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.*

For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays