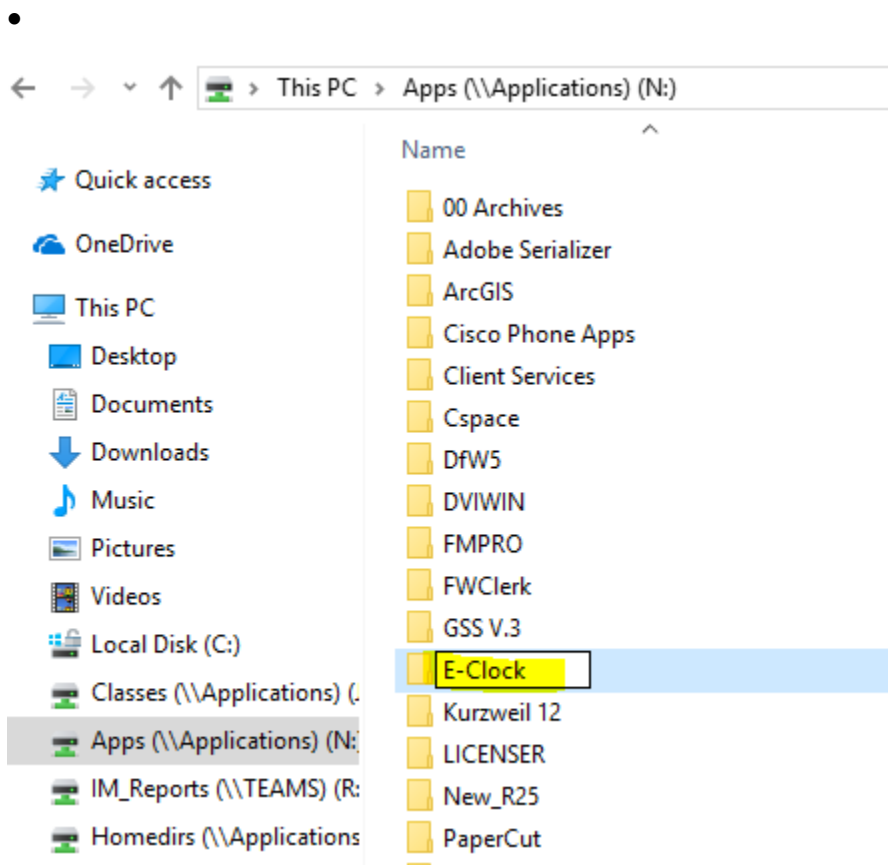


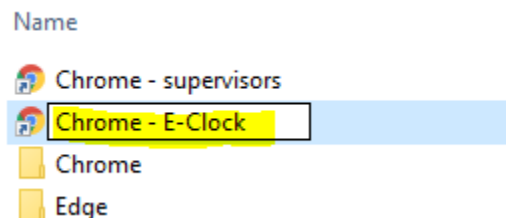
## Downloading E-Clock to a Computer

If you do not currently have the E-Clock program on your computer's desktop, please follow the instructions on this page first.

- Double click **My Computer**
- Select Apps (**\\Applications**)(N:)
- Select the **E-Clock** folder
- URL:  
<https://etowntime.ourhcm.com/TimeAdvantage/CompanySettings/ClockManagement/SoftwareClock/WebClockLogin.aspx?ClientID=I81B70H95>



- Right Click on **E-Clock**



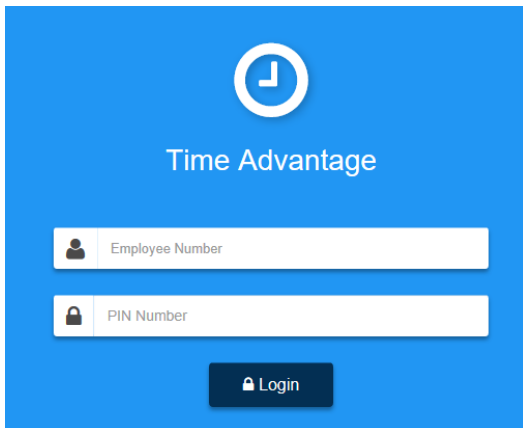
- Then...
  - Send to-→ Desktop
    - This creates the shortcut
- You should now have the E-Clock app on your desktop

## Using E-Clock for Daily Punching

**Note: All employees are required to clock IN & OUT at the beginning & end of each shift!**

To clock **IN** at the beginning of your shift:

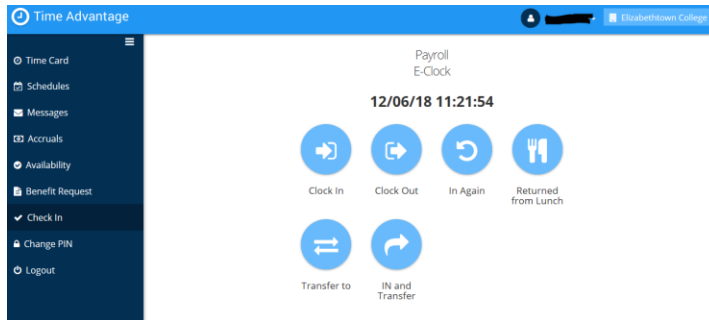
- Double click the E-Clock shortcut on the desktop
- Authentication



- **Employee Number:** Your 7- digit College ID #
- **PIN Number:** Last 6 digits of College ID #
  - **Note:** If the last 6 digits of your College ID number does not work, please try the last 6 digits on the back of the ID card.

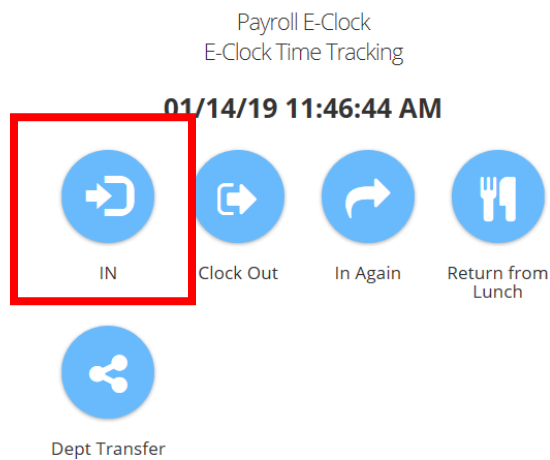


- 
- Select **Login**
  - Below is the screen that will appear once logged in

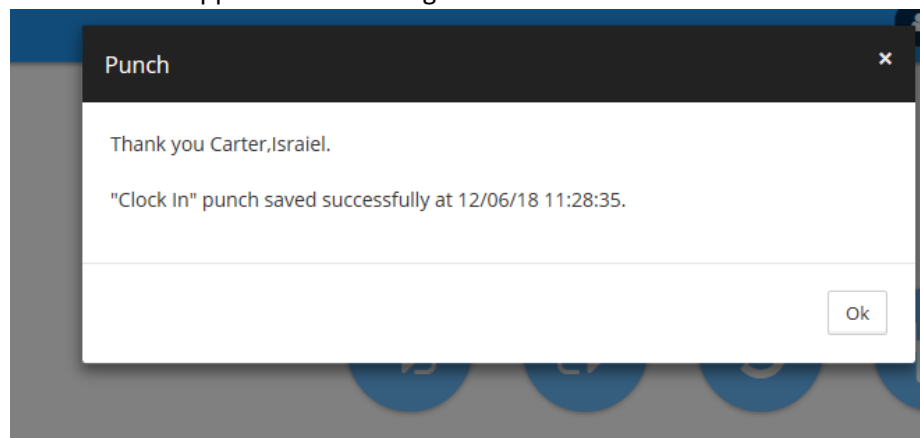


## Using E-Clock to Enter Hours

- Click Clock in

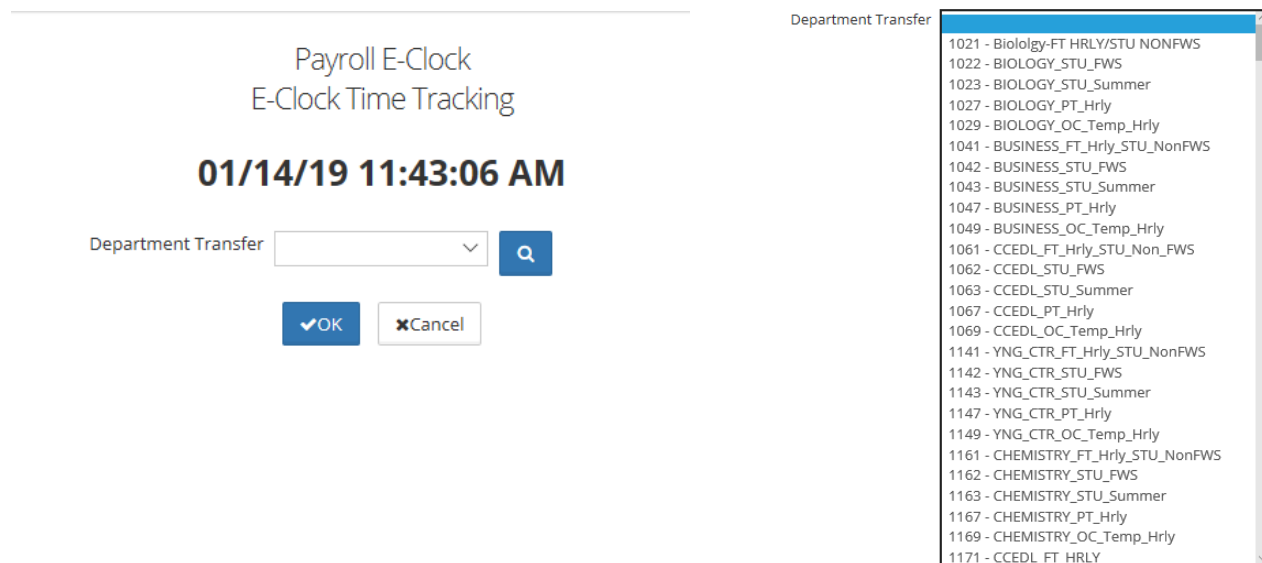
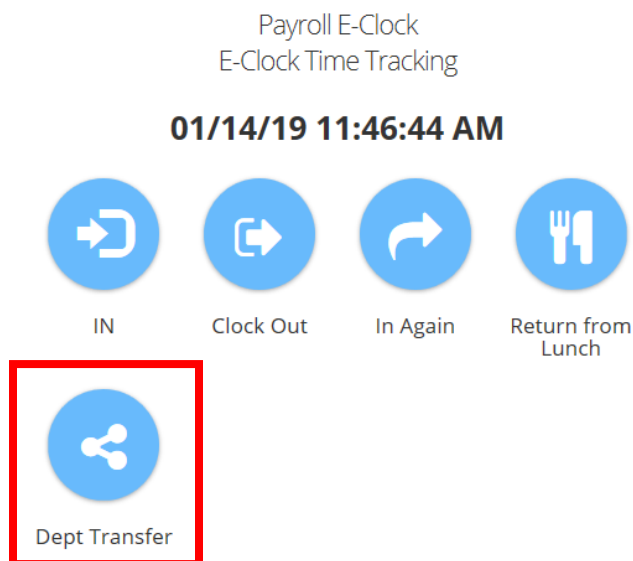


- You will be automatically clocked into your department
  - Below is the screen that will appear after clocking in
    - it will automatically log you out
- **Note:** The same will happen when clocking out



## Department Transfer

- If you are working for more than one department, you will have to do a department transfer to log other hours. Click **dept transfer** and select which department number you will be clocking in to from the drop-down box.
  - Once you click ok, you will automatically be signed out



# Reviewing Personal Time card

- To review your own time card click Time card on the left hand side.

Time Advantage

Employee Time Card

Payroll Calendar: 12/02/2018 - 12/15/2018

Show Calculated Hours | Manage Assignments

Week 1 (12/02 - 12/08)	Week 2 (12/09 - 12/15)	Totals								
Week 1	Punch Type	Pay Code	IN - OUT	Exc	Scheduled IN - OUT	Lunch	Department	Job Classification	Daily Totals	Running Tot
Sun 12/02			In Out		Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60			0.00	0.00
Mon 12/03	Absent	REG	In Out	A	Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60	1001, De	A0000, Fake E	0.00	0.00
Tue 12/04	Absent	REG	In Out	A	Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60	1001, De	A0000, Fake E	0.00	0.00
Wed 12/05	Absent	REG	In Out	A	Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60	1001, De	A0000, Fake E	0.00	0.00
Thu 12/06	Absent	REG	In Out	A	Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60	1001, De	A0000, Fake E	0.00	0.00
Fri 12/07	Absent	REG	In Out	A	Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60	1001, De	A0000, Fake E	0.00	0.00
Sat 12/08			In Out		Sch. In Sch. Out	Auto <input checked="" type="checkbox"/> 60			0.00	0.00

- Employees will **NOT** have the ability to enter/edit their own timecard in the new system
- All personal/vacation/sick time will need to be approved and entered by your supervisor

To add or correct any punches, please contact your supervisor or [payroll@etown.edu](mailto:payroll@etown.edu)

## Questions?

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Israiel Carter (Izzy), HR/Payroll Specialist → [carterisrael@etown.edu](mailto:carterisrael@etown.edu)