WebClock Login Instructions

WebClock/ESS URL:___ http://tiny.cc/ywcatime _____

We suggest bookmarking this website on your preferred browser.
Site ID:_____
The WebClock/ESS URL *and* Site ID *are available from your timekeeping provider.*

These instructions explain how to login to use the WebClock and access the Employee Self Service Portal. Upon initial login, you will be asked to reset your password.

1. Access the WebClock using the designated URL. If you are unsure of the URL, it is likely bookmarked on a common computer. See your manager if you need assistance finding the URL.

2. Enter your timekeeping username and password. Site ID can be left blank, but if there is already a number in the field, that's fine also.
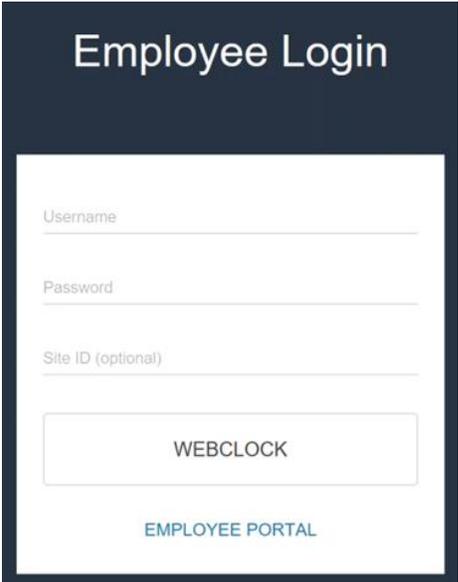
1 WebClock/ESS Login Page

If you are a new hire and using the WebClock or ESS for the first time, you will be asked to reset your password after completing the next step. Passwords must be at least 8 characters in length and have 2 character types, (i.e. upper case and lower case, number and letter, etc.) Once you reset your password, you will be asked to login again.

3. If you are punching in or out, transferring departments, or starting a break, click **WEBCLOCK***.

   If you want to check your time card, request time off, view your schedule, or check accrual balances, click **EMPLOYEE PORTAL***. Doing so will not record a punch on your time card.

   *Availability of the listed features may vary based on your timekeeping configuration.

   If You Get an Error
   If you receive an error message like "Unknown User", try the following

   1. If the *Site ID* was populated, try clearing the number out of the field and login again.
   2. Check with your manager that you are
      a. using the correct login.
      b. allowed to use WebClock.
      c. using the right *initial* password if you are a new employee.

   If none of those items work, you may need to request a password reset either through your manager or by using the Password Reset tool if your email is associated with your account.

4. After choosing *WEBCLOCK* on the login page, you will see the time and punch type buttons. The interface can be configured with various buttons, but at minimum, you should see a *CLOCK IN* and *CLOCK OUT* button.
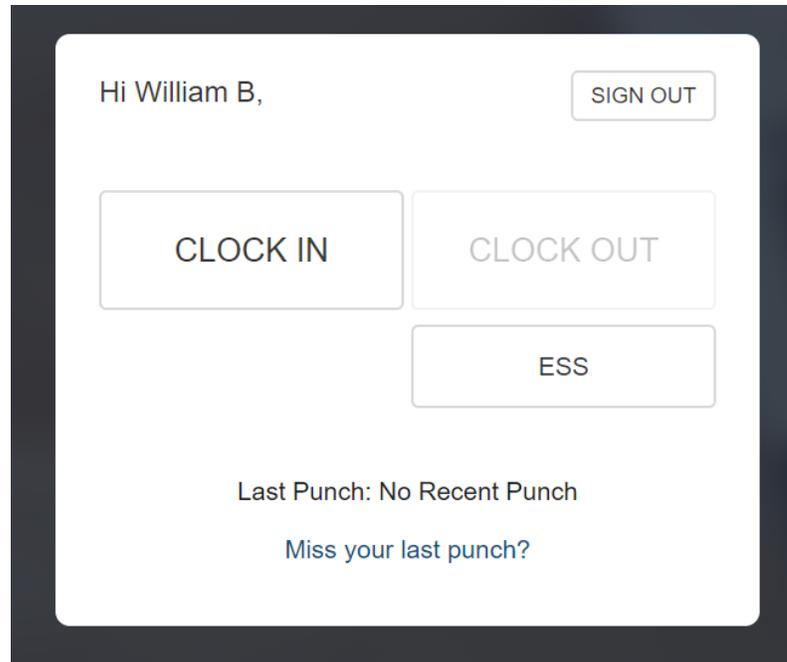
*2 Punch selection buttons on the WebClock*

Choose your punch type and complete the process. A confirmation message will be displayed if the punch was successful.

3 Confirmation message for a successful punch

NOTE: *There is a 20 second time out on the WebClock page, if you do not make a punch type choice within 20 seconds, you will automatically be logged out and need to log back in to complete your punch.*

If Some Buttons Can't Be Clicked
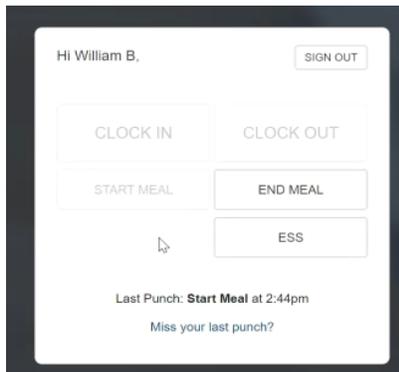
If any of the punch type buttons are greyed out, it is because, based on your *last* punch, those buttons are not a logical choice for *this* punch. For example, if you were returning from your lunch break, it would not make sense to choose *Start Meal* as your punch type.

4 Start Meal cannot be selected because the next logical punch is End Meal

However, if you missed your last punch entirely and you need to choose a button that is greyed out, you can choose *Miss your last punch* at the bottom of the clock. Doing so will allow you to pick *any* of the punch type buttons.
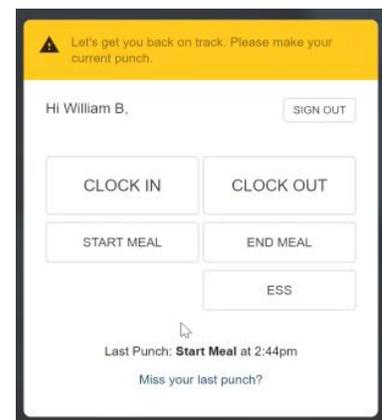
5 By selecting Miss Your Last Punch, you can choose any button

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Which Button Do I Click?

The WebClock can be configured with different buttons, based on your company's setup, but here is a quick explanation of each button.

If you are:

- **Starting or Ending a Shift** – Use the CLOCK IN / CLOCK OUT buttons.
- **Changing Departments/Jobs/etc.** – Use the TRANSFER button. If that button is not visible, use CLOCK IN instead and select your respective department from the clock prompt.
- **Starting a *Meal* Break** (such as a lunch break) – Use START MEAL. This button will initiate an unpaid break. If that button isn't displayed, use CLOCK OUT instead.
- **Ending a *Meal* Break** (such as a lunch break) – Use END MEAL. If that button isn't displayed, use CLOCK IN instead.
- **Starting a *Paid* Break** – Use START BREAK to initiate a break for which you are paid. If that button isn't visible, ask you manager for instruction on how Paid Breaks are tracked.
- **Ending a *Paid* Break** – Use END BREAK to initiate a break for which you are paid. If that button isn't visible, ask you manager for instruction on how Paid Breaks are tracked.