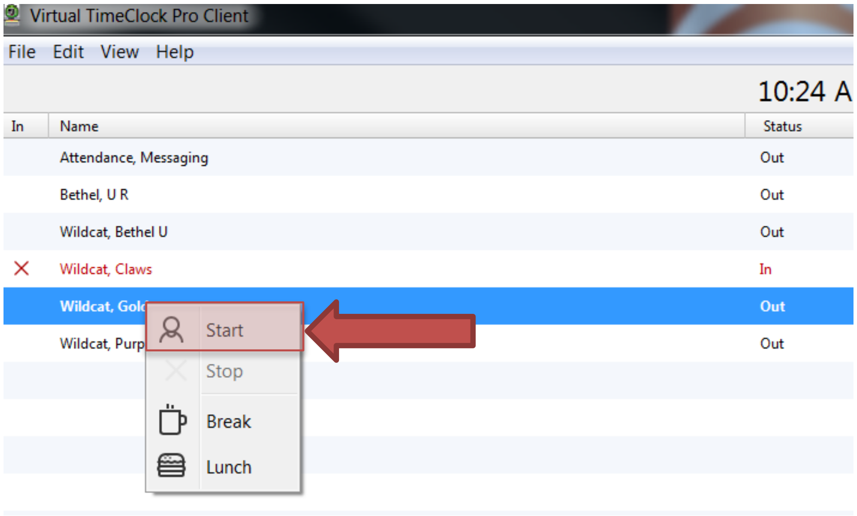
Virtual TimeClock Guide

Clocking In/Out (Non-Exempt), Entering Leave & Approving Timecards

Clocking In/Out (Non-Exempt ONLY)

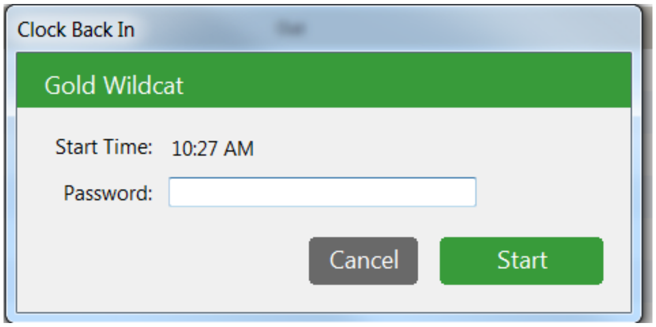
From the main “Virtual TimeClock” screen, **left**-click on the user’s name to engage the sub-menu and select “Start”.


Virtual TimeClock Pro Client
File
Edit
View
Help
Start
Stop
Break
Lunch

10:24 A

In	Name	Status
	Attendance, Messaging	Out
	Bethel, U R	Out
	Wildcat, Bethel U	Out
✕	Wildcat, Claws	In
	Wildcat, Gol	Out
	Wildcat, Purp	Out

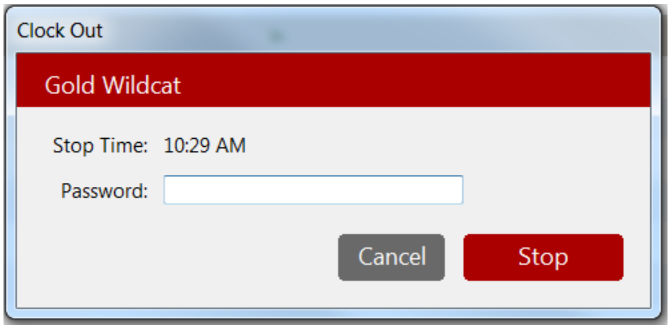
To clock-in, enter your password and press start. Continue to repeat the above step to execute clocking-out, leaving for lunch, or returning from lunch. See below for reference.


Clock Back In
Cancel
Start

Gold Wildcat

Start Time: 10:27 AM

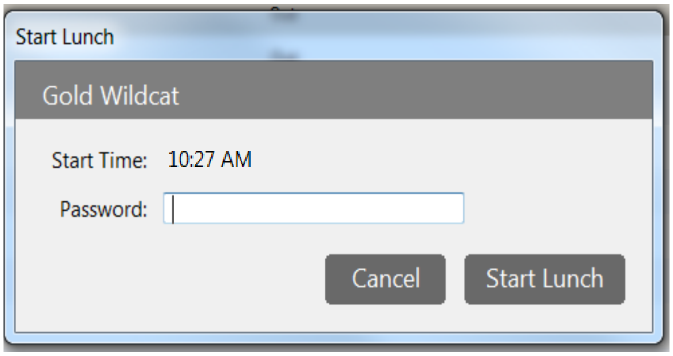
Password:


Clock Out
Cancel
Stop

Gold Wildcat

Stop Time: 10:29 AM

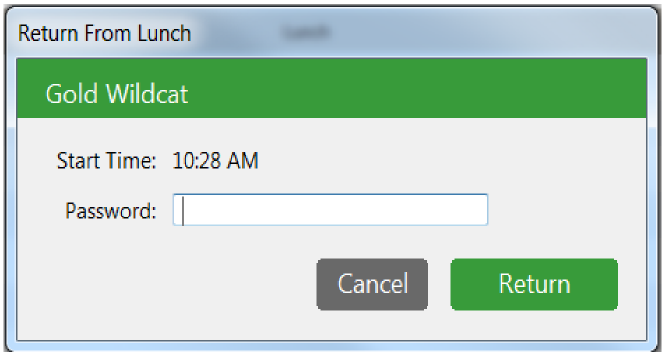
Password:


Start Lunch
Cancel
Start Lunch

Gold Wildcat

Start Time: 10:27 AM

Password:


Return From Lunch
Cancel
Return

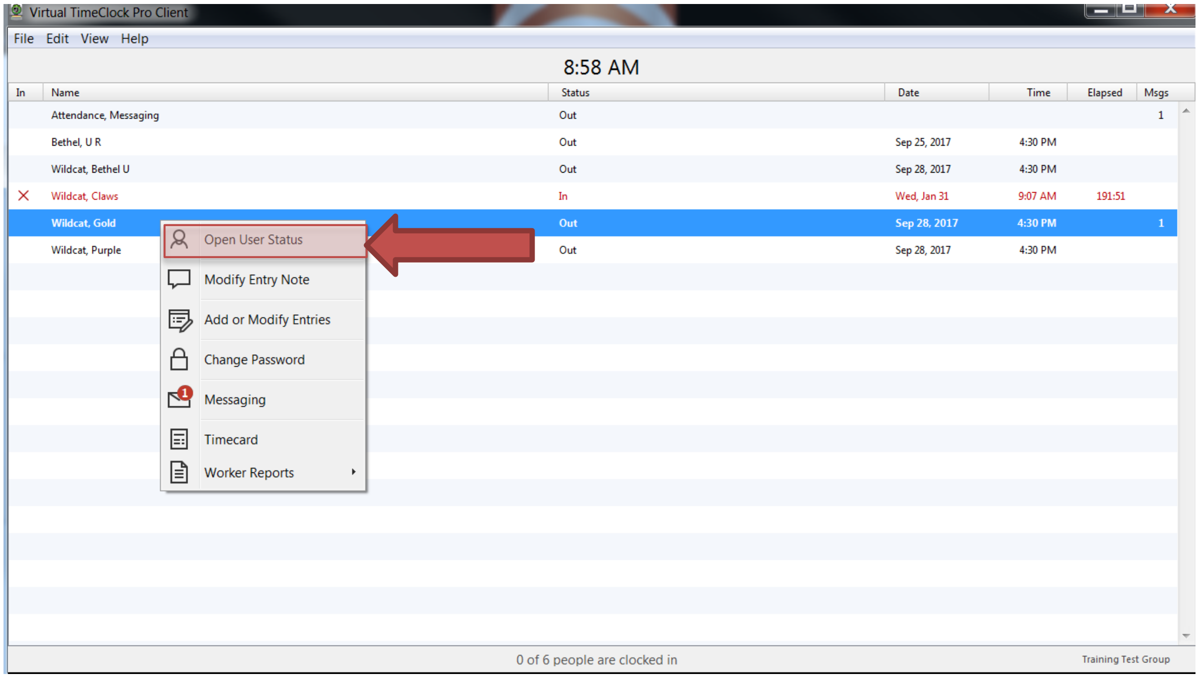
Gold Wildcat

Start Time: 10:28 AM

Password:

Entering Leave

To enter leave in the system, the user must **right**-click their name from the main screen to engage the sub-menu and select “Open User Status”.

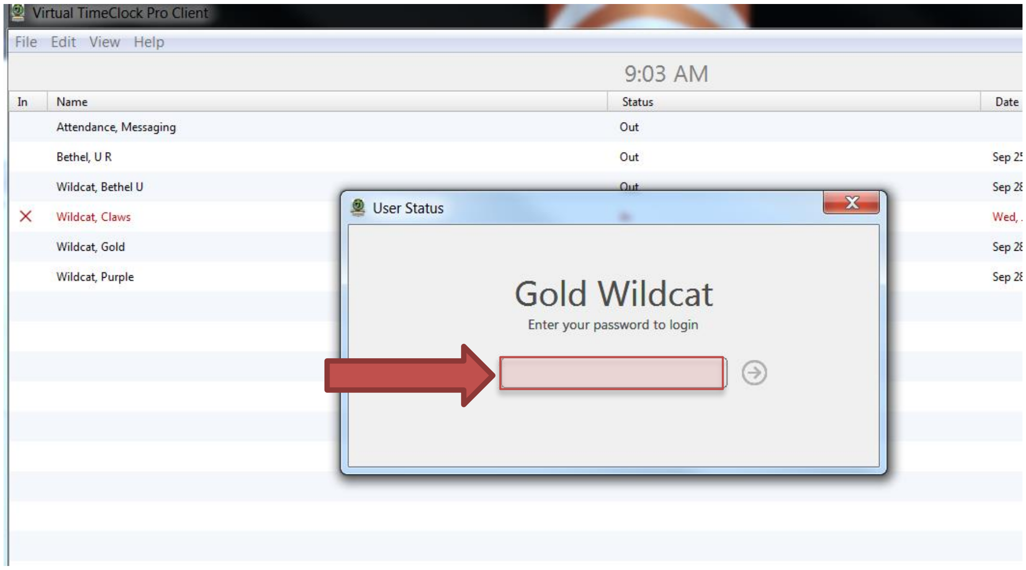

Virtual TimeClock Pro Client
File Edit View Help
8:58 AM
Open User Status
Modify Entry Note
Add or Modify Entries
Change Password
Messaging
Timecard
Worker Reports

In	Name	Status	Date	Time	Elapsed	Msgs
	Attendance, Messaging	Out				1
	Bethel, U R	Out	Sep 25, 2017	4:30 PM		
	Wildcat, Bethel U	Out	Sep 28, 2017	4:30 PM		
✕	Wildcat, Claws	In	Wed, Jan 31	9:07 AM	191:51	
	Wildcat, Gold	Out	Sep 28, 2017	4:30 PM		1
	Wildcat, Purple	Out	Sep 28, 2017	4:30 PM		

0 of 6 people are clocked in

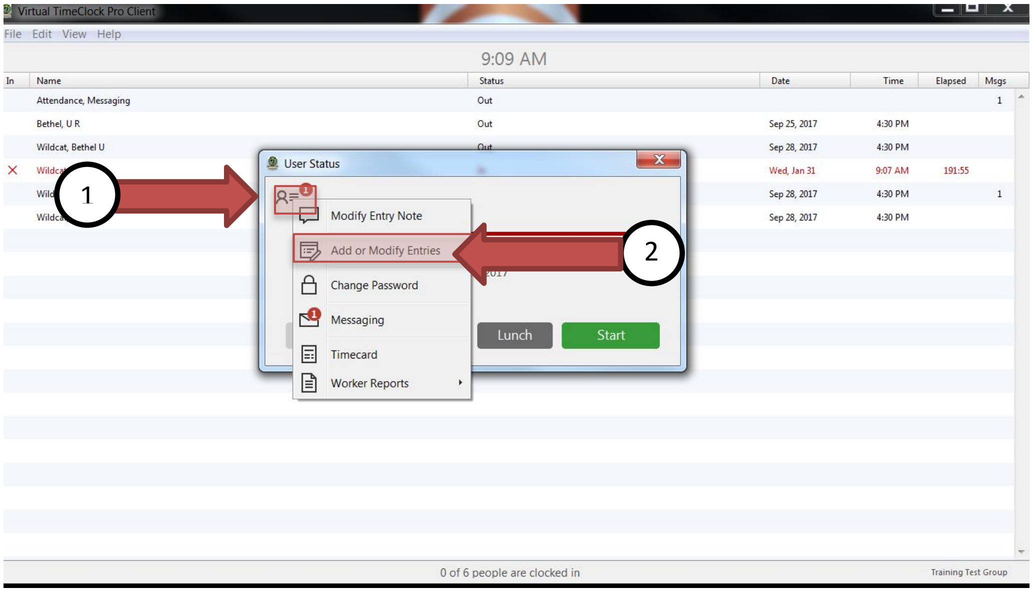
Training Test Group

The “User Status” pop-up will appear, prompting the user to enter their password.


Virtual TimeClock Pro Client
File Edit View Help
9:03 AM
User Status
Gold Wildcat
Enter your password to login

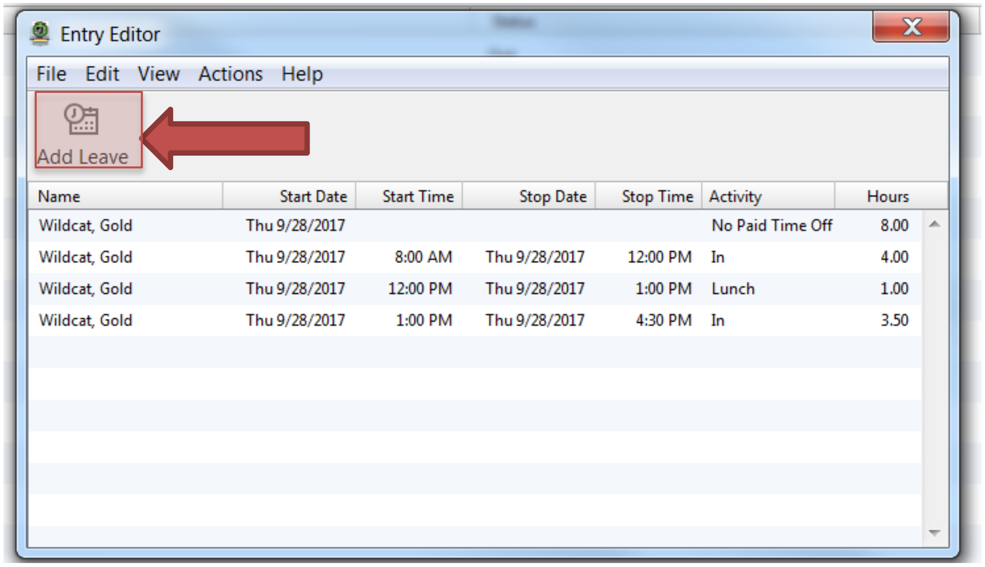
In	Name	Status	Date
	Attendance, Messaging	Out	
	Bethel, U R	Out	Sep 2
	Wildcat, Bethel U	Out	Sep 2
✕	Wildcat, Claws		Wed,
	Wildcat, Gold		Sep 2
	Wildcat, Purple		Sep 2

Once logged in, the “User Status” window will open. [1.] Select the menu in the upper left-hand corner to display the menu options and [2.]select “Add or Modify Entries”.


Virtual TimeClock Pro Client
File Edit View Help
9:09 AM
User Status
1
2
Modify Entry Note
Add or Modify Entries
Change Password
Messaging
Timecard
Worker Reports
Lunch
Start
0 of 6 people are clocked in
Training Test Group

In	Name	Status	Date	Time	Elapsed	Msgs
	Attendance, Messaging	Out				1
	Bethel, U R	Out	Sep 25, 2017	4:30 PM		
	Wildcat, Bethel U	Out	Sep 28, 2017	4:30 PM		
✕	Wildca		Wed, Jan 31	9:07 AM	191:55	
	Wild		Sep 28, 2017	4:30 PM		1
	Wildca		Sep 28, 2017	4:30 PM		

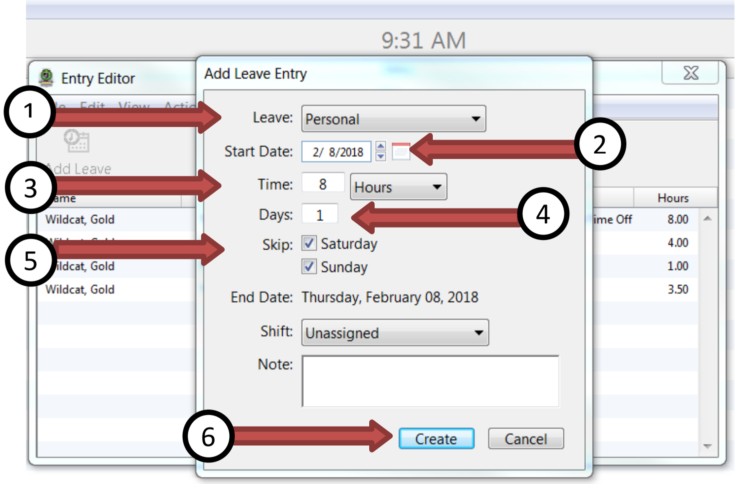
The “Entry Editor” screen will appear. Select “Add Leave” to enter any new leave.


Entry Editor
File Edit View Actions Help
Add Leave

Name	Start Date	Start Time	Stop Date	Stop Time	Activity	Hours
Wildcat, Gold	Thu 9/28/2017				No Paid Time Off	8.00
Wildcat, Gold	Thu 9/28/2017	8:00 AM	Thu 9/28/2017	12:00 PM	In	4.00
Wildcat, Gold	Thu 9/28/2017	12:00 PM	Thu 9/28/2017	1:00 PM	Lunch	1.00
Wildcat, Gold	Thu 9/28/2017	1:00 PM	Thu 9/28/2017	4:30 PM	In	3.50

From the “Add Leave Entry” screen, the user must enter the following fields:

1. Select “Leave” to choose type of leave (personal, sick, vacation, etc.)
2. Select “Start Date” by typing in the numerical month, day and year or choose the calendar icon
3. Select “Time” to enter the amount of time taken [*Leave time is taken in increments of 2 hours*]
4. Select “Days” to enter the number of days taken
5. If needed, check the boxes next to “Saturday and Sunday” to ensure those days are NOT included in the number of days taken if it spans through the weekend.
6. Select “Create”


9:31 AM
Entry Editor
Add Leave
Wildcat, Gold
Hours
8.00
4.00
1.00
3.50
1
2
3
4
5
6
Create
Cancel

Add Leave Entry

Leave: Personal

Start Date: 2/ 8/2018

Time: 8 Hours

Days: 1

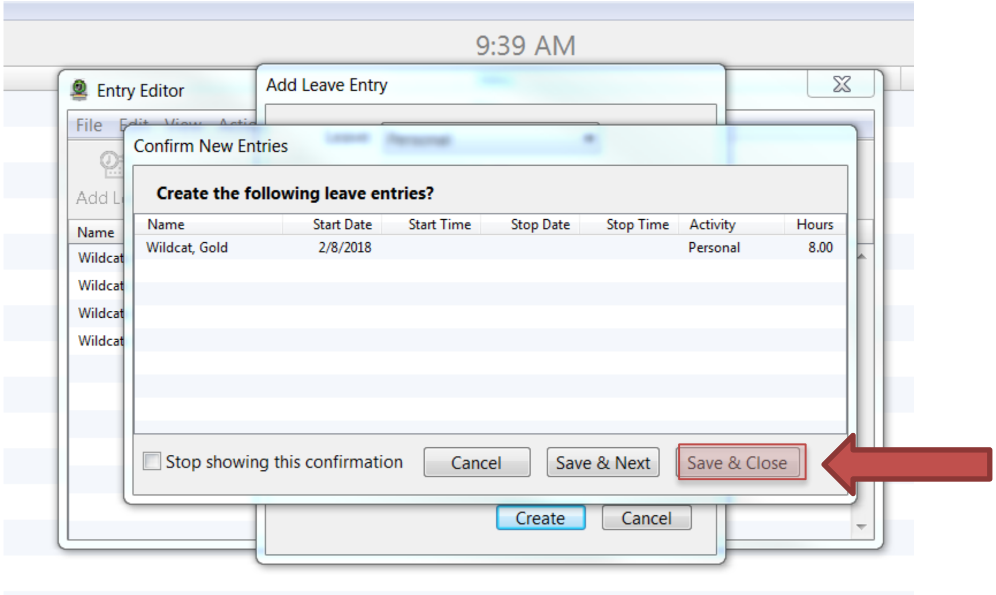
Skip: ☑ Saturday ☑ Sunday

End Date: Thursday, February 08, 2018

Shift: Unassigned

Note:

A “Confirm New Entries” prompt will appear, allowing the user to check the information entered. If everything is accurate and there is no need to enter another leave, select “Save & Close”.


9:39 AM
Entry Editor
Add Leave Entry
File
Name
Wildcat
Cancel
Save & Next
Save & Close
Create
Cancel

Confirm New Entries

Create the following leave entries?

Name	Start Date	Start Time	Stop Date	Stop Time	Activity	Hours
Wildcat, Gold	2/8/2018				Personal	8.00

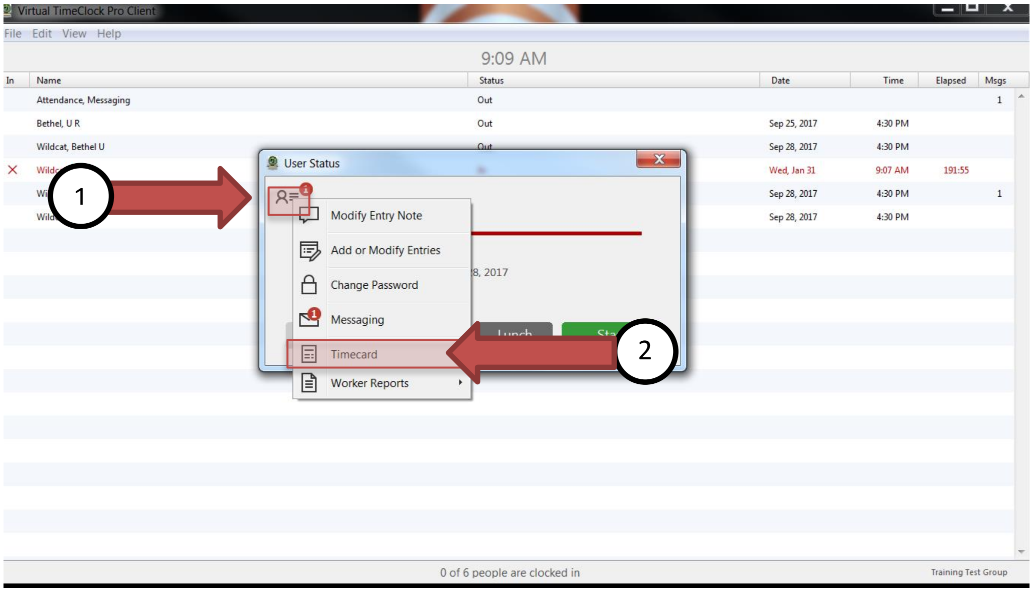
☐ Stop showing this confirmation

EXEMPT EMPLOYEES ONLY: If there is no leave to be entered for the designated pay period, select “No Paid Time Off”. In order to indicate no time was taken, select the beginning date of the pay period for the “Start Date” and enter **0.001** in the “Time” field. The system will round the number to “0” on the timecard. Once everything is entered, press “Create” and “Save & Close” from the “Confirm New Entries” window.

Approving Timecards

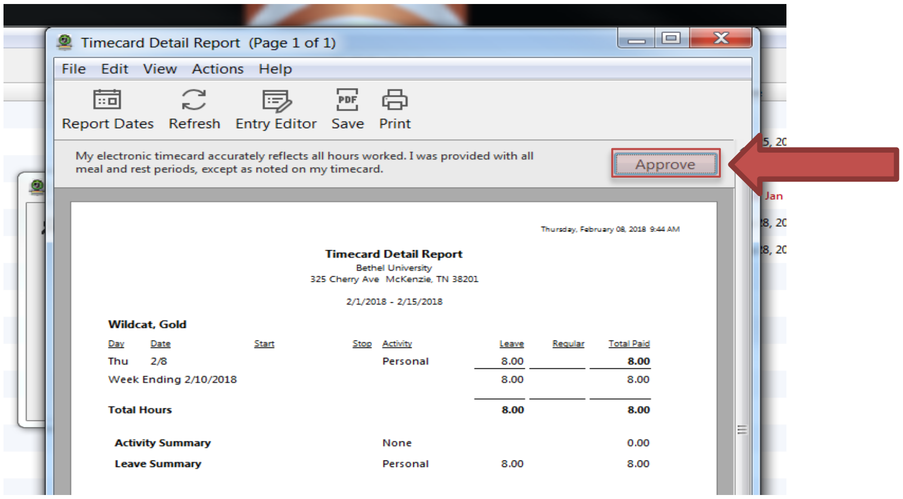
(The user must be logged into the system. To learn how to log-in, see “Entering Leave” first screen.)

From the “User Status” menu, [1]select the menu in the upper left-hand corner to display the menu options and [2]select “Timecard”.


Virtual TimeClock Pro Client
File
Edit
View
Help
9:09 AM
User Status
1
Modify Entry Note
Add or Modify Entries
Change Password
Messaging
Timecard
Worker Reports
2
8, 2017
Lunch
0 of 6 people are clocked in
Training Test Group

In	Name	Status	Date	Time	Elapsed	Msgs
	Attendance, Messaging	Out				1
	Bethel, U R	Out	Sep 25, 2017	4:30 PM		
	Wildcat, Bethel U	Out	Sep 28, 2017	4:30 PM		
×	Wildc		Wed, Jan 31	9:07 AM	191:55	
	Wi		Sep 28, 2017	4:30 PM		1
	Wild		Sep 28, 2017	4:30 PM		

The “Timecard Detail Report” screen will appear. Users must review their timecard and press “Approve”. By pressing approve, they are agreeing to the statement that reads “My electronic timecard accurately reflects all hours worked. I was provided with all meal and rest periods, except as noted on my timecard.” Keep in mind, all timecards must be submitted in the time frame specified by HR. In the event an error is identified on the timecard after the user has approved it, a supervisor must be notified immediately. Once the supervisor has made the revision, it is the user’s responsibility to re-approve the revised timecard.


Timecard Detail Report (Page 1 of 1)
File
Edit
View
Actions
Help
Report Dates
Refresh
Entry Editor
Save
Print
Approve

My electronic timecard accurately reflects all hours worked. I was provided with all meal and rest periods, except as noted on my timecard.

Thursday, February 08, 2018 9:44 AM

Timecard Detail Report
Bethel University
325 Cherry Ave McKenzie, TN 38201

2/1/2018 - 2/15/2018

Wildcat, Gold

Day	Date	Start	Stop	Activity	Leave	Regular	Total Paid
Thu	2/8			Personal	8.00		**8.00**
Week Ending 2/10/2018					8.00		8.00
Total Hours					**8.00**		**8.00**
Activity Summary				None			0.00
Leave Summary				Personal	8.00		8.00