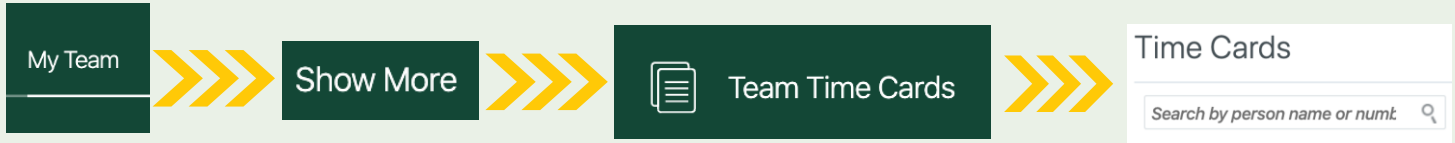


## How a line manager adjusts an approved time card:

### 1<sup>st</sup>: Navigating to time cards



### 2<sup>nd</sup>: Adjusting the time card

1. Search for the employee and filter the time card period
2. Select the time card period in question
3. Make the adjustments by selecting the pencil icon
4. Select submit

## What to do if an employee forgets to clock in/clock out?



If an employee forgets to clock out, they will select clock out still. The next day, they will go into their time card and change the clock out time.

If an employee forgets to clock in, they can clock in and then clock out. Then, the next day they can change the time on their time card.

If either of the times are incorrect, the employee can select **Request Change** and will then change and correct the clock in or clock out time. The line manager will then approve this change.



# Using WebClock for non-exempt employees (for line managers)

## How do line managers interact with WebClock?

Line managers are responsible for determining if they want their employees to use the WebClock or not. Because WebClock requires more oversight by the line manager and has more potential for error, it should only be used in situations in which it is **critical** to document the time that each employee arrives to work and leaves work.

The time entered via WebClock will be transferred over to the employee's time card at a scheduled time each night where the manager can check it.

If the manager corrects a time card and the total time is **above 80 hours**, they will get a notification to approve the time card. They must select **Approve**, even if they already did before when the time card was originally submitted.

