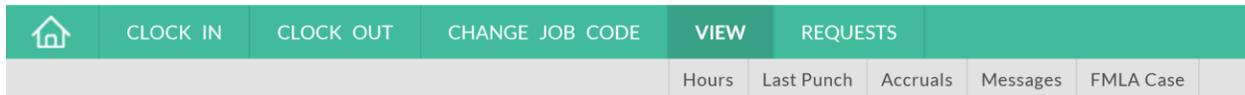|	CLOCK IN	CLOCK OUT	CHANGE JOB CODE	VIEW	REQUESTS				
						Hours	Last Punch	Accruals	Messages	FMLA Case

If you need to return to the main screen, this can be accomplished with the gray **Home** button.

Viewing Messages

1. Log into the WebClock
2. Select **View**
3. Select **Messages**.
4. Each message will be listed on a separate line. In addition to the message's contents, each message will display the date the message was sent, as well as the ID of the user who sent the message.
5. If enabled, employees can mark a message as **Read** by using the check mark on the left side of the message. Once all messages are marked, confirm by pressing the **Submit** button at the bottom of the **View Messages** window.