



eWebclock Employee Quick Guide

College of Veterinary Medicine – Revised April 2012

How to Clock In

1. **Login to the system** or if you are at a kiosk, open the icon for eTime
2. **On the WebClock page**, you will see buttons for Clock In and Clock Out. The Clock Out button should be inactive (grayed out). You should only be able to press the Clock In button.
3. **Clock In** – Click this button to clock in and start the system recording your time.

WebClock

Employee Name	Hartranff,Spike	Employee Id	200002209	Status	Not Created
Working Title	Fiscal Administrator	Empl Rcd Nbr	0	Supervisor	Myers,Jacob
Dept Number	14700	Dept Name	Mechanical & Aerospace Engr		

Pay Period	03/25/2012 - 04/07/2012	Week	03/25/2012 - 03/31/2012	Reported Hours	0.00
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Time Details

3

Clock In

Clock Out

[View Detailed Timesheet](#)

WebClock

■ Clocked In

Employee Name	Hartranff,Spike	Employee Id	200002209	Status	Not Created
Working Title	Fiscal Administrator	Empl Rcd Nbr	0	Supervisor	Myers,Jacob
Dept Number	14700	Dept Name	Mechanical & Aerospace Engr		

Pay Period	03/25/2012 - 04/07/2012	Week	03/25/2012 - 03/31/2012	Reported Hours	0.00
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Time Details

Clock In

Clock Out

[View Detailed Timesheet](#)

Clock in time: Wed-03/28/2012 9:55 AM

Once you click on the "Clock In" button, it will turn gray and the "Clock Out" button will now be active

4. **You are now Clocked In!** Log Off by clicking **BOTH** the logoff button on the eWebclock page and the logoff button in the upper right hand page!

Help	Buckeye Link	Map	Find People	Webmail	Search Ohio State	Go
					Hartranff,Spike	Log Out

How to Clock Out

Process Steps

1. **Log into the system** using your name.# and password. (See Access/Clock In Sections for Information)
2. **Click on the “Clock Out” button** – the “Clock Out” button will turn grey and the “Clock In” button will become active again.

WebClock

■ Clocked In

Employee Name	Hartranff,Spike	Employee Id	200002209	Status	Created, Not Submitted
Working Title	Fiscal Administrator	Empl Rcd Nbr	0	Supervisor	Myers,Jacob
Dept Number	14700	Dept Name	Mechanical & Aerospace Engr		

Pay Period	03/25/2012 - 04/07/2012	Week	03/25/2012 - 03/31/2012	Reported Hours	0.00
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Time Details

[View Detailed Timesheet](#)

Clock in time: Wed-03/28/2012 9:55 AM

3. **Reported Hours** – when you clock out, the Reported Hours field will updated with the new time recorded.
4. **Clock Hours by Day** – will update with a summary of hours by day including any leave time submitted and approved.
5. **You are now Clocked Out!** Log off by clicking **BOTH** the logoff button on the eWebclock page and the logoff button in the upper right hand page!

Help Buckeye Link Map Find People Webmail <input type="text" value="Search Ohio State"/> <input type="button" value="Go"/>
Hartranff,Spike <input type="button" value="Log Out"/>