

Good afternoon, Hourly Employee!

Me My Team Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences
- Onboarding Tasks

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Pay - Hourly Employee Use Web Clock

BlueSky Help

1/11 Click 'Me'

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2/11 Click 'Web Clock'

BlueSky Help

Web Clock



3/11 x
Web Clock is how you will clock in and out for your shift. This walkthrough will give you an overview of the whole, very simple process.
Click 'Next' to Continue.

Clock In

Clock Out

BlueSky Help

Daily Time Events: Today

Actions < > Today



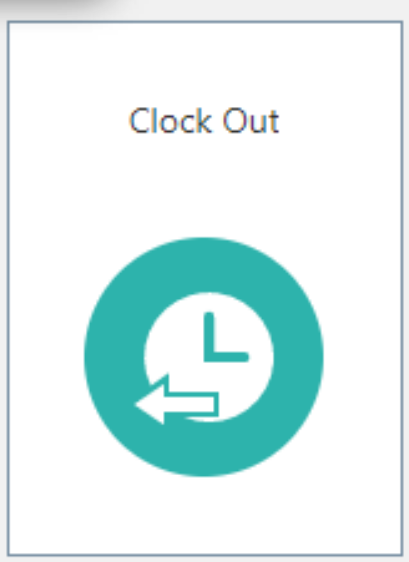
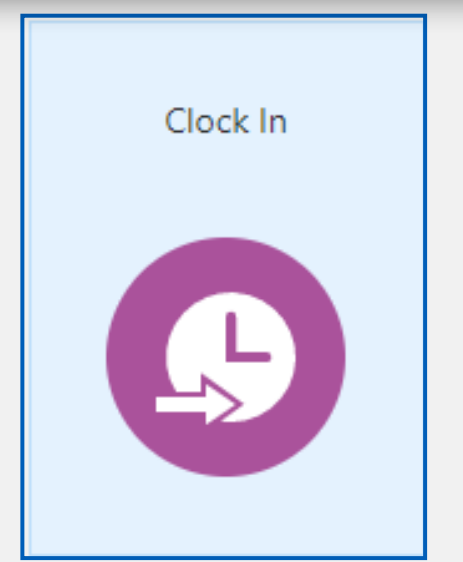
There's nothing here so far.

Web Clock



Current Time
2:07 PM

411 x
First, click 'Clock In'.



BlueSky Help

Daily Time Events: Today

Actions < > Today



There's nothing here so far.

Web Clock



Current Time
2:08 PM
11/11/2017

Clock In

* Assignment Number Position Hourly Rate

5/11
From this dropdown, select the position for which you would like to clock in.



Daily Time Events: Today

Actions < > Today



There's nothing here so far.

Web Clock



Current Time
2:09 PM
11/16/2020

Clock In [Close]

6/11

Click 'Submit'

ion Hourly Rate: E9898988 01000469 15.00 [Dropdown]



Daily Time Events: Today

Actions [Dropdown] < > Today



There's nothing here so far.

Web Clock



Elapsed Time

00:01

11/16/2020

Current Time 2:09 PM

Clock In 2:08:09 PM

Clock In
2:08:09 PM

Clock Out

BlueSky Help

7/11

You will note that this area shows all of your clock ins/outs for your convenience.

Click **'Next'** to continue.

2:08:09 PM	Clock In
------------	----------

Web Clock

Current Time 2:11 PM

Clock In 2:08:09 PM

8/11

When you are ready, click 'Clock Out'


If this is your first time using Web Clock, and you would like to remain clocked in right now, close this walkthrough and clock out at your next break, or at the end of your shift.

Close walkthrough by clicking 'X' in the top right of this pop-up.


To continue with this overview, Click 'Next' below.

Clock In

2:08:09 PM



Clock Out



BlueSky Help

Daily Time Events: Today

Actions ▾ < > Today

2:08:09 PM  Clock In

Web Clock



Elapsed Time
00:04
11/16/2020

Current Time 2:13 PM

Clock In 2:08:09 PM

Clock Out

* Assignment Number Position Hourly Rate

9/11
As with clock-in, you will have to select the assignment for which you would like to clock out.

BlueSky Help

Daily Time Events: Today

Actions < > Today

2:08:09 PM Clock In

Web Clock



Elapsed Time
00:04
11/16/2020

Current Time 2:13 PM

Clock In 2:08:09 PM

Clock Out

10/11 ✕

Now click **'Submit'**

Hourly Rate ▼

BlueSky Help

Daily Time Events: Today

Actions ▼ < > Today

2:08:09 PM Clock In

Web Clock



Current Time
2:14 PM
11/16/2020

Clock Out 2:13:06 PM

Clock In
2:08:09 PM

Clock Out
2:13:06 PM

BlueSky Help

Daily Time Events: Today

Actions < > Today

11/11

Again, you will see all of your clock ins and outs for the week.
Click 'Next' to conclude.

2:08:09 PM	Clock In
2:13:06 PM	Clock Out

Web Clock



Current Time

2:14 PM

11/16/2020

Clock Out 2:13:06 PM

Congratulations! You have successfully used Web Clock.

To view this walkthrough again, search 'Web Clock' in BlueSky Help or click [Here](#).

BlueSky Help

Daily Time Events: Today

Actions < > Today

2:08:09 PM Clock In

2:13:06 PM Clock Out