

## TimeClock Plus – Time Sheets

From the main page of [Inside Loyola](#) click on the **APPLICATIONS** toggle then click **TimeClock Plus WebClock**:

Quick Links	Applications
UI Web 4.x - PROD/LIVE	
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)	
AtTask/Workfront	
TimeClock Plus Supervisor	
TimeClock Plus WebClock	←

Enter your Loyola ID number and hit enter or **LOG ON TO DASHBOARD**:



3/6/2017  
**10:54:59 AM**

Select Company: Loyola University Maryland 1

ID/Badge Number: 1234567

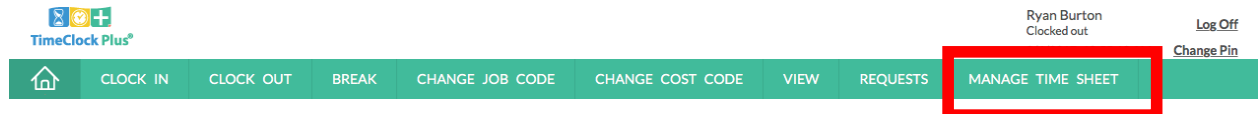
**CLOCK IN**    **CLOCK OUT**

LEAVE ON BREAK    RETURN FROM BREAK

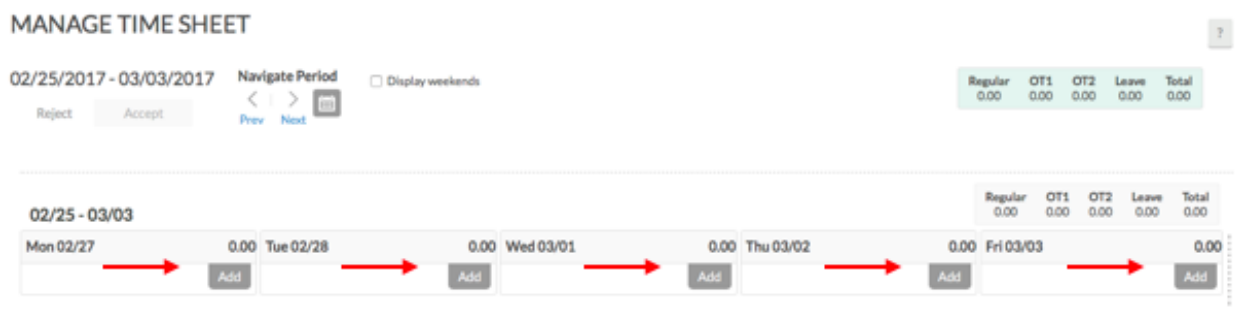
← **LOG ON TO DASHBOARD**

## TimeClock Plus – Time Sheets

Click on **MANAGE TIME SHEET** in the top right hand corner:



Click **Add** to add hours for the days worked:



**MANAGE TIME SHEET**

02/25/2017 - 03/03/2017 Navigate Period  Display weekends

Reject Accept [Prev](#) [Next](#)

Regular	OT1	OT2	Leave	Total
0.00	0.00	0.00	0.00	0.00

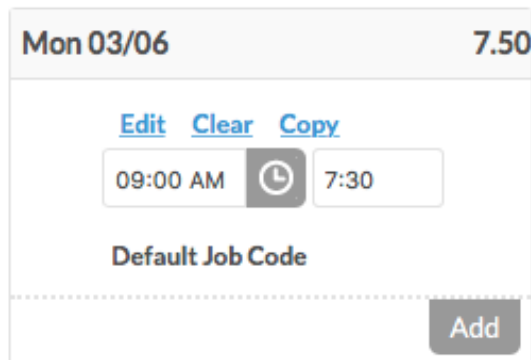
02/25 - 03/03

Regular	OT1	OT2	Leave	Total
0.00	0.00	0.00	0.00	0.00

Mon 02/27 0.00 Tue 02/28 0.00 Wed 03/01 0.00 Thu 03/02 0.00 Fri 03/03 0.00


[Add](#) [Add](#) [Add](#) [Add](#) [Add](#)

You can edit the start time and the amount of hours worked and Job Code:



Mon 03/06 7.50

[Edit](#) [Clear](#) [Copy](#)

09:00 AM  7:30

Default Job Code

[Add](#)

## TimeClock Plus – Time Sheets

Once all days are entered for the week click **APPROVE WEEK** or check all of the **APPROVE** boxes and will show you the Total Hours worked in top right hand corner:

MANAGE TIME SHEET

03/04/2017 - 03/10/2017    Navigate Period     Display weekends

Reject    Accept           

Regular	OT1	OT2	Leave	Total
37.50	0.00	0.00	0.00	37.50

03/04 - 03/10   

Regular	OT1	OT2	Leave	Total
37.50	0.00	0.00	0.00	37.50

Mon 03/06	Tue 03/07	Wed 03/08	Thu 03/09	Fri 03/10
7.50	7.50	7.50	7.50	7.50
<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve
09:00 AM - 7:30	09:00 AM - 7:30	09:00 AM - 7:30	09:00 AM - 7:30	09:00 AM - 7:30
7522 - Technology Training Consultant	7522 - Technology Training Consultant	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"/>

Click on **ACCEPT** to approve the entire week and changes:

03/04/2017 - 03/10/2017

Reject

All days will show the **APPROVED** box checked and are now ready for Supervisor Approval:

03/04 - 03/10     Approved

Regular	OT1	OT2	Leave	Total
37.50	0.00	0.00	0.00	37.50

Mon 03/06	Tue 03/07	Wed 03/08	Thu 03/09	Fri 03/10
7.50	7.50	7.50	7.50	7.50
<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve
09:00 AM - 7:30	09:00 AM - 7:30	09:00 AM - 7:30	09:00 AM - 7:30	09:00 AM - 7:30
7522 - Technology Training Consultant	7522 - Technology Training Consultant	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"/>