Web Clock Users Guide
Web Clock Time Entry – Users Guide

“Clock In” for the Day

1. Log into MyBama
2. Click the Employee Tab
3. Scroll down until you see in the right column. Click on the icon.
4. Web Clock screen will be displayed. Click “Clock In”.

5. The Clock In Acknowledgement will be displayed. You have successfully “Clocked In”.

Clock In Swipe Recorded Successfully Wed 09/16 02:00 pm
“Clock Out” for the Day

1. Log into MyBama
2. Click the Employee Tab
3. Scroll down until you see in the right column. Click on the icon.
4. The Web Clock screen will be displayed. Click “Clock Out”.

5. The Clock Out Acknowledgement will be displayed.
View Your Timesheet

1. Log on to UA-eTime from MyBama
2. Click the “Home” button
3. Select “Enter My Hours”
4. Your timesheet for the current pay period will be displayed. To view your totals for the pay period, select the “Timesheet Preview” tab. This will display your time by day for a pay week and the totals for which you will be paid for the pay period. To change pay weeks click a day in the week. To view a different pay period click the calendar.
Enter Leave Time to Be Paid

1. Log into UA-eTime from MyBama. Go to the timesheet as explained above.

2. Click on the day to enter leave time to be paid. This will insert a new timesheet “row” on that day.

   Click the “drop down arrow” next on the timesheet row just inserted and select the appropriate leave pay code.

3. Enter the number of leave hours to be paid in the “Hours” column.

   Click to save your changes.
Request Time Off for a Future Pay Period

1. Log on to UA-eTime from MyBama
2. Click the “Home” button
3. Select “Request Time Off”
4. Select “Create new Time Off Request.”
5. Select the leave type from the Paycode dropdown list. Enter the Start Date for the leave. Enter the End Date for the Leave. Click “Enter Details for this date range”.

6. The “Edit Time Off Request Details” page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column. You have the option to change the Paycode and number hours for any day listed. Click “View and Confirm details for this Time Off Request”
7. The Review/Finish Time Off Request page is displayed that shows:
   - The Leave Request Summary
   - Your Estimated Leave Balances for the days requested

8. Scroll to the bottom of the page to:
   - Enter Comments to Manager about the leave request
   - Actions to take: Select “Submit this Time Off Request” to your manager
   - Select “Enter details for this date range” to make changes to the request
   - Select “Cancel this Time Off Request” to cancel the request.
9. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by our Manager, the requested time off will be inserted on your timesheet for the days requested.