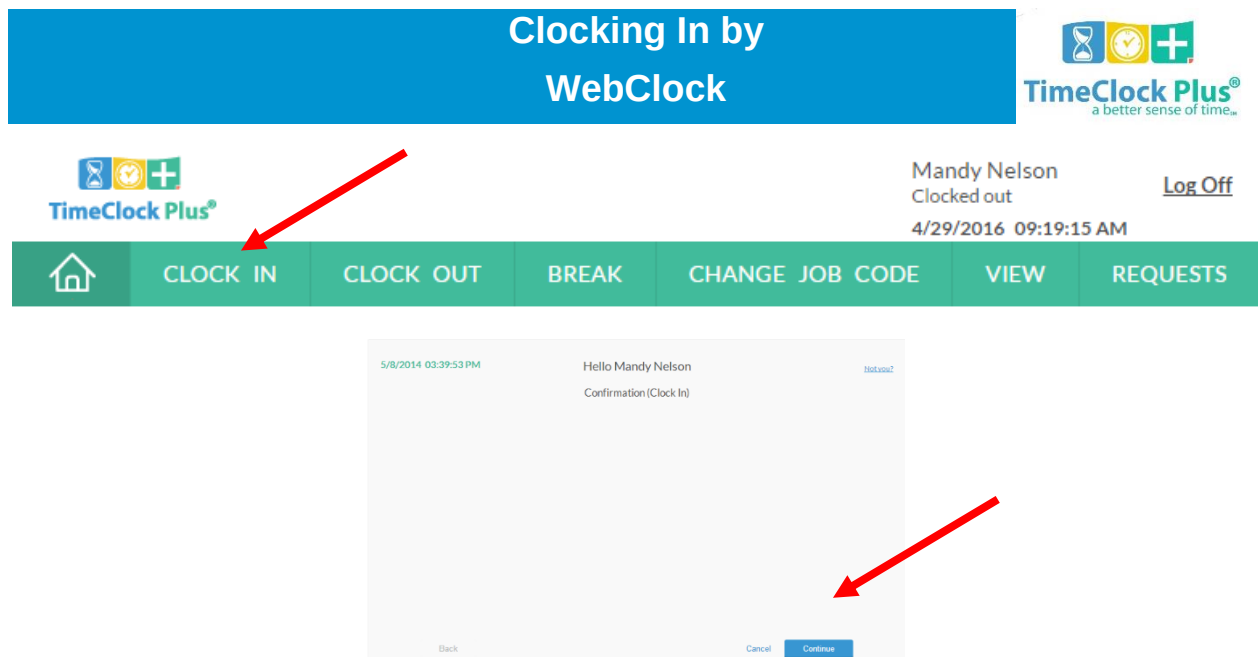




Once you have logged into **WebClock**, select the **Clock In** button to begin your shift. This will show your manager that you are present, the time you started working, and what job code you are working on.

Clocking In Using WebClock

1. Once you are logged into **WebClock**, select **Clock In**.
2. You will now be on the **Confirmation** screen. You will see your name and the current database time, as well as buttons to **Cancel**, go **Back**, or **Continue**. Click **Continue**.
3. If you have more than one job code, select the appropriate job code from the list.
4. If you have any unread messages, they will be displayed here. Click **Continue**.
5. If job costing is enabled for this job code, select the cost code you will be clocking into and click **Continue**.
6. Click **Ok**.

Clocking In with a Missed Punch

If you attempt to clock in while still clocked in to the last shift, you will be taken to the **Missed Punches** screen. You will be asked to confirm that you missed an out-punch.