



The UNIVERSITY *of* OKLAHOMA

Employee Functions

Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:

<http://time.ou.edu>

The WebClock (if applicable)

WebClock tracks employee in and out times. It functions like a traditional time clock, and is configured with additional features such as tracking the hours you work with the project or task you are working on. The WebClock also includes buttons for reporting when you clock in and out for a lunch break.

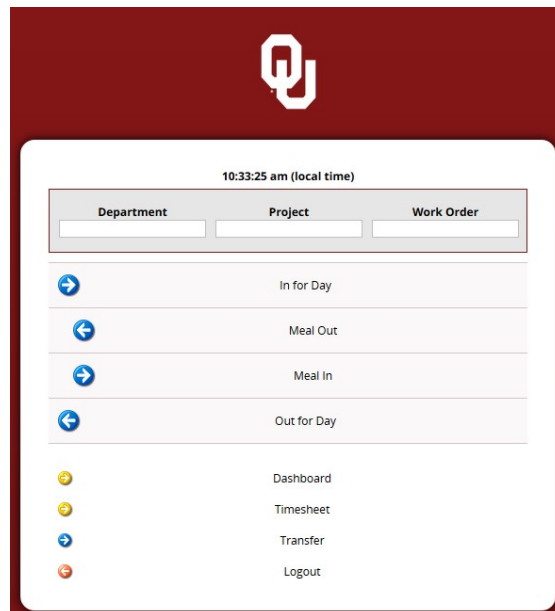
Accessing the WebClock through the Home Screen

WebClock users log in to the Workforce WebClock through the Workforce Home Screen or through a dedicated Web link. These employees use WebClock to clock in and out.

To access WebClock, select **Go to Web Clock** link.



WebClock appears.



If you have multiple assignments, WebClock first displays the list of assignments and you must select the assignment into which you are logging time.

The WebClock interface includes the following buttons:

- **Timesheet:** Takes you to the timesheet view.
- **In For Work:** Records the start of work time.
A successfully recorded “In” swipe is reported as follows:

Mon 07/30 02:19 pm: In For Day Swipe Recorded Successfully.

- **Out For Day:** Records the end of the work day.
- **Out To Meal:** Records the time you leave for a meal.
- **In From Meal:** Records the time you return from a meal.
- **Logout:** Logs you out of Workforce

WebClock will timeout with inactivity. The following message appears with time in seconds left until automatic logout.

