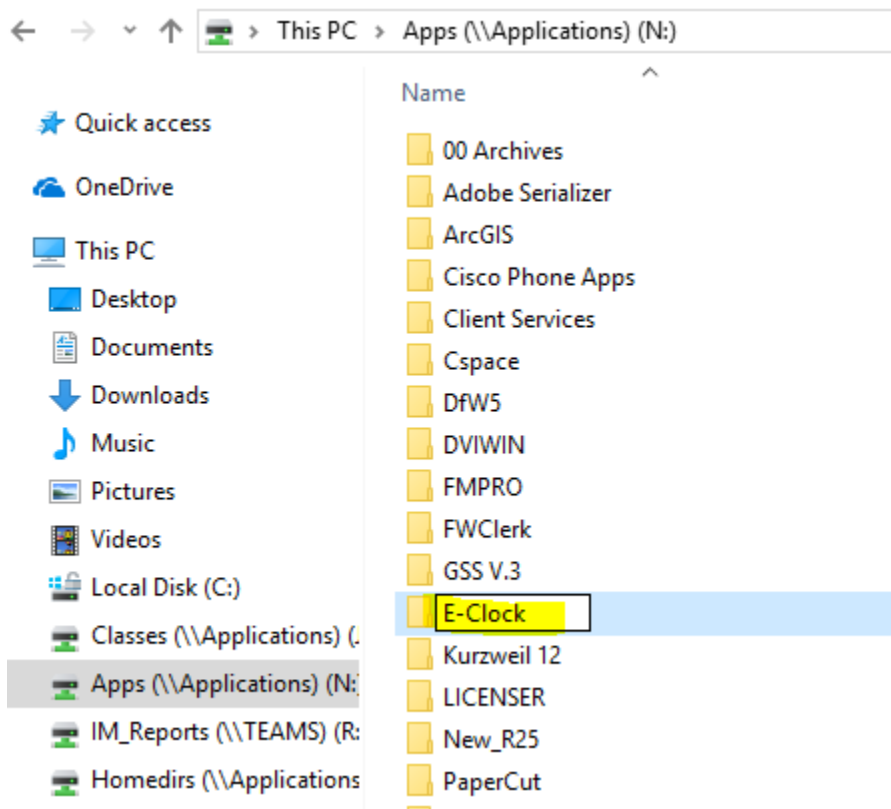


Downloading E-Clock to a Computer

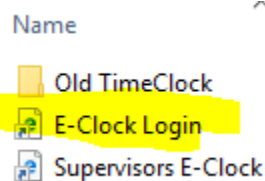
If you do not currently have the E-Clock program on your computer's desktop, please follow the instructions on this page first.

- 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

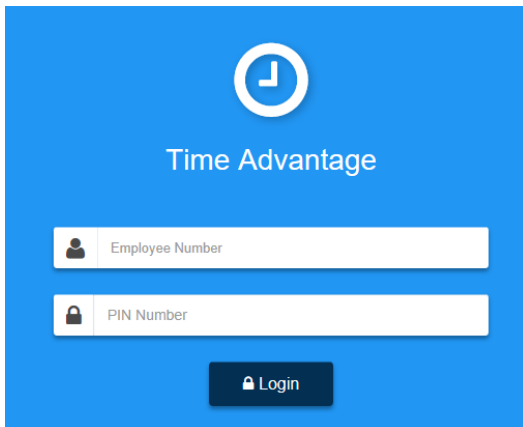
- This creates the shortcut
- You should now have the E-Clock app on your desktop

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:

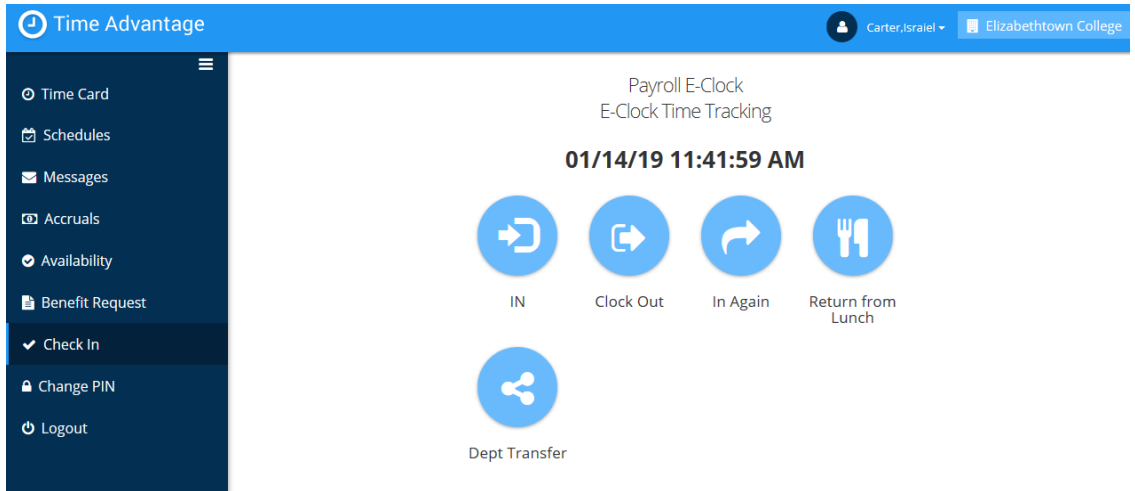
- Double click the E-Clock shortcut on the desktop
- Authentication



- **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.

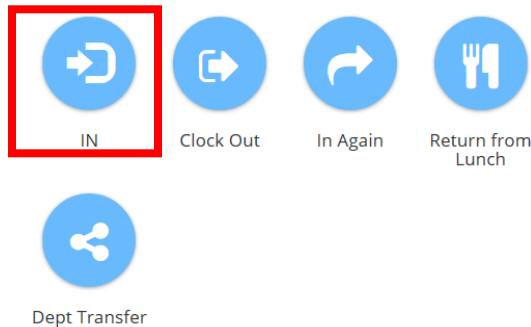


- Select **Login**
 - Below is the screen that will appear once logged in

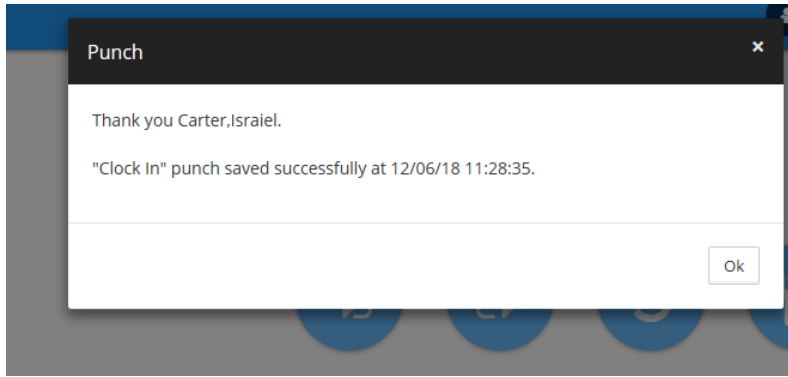


Using E-Clock to Enter Hours

- **Click** Clock in
 - You are automatically clocked into your home department
 - **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 payroll@etown.edu

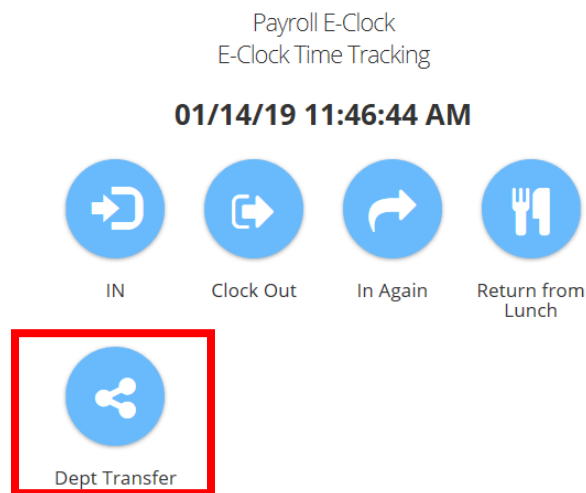


- Below is the screen that will appear after clocking in
 - it will automatically log you out
- **Note:** The same will happen when clocking out



Department Transfer

- To clock into another department other than your home department. Click **Dept Transfer**



- 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: You do not have to click **in** and **transfer** when clocking in to any other department. The **transfer** button will automatically clock you **in** to what department you choose to transfer too.

Payroll E-Clock
E-Clock Time Tracking

01/14/19 11:43:06 AM

Department Transfer

- Department Transfer
- 1021 - Biology-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_Non_FWS
 - 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

- 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 Time card on the left hand side.

Time Advantage

Employee Time Card

Payroll Calendar: 12/02/2018 - 12/15/2

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

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