

Splitting Segments by WebClock



Navigate period
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			Time in	Time out	Break length	Job Code	Hours	Shift total	Week Total
☐		[	4/27/2014 09:00 AM	4/27/2014 12:00 PM	89u	5 - Welding			
☐			4/27/2014 01:29 PM	4/27/2014 05:00 PM		5 - Welding	6:31		
☐		[	4/28/2014 09:00 AM	4/28/2014 12:49 PM	23u	5 - Welding			
☐			4/28/2014 01:12 PM	4/28/2014 05:00 PM		5 - Welding	7:37		
☐		[	4/29/2014 08:00 AM	4/29/2014 04:00 PM	60u	200 - Vacation			
☐			4/29/2014 05:00 PM	4/29/2014 08:00 PM		5 - Welding	11:00		
☐		☐	4/30/2014 12:30 PM	4/30/2014 05:00 PM		5 - Welding	4:30		
☐		☐	5/1/2014 09:00 AM	5/1/2014 05:00 PM		5 - Welding	8:00	37:38	

The **View Hours** option allows you to view the hours worked in any given week.

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1. After logging into **WebClock**, select **View**, and **View Hours**.
2. Find the segment you would like to split and click on the icon in the **Split** column.
3. The **Split Segment** window will appear. Click on the icon in the left-most column to create two segments.
4. Segments can be split by percentage or length, depending on what has been set up in the **Clock Configuration**. Either value can be modified in the third column from the left of the window.
5. Define how long you want your segments to be. If desired, change the break length, job code, or cost code used for each segment.

6. If specifics need to be changed about the segment (such as break type or adding a note), click on the **Edit** button to change segment details.
7. Delete segments by clicking on the  icon. Note that all time from deleted segments will be added to the last segment by default.
8. Once you've split the segment, click **Save** to add the new segments to the hours worked.