

## HOW TO USE SWIPECLOCK

### HOW TO: Use Your Timekeeping Employee Portal

- <https://vimeo.com/278568658>
  - \*Please note that webclock is only available at YWCA offices (Sadler House, Frannie's House, SARP, and Town Center). You may not use webclock in any other location
  - \*Please note that only certain team-members have permission to use the mobile application. If you are one of those team members you have been notified and you MUST allow geofencing/location tracking in order to use the mobile app.

### HOW TO: Use the WebClock

- <https://vimeo.com/272819619>

### HOW TO: Request Time Off

- <https://vimeo.com/272819595> or <https://helptwp.payrollservers.info/s/article/requesting-time-off>
  - \*Please note that part-time team members do not have access to vacation, sick, or personal leave. However, you still need to request time off using the SwipeClock portal. You will NOT have any available balances in the program.
  - \*Please note that if you are out of vacation, sick, or personal leave you should still request time off using the portal.

### HOW TO: Edit My Time Card

- <https://helptwp.payrollservers.info/s/article/How-to-Edit-My-Time-Card>

### HOW TO: Reset Your WebClock/Employee Portal Password

- <https://vimeo.com/272819560>