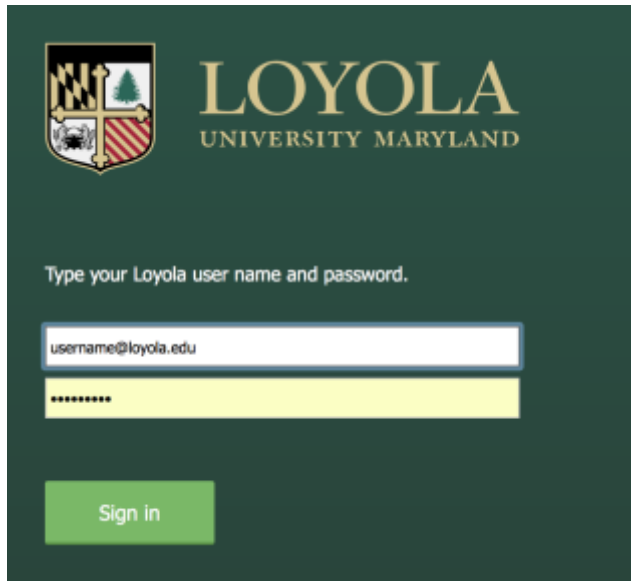


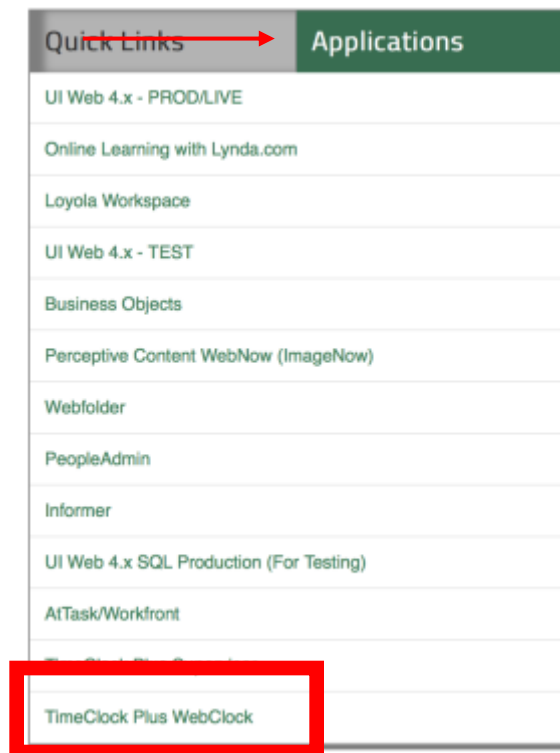
TimeClock Plus – Student Time Sheet

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



The image shows the login page for Loyola University Maryland. It features the university's crest and logo at the top. Below the logo, there is a prompt: "Type your Loyola user name and password." There are two input fields: the first contains the text "username@loyola.edu" and the second contains a series of asterisks. A green "Sign in" button is located at the bottom of the form.

From Inside click on **APPLICATIONS** then click on **TIMECLOCK PLUS WEBCLOCK**:



The image shows a screenshot of a web application menu. The menu has two tabs: "Quick Links" and "Applications". A red arrow points from the "Quick Links" tab to the "Applications" tab. The "Applications" tab is active and displays a list of application links. The link "TimeClock Plus WebClock" is highlighted with a red rectangular box.

Quick Links	Applications
	UI Web 4.x - PRODLIVE
	Online Learning with Lynda.com
	Loyola Workspace
	UI Web 4.x - TEST
	Business Objects
	Perceptive Content WebNow (ImageNow)
	Webfolder
	PeopleAdmin
	Informer
	UI Web 4.x SQL Production (For Testing)
	ATask/Workfront
	TimeClock Plus WebClock

Enter your Student ID Number and click **ENTER** on the keyboard or click **LOG ON TO DASHBOARD**:

TimeClock Plus®

3/31/2017
03:08:28 PM

Select Company: Loyola University Maryland 1

ID Number:

CLOCK IN | CLOCK OUT

LEAVE ON BREAK | RETURN FROM BREAK

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):

TimeClock Plus®

Ryan Burton
Clocked out
3/31/2017 03:01:10 PM

Log Off
Change Pin

CLOCK IN | CLOCK OUT | BREAK | CHANGE JOB CODE | CHANGE COST CODE | VIEW | REQUESTS | MANAGE TIME SHEET

MANAGE TIME SHEET

This brings you to your Time Sheet:

MANAGE TIME SHEET ?

03/18/2017 - 03/24/2017 Navigate Period Display weekends

Reject Accept < > Prev Next

03/18 - 03/24					Regular	OT1	OT2	Leave	Total
Mon 03/20	0.00	Tue 03/21	0.00	Wed 03/22	0.00	Thu 03/23	0.00	Fri 03/24	0.00
<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>	

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

MANAGE TIME SHEET ?

03/18/2017 - 03/24/2017 Navigate Period Display weekends

Reject Accept < > Prev Next

03/18 - 03/24					Regular	OT1	OT2	Leave	Total
Mon 03/20	3.00	Tue 03/21	0.00	Wed 03/22	3.00	Thu 03/23	0.00	Fri 03/24	3.50
<input type="button" value="Approve Week"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>		<input type="button" value="Add"/>	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Approve</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">3.00 Edit Clear Copy 08:00 AM <input type="button" value="⌚"/> 11:00 AM <input type="button" value="⌚"/> 7522 - Technology Training Consultant</div> <div style="text-align: right;"><input type="button" value="Add"/></div>		<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Approve</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">3.00 Edit Clear Copy 04:00 PM <input type="button" value="⌚"/> 07:00 PM <input type="button" value="⌚"/> 7522 - Technology Training Consultant</div> <div style="text-align: right;"><input type="button" value="Add"/></div>		<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Approve</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">3.50 Edit Clear Copy 01:00 PM <input type="button" value="⌚"/> 04:30 PM <input type="button" value="⌚"/> 7522 - Technology Training Consultant</div> <div style="text-align: right;"><input type="button" value="Add"/></div>					

Once you've entered all of your hours click the **APPROVE WEEK** button:



This will check the **APPROVE** box for each day:

03/18 - 03/24 Approved					Regular	OT1	OT2	Leave	Total
Mon 03/20	3.00	Tue 03/21	0.00	Wed 03/22	3.00	Thu 03/23	0.00	Fri 03/24	3.50
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve
Edit Clear Copy 3.00			Edit Clear Copy 3.00			Edit Clear Copy 3.50			
08:00 AM <input type="button" value="⌚"/> 11:00 AM <input type="button" value="⌚"/>			04:00 PM <input type="button" value="⌚"/> 07:00 PM <input type="button" value="⌚"/>			01:00 PM <input type="button" value="⌚"/> 04:30 PM <input type="button" value="⌚"/>			
7522 - Technology Training Consultant			7522 - Technology Training Consultant			7522 - Technology Training Consultant			
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>

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.