

ATTENTION: NEW TIME CLOCK SYSTEM

If you have not received your new credentials to clock in/out, please contact your manager.

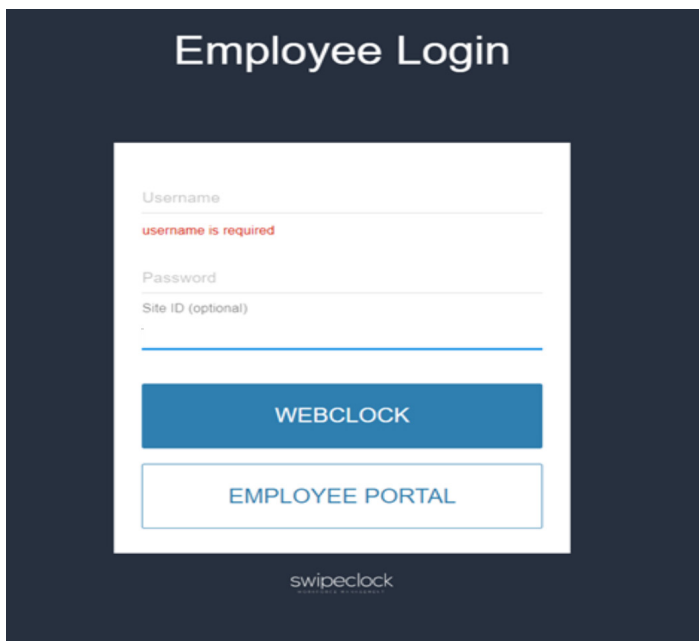
Instructions for Logging into the WebClock and Employee Portal

Your timekeeping system has an Employee Portal where you can view your time card and perform other functions, like requesting time off or requesting a time edit.

INITIAL LOG IN

Regardless of whether you are accessing the Employee Portal or the WebClock, you will be asked to reset your password the first time you log in. Your employer will provide you with an initial login and password.

Follow the instructions in this section if you are logging into either the WebClock or Employee Portal for the first time.



The screenshot shows the 'Employee Login' page. It features a dark blue header with the title 'Employee Login'. Below the header is a white login form with the following fields: 'Username' (with a red error message 'username is required'), 'Password', and 'Site ID (optional)'. There are two buttons: a blue 'WEBCLOCK' button and a white 'EMPLOYEE PORTAL' button. The 'swipeclock' logo is visible at the bottom of the form.

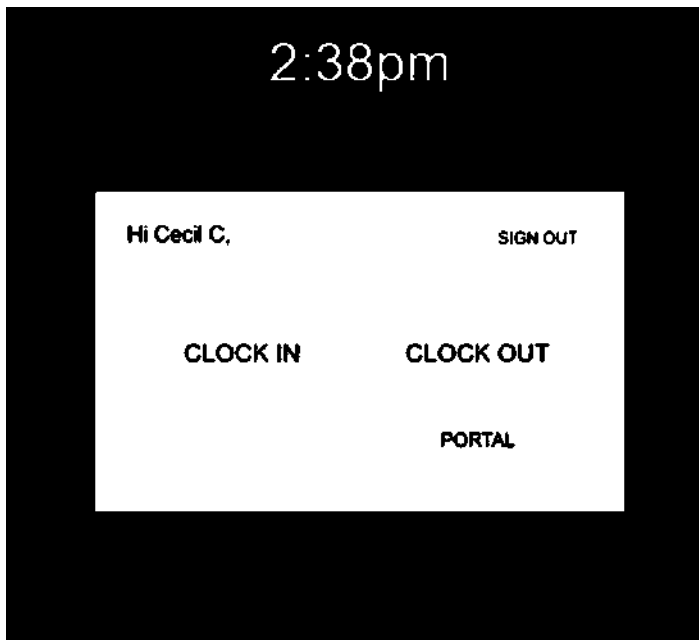
1. **Access the WebClock/Employee Portal login page using the following web site:**
<https://clock.payrollservers.us/#/clock/web/login>
2. **Enter your timekeeping username and password.** The Site ID field can be left blank, but you can leave it as if there is already a number in the field.
3. **On either the WebClock or Employee Portal, you will be asked to reset your password.** Passwords must be at least 8 characters in length and have 2 character types (i.e., upper case and lower case letter, number, letter, etc.)

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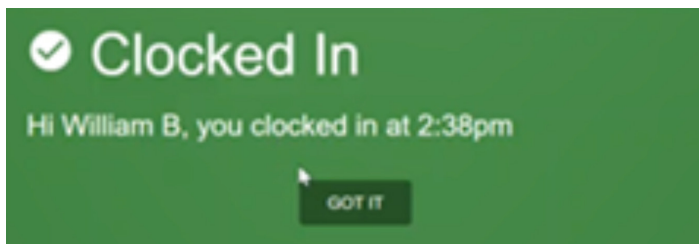
Follow the instructions in this section if you are logging into either the WebClock or Employee Portal for the first time.



1. **Once you reset your password, you will be asked to log in again.** Your new password will be valid for the WebClock, Employee Portal, and the mobile app if you are using it.

To clock in or make any other type of punch, choose **WEBCLOCK** on the login page.

2. **To check your time card, request time off, or view your schedule, click EMPLOYEE PORTAL*.** Accessing the Employee Portal does not record a punch on your time card. You must click WEBCLOCK in order to punch the clock. However, if you have WebClock, you can access the clock from your Employee Portal Dashboard.



There is a 20 second time out on the WebClock page; if you do not make a punch within 20 seconds, you will automatically be logged out and need to log back in to complete your punch.