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 <u>first</u>.

- Double click **My Computer**
- Select Apps (\\Applications)(N:)
- Select the E-Clock folder

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- URL: <u>https://etowntime.ourhcm.com/TimeAdvantage/EssLogin.aspx?ClientId=I81B70H95&ee</u>=
- 👳 > This PC > Apps (\\Applications) (N:) ← Name 📌 Quick access 00 Archives a OneDrive Adobe Serializer ArcGIS This PC Cisco Phone Apps 📃 Desktop Client Services Documents Cspace Downloads DfW5 Music DVIWIN FMPRO Pictures FWClerk Videos GSS V.3 🛀 Local Disk (C:) E-Clock Classes (\\Applications) (. Kurzweil 12 🚽 Apps (\\Applications) (N: LICENSER IM_Reports (\\TEAMS) (R: New_R25 Homedirs (\\Applications PaperCut Right Click on E-Clock •
 - - Name
 - Old TimeClock
 - 📄 E-Clock Login
 - Supervisors E-Clock
 - o Then...
 - Send to-→ Desktop
 - This creates the shortcut
- You should now have the E-Clcok 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

	1
DEODIC	
Enter your credentials and click Lo	ogin.
-	0
Employee Number	
Lemployee Number	
Pin	
* Pin	
•D Login to Website	

- 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 are automatically clocked into your home department regardless of where you are located on campus.
 - Note: There first email you receive at the beginning of the semester is your home department unless requested otherwise. If you work for dining services, your home department will always be dining. If you still do not know you home department, please email <u>payroll@etown.edu</u>



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

Pur	nch	×
Tha	ank you Carter,Israiel.	
"Cl	ock In" punch saved successfully at 12/06/18 11:28:35.	
	Ok	

Department Transfer

• To clock into another department other than your home department. Click **Dept Transfer** Payroll E-Clock E-Clock Time Tracking

01/14/19 11:46:44 AM



- Use the drop-down box to select the department you would like to clock in to and then click **ok**
 - You will be automatically signed out after clicking ok
- Note: When transferring, you <u>do not</u> have to click the **in** button and then click the transfer button. The transfer button will automatically clock you **in** to what department you choose to transfer too.
- Note: If you are using the physical clock when working for some departments and the eclock when working for others, the physical clock does not register the location that you are working at when you punch in.

	Department Transfer
	1021 - Biololgy-FT HRLY/STU NONFWS
	1022 - BIOLOGY_STU_FWS
	1023 - BIOLOGY_STU_Summer
Payroll E-Clock	1027 - BIOLOGY_PT_Hrly
	1029 - BIOLOGY_OC_Temp_Hrly
E-Clock Time Tracking	1041 - BUSINESS_FT_Hrly_STU_NonFWS
0	1042 - BUSINESS_STU_FWS
	1043 - BUSINESS_STU_Summer
04 /4 4 /40 44.40.00 414	1047 - BUSINESS_PT_Hrly
01/14/19 11:43:06 AM	1049 - BUSINESS_OC_Temp_Hrly
	1061 - CCEDL_FT_Hrly_STU_Non_FWS
	1062 - CCEDL_STU_FWS
Department Transfer	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
VOK XCancel	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 DT Hrby

1169 - CHEMISTRY_OC_Temp_Hrly 1171 - CCEDL FT HRLY

 Note: When clocking out you do not have to click transfer again. The punch out will match up with your last punch in.

Reviewing Personal Time card

• To review your own time card **click** <u>Time card</u> on the left hand side.

O Time Advantage								0		Elizabethtov	wn College
E @ Time Card	Employee Time Card -										
🔁 Schedules	Paj Caler	yroll 12/02/20 ndar	018 - 12/15/2	•	Show C	alculated Hours	► Manage	Assignments			
✓ Messages	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			In		Sch. In	Auto 🗹			0.00	0.00
 Availability 	12/02	0		Out		Sch. Out	60				
	Mon	Absent	REG	In	A	Sch. In	Auto 🗹	1001, De 🔻	A0000, Fake E 🔻	0.00	0.00
	12/03	0		Out		Sch. Out	60				
✓ Check In	Tue 12/04	Absent	REG	In	۵	Sch. In	Auto 🗹	1001, De 🔻	A0000, Fake E 🔻	0.00	0.00
		0		Out		Sch. Out	60				
	Wed	Absent	REG	In	Δ	Sch. In	Auto 🗹	1001, De 🔻	A0000, Fake E 🔻	0.00	0.00
U Logoul	12/05	0		Out		Sch. Out	60]			
	Thu	Absent	REG	In	Δ	Sch. In	Auto 🗹	1001, De 🔻	A0000, Fake E 🔻	0.00	0.00
	12/06	0		Out		Sch. Out	60]			
	Fri	Absent	REG	In		Sch. In	Auto 🗹	1001, De 🔻	A0000, Fake E 🔻	0.00	0.00
	12/07	0		Out		Sch. Out	60]			
	Sat			In		Sch. In	Auto 🗹			0.00	0.00
	12/08	0		Out		Sch. Out	60				
	4										•

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