

Clocking Out by WebClock

TimeClock Plus®

Mandy Nelson
Clocked out
4/29/2016 09:19:15 AM [Log Off](#)

Home CLOCK IN CLOCK OUT BREAK CHANGE JOB CODE VIEW REQUESTS

5/8/2014 03:43:17 PM Hello Mandy Nelson [Not you?](#)
Confirmation (Clock Out)

Back Cancel Continue

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.