Log into Inside Loyola (inside.loyola.edu):

From Inside click on APPLICATIONS then click on TIMECLOCK PLUS WEBCLOCK:
Enter your Student ID Number and click ENTER on the keyboard or click LOG ON TO DASHBOARD:

This brings you to the dashboard then click on MANAGE TIME SHEET (if this is missing contact your supervisor and let them know):
This brings you to your Time Sheet:

To **Add** your hours, click the **Add** button and enter the hours you’ve worked:

Once you’ve entered all of your hours click the **APPROVE WEEK** button:
This will check the **APPROVE** box for each day:

Then click the **ACCEPT** button to submit your hours for approval:

Your hours are submitted for approval, if you make a change to your hours after approving them you will have to reapprove those changes.