



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.