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Edited í ì í î /2021

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# 5 ' 7 Essentials

## Logging into 5 H P R W H ' D W D 7 H U P L Q D O 5 ' 7

7DS WKH VFUHHQ WR DFWLYDWH WKH ORJLQ DV VHHQ D  
(QWRU H P R W H ' D W D number, WKH Q E T E R O H F W  
(QWHU \RXU 3,1 WKH G V H D S F O W L Q X H WKHQ

## Changing Your PIN

1. \$IWHUX KORHLQGWK'7 DQG \RXQMDRUGRULJLQDOO\ DVVLJ  
V H S e r v i c e



3. You will receive a successful operation notice and the RDT will return itself to the login screen.

/XQFK %UHDN

\*RLQJ WR /XQFK

After logging into the RDT, select ~~&ORFXW~~

You will now be on the Confirmation screen. You will see your name and the current database time, as well as buttons to Cancel or Continue. ~~VH O&RFXW L Q X H.~~

You will receive a successful operation notice and the RDT will return itself to the login screen.

5HWXUQLQXQER P

After logging into the RDT, select ~~&ORFXW~~

<RX ZLOO QRZ EH RQ WKH &RQILUPDWLRQ VFUHHQ <RX  
GDWDEDVH WLPH DV ZHOO DV EX &RQILUPDWLRQ XHR &DQFHO RU

You will receive a successful operation notice and the RDT will return itself to the login screen.

&ORFNLQJ 2XW

When you are ready to end your day, you must clock out in TimeClock Plus. Clocking out marks you as no longer working and ensures that you are paid for the time worked.

After logging into the RDT, select ~~&ORFXW~~

<RX ZLOO QRZ EH RQ WKH &RQILUPDWLRQ VFUHHQ <RX  
GDWDEDVH WLPH DV ZHOO DV EX &RQILUPDWLRQ XHR &DQFHO RU

You will receive a successful operation notice and the RDT will return itself to the login screen.

# 6HOI 6HUYLFH

The Self Service is a menu screen that operates the same as the Dashboard in WebClock to access other functions.

## +RXUV

The Hours option allows you to view the hours worked in any given week. You will use this feature to approve your hours ~~DQG MREFRGHI~~ when submitting your time sheet each pay period

1RW7KH HPSOR\HH PXVW DSSURYH WKHLU WLPH EHIRUH WK  
HPSOR\HH V WLPH D.QG PLVVHG SXQFKHV

## \$SSURYLQJ WLPH VHJPHQWV

After logging into RDT, select ~~6HOI 6HUYLFH~~ ~~FRXUV~~

Select the appropriate week with the "<Period" and "Period>" buttons.

)LQG WKH VHJPHQW \RXVZORQWWRH DSSURYH WK DQG  
FROXPQ WR WKDW WLPH VHJPHQW

Read the certification statement, then ~~VHJPHQW~~ (if hours are correct).

## /DVW 3XQFK

The Last Punch option allows you to view the last time you clocked in. After selecting Last Punch, you will be able to see the time of your last punch as well as the job code assigned to it. From Self Service, click on ~~/DVW 3XQFK~~

5 H T X H X H D V Y H

7 K B H T X H H V D W D X O L H R Z S O R W R Q W W H B H U H T X F I V P R V U H T X D U W V X V H G  
Z K H Q H P S O R \ H H V Z D Q W W R U H T D A R H D Q Q X D D H U W D N Q F R P P S X Q W P F  
R B W K H D V R Q V H T X I F I V E N P D G L O Q O H D Y H F R G H W D V F H P S O R M R H  
1 R W W K V D M R V I W Z D Q G W yet E D O D P R K X U O H D Y H 3 O H D V H F R Q W L Q  
( P S O R \ H H ' D V K E R D U G O R F D W H G L Q / R E R : H E W R V H H \ R X U O

\$ G G L D Q H T X H V W

7 R F U H D W H D U H T X H V W

After logging in, V H O S H F O W 6 H H Y L H F T X H V W \$ G G Gen

6 H O ( H F L W next to Date requested.

Select the D S S U R S U L D W H 2 W W D U W

6 H O ( H F L W next to Start time.

( Q W H H U H e you want \ R X e u e to begin, then V H O H F W % H V X U H W K H

D S S U R S U L D W H \$ 0 R U 3 0 L V V H O H F W H G

6 H O H F W X t e M .

Key in the number of hours you are requesting for each day, then V H O H L G W M .

< R X F D Q X V H D G H F L P D O R U F R O R Q W R H Q W H U W K H

( [ , I \ R X Z D Q W W R F U H D W H D O H D Y H U H T X H V W I R U K R )

Z R X O G H Q W H U D V W D U W W L P H R I \$ 0 D Q G D O H Q J W K

6 H O H F D M V field.

Key in the number of day(s) you are requesting, then V H O H L G W M . % \ G H I D X O W

• / 8 " W i s V ' r p @ O Q @ D I S S X C , , D X C E D p € 0





# 6HOH&WPSJYV 2YHUWLPH

This functionality must be completed using WebClock (computer).

## 0LVVHG ,Q 3XQFK

\$ PLVVHG LQ SXQFK RFFXUV ZKHQ DQ HPSOR\HH IRUJHWV W  
FORFN RXW ,Q WKLV FDVH WKH V\WVHP ZLOO SURPSW \RX  
FORFNHG LQ 7KH VRIWZDUH WKHQ DXWR FRPSOHWHV WKH P  
ZKHQ OHDYLQJ IRU OXQFK RU DW WKH HQG RI \RXU VKLIW 7  
V\WVHP DQG PXVW EH DSSURYHG E\ WKH VXSHUYLVRU

## 0LVVHG 2XW 3XQFK

\$ PLVVHG RXW SXQFK RFFXUV ZKHQ DQ HPSOR\HH IRUJHWV  
FORFN LQ ,Q WKLV FDVH WKH V\WVHP ZLOO SURPSW \RX W  
RXW 7KH VRIWZDUH WKHQ DXWR FRPSOHWHV WKH FORFN LC  
VWDUWLQJ \RXU VKLIW RU FRPLQJ EDFN IURP OXQFK 7KLV V  
DQG PXVW EH DSSURYHG E\ WKH VXSHUYLVRU

### Adding a Missed Clock Out

To create a missed clock out:

30 Yjgp"cumgf/rtqo rvgf"vq"gpvgt"c" o kuugf"qww"rwpej" o cpwcm{, select Continue.

Enter the date and time entry.

Confirm/select the appropriate date.

Enter the missed clock out time (either for lunch for end of day). (Be sure the appropriate AM or PM is selected )

Press 2 N

4. You may add a note to the time entry for clarification.
  1. Click in the 1 R W H field to enter a note, then Hide.
5. Press & R Q W L Q X H

6. Select & R Q W L Q X H.

7. You will receive a successful operation notice and the RDT will return itself to the login screen.

Note: Just like other time segments, the manager will approve missed clock outs and missed clock ins. The employee must approve their time before the manager can approve their employee's time and missed punches

0L VVHG 0HDO %UHDN

,I \RX PLVVHG FORFNLQJ RXW IRU OXQFK RU EDFN LQ IURP  
DV D PLVVHG RXW SXQFK RU PLVVHG LQ SXQFK ,I \RX PLVV  
WKH V\ VWHP WR DXWR FORFN \RX RXW RU LQ WKHQ HPDLO  
PLVVHG FORFN RXW WLPH RU FORFN LQ WLPH && \RXU VXSHU

,I \RX PLVVHG ERWK FORFNLQJ RXW DQG LQ IURP OXQFK W  
RI \RXU VKLIW DQG HPDLO 810\*7LPH&DUGV#XQP HGX ZLWK  
WLPH IRU OXQFK && \RXU VXSHUYLVRU

& K D Q J (L D Q J L Q J & R G H V

Change earning codes is used for student employees who work in two departments and have back-to-back shifts. This feature is currently disabled for staff and faculty.