

# Employee Web Clock Software Link

<https://timeclock.pearlandisd.org:444/app/webclock/#/EmployeeLogOn/%20/1>

The screenshot shows the Pearl Land ISD website. At the top, there is a navigation bar with links for Community, Parents, Student, and Staff. The Staff link is circled in red. Below this is a secondary navigation bar with links for ABOUT US, SCHOOLS, DEPARTMENTS, EMPLOYMENT, BOARD OF TRUSTEES, EDUCATION FOUNDATION, and INTRANET. A large banner image of staff members is displayed with the word "STAFF" overlaid. Below the banner, there are three main sections: Staff Quick Links, Employee Calendars, and Employee Documents. The Staff Quick Links list includes various services, with "TIMECLOCK PLUS" circled in red. The Employee Calendars section lists links for School Year, Teacher Appraisal, Payroll, and Workday. The Employee Documents section lists links for Handbook, Dress Code, and ESS Instructions. Below these sections, there are two screenshots of the website's internal documents page, with the "Log In" button circled in red in both. The bottom right corner features an advertisement for JSC Federal Credit Union's Spring Savings program, offering auto loan rates as low as 2.19%.

# Employee Web Clock - Login

To login, enter your Employee **ID Number** then click **Clock In**.



4/24/2018

10:45:37 AM

Select Company

Pearland ISD 1

Badge/ID Number

• **Employee Number**

CLOCK IN

CLOCK OUT

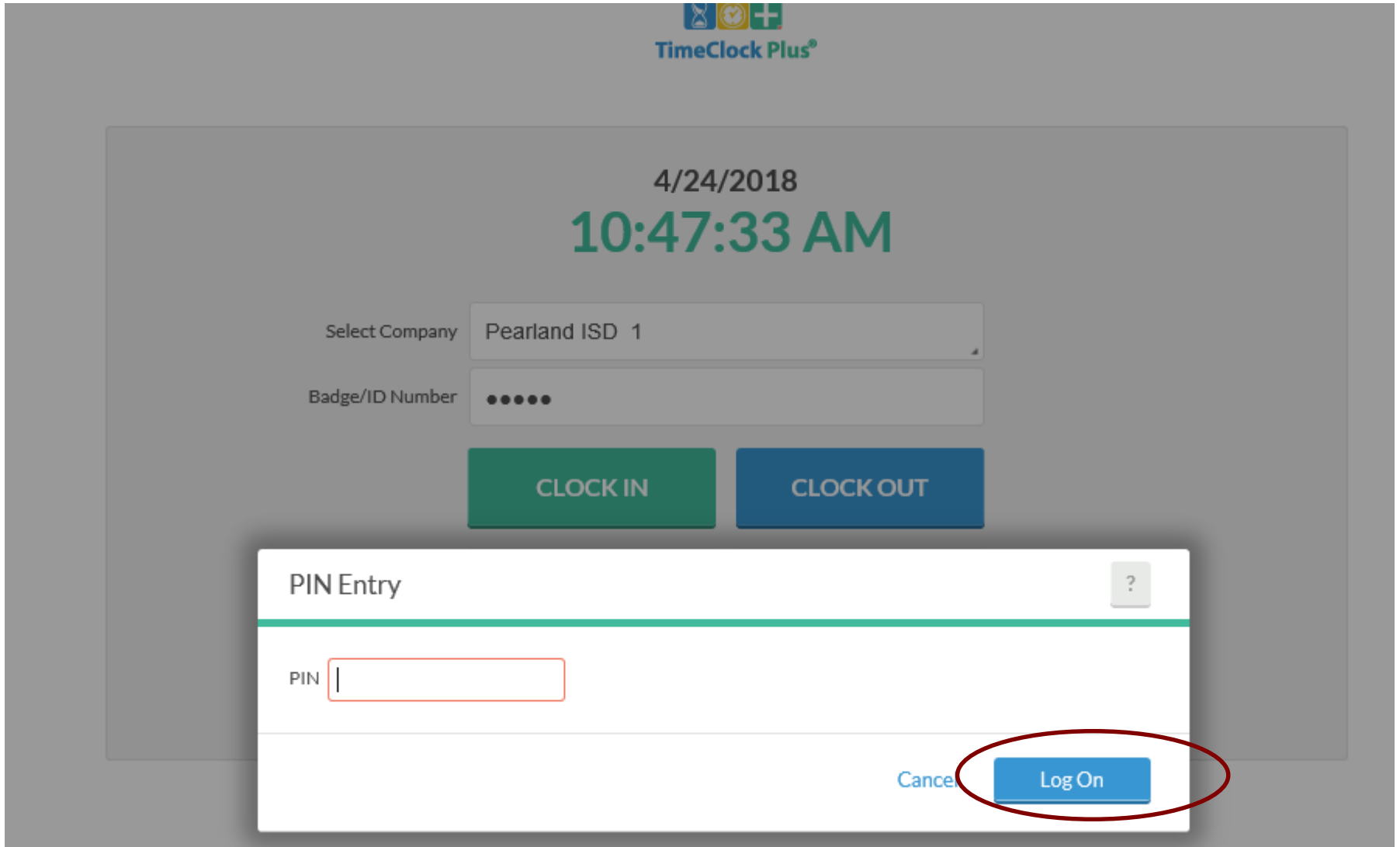
LEAVE ON  
BREAK

RETURN FROM  
BREAK

LOG ON TO DASHBOARD

# Employee Web Clock – Clock In

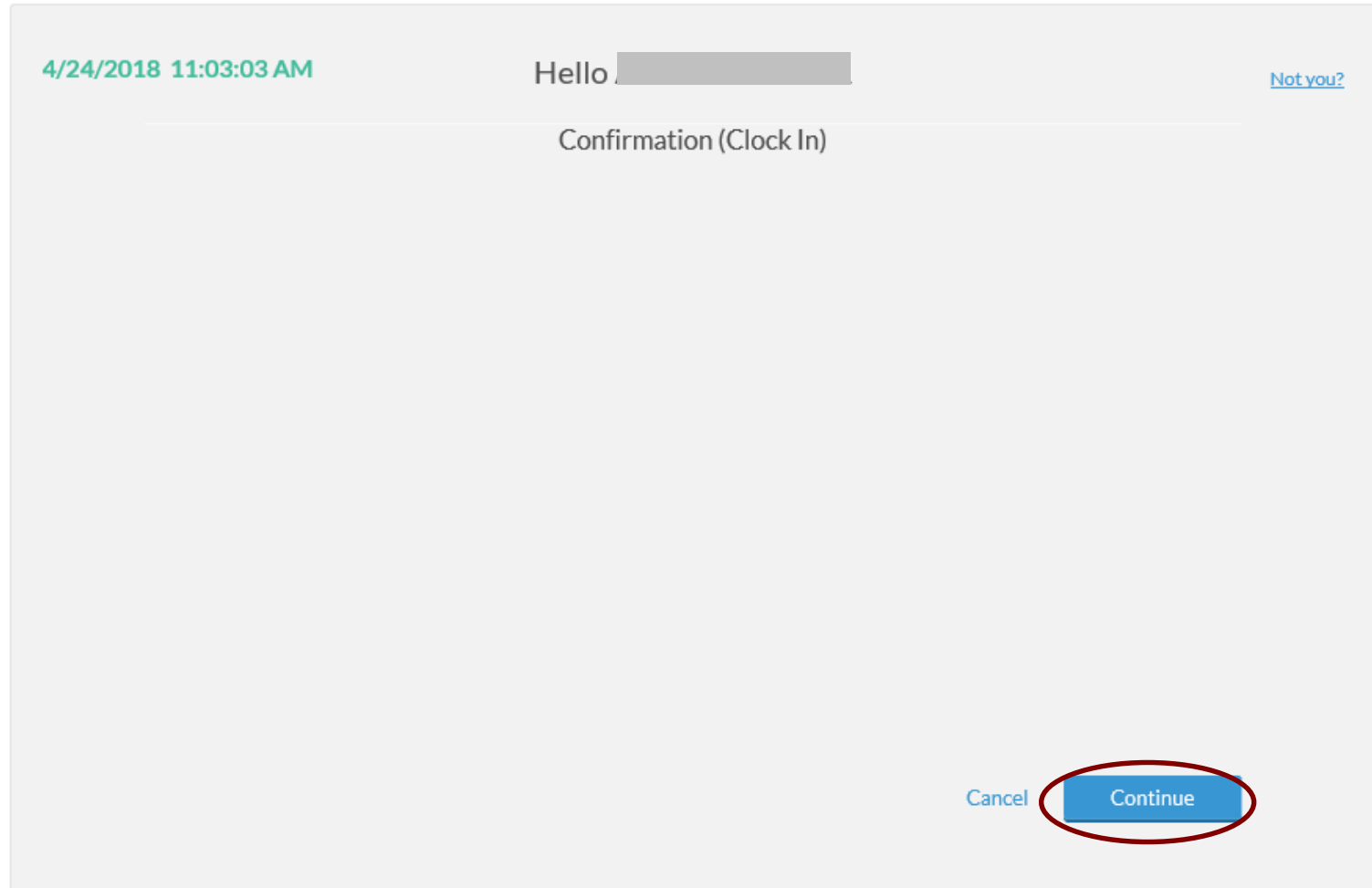
Enter your **PIN Number** and click **Logon**.



The screenshot displays the TimeClock Plus web interface. At the top, the logo "TimeClock Plus" is visible. The date "4/24/2018" and time "10:47:33 AM" are shown in large green text. Below this, there are two input fields: "Select Company" with "Pearland ISD 1" selected, and "Badge/ID Number" with five dots. Two buttons, "CLOCK IN" (green) and "CLOCK OUT" (blue), are positioned below the input fields. A "PIN Entry" dialog box is overlaid on the bottom half of the screen. It has a title bar with "PIN Entry" and a question mark icon. Inside the dialog, there is a "PIN" label followed by an empty input field. At the bottom right of the dialog, there are two buttons: "Cancel" and "Log On". The "Log On" button is circled in red.

# Employee Web Clock – Clock In cont.

To clock in click **Continue**.




The screenshot shows a web interface for clocking in. At the top left, the date and time are displayed as "4/24/2018 11:03:03 AM". In the center, it says "Hello [redacted]" followed by "Confirmation (Clock In)". At the top right, there is a link that says "Not you?". At the bottom right, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red oval.

# Employee Web Clock – Clock In cont.

Choose the code you wish to clock in with and click **Continue**.

4/24/2018 11:04:31 AM Hello [REDACTED] [Not you?](#)

Select Job Code (Clock In)



Showing 3 records of 3

| ID↑ | Description             | Group      |
|-----|-------------------------|------------|
| 225 | Clerical - no lunch     | * PEARLAND |
| 226 | Clerical - 60 min lunch | * PEARLAND |
| 227 | Clerical - 30 min lunch | * PEARLAND |

# Employee Web Clock – Clock Out

To clock out, enter your Employee **ID Number** and click the **Clock Out** button.



4/24/2018  
**10:45:37 AM**

Select Company Pearlland ISD 1

Badge/ID Number **Employee Number**  
.....

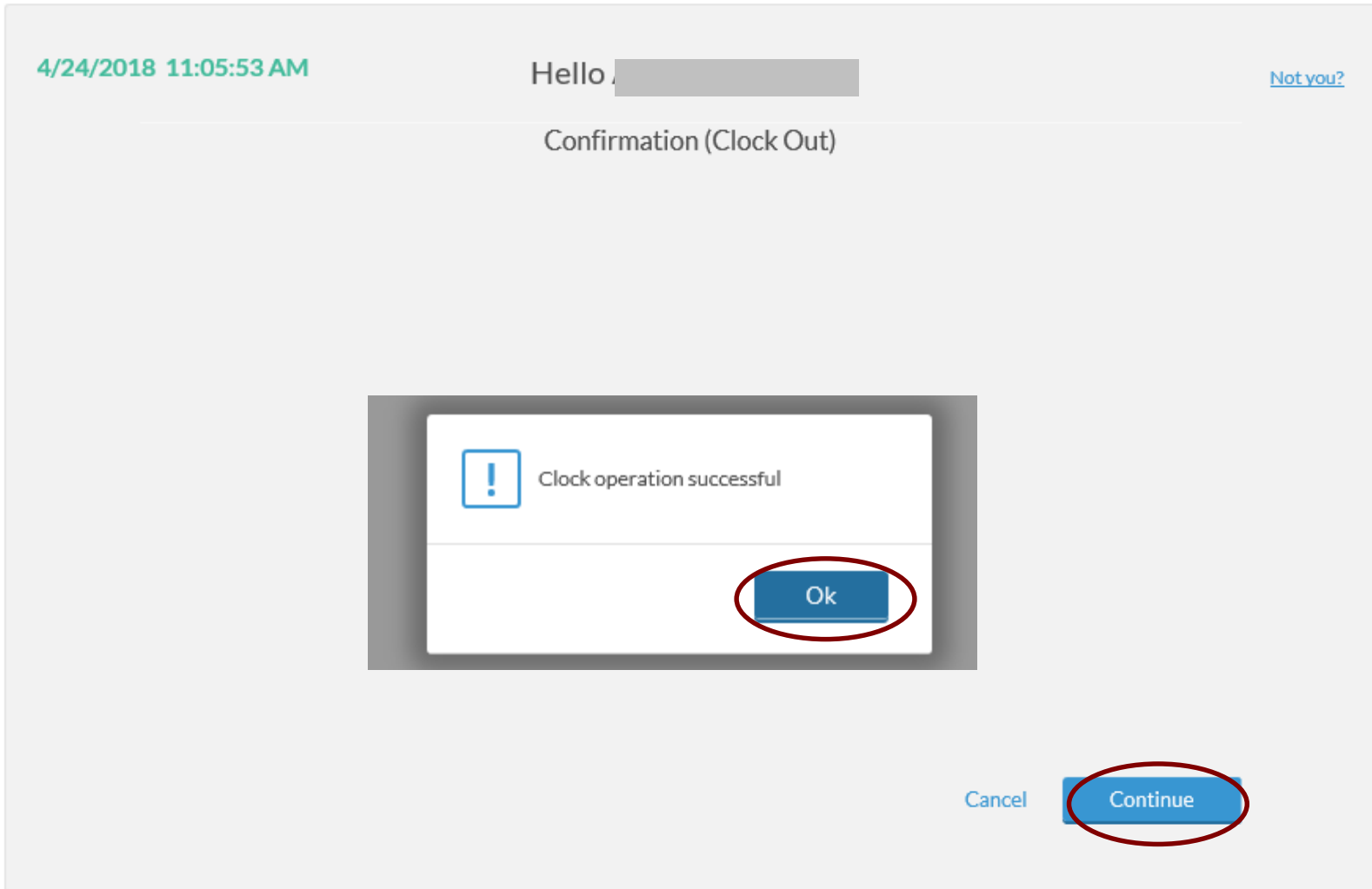
**CLOCK IN** **CLOCK OUT**

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

# Employee Web Clock – Clock Out cont.

To clock out click **Continue** and then click **Ok**.



# Employee Web Clock – View/Approve Hours

To view your current time, approve time and notes, select **View** and then click **Hours**.



|  |          |           |                |                   |                 |             |           |            |          |
|--|----------|-----------|----------------|-------------------|-----------------|-------------|-----------|------------|----------|
|  | CLOCK IN | CLOCK OUT | LEAVE ON BREAK | RETURN FROM BREAK | CHANGE JOB CODE | <b>VIEW</b> |           |            |          |
|  |          |           |                |                   |                 | Hours       | Schedules | Last Punch | Messages |



# Employee Web Clock – View /Approve Hours cont.

From here you can view your current hours, add a note, and approve your time.



Home | CLOCK IN | CLOCK OUT | LEAVE ON BREAK | RETURN FROM BREAK | CHANGE JOB CODE | **VIEW** | Hours | Schedules | Last Punch | Messages

## VIEW HOURS

Navigate Period

< | >  
Prev Next  
04/22 - 04/28

Download

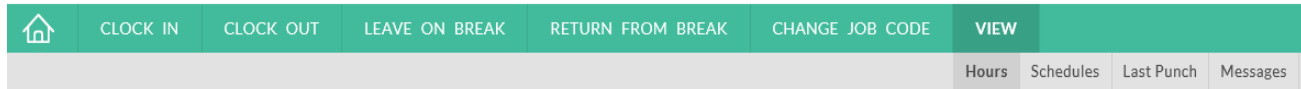
|  |                                     | Notes |  | Time In            | Time Out           | Hours | Shift Total | Week Total | Job Code                      |
|--|-------------------------------------|-------|--|--------------------|--------------------|-------|-------------|------------|-------------------------------|
|  | <input checked="" type="checkbox"/> |       |  | 4/24/2018 11:00 AM | 4/24/2018 11:00 AM | 0:00  | 0:00        |            | 226 - Clerical - 60 min lunch |
|  | <input checked="" type="checkbox"/> |       |  | 4/24/2018 11:00 AM | 4/24/2018 11:15 AM | 0:15  | 0:15        |            | 226 - Clerical - 60 min lunch |
|  |                                     |       |  | 4/24/2018 11:15 AM | << Locked In >>    | 0:00  | 0:00        | 0:15       | 226 - Clerical - 60 min lunch |



Employee approved time

# Employee Web Clock – Add a Note

From the View Hours screen, select the day you would like to add a note on and then click the **Note** icon button. Then click **Add**.



## VIEW HOURS

Navigate Period



|  |                                     | Notes |  | Time In            | Time Out           | Hours | Shift Total | Week Total | Job Code                      |
|--|-------------------------------------|-------|--|--------------------|--------------------|-------|-------------|------------|-------------------------------|
|  |                                     |       |  | 4/24/2018 11:00 AM | 4/24/2018 11:00 AM | 0:00  | 0:00        |            | 226 - Clerical - 60 min lunch |
|  | <input checked="" type="checkbox"/> |       |  | 4/24/2018 11:00 AM | 4/24/2018 11:15 AM | 0:15  | 0:15        |            | 226 - Clerical - 60 min lunch |
|  | <input checked="" type="checkbox"/> |       |  | 4/24/2018 11:15 AM | << Clocked In >>   | 0:00  | 0:00        | 0:15       | 226 - Clerical - 60 min lunch |

Enter your reason and click **Save**. Keep it very simple and straightforward and add your initials at the end of the note. These notes print on your time sheet and can be read by payroll, managers and auditors.

