

Time Clock Plus Users for Clocking in:

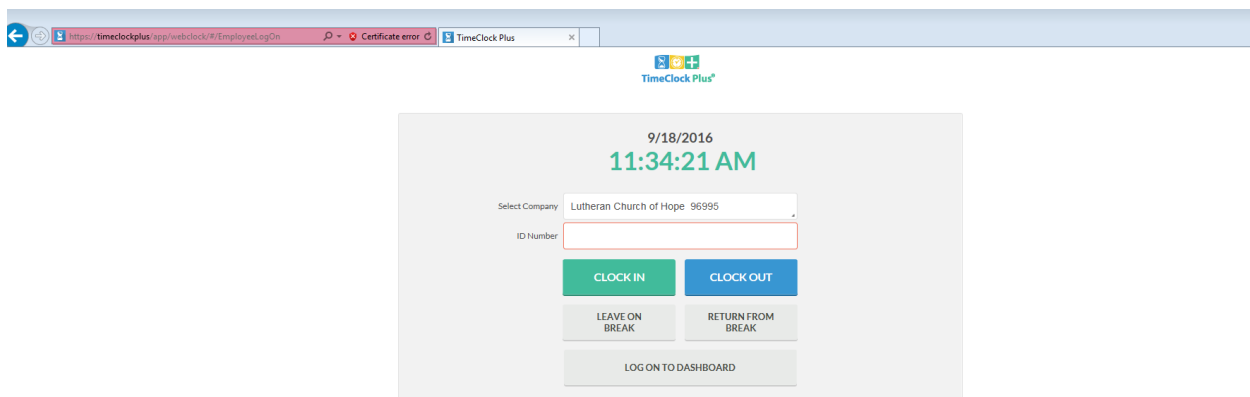
To log on go to:

<https://timeclockplus.hopewdm.org/> (which will forward to the employee login.)

or

<https://timeclockplus.hopewdm.org/app/webclock/#/EmployeeLogOn>

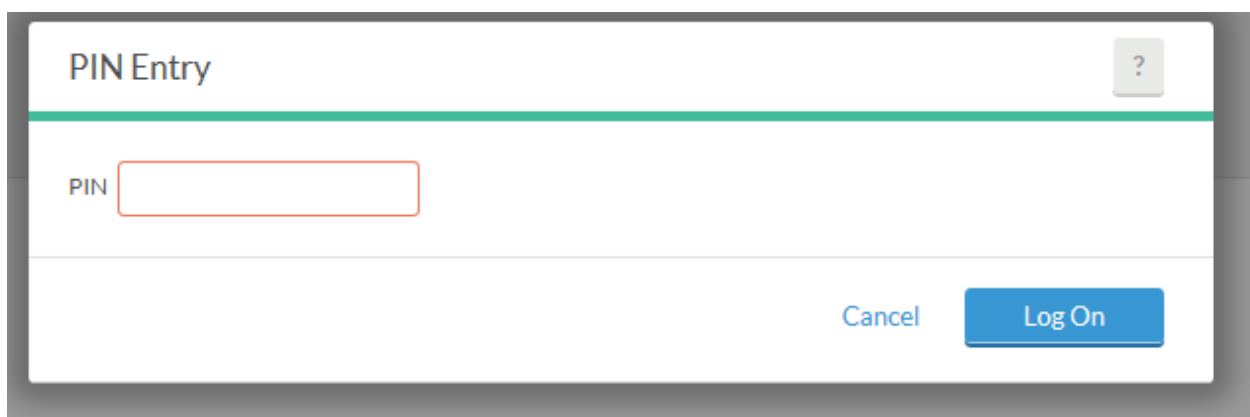
(If using timeclock station, make sure your finger print works and you have details to clock in)



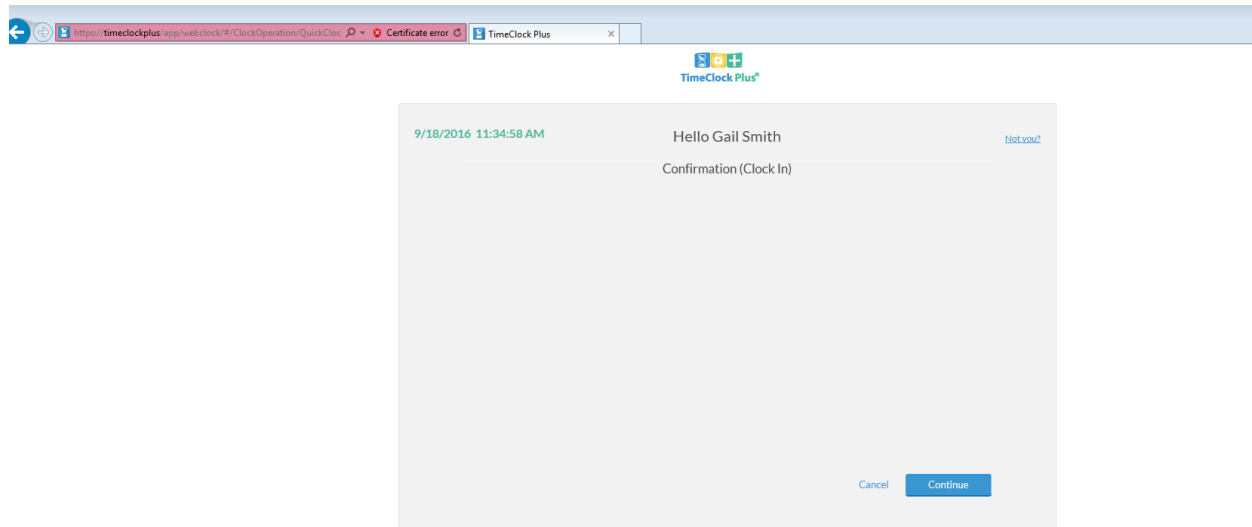
For ID put in your User ID #

Then click Clock In (Green Button)

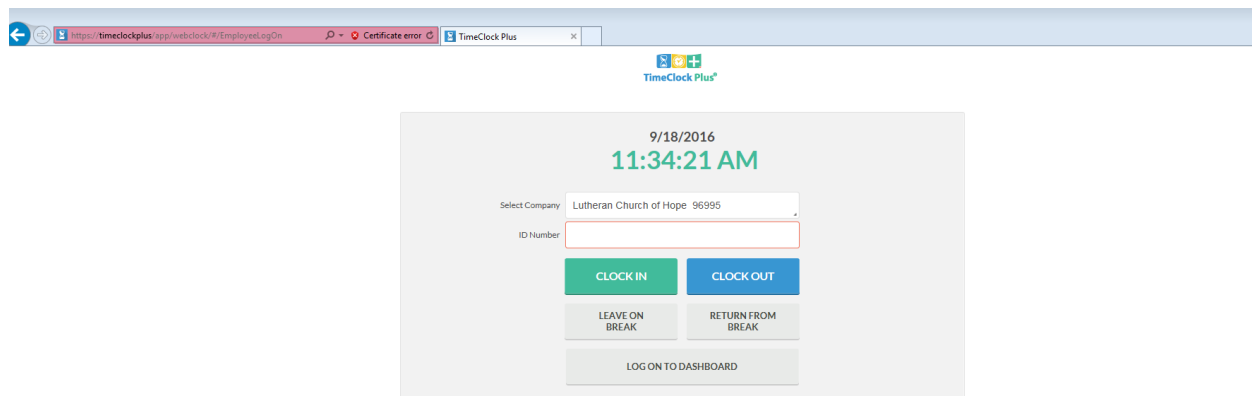
The screen below will pop up – you will have your own PIN that is set up for you to be able to clock in, enter it here and click LogOn



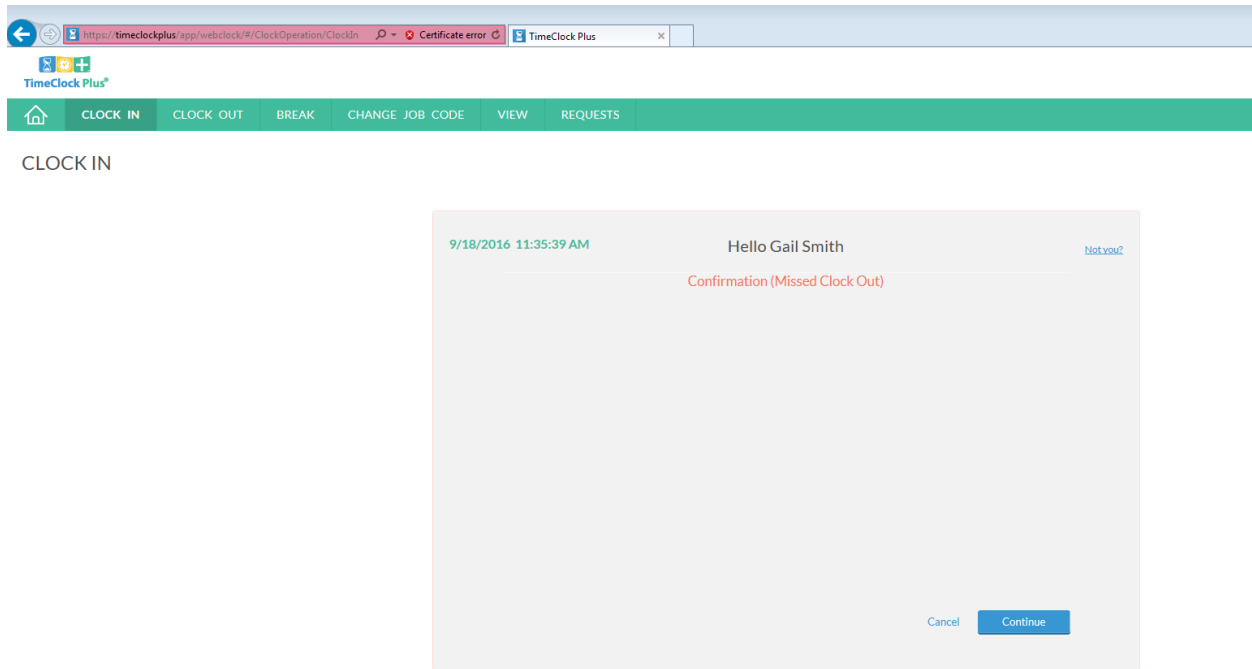
If you did it correctly you will see the screen below



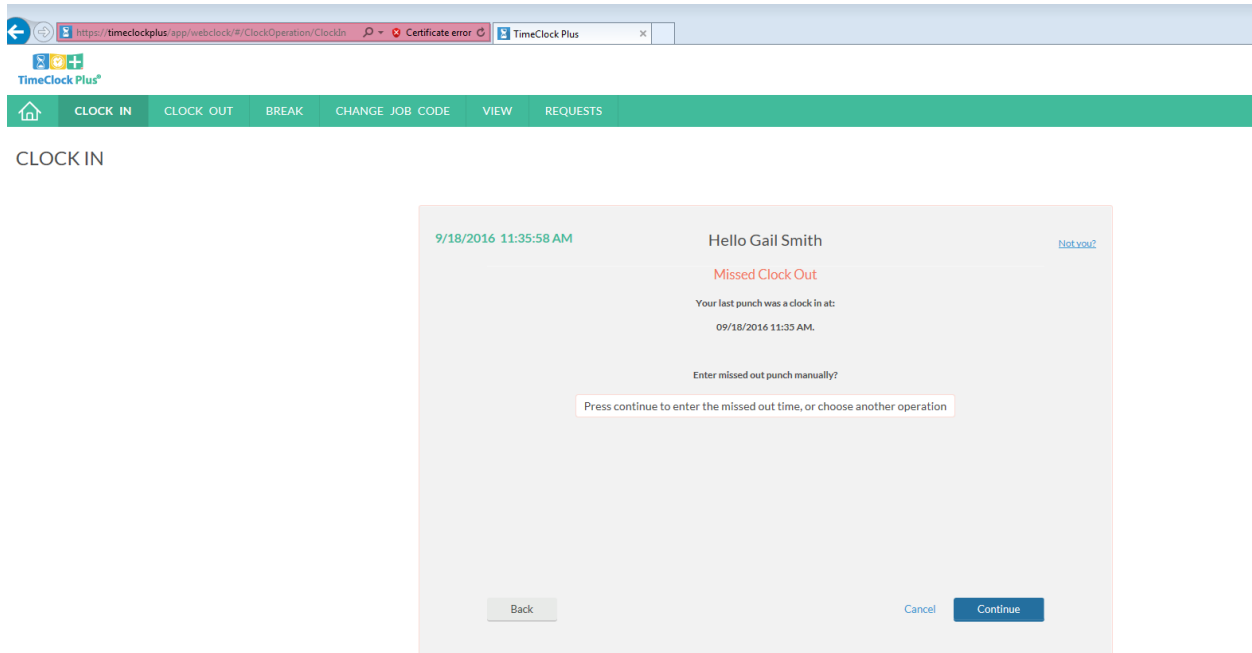
To Clock Out for Break you will just click on the appropriate button OR to Clock out you click on the Blue Clock Out button



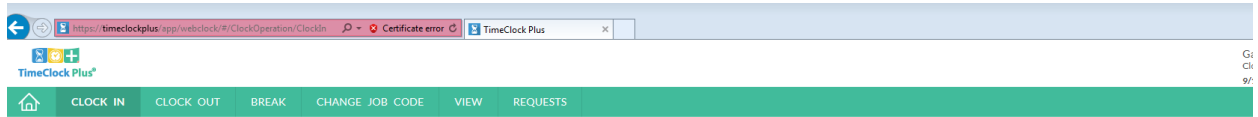
If you forgot to clock out or in the time before you will see the screen below:



Click on Continue and you will see the below, click continue :



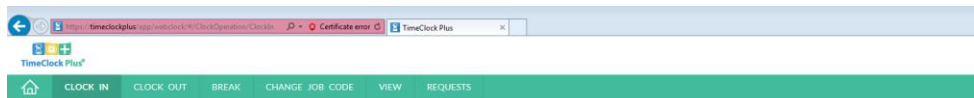
On this screen you will need to put in the date and time you missed along with a Note as to what happened if your manager asks for this – Something like – Ran right into a meeting, or my kids were sick etc. Please know your manager will need to approve this missed clock so they may talk with you if this happens over and over.



CLOCK IN

A screenshot of the 'Time Entry (Missed Clock Out)' form in the TimeClock Plus application. The form is titled 'Hello Gail Smith' and shows the date and time '9/18/2016 11:36:15 AM'. The form fields are: 'Date in' (9/18/2016, 11:35 AM), 'Date out' (9/18/2016, 11:35 AM), and 'Note' (empty). There are 'Back', 'Cancel', and 'Continue' buttons at the bottom.

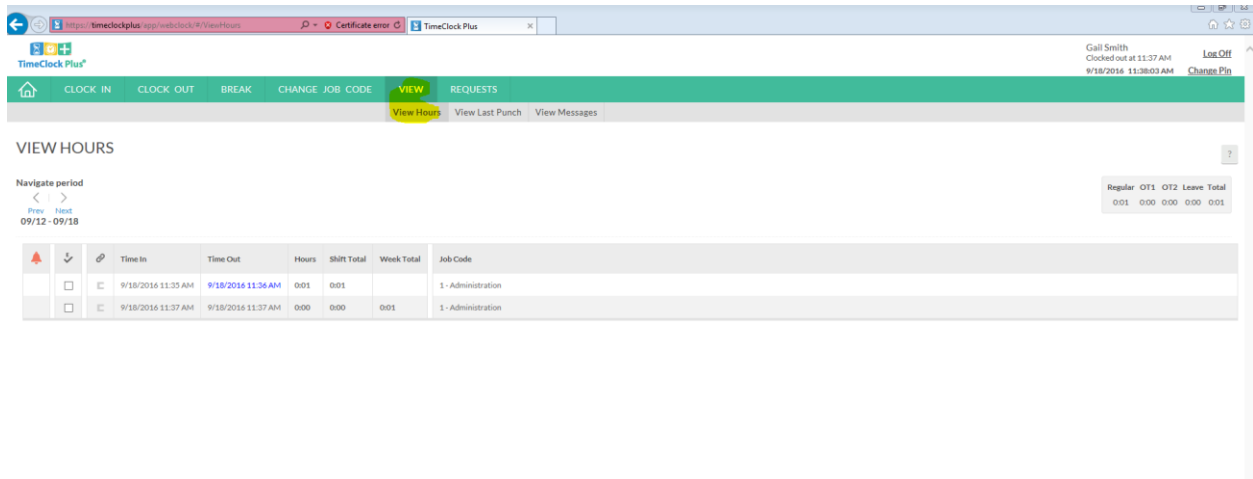
EXAMPLE:



CLOCK IN

A screenshot of the 'Time Entry (Missed Clock Out)' form in the TimeClock Plus application, showing an example. The form is titled 'Hello Gail Smith' and shows the date and time '9/18/2016 11:36:57 AM'. The form fields are: 'Date in' (9/18/2016, 11:35 AM), 'Date out' (9/18/2016, 12:00 PM), and 'Note' (Forgot to clock out). There are 'Back', 'Cancel', and 'Continue' buttons at the bottom.

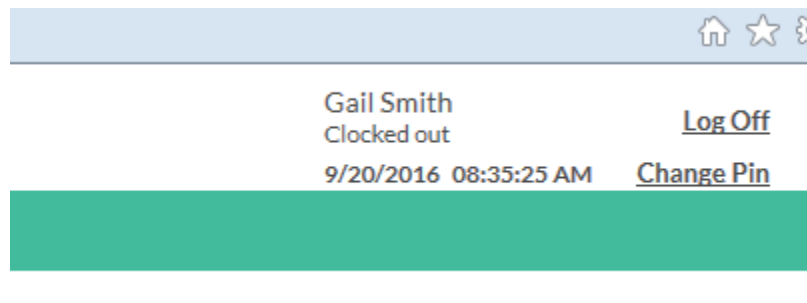
If you want to view your hours on the dashboard where you clock in click the Login to dashboard button at the bottom. Then on this screen click view. Anything in Blue your manager will need to approve as those were missed punches.



Change Pin

All new employees will get a pin of 1234 if they are using the web version of the timeclock. They must go in and change that pin. Here is how

Top right corner of their dashboard: Click on the Change Pin link



The screenshot shows the 'Change Pin' form. It has three input fields: 'Current pin', 'New pin', and 'Re-enter pin'. There are 'Cancel' and 'Change' buttons at the bottom right.

Current pin	<input type="text"/>
New pin	<input type="text"/>
Re-enter pin	<input type="text"/>

Cancel