Web Clock User’s Guide
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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 eTime" in the right column. Click on the icon.
3. Web Clock screen will be displayed. Click Clock In.

4. The Clock In Acknowledgement will be displayed when you have successfully “Clocked In”.
“Clock Out” for the Day

1. Log into myBama and select the Employee Tab.

2. Scroll down until you see in the right column. Click on the icon.

3. The Web Clock screen will be displayed. Click Clock Out.

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

![Clock Out Acknowledgement](image_url)
**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 in the right column. Click on the icon.
3. Click the Timesheet button.

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

![Calendar View](image)

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

![Arrows](image)

**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.

3. Click the “drop down arrow” 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 button at the top of your screen to save your changes.

![Timesheet Details](image)
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”

4. Select “Create New Request”.

![UA eTime screenshot showing the process to request time off](image-url)
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.

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.

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.
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.

2. Select the Time Off Balance Tab