



Locating “Employee Webclock”

Go to Midway Home Page ~
www.midwayisd.org

Select the tab in the red ribbon at the top – FOR STAFF. The following will show. The employee can either select the “Webclock” icon or select the “Finance Tab” then click on the link “Employee Webclock.”



The screenshot shows a navigation menu with the following tabs: Human Resources, Finance (highlighted in blue), Technology/IT, Maintenance/Transportation, and Employee Parent. Below the Finance tab, the text "TIMECLOCK PLUS" is displayed, followed by a list of links: Employee Webclock, Manager Webclock, and Instructions for employee webclock.

WELCOME TO “EMPLOYEE WEBCLOCK”



The screenshot shows the Employee Webclock interface. At the top, the date "7/28/2016" and the time "09:00:56 AM" are displayed. Below this, there are two input fields: "Select Company" with the value "Midway ISD 101" and "ID Number" which is empty. Below the input fields are five buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (grey), "RETURN FROM BREAK" (grey), and "LOG ON TO DASHBOARD" (grey).

USING TIME CLOCK PLUS

An employee will need to use their Employee ID number.

7/28/2016
09:00:56 AM

Select Company: Midway ISD 101

ID Number:

CLOCK IN | CLOCK OUT

LEAVE ON BREAK | RETURN FROM BREAK

LOG ON TO DASHBOARD

Select the “Log on to Dashboard” tab ~ the next screen will require the employee to enter their standard password ~ then select the “log on” tab.

Password Entry

Password:

Cancel | Log On

The next screen will be where the employee clocks in or out ~ select the “clock in” or the “clock out” tabs in the green ribbon.

TimeClock Plus

CLOCK IN | CLOCK OUT | BREAK | CHANGE JOB CODE | VIEW | MANAGE TIME SHEET

Clocked in at 07:15 AM | Log Off

7/28/2016 10:09:49 AM

From this same screen, the employee will approve their weekly time segments. Select the “View” tab in the green ribbon. A gray bar will drop down.



Select the “View Hours” tab to view time segments. The following screen will appear. The employee will need to individually check their time for approval.

VIEW HOURS

Navigate period



		Notes		Break Length	Time In	Time Out	Hours	Shift Total	Week Total
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			60u	7/25/2016 07:00 AM	7/25/2016 11:30 AM	4:30		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				7/25/2016 12:30 PM	7/25/2016 04:45 PM	4:15	8:45	

From the “View Accruals” tab, the employee can view their accrual banks such as “comp time” for paraprofessionals, “vacation & personal time” for auxiliary staff.

VIEW ACCRUALS

Select forecast date

Showing 1 records of 1

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Comp Time (500)				0.0000	8.9416

It is the employees responsibility to have their time approved before they leave on Friday.