



Completing a Time & Attendance Change Form

****If you are unable to correct a punch or other information at the timeclock, you may submit a change request form to your direct supervisor. All changes outside of the time clock must be submitted using this form.****

1. Enter the date of the needed change followed by the correct punches for the day. If you have additional changes or more instructions, list them in the notes area.
2. If requesting time off fill in the date/range with the leave type.
3. Sign and date the form
4. Turn in to your supervisor to approve with signature and date.

Time and Attendance Change Request Form							
Name of Employee: _____							
Date	Time In	Job Code	Out - Lunch	In - Lunch	Job Code	Time Out	
Time Off Request							
Date or Date Range				Leave Type			
Notes							
Employee Signature				Date			
Approved By - Supervisor Signature				Date			
Entered By - Print Name				Date			

Questions?

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TimeClock Plus

Willmar Public Schools

Web Clock User Guide

WebClock	
Individual Login	
Select Company:	Data Management [1]
Id Number:	<input type="text"/>
Pin Number:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="User Login"/>

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WebClock User Guide

Clocking In:

1. Log on to:
<http://10.10.1.104/webclock30/Login.aspx>.
Enter your 4 digit ID number followed by your 4 digit Pin number. Click Login.
2. Click "Clock In".
3. Verify the date, etc. is correct and click on "Continue."
4. If you have multiple job codes, it will ask you to select the correct one. Highlight the correct job code and click "Ok."
5. It will tell you it was successful. Click "Ok."
6. Click "Exit" to exit from the system.
7. Select the corresponding 'Leave Code' for your request.
8. Enter any additional notes for the approver.
9. Click "Ok."
10. It will ask you to verify the number of days. Click "yes" or "no".
11. It will tell you it was successful. Click "Ok."
12. You will be back at the "View Information" screen. Click "Ok."
13. Click "Exit" to exit from the system.

Clocking Out:

1. Log on to the website using step 1 above.
2. Click "Clock Out."
3. Verify the date, etc. is correct and click on "Continue."
4. It will tell you it was successful. Click "Ok."
5. Click "Exit" to exit from the system.

Time Off Requests:

8. Log on to the website using step 1 above.
9. Click "View."
10. Click "Request."
11. You will have two tabs at the top – Time-off Request and Current Requests. Ensure the Time-off Request tab is highlighted.
12. Choose the date of your request.
13. Select the start and end time of your request.
14. Select the number of days in a row the request is for.

Viewing Hours

1. Log on to the website using step 1 above.
2. Click "View."
3. Click the "View" dropdown box.
4. Select the option you'd like to view:
 - a. Hours...(shows all of your hours and punches – with historical data)
 - b. Last Punch...(shows information for your last punch)
 - c. Messages...(shows any messages sent to you by your supervisor or the district)
5. Click "Ok" to exit out of any of those options. Reminder, this is a view only function.
6. You will be back at the "View Information" screen. Click "Ok."
7. Click "Exit" to exit from the system.

Note: You are not able to change job codes on the Webclock. You are also not able to punch in/out using the "break" option.

Going on a Break

1. Click the "Go on Break" button.1, 2
2. Select the break type (if there is more than one break type).
3. Click "Continue" on the confirmation screen.

Changing Job Code

In situations where the employee has more than one clockable job code because time in different departments or tasks is being tracked, there is a Change Job Code option to allow the employee to move between job codes.

1. Click the "Change Job Code" button.
2. Click "Continue" on the confirmation screen.
3. Select the job code and click OK.

