Web Clock – Employee Login

1. Open a web browser of your choice
2. Go to website URL of www.mccsc.edu/time
3. Login with your Badge/Id Number, NO PIN NUMBER IS REQUIRED at this time.

Select Company: Monroe County Communi▼
Badge/Id Number:
Pin Number:

Login

4. Click Login

Clock In

5. When arriving to work - To Clock In, Click on
   Look for confirmation, continue, Success!
   EXAMPLE: If an employee is to arrive at work at 7:30am, and clocks in at 7:32am the system will still clock you in at 7:30.   If you arrive after 7:38am, the system will round up your time to 7:45am. So after 7:37:59 you are late for work, and will round up to the quarter time.

Go on Lunch

6. At lunch, Click on
7. Look for confirmation, continue, Success!

Clock In

8. After lunch, Click on
   Look for confirmation, continue, Success!
   EXAMPLE: If an employee is to go to lunch at 12:00, and clocks in at 1:07pm the system will still clock you in at 1:00.   If you arrive after 1:08pm, the system will round up your time to 1:15pm. So after 1:07:59 you are late for work, and will round up to the quarter time.

Clock Out

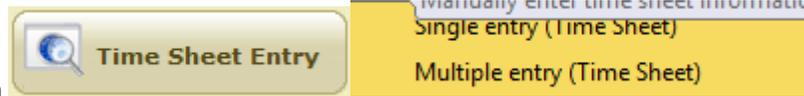9. When leaving work, To Clock Out, Click on

EXIT

Exit

1. To Log Off simply, click EXIT

   Look for confirmation, continue, Success!

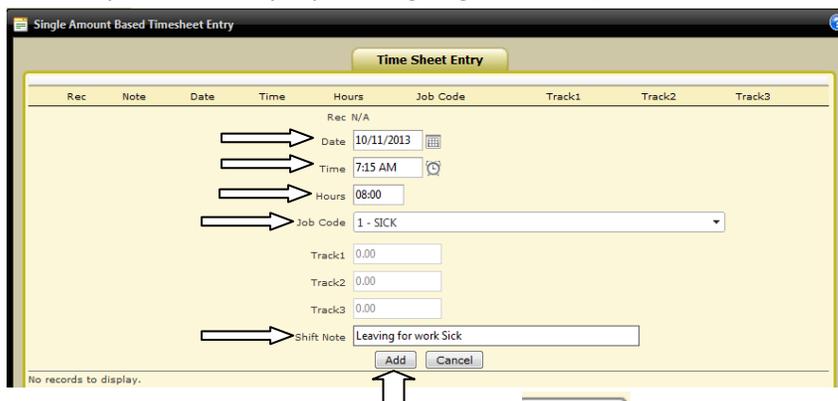System will auto log you off after 3 minutes on inactivity.

Time Sheet Entry –
To be used when you need to be off or leave work

1. Click on **Time Sheet Entry**

   Manually enter time sheet information
   Single entry (Time Sheet)
   Multiple entry (Time Sheet)

2. You can select Single entry or Multiple entry
3. You may get a message from your manager of any approved time off requests, click on message, click on mark as read, Click Close
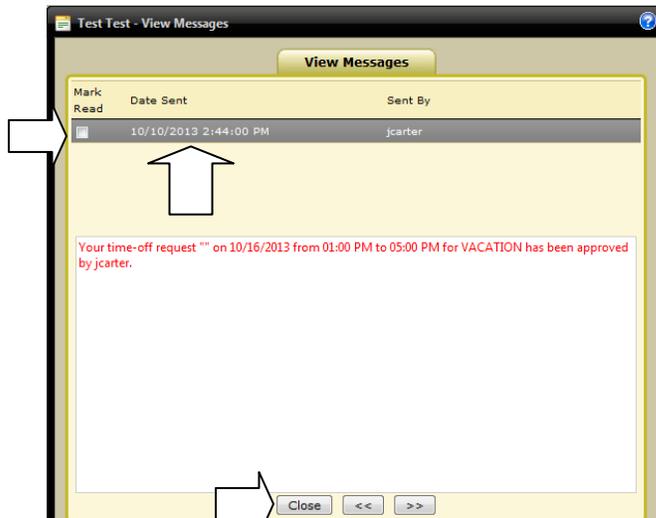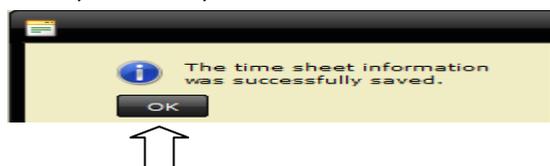

4. You can put in an entry if you are going home sick, fill in data with all arrow, click Add

5. Page will update on next screen, click save, **Save**
6. Confirmation will display,

   The time sheet information was successfully saved.
   OK

   , Click OK

System will auto log you off after 3 minutes on inactivity.

Change Job Code –
To be used when you have more than one job with MCCSC
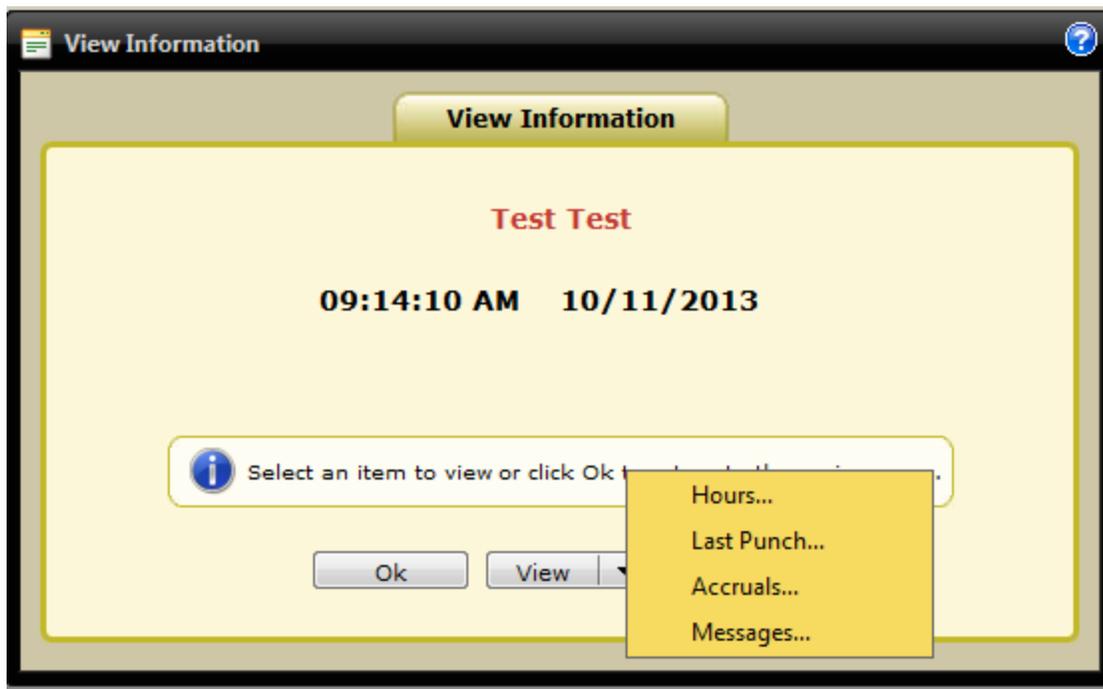

1. Click on Change Job Code,

   EXAMPLE: If you have more than one job with MCCSC, you stay clocked in but change your job code to go to another job you are assigned to.

VIEW

1. Click on VIEW,
2. Click on Down Arrow next to View

3. You can View: Hours, Last Punch, Accruals, Messages from Managers of approved time off, etc.

4. You can also Export to Excel or Word, by clicking on Icon. Green-Excel, Blue-Word

5. You can also request time off, by clicking request, detailed instructions on next page

System will auto log you off after 3 minutes on inactivity.

Request

1. Click on Request, [Request icon]
2. Fill in items next to the arrows:

3. You can use calendar or time icons for selection, [clock icon] or for time simply type 7a then enter for 7:00am or 4p then enter for 4:00pm

4. You can View Balances, before submitting time off requests: Click OK to close window, [Ok]

5. Always Preview your time off request before clicking OK

EXAMPLE: I entered 5 consecutive days of time off, with one entry! The system also counts weekends, so if you are requesting time off with consecutive days, make sure you have the correct days noted for time off on your PREVIEW. You can also view Current Requests.

System will auto log you off after 3 minutes on inactivity.