Clocking Out by WebClock

When you are ready to end your day, you must **Clock Out** to end your shift. Clocking out marks employees as no longer working.

Clocking Out Using WebClock

1. After logging into **WebClock** while clocked in, select **Clock Out**.

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. Click **Ok** on the "Clock operation successful" window.

Clocking Out with a Missed Punch

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