

# Managing a Time Sheet by WebClock



02/21/2016 - 02/27/2016    Navigate Period     Display weekends

Reject    **Accept**    <   >      Prev    Next

Regular	OT1	OT2	Leave	Total
8:00	0:00	0:00	0:00	8:00

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02/21 - 02/27    **Approve Week**

Regular	OT1	OT2	Leave	Total
8:00	0:00	0:00	0:00	8:00

Mon 02/22	Tue 02/23	Wed 02/24	Thu 02/25	Fri 02/26
0:00	8:00	0:00	0:00	0:00
<input type="button" value="Add"/>	<input type="checkbox"/> Approve	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>

Edit   Clear   Copy   8:00

09:00 AM 05:00 PM

300 - Receptionist

The **Manage Time Sheet** feature allows employees to enter either time-based time sheets (based around a start and end time) or amount-based time sheets (based around a flat amount of time). Time sheets are most often used for employees that may not work near a clock device, that may need to enter the hours they worked over the course of multiple days, or that are allowed to manually enter their own leave time.

The **Manage Time Sheet** window includes a number of buttons used to navigate and confirm changes to your time sheets:

- **Reject:** This button cancels any changes made to your time sheets for the selected range.
- **Accept:** This button approves any changes made to your time sheets for the range.
- **Calendar:** Select the **Calendar** icon to select the week you would like to display. You can also click on the **previous** and **next** icons to cycle through weeks.
- **Display Weekends:** If you would like to display Saturdays and Sundays, check **Display Weekends**.

## Entering a Time Sheet

Wed 02/24    8:00

Approve

[Edit](#)   [Clear](#)   [Copy](#)

09:00 AM 8:00

300 - Receptionist

1. Once you are logged into **WebClock**, click on **Manage Time Sheet** from the header bar.
2. Click on **Add** under the day you would like to enter a time sheet into.
3. If you are entering in a time-based time sheet, enter the beginning and end times for the segment.
4. If you are entering in an amount-based time sheet, enter in the anchor point of the shift (the point at which the shift will begin) and the length of the segment.

Edit Segment 05/13/2014 (09:00 AM - 05:00 PM) ?

Time in 5/13/2014 09:00 AM

Time out 5/13/2014 05:00 PM

Break type << NONE >>

Job Code 5 - Welding

Cost Code LEVEL1-00000\LEVEL2-0

Note

Cancel Save

5. If you would like to change settings for the selected shift, select **Edit**. Here, you can edit the date, time, and job code for the time sheet segment.
6. If you would like to copy the time sheet entry to other days in the week, click on **Copy**, then select the day you would like to copy to and click **Paste**.
7. Once you've finished editing the time sheet entry, check the **Approve** box to approve that day, or choose **Approve Week** to approve all entries for that week. Then click **Accept** at the top of the screen to commit your changes.