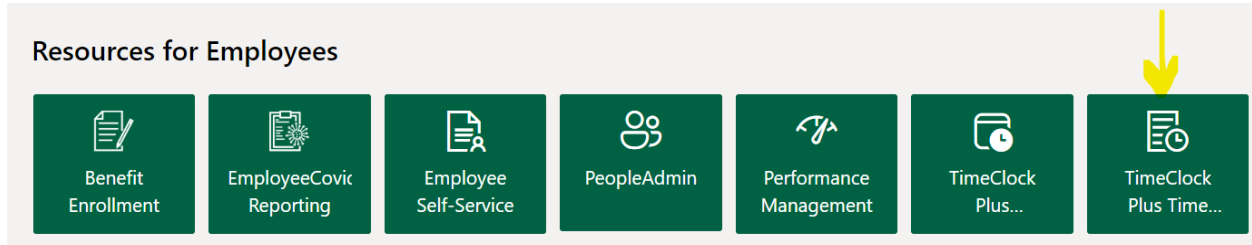
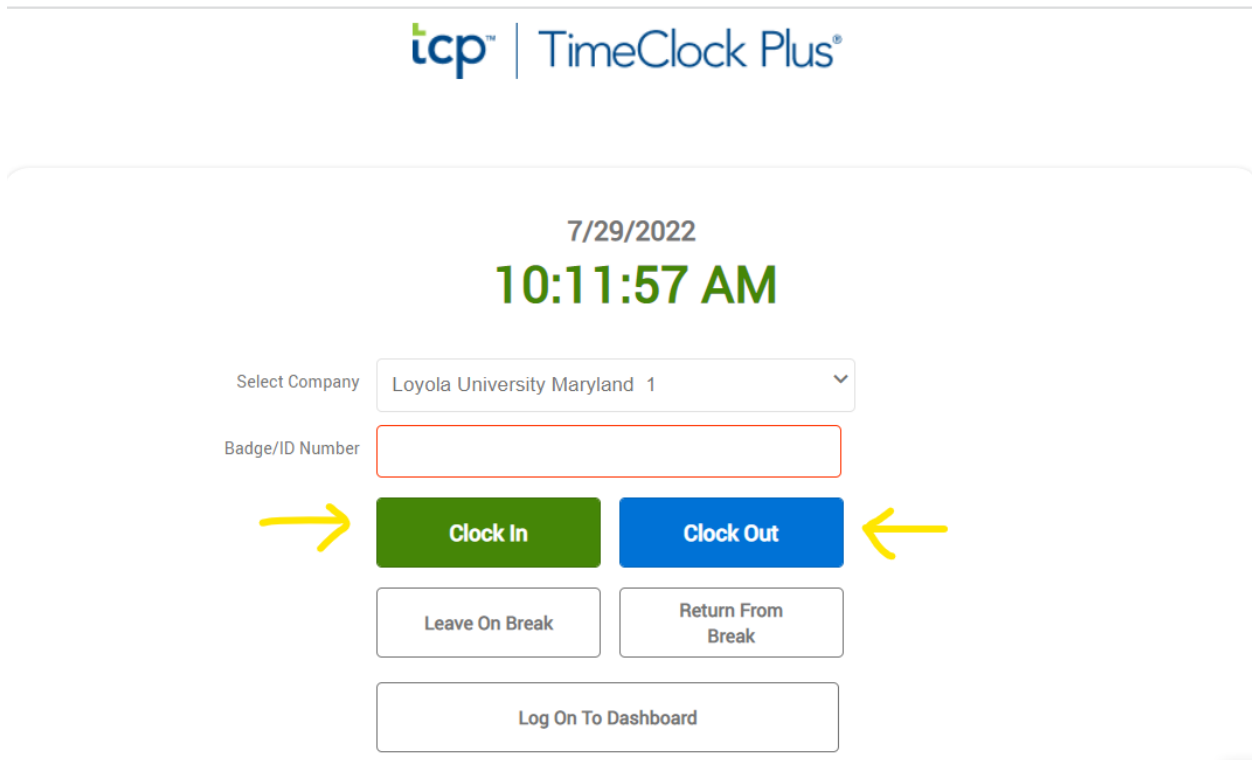


Web Clock Instructions

Log onto Inside Loyola. Under Resources for Employees, select **Time Clock Plus Time Entry**



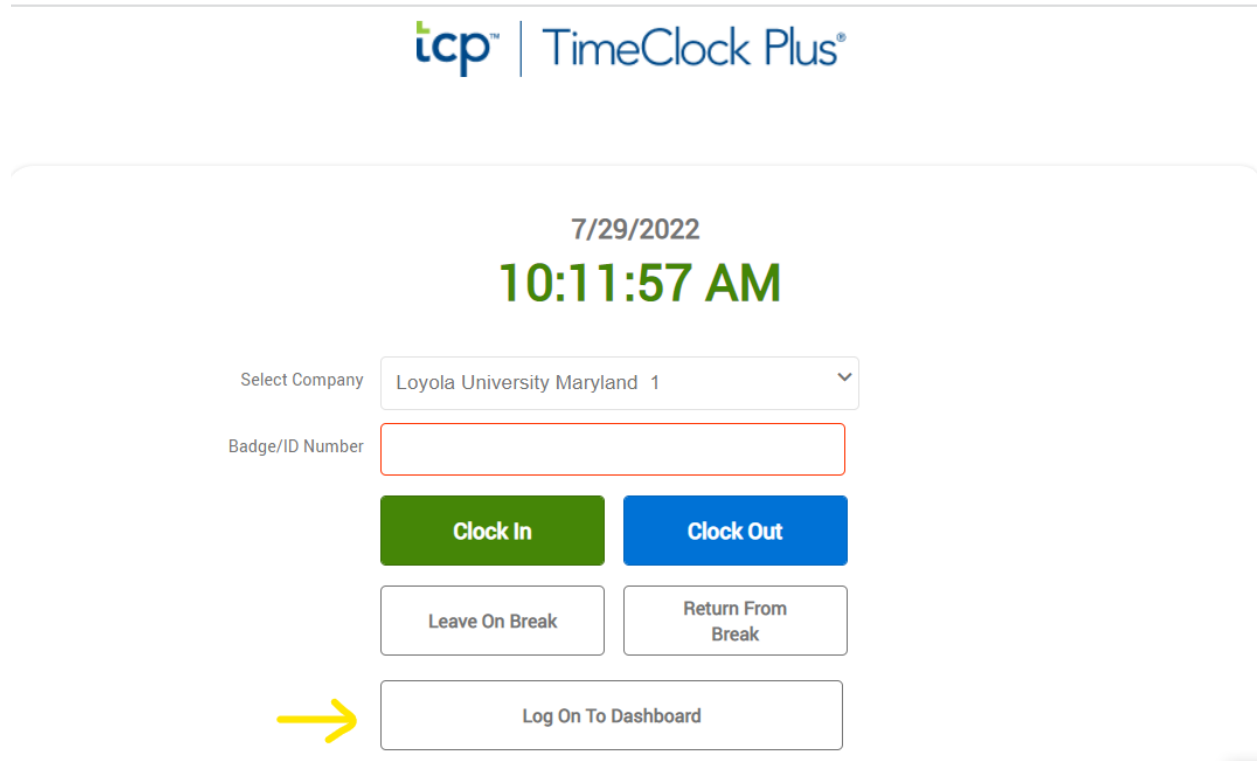
A new tab will open with the 'Web Clock'



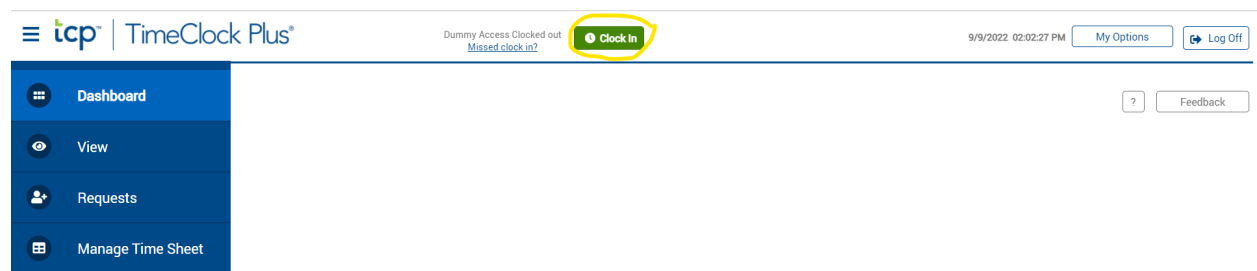
Enter your Loyola ID Number (last seven digits of ID) and click Clock In/ Clock Out

How to Access your Time Clock Dashboard

Enter your Loyola ID Number (last seven digits of ID) and click 'Log On To Dashboard'



This will bring you to 'My Dashboard'. On this tool bar, you can Clock In and Out, as well as other clock functions.

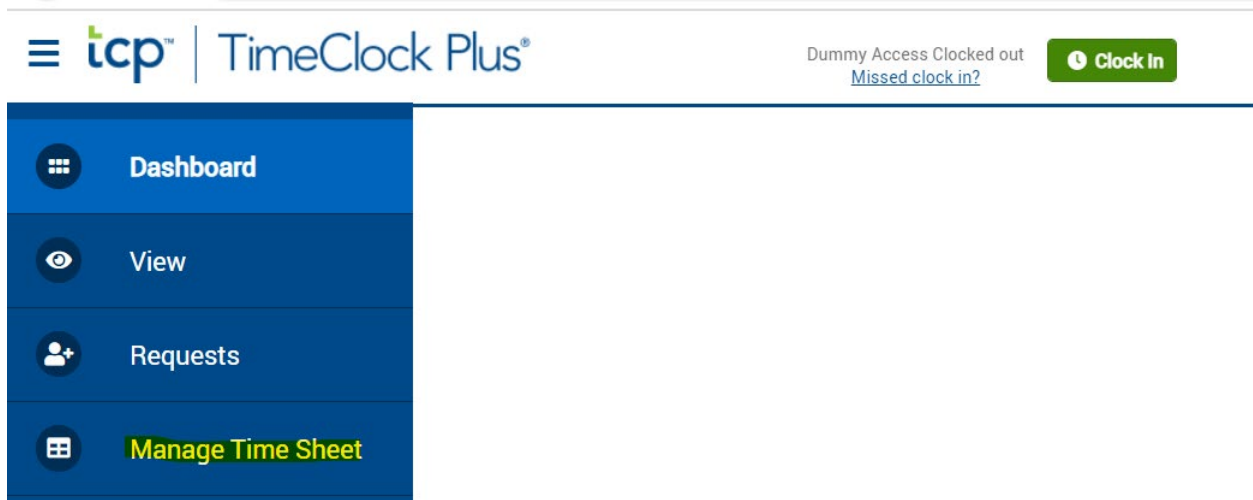


In the top middle section, you can review your current "punch" status.

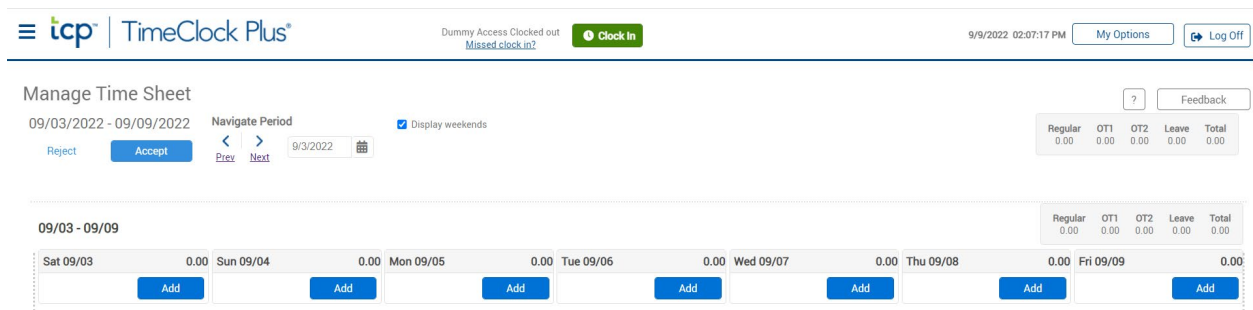
EX: *Dummy Access Clocked Out*



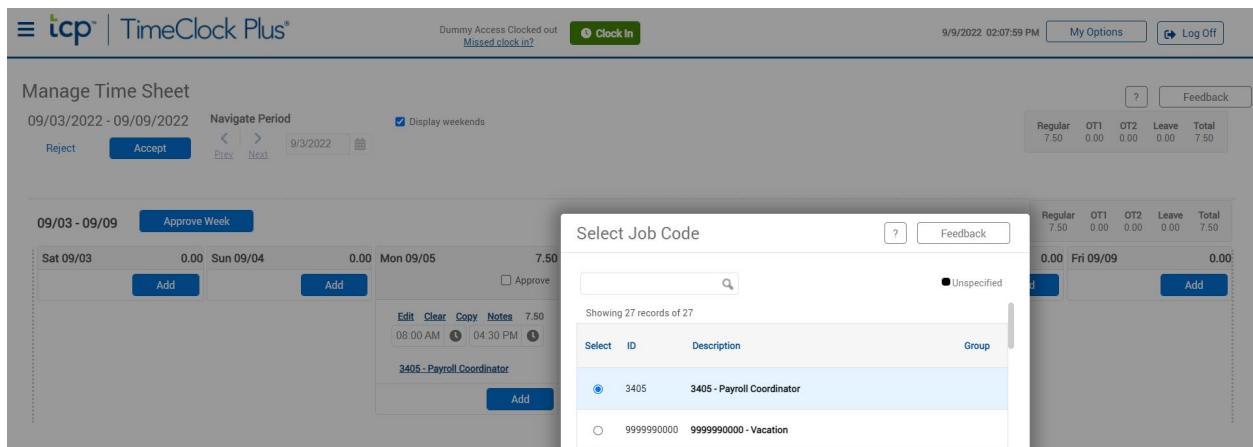
To manage your time sheet, open the side panel and select 'Manage Time Sheet'



The current week will be open for time entry.



To add time, select ADD and manipulate the time or job code accordingly.



To complete the time entry process and provide employee approval, check the APPROVE box and click ACCEPT.

Manage Time Sheet

09/03/2022 - 09/09/2022

9/3/2022

Regular	OT1	OT2	Leave	Total
7.50	0.00	0.00	0.00	7.50

09/03 - 09/09 Approved

Sat 09/03	Sun 09/04	Mon 09/05	Tue 09/06	Wed 09/07	Thu 09/08	Fri 09/09
0.00	0.00	7.50	0.00	0.00	0.00	0.00

Mon 09/05 7.50

08:00 AM - 04:30 PM

3405 - Payroll Coordinator

If the job code you are looking for is unavailable, do NOT use another job code, reach out to Payroll@loyola.edu for assistance.