Consultant Timecard Portal Instructions

Employee Login

Username

Password

Site ID (optional)

104065

WEBCLOCK

EMPLOYEE PORTAL

swipeclock
WORKFORCE MANAGEMENT

1. Enter your login Credentials
2. Select Employee Portal

3. Select Time Card

Dashboard   Time Card

11:56pm

MESSAGES

You do not have any messages.

4. Select "Add to add time for each day

Actions	APPROVAL S	Date	Time			Category	Hours
+ ADD		Mon, Apr 4					
+ ADD		Tue, Apr 5					
+ ADD		Wed, Apr 6					
+ ADD		Thu, Apr 7					
+ ADD		Fri, Apr 8					
+ ADD		Sat, Apr 9					
+ ADD		Sun, Apr 10					
Week Total (Mon, Apr 4 - Sun, Apr 10)			0.00 hrs				
						Pay Period Totals	
						HOURS	
						Total	0.00

5. Insert time In and out. Do not calculate the hours, this will calculate for you.
6. Click Save

Apr 4 - Apr 10   Options

Actions	APPROVAL S	Date	Time					Category	Hours
DELETE CANCEL SAVE		Mon, Apr 4	8:00am	In ∨	12:00pm	Out ∨		Regular ∨	4.00
Comment: Reason for change (100 characters max)									
+ ADD		Tue, Apr 5							

Apr 4 - Apr 10   Options

Actions	APPROVAL S	Date	Time					Category	Hours
✏ + ADD		Mon, Apr 4	8:00am In		12:00pm Out			Regular	4.00
CANCEL SAVE		Mon, Apr 4	1:00am	In ∨	5:00am	Out ∨		Regular ∨	
Comment: Reason for change (100 characters max)									
+ ADD		Tue, Apr 5							
+ ADD		Wed, Apr 6							
+		Thu, Apr 7							

7. Click "Add" on the same day to input your time in and out for the same day if taking a lunch and click save.
8. Continue to add time for the week.