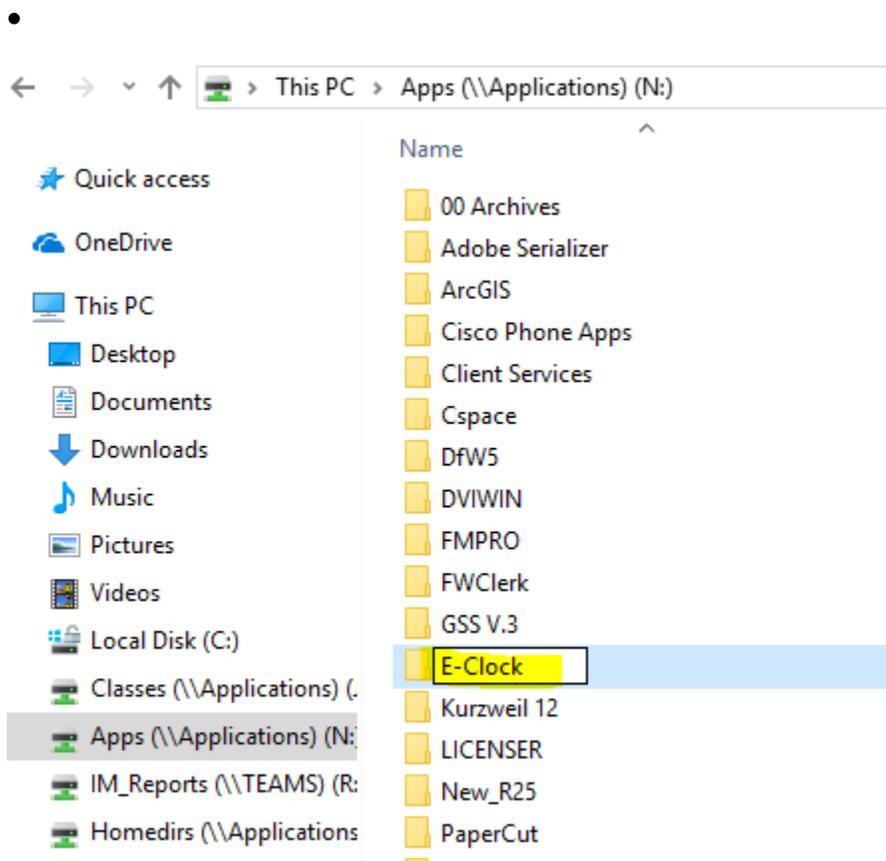


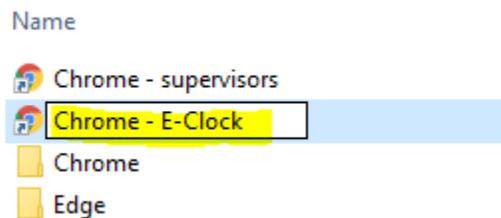
Downloading E-Clock to a Computer

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**



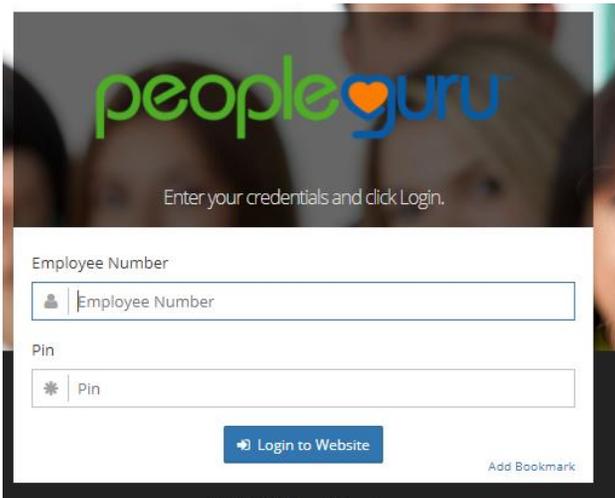
- Then...
 - Send to-→ Desktop
 - This creates the shortcut
- You should now have the E-Clock app on your desktop

Using E-Clock for Daily Punching

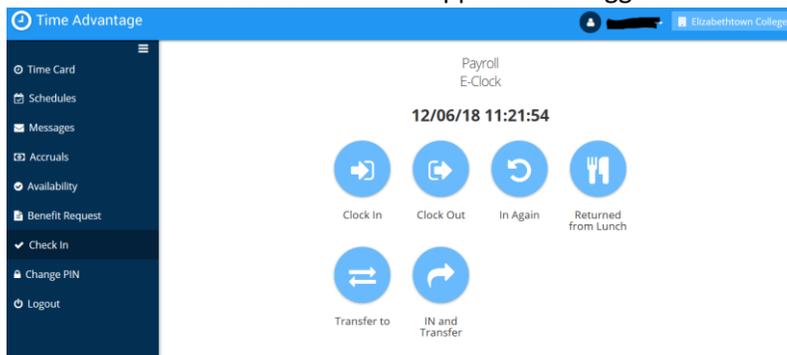
Note: All employees are required to clock IN & OUT at the beginning & end of each shift!

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

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

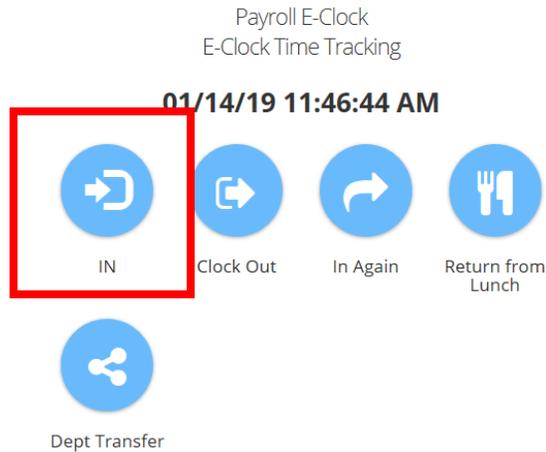


- **Employee Number:** Your 7- digit College ID #
- **PIN Number:** Last 6 digits of College ID #
- **Select Login**
 - Below is the screen that will appear once logged in

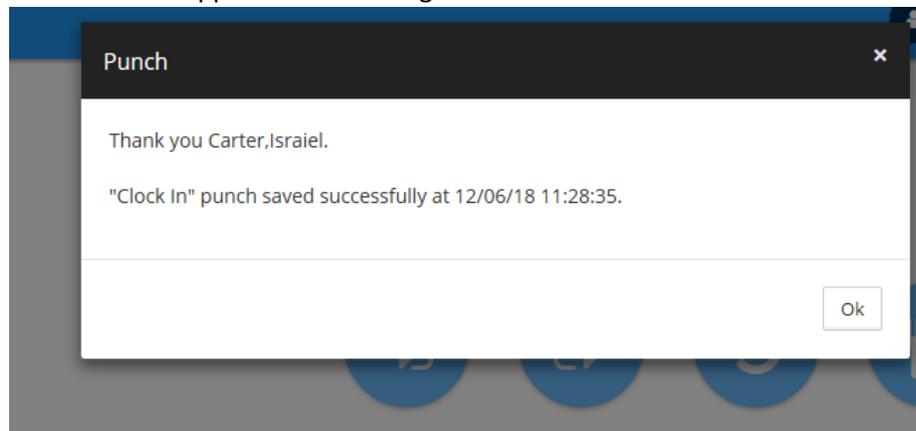


Using E-Clock to Enter Hours

- 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

Payroll E-Clock
E-Clock Time Tracking

01/14/19 11:46:44 AM



IN



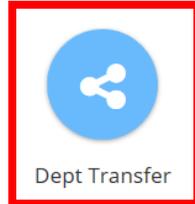
Clock Out



In Again



Return from
Lunch



Dept Transfer

Payroll E-Clock
E-Clock Time Tracking

01/14/19 11:43:06 AM

Department Transfer

Department Transfer

1021 - Biololgy-FT HRLY/STU NONFWS
1022 - BIOLOGY_STU_FWS
1023 - BIOLOGY_STU_Summer
1027 - BIOLOGY_PT_Hrly
1029 - BIOLOGY_OC_Temp_Hrly
1041 - BUSINESS_FT_Hrly_STU_NonFWS
1042 - BUSINESS_STU_FWS
1043 - BUSINESS_STU_Summer
1047 - BUSINESS_PT_Hrly
1049 - BUSINESS_OC_Temp_Hrly
1061 - CCEDL_FT_Hrly_STU_NonFWS
1062 - CCEDL_STU_FWS
1063 - CCEDL_STU_Summer
1067 - CCEDL_PT_Hrly
1069 - CCEDL_OC_Temp_Hrly
1141 - YNG_CTR_FT_Hrly_STU_NonFWS
1142 - YNG_CTR_STU_FWS
1143 - YNG_CTR_STU_Summer
1147 - YNG_CTR_PT_Hrly
1149 - YNG_CTR_OC_Temp_Hrly
1161 - CHEMISTRY_FT_Hrly_STU_NonFWS
1162 - CHEMISTRY_STU_FWS
1163 - CHEMISTRY_STU_Summer
1167 - CHEMISTRY_PT_Hrly
1169 - CHEMISTRY_OC_Temp_Hrly
1171 - CCEDL_FT_HRLY

Reviewing Personal Time card

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

Time Advantage Elizabethtown College

Employee Time Card

Payroll Calendar: 12/02/2018 - 12/15/2 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
- **Snow time is not automatically added.** All snow time will need to be entered by a supervisor

To add or correct any punches, please contact your supervisor or payroll@etown.edu

Questions?

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Israel Carter (Izzy), HR/Payroll Specialist → carterisrael@etown.edu