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

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.
Step 2: Select “Time Card” at the top of the page

To approve your time you must log into SwipeClock using the employee portal. Then you click "Time Card" at the top of the page.
Step 3: Approve time by either clicking each individual entry, or selecting “APPROVE ALL”