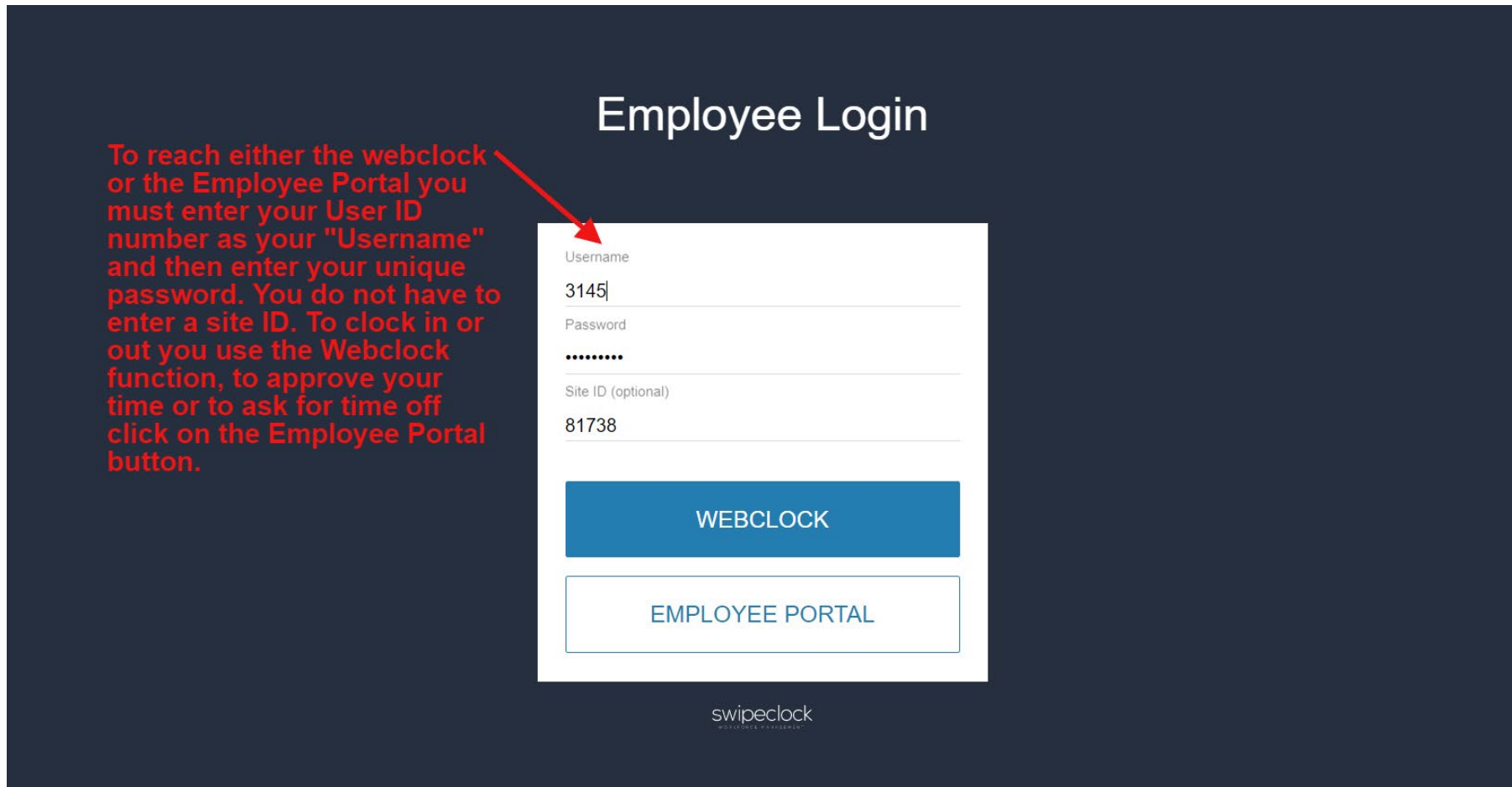


# SwipeClock--- Approving Your Time

Step 1: Log into the employee portal using the following website: <http://tiny.cc/ywcatime>



**Employee Login**

To reach either the webclock or the Employee Portal you must enter your User ID number as your "Username" and then enter your unique password. You do not have to enter a site ID. To clock in or out you use the Webclock function, to approve your time or to ask for time off click on the Employee Portal button.

Username  
3145

Password  
.....

Site ID (optional)  
81738

WEBCLOCK

EMPLOYEE PORTAL

swipeclock

Step 2: Select "Time Card" at the top of the page

swipeclock

Dashboard Time Card Schedule Time Off

ASHLEY REYNOLDS MARSHALL ARM

11:18am

CLOCK IN CLOCK OUT

**To approve your time you must log into Swipeclock using the employee portal. Then you click "Time Card" at the top of the page.**

MESSAGES

You do not have any messages.

DOWNLOAD THE EMPLOYEE APP

Download on the App Store GET IT ON Google Play

### Step 3: Approve time by either clicking each individual entry, or selecting "APPROVE ALL"

You are viewing the new Time card, currently in beta! [Click here to see the old view.](#)

You can approve your time by each entry as you see on the **LEFT** (click the check mark for each day you work) **OR** you can approve all your time by clicking "**APPROVE ALL**" on the **RIGHT**. When you approve your time you are confirming that you agree with how the time is recorded. To edit your time please use the **EDIT** function on the **LEFT** and make sure you **SAVE!** Your manager will then have final approval for your time card.

Actions	APPROVAL			Date	Time	Category	Hours	Location	Paycode
	M	S	E						
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Sun, Nov 3					
<a href="#">EDIT</a> <a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Mon, Nov 4	9:09am In	Salary		Town Center Administrative	Salary
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Tue, Nov 5					
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Wed, Nov 6					
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Thu, Nov 7					
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Fri, Nov 8					
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Sat, Nov 9					
Week Total (Sun, Nov 3 - Sat, Nov 9)				0.00 hrs					
<a href="#">+</a> ADD <a href="#">NOTE</a>			<input checked="" type="checkbox"/>	Sun, Nov 10					