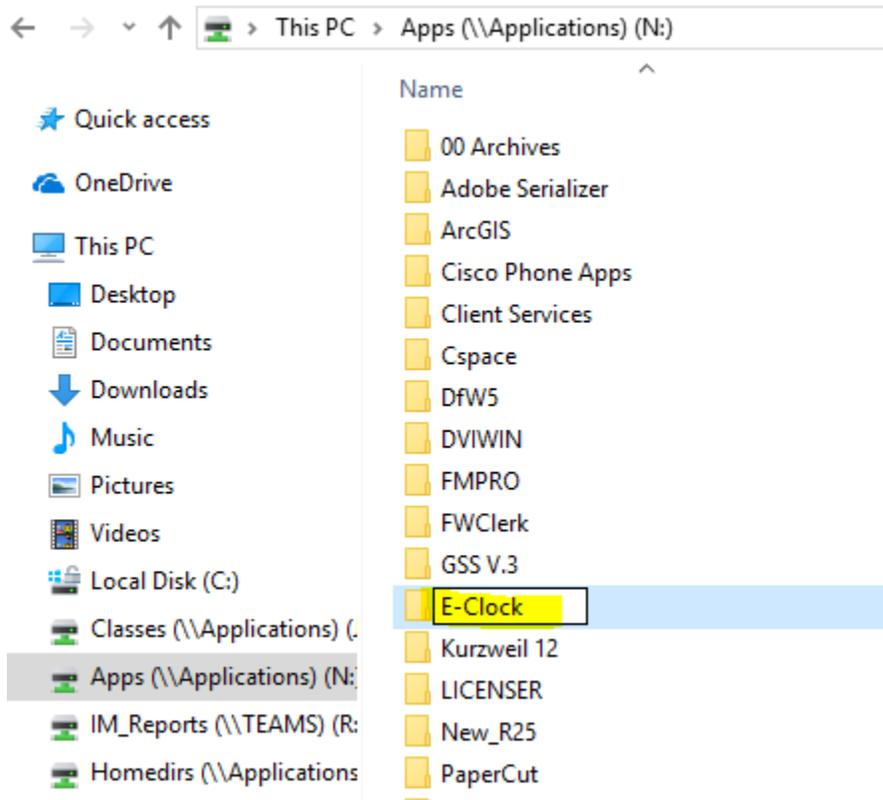


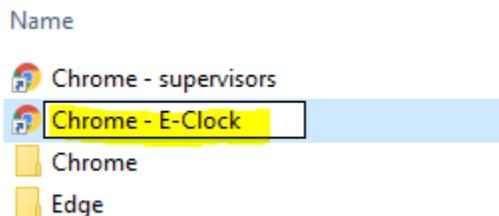
Downloading E-Clock to a Computer

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



- Right Click on **E-Clock**



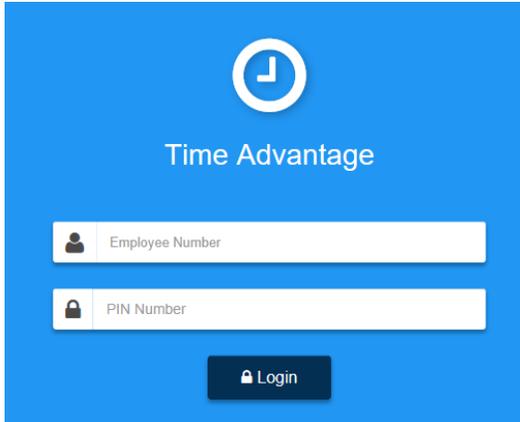
- Then...
 - Send to-→ Desktop
 - This creates the shortcut
- You should now have the E-Clock app on your desktop

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:

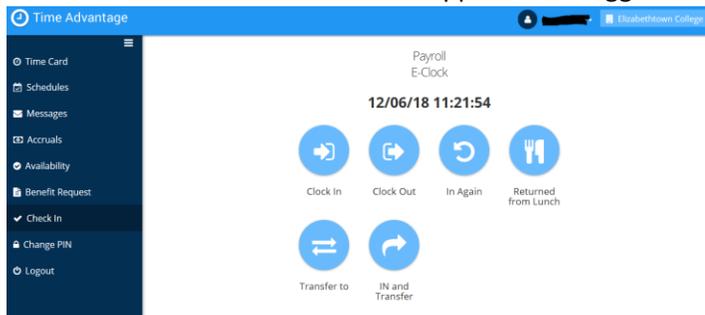
- Double click the E-Clock shortcut on the desktop
- Authentication



- **Employee Number:** Your 7- digit College ID #
- **PIN Number:** Last 6 digits of College ID # if you received you ID before 1/01/2019
 - If you received an ID after the date above, your pin will be the last 6 digits on the back of the ID card.

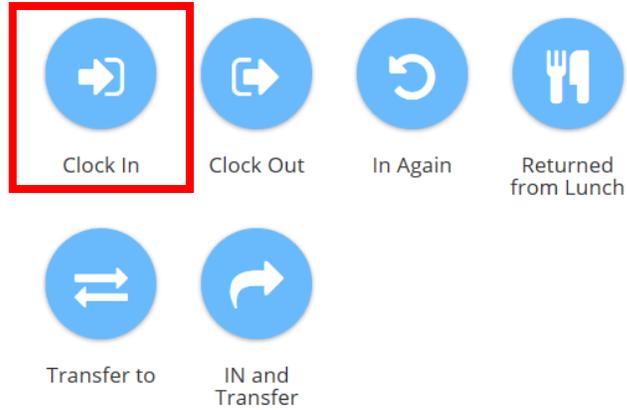


-
- Select **Login**
 - Below is the screen that will appear once logged in



Using E-Clock to Enter Hours

- Click Clock in



Payroll
E-Clock

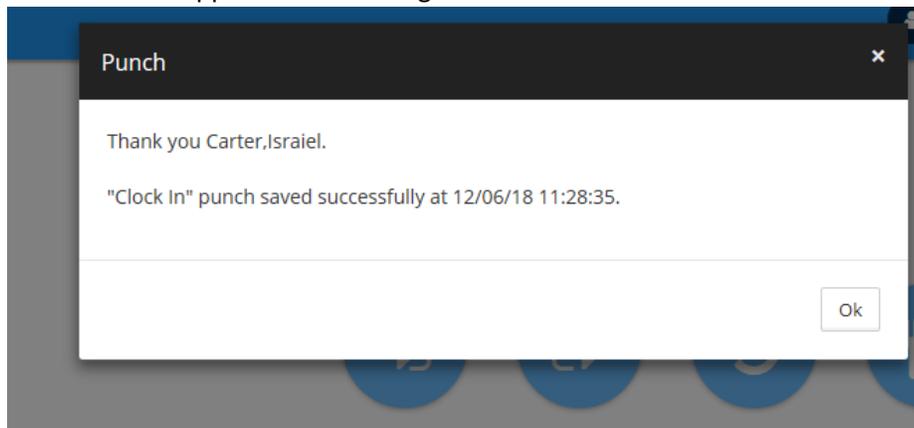
12/06/18 11:25:41

•
•

Enter Department

•

- Select the department you are clocking in too
 - Below is the screen that will appear after clocking in
 - it will automatically log you out
- **Note:** The same will happen when clocking out



Reviewing Personal Time card

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

The screenshot shows the 'Time Advantage' interface for 'Elizabethtown College'. The main heading is 'Employee Time Card'. Below this, there's a 'Payroll Calendar' for '12/02/2018 - 12/15/2' and buttons for 'Show Calculated Hours' and 'Manage Assignments'. The interface is divided into two weeks: 'Week 1 (12/02 - 12/08)' and 'Week 2 (12/09 - 12/15)'. A table displays the time card data for Week 1, with columns for 'Week 1', 'Punch Type', 'Pay Code', 'IN - OUT', 'Exc', 'Scheduled IN - OUT', 'Lunch', 'Department', 'Job Classification', 'Daily Totals', and 'Running Totals'. The table shows data for days from Sunday 12/02 to Saturday 12/08. For Monday through Friday, the punch type is 'Absent', pay code is 'REG', and the status is 'Exc' (red 'A' icon). Scheduled hours are shown as 'Sch. In' and 'Sch. Out' with input fields. Lunch is set to 'Auto' with a checked box. Department is '1001, De' and Job Classification is 'A0000, Fake E'. Daily totals and running totals are both 0.00. The left sidebar contains navigation options: 'Time Card' (selected), 'Schedules', 'Messages', 'Availability', 'Check In', and 'Logout'.

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

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