E-Clock Mobile Instruction (Students)

➢ Login to E-Clock using your student ID number and Pin (last 6 digits of your college ID number).

➢ https://etowntime.ourhcm.com/EssLogin.aspx?ClientID=I81B70H95&ee=

➢ Once you are logged in the screen to clock in/out will appear. You will want to select the action.

- o **IN** → This button will clock you in for the day to your home department.
- o **Clock Out** → This button will clock you out to the last in punch.
- o **In Again** → This button will clock you in again for the day for any additional times you work for your home department.
- o **Return from Lunch** → If you are required to take a lunch, this button will clock you back in from lunch to your home department.
- o **Dept Transfer** → If you work for multiple departments on campus, you will use this button to transfer into the additional department that you work for on campus (see additional instructions).
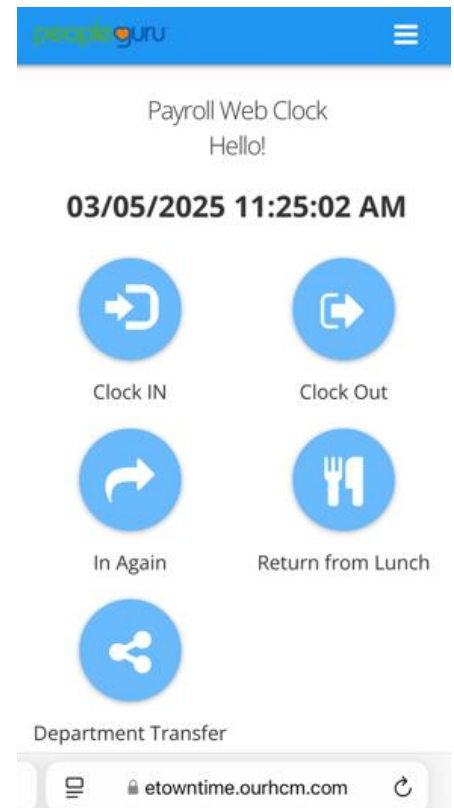
➤ Once you select one of the icons, a message will appear on the screen confirming the action you selected and the time of the punch.
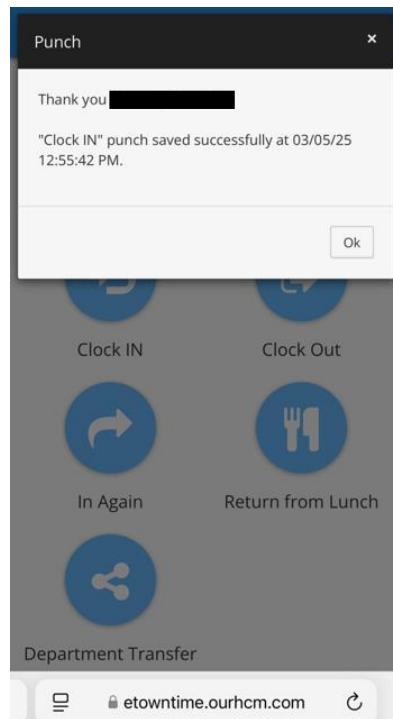
➤ When you select the option for Department Transfer, another screen will appear with a drop-down menu option.
➤ You will then select the department that you are transferring to.
➤ Once selected, click OK.
➤ A message will appear on the screen confirming the action you selected and the time of the punch.
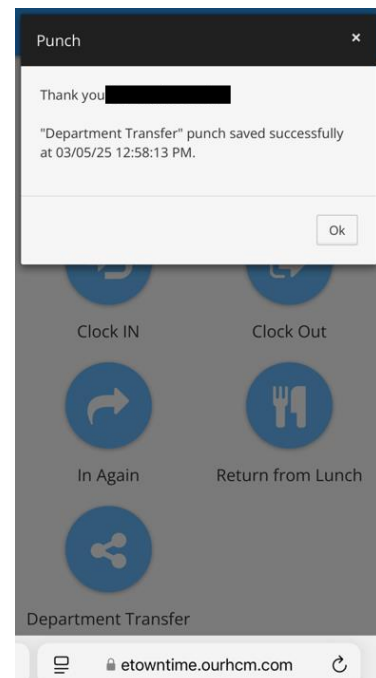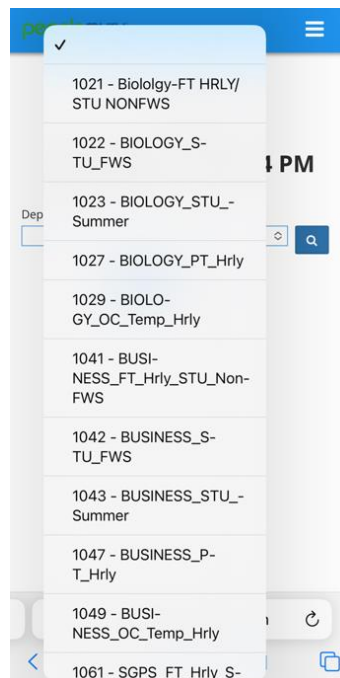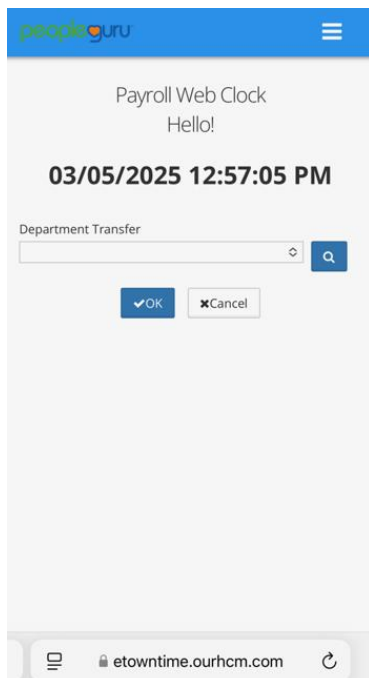
➢ If you would like to confirm that your timecard has been updated, select the menu icon (three lines) near the top right corner. Then select *Time card* near the top of the list.

➢ This will provide you with two tabs for the current pay period. You have the ability to review prior timecards and the upcoming weeks timecard.
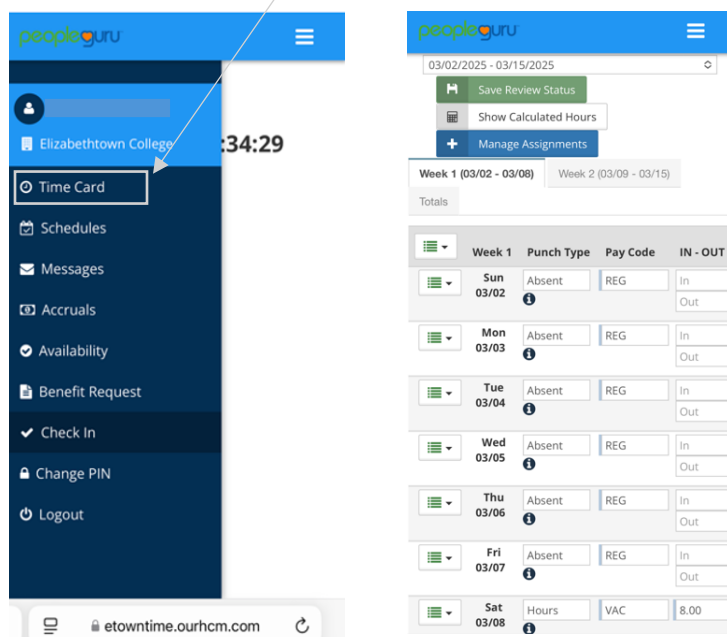
If any additional time needs to be added or corrected on your timecard, please contact your supervisor. If you have any questions, please email payroll@etown.edu.