

ignite Web Clock Quick Reference Guide

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Web Clock

What's the Web Clock?

Web Clock allows you to report your time online through Ignite. You use this tool to clock in and clock out, see the elapsed time since you've been clocked in, and what the current time is.

How do I get to Web Clock in Ignite?

1. Under **Me** on the Ignite main page, click on the **Web Clock** tile.
2. Click **Clock In**.
3. Put in your position and what kind of hours you're working.



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Clock In



Click **Clock In** to clock in to your shift

Clock Out



Click **Clock Out** to clock out of your shift

Clock In

* Position E100000001

* Time Reporting Code

- Regular Hours
- Alternate Time Off
- Salaried Hours
- Miscellaneous
- Holiday Hours

Cancel

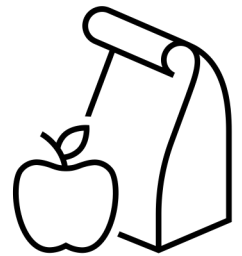
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What should I do if I forget to clock in/out?

If you are working and realize you forgot to clock in, you should clock in at the time you realize. The next day, you can edit your time card with the appropriate hours. If you leave work without clocking out, you can also edit your time card the next day.


What if I need to change the times I clocked in or out?


If you need to change when you clocked in or out – maybe you forgot to clock out for lunch – click on the **Request Change** button under your Daily Time Events for the day. Once you request the change, it will be routed to your manager for approval.



Daily Time Events: Today

< > Today **Request Change**

3:16:58 PM  Clock In

3:18:00 PM  Clock Out