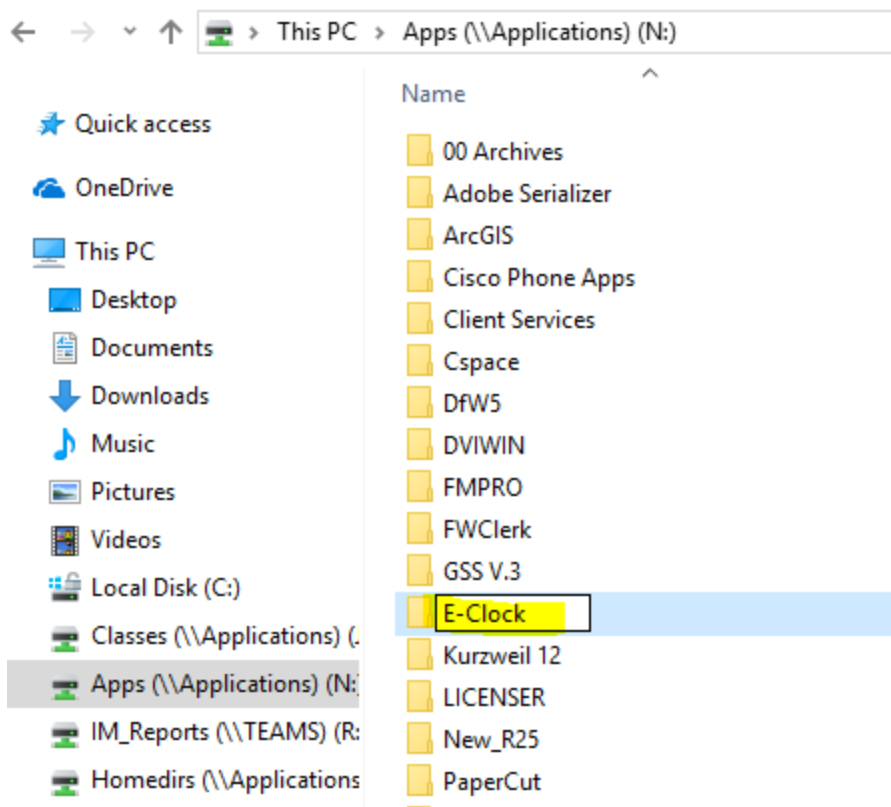


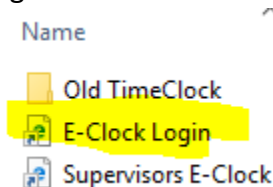
## Downloading E-Clock to a Computer

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/EssLogin.aspx?ClientID=I81B70H95&ee=>



- Right Click on **E-Clock**



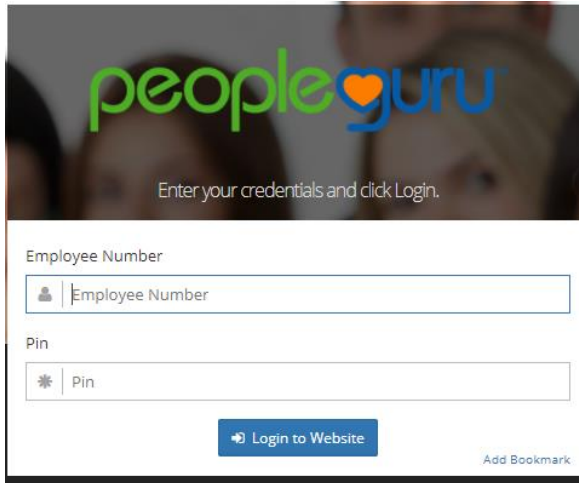
- Then...
  - Send to→ Desktop
    - This creates the shortcut
- You should now have the E-Clock app on your desktop

## Using E-Clock for Daily Punching

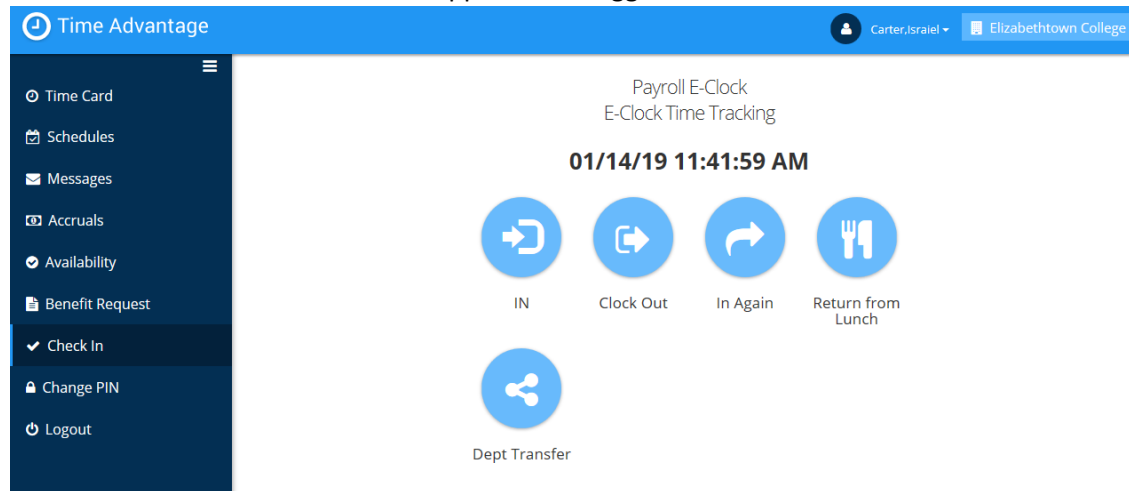
**Note: All employees are required to clock IN & OUT at the beginning & end of each shift!**

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

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

The image shows the PeopleGuru login interface. At the top is the 'peopleguru' logo with a heart icon. Below it is the instruction 'Enter your credentials and click Login.' There are two input fields: 'Employee Number' with a person icon and 'Pin' with a star icon. A blue 'Login to Website' button is at the bottom, and a small 'Add Bookmark' link is in the bottom right corner.

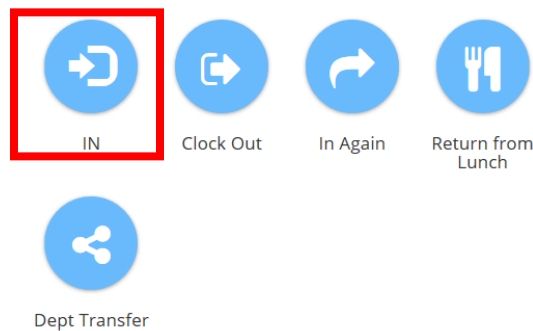
- **Employee Number:** Your 7- digit College ID #
- **PIN Number:** Last 6 digits of College ID #
- Select **Login**
  - Below is the screen that will appear once logged in

The image shows the 'Time Advantage' dashboard after login. The top blue header bar contains the 'Time Advantage' logo, a user profile for 'Carter, Israel', and the institution 'Elizabethtown College'. A dark blue sidebar on the left lists menu items: Time Card, Schedules, Messages, Accruals, Availability, Benefit Request, Check In (highlighted with a checkmark), Change PIN, and Logout. The main content area is titled 'Payroll E-Clock E-Clock Time Tracking' and shows the date and time '01/14/19 11:41:59 AM'. It features five circular buttons: 'IN' (with a right arrow), 'Clock Out' (with a left arrow), 'In Again' (with a curved right arrow), 'Return from Lunch' (with a fork and knife icon), and 'Dept Transfer' (with a share icon).

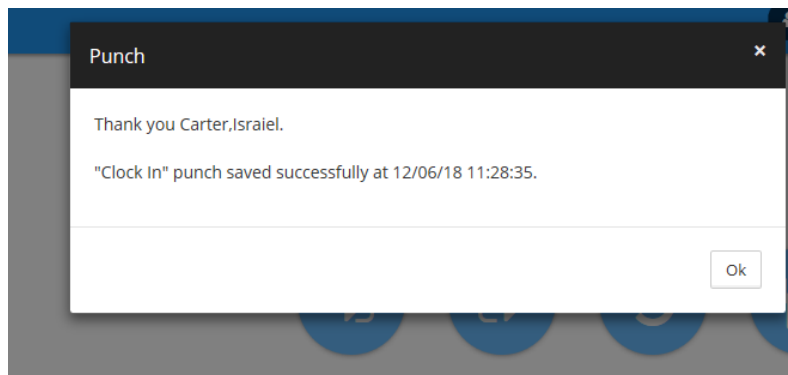
## Using E-Clock to Enter Hours

- 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. Your home and transfer departments will also be noted in your activation email for each position you hold on campus.**
  - 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](mailto: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

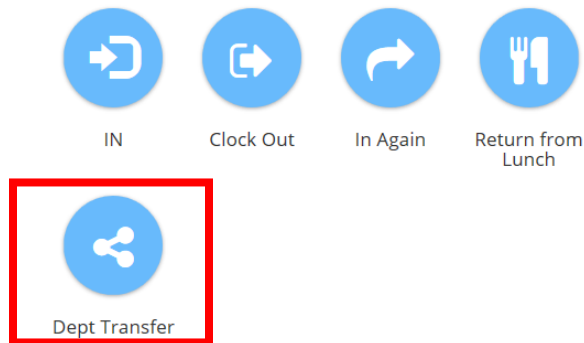


## Department Transfer

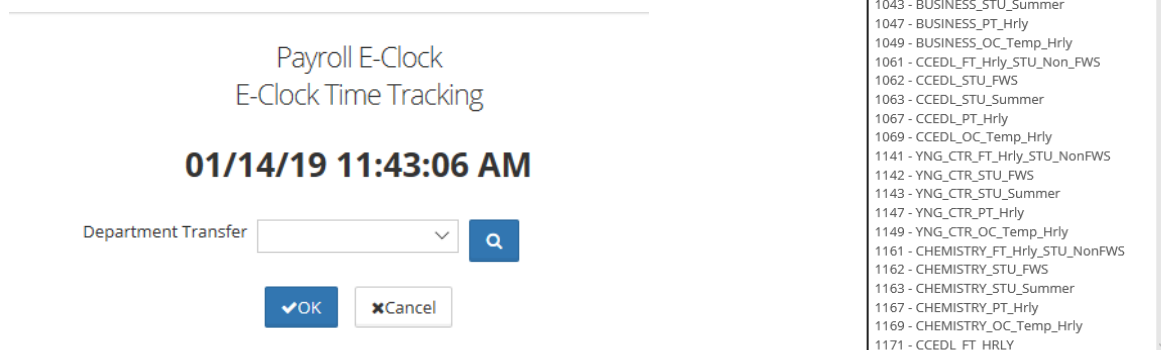
- To clock into another department other than your home department. Click **Dept Transfer**

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 **do not** 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 e-clock when working for others, the physical clock does not register the location that you are working at when you punch in.



- 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

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	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	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](mailto:payroll@etown.edu)