Opening On-Screen TimeClock

1. Launch On-Screen TimeClock (Start > Programs/All Programs > TimeClock Plus 6.0 > On-Screen TimeClock).
2. Select the company if more than one company exists.

Clocking In

1. Click the Clock In button.
2. Enter your employee number and click OK.
3. Click Continue on the confirmation screen.
4. Select the job code (if there is more than one clockable code), and click OK.
5. Click OK on the successful message.

Clocking Out

1. Click the Clock Out button.
2. Enter your employee number and click OK.
3. Click Continue on the confirmation screen.
4. Click OK on the successful message.

Going On a Break

In situations where paid breaks are tracked, a break minimum is enforced, or break rounding rules are in effect, there is a Break option.

1. Click the Go on Break button.
2. Select the break type (if there is more than one break type).
3. Enter your employee number and click OK.
4. Click Continue on the confirmation screen.
5. Click OK on the successful message.

Changing Job Code

In situations where the employee has more than one clockable job code because time in different departments or tasks is being tracked, there is a Change Job Code option to allow the employee to move between job codes.

1. Click the Change Job Code button.
2. Enter your employee number and click OK.
3. Click Continue on the confirmation screen.
4. Select the job code and click OK.
5. Click OK on the successful message.
Entering Time Sheets

Adding a time sheet is useful when adding sick time, vacation, or holidays. This allows you to define the length of the shift instead of a date out and time out. Both the employee and job code must be configured for time sheet entry (refer to user reference guide on CD).

**Note!** This button must be enabled in TimeClock Manager (TimeClock Defaults) and in the On-Screen TimeClock configuration.

1. Click the **Time Sheet Entry** button.
2. Enter the **Date**, **Time**, and **Hours**.
3. Select a **Job Code**.
4. Click **Add**. The date for the next entry will automatically increment to the next day.
5. Repeat steps 4-6 to add additional time sheets.
6. Click **Save**.
7. Click **OK** on the successful message.

Viewing Hours

1. Click the **View** button.
2. Enter your employee number and click **OK**.
3. Click the **View** button to see a drop down menu of items that can be viewed.

**Note!** To approve shifts, select **Hours** from the drop down menu. Click inside the box that appears to the left of each shift in the Approved column.