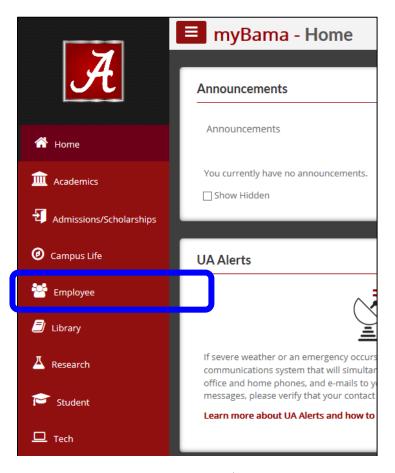
Contents

Web Clock Time Entry – User's Guide	. 3
"Clock In" for the Day	. 3
"Clock Out" for the Day	. 5
View Your Timesheet	. 6
Enter Leave Time to Be Paid	. 7
Request Time Off for a Future Pay Period	. 8
Viewing Time Off Balances	10

Web Clock Time Entry – User's Guide

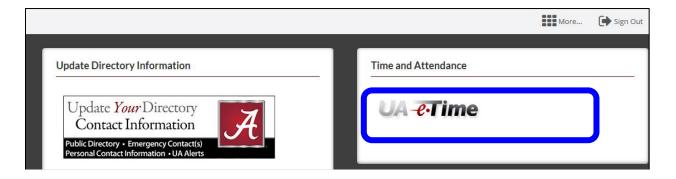
"Clock In" for the Day

1. Log into myBama and select the employee tab.



2. Scroll down until you see

UA **erime** in the right column. Click on the icon.



3. Web Clock screen will be displayed. Click Clock In.

	EmpCenter						
		v	VebClock				
		09/01/2016	03:28:41 pm (local	time)		_	
			Pay Code				
0	Timesheet	٢	Clock In	3	Clock Out		
0	Home						
3	Logout						

4. The Clock In Acknowledgement will be displayed when you have successfully "Clocked In".

		WebClock 09/02/2016 08:29:46 am (loc Pay Code	al time)	
6	Timesheet	Clock In	3	Clock Out
0	Home			
3	Logout			

"Clock Out" for the Day

- 1. Log into myBama and select the Employee Tab.
- 2. Scroll down until you see UA e-Time in the right column. Click on the icon.
- 3. The Web Clock screen will be displayed. Click Clock Out.

			Cer			
		١	NebClock			
		09/01/2010	6 03:28:41 pm (loca	time)		_
			Pay Code			
\bigcirc	Timesheet	€	Clock In	3	Clock Out	
\bigcirc	Home					
	Logout					

4. The Clock Out Acknowledgement will be displayed when you have successfully "clocked out".

			t Punch Recorded Su		
			/ebClock 04:56:17 pm (local Pay Code	time)	
0	Timesheet	٢	Clock In	6	Clock Out
6	Home				
3	Logout				

IMPORTANT: Missed punches (clocking in and/or out) need to be reported as soon as possible to your supervisor so they can accurately record this information in eTime.

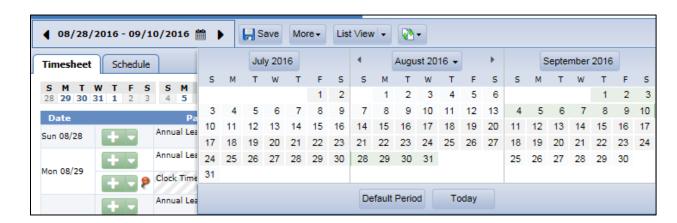
View Your Timesheet

- 1. Log into myBama and select the Employee Tab.
- 2. Scroll down until you see UA **e-Time** in the right column. Click on the icon.
- 3. Click the Timesheet button.

	E	mp	Cen	ter	•	
			WebClock	firm o V		
		09/02/2010	6 08:31:56 am (local Pay Code	ume)		
()	Timesheet	•	Clock In	G	Clock Out	
6	Home					
3	Logout					

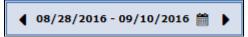
- 4. Your timesheet for the current pay period will be displayed. This will display your time by day for a pay week.
- 5. To view your totals for the pay period, select the Timesheet Preview tab.

S M T W 28 29 30 31	TFSSMT 123456	W T F S	Sep 10, 2016	Show All W	eeks				
Date		Code	Clock Pay Code	Hours	Start Ti	End Time	Amount	Comments	Total
Tue 08/30	Clock Time		REG		08:04 am	04:56 pm			
	Regular			8.00					8.00
	Annual Leave								
	Clock Time		REG		08:03 am	10:29 am			
Wed 08/31	Clock Time		REG			04:57 pm			
	Regular			2.50					2.50
	Annual Leave	- -							
Thu 09/01	Clock Time		REG		08:03 am	04:56 pm			
	Regular			8.00					8.00
Fri 09/02	Annual Leave								
	Clock Time		REG		08:03 am				
Sat 09/03	Annual Leave	.							
		_					0.00		18.50
Exceptions	Timesheet Previe	w Time Off	Balances FMLA	Military					
Assignment	Pay Code Bann	er Code Shift	Hou	urs Amou	int Comments				
-	Regular 020	1	18.		00				
991686-00 P	Holiday 150	1	8.	00 0.	00				



6. To view a different pay period, select the desired date from the calendar view.

7. You can also use the arrows to move throughout the pay periods.



Enter Leave Time to Be Paid

- 1. Log into UA-eTime from myBama. Go to the timesheet as explained above.
- 2. Click conthe day to enter leave time to be paid. This will insert a new timesheet "row" on that day.
- 3. Click the "drop down arrow" **I** next on the timesheet row just inserted and select the appropriate leave pay code (Annual, Sick, Birthday, etc.).
- 4. Enter the number of leave hours to be paid in the "Hours" column.
- 5. Click Save button at the top of your screen to save your changes.

Date		Pay Code	Clock Pay Cod	le Hours	Start Ti	End Time
Sun 09/04	+-	Annual Leave	- //////			XIIII
No. 00/05	+-	Annual Leave	- /////			
Mon 09/05	+ -	Holiday		8.00		
Tue 09/06	+ -	Annual Leave	-			
Wed 09/07	+ -	Annual Leave Sick Leave Comp Taken		8.00		
Thu 09/08	+ -	Birthday Bereavement Jury Duty				
Fri 09/09	+ -	Military Used State Emergency Used Unpaid Leave FMLA- Annual Leave	= //////			
Sat 09/10	+ -	FMLA- Comp FMLA- Sick				

Request Time Off for a Future Pay Period

Not all colleges/departments use the eTime time off requests feature. Please discuss your department's protocol with your supervisor/manager before submitting a request through the eTime system.

- 1. Log on to UA-eTime from myBama
- 2. Click the "Home" button
- 3. Select "My Time Off"

? Help	-	
	Home	
	() Time Entry	Schedules
	Enter My Hours	My Time Off
	Go to Web Clock	
		ពុំដំំ Settings
	✓ Reporting	Change My Password
	View Reports	

4. Select "Create New Request".

UA-e-Time 🖀 🗝	me ? He	elo 🔻			
			My Time Off		
Request List					
Current Past					
Туре	Start Dat	End Date	Hours Requested	Status	

- 5. Select the leave type from the Paycode dropdown list.
- 6. Enter the Start Date and End Date for the leave.
- 7. Enter Comments to Manager about the leave request.
- 8. Click Next.

Create Tin	ne Off Request
Pay Code:	Annual Leave
Dates:	09/02/2016 🖸 To 09/02/2016 🖾
Comments:	
	Next

- 9. The "Request Details" page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column. You can adjust the "Hours" requested by clicking in the text field and entering the correct number of hours.
- 10. Then select submit.

Request	Details		
Action	Date Pay Co	ode	Hours
🕂 🖊	Fri 09/02/2016 Anni	ual Leave	8.00
Comments			
🔷 Bac	k		📀 Submit

11. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by your Manager, the requested time off will be inserted on your timesheet for the days requested.

Request List								
	Create New Request							
	Туре	Start Date	End Date	Hours Requested	Status			
	Time off Annual Leave	09/09/2016	09/09/2016	8	Pending			

Viewing Time Off Balances

Note: there may be a temporary discrepancy in Leave Time accrual and balance figures as compared with your paystub. This is typically resolved in eTime within a few days into the next pay period.

1. Select the Timesheet Preview tab.

	_		Cen			
		v	VebClock			
09/02/2016 08:31:56 am (local time) Pay Code						
2	Home					
3	Logout					
)) 3	Timesheet Home	V 09/02/2016 Timesheet Home	WebClock 09/02/2016 08:31:56 am (local f Pay Code Timesheet Olock In	WebClock 09/02/2016 08:31:56 am (local time) Pay Code	09/02/2016 08:31:56 am (local time) Pay Code Timesheet Home

2. Select the Time Off Balance Tab

5 M T W 25 26 27 28		S M T W T F S 2 3 4 5 6 7 8		Show All W	eeks				
Date		Pay Code	Clock Pay Code	Hours	Start Ti	End Time	Amount	Comments	Total
5un 09/25		Clock Time 🔻							
	+ -	Clock Time 🔻	REG		08:00 am	04:56 pm			
Mon 09/26	+ -	Regular 🔻		8.00					8.00
	+ -	Clock Time 🔻	REG		08:01 am	04:55 pm			
Fue 09/27	+ -	Regular 🔻		8.00					8.00
	+ -	Clock Time 🔻	REG		07:59 am	04:53 pm			
Wed 09/28	+ -	Regular 🔻		8.00					8.00
	+ - 8	Clock Time 🔻	REG		08:33 am	02:55 pm			
Thu 09/29	+ -	Regular 🔻		5.25					5.25
	+ -	Clock Time 🔻	REG		08:02 am	04:56 pm			
ri 09/30	+ -	Regular 🔻		8.00					8.00
5at 10/01	+ -	Clock Time 🔻							
							0.00		37.25

Comp Time	Hours
Initial Balance Sun 09/25	0.00
Credits	0.00