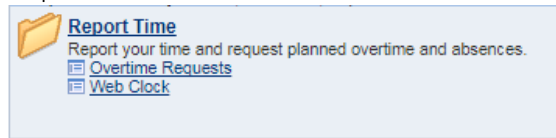


WEBCLOCK

Webclock is used by employees to record hours worked. This system is located within PeopleSoft, and can be accessed by any computer or mobile phone able to connect to My Rutgers Portal. By using Webclock, employee's hours are directly inputted into HCM timesheets.

(Within PeopleSoft) To get to Webclock:

Go to Self Service > Time Reporting > Report Time > Webclock



To punch in: Select "In" from the drop down box. If the employee has more than one job, select the appropriate employee record. Contact supervisor if unsure which employee record to select. Webclock works in real time – meaning the clock in time will be submitted as the time that the employee hits "Enter Punch".

Enter Punch
Enter Punch Type, relevant time and task information. Save with Enter Punch button.

*Punch Type:

Time Zone: EST Eastern Time

Please select the appropriate job from the list below.

Job Title	Empl Record	Department ID	Department	Location Code	Supervis
STUDENT WORKER	0	10421	SEBS-Plant Biology & Pathology	6347	James
STUDENT WORKER	1	10315	Douglass Residential College	8300	Jane D

Once "Enter Punch" is selected, a confirmation screen will show. Click "Ok".

To punch out: Select "Out" from the drop down box > Enter Punch

Enter Punch
Enter Punch Type, relevant time and task information. Save with Enter Punch button.

*Punch Type:

Time Zone: EST Eastern Time

Payable Time Summary

All punches entered will show in the employee's Punch Time Sheet. To view all punch in and out times, go to: Self Service > Time Reporting > View Time > Payable Time Summary

Main Menu

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.

View a balance of your accumulated compensatory time.

View a summary of your payable time.

View details of your payable time.

Payable Time From 12/17/2016 To 12/23/2016											
Time Reporting Code	Description	Total Quantity	Type	Sat 12/17	Sun 12/18	Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Currency
HREG	Hourly Regular	20.15	Hours			5.05	5.05	4.95	5.10		

Viewing Approvals (Payable Time Detail)

Approval information can be found for employees through the Payable Time Detail.

Go to: Manager Self Service > Time management > Payable Time Detail

Enter employee criteria information. Choose Start and End date (system will only support viewing 31 days of data at a time). Click “Cost and Approval” tab for information about approver and approval dates and times.

Payable Time Detail

Allen Employee ID: 0006678 Empl Record: 0
 Job Title: STUDENT CWS Std Hourly Rt: 10.000000 USD
 Start Date: 05/01/2017 End Date: 06/01/2017 [Get Rows](#) [Next Employee](#)

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display. Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

Payable Time												
Overview Time Reporting Elements Task Reporting Elements Cost and Approval												
Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	Approved at	User ID	Published	Publish Date	Estimated Gross	Labor Distribution Amount	Diluted Amount
05/01/2017	Distributed		Approval Monitor	HREG	1.30	05/22/2017 1:35:50PM	PW	<input type="checkbox"/>	01/01/1900	13.000000	13.000000	13.000000
05/02/2017	Distributed		Approval Monitor	HREG	4.40	05/22/2017 1:35:50PM	PW	<input type="checkbox"/>	01/01/1900	44.000000	44.000000	44.000000
05/03/2017	Distributed		Approval Monitor	HREG	2.40	05/22/2017 1:35:50PM	PW	<input type="checkbox"/>	01/01/1900	24.000000	24.000000	24.000000
05/04/2017	Distributed		Approval Monitor	HREG	2.00	05/22/2017 1:35:50PM	PW	<input type="checkbox"/>	01/01/1900	20.000000	20.000000	20.000000
05/08/2017	Distributed		Approval Monitor	HREG	6.90	05/22/2017 1:35:50PM	PW	<input type="checkbox"/>	01/01/1900	69.000000	69.000000	69.000000

Payable Status

Distributed: these hours have been approved, taken by Payroll, and distributed in a check to the employee

Needs Approval: approver has not approved hours yet

Taken by Payroll: hours have been approved and taken by the Payroll system; hours are in process of being distributed

When reconciling payroll issues, the “Approved at” column will be most helpful. Check the approval times and date against the deadline dates listed in the payroll schedule. Tuesday, 11am* is the cutoff for all approvals (both hourly and salary). Any approvals made after 11am on Tuesdays will be considered approved time for the next pay period.

* Holidays and school closings may affect the cut off dates and times. If/when this is the case, the Payroll department will send an email to all HCM preparers noting the new cutoff time and date.