Using the Timepro Web Clock

at

Oklahoma State University
TimePro-Employee Instructions

You and your department have been chosen to begin using our new electronic timeclock system called TimePro. We would like for you to begin using TimePro immediately.

1. Begin by signing on to webclock.okstate.edu. Click “clock in”. Then you will be instructed to enter your user name and password. This will be your short name and okey password. Go to your okey account at www.okey.okstate.edu to find your short name.

2. We are rounding time to the nearest 15 minute increment. For instance if you clock in at 8:07 it will round down to 8:00, if you punch in at 8:08 it will round up to 8:15. This is similar to the rounding we used previously. Ignore the cost and payrate columns.

3. The only buttons you will use on this screen are the Clock in, Clock out and Self Service. – Do not use the “Lunch” button.

4. You will need to plan extra time in the morning when turning on your computer and logging in to TimePro.

5. If you should forget to clock in or out you must notify your supervisor who will make the change for you in TimePro.

6. If you are taking leave that involves FMLA, you must note FMLA and the amount of hours in the Notes column.

7. If you request overtime to be paid for a pay period, your supervisor must send an email to Tulsa.hr@okstate.edu to request this pay out.
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INTRODUCTION

TimePro web clock is an easy to use interface for employees to record time and attendance. To use the interface, individuals will need to know their O-Key account username and password. Employees may locate their O-Key Account Username, also known as O-Key shortname, by logging into the website http://okey.okstate.edu with their @okstate.edu email address and password. That same password will be used to clock in at out.

A. TimePro Web Clock Address
The TimePro web clock is accessed at https://webclock.okstate.edu.

If this address is bookmarked, please edit the bookmark properties so it looks exactly like above. Any other information in the address is called session specific information and needs to be removed. Here is an example of the bookmark with session specific information highlighted in red:
https://webclock.okstate.edu/TimeproVTWeb/(3b013vysrcdmhrj0j5jd45j)/TimeproVTWebMainPage.aspx?Site=TimeproADWebSite

Steps to edit bookmark:
1. Use the address listed above to access the website itself and bookmark/favorite the link (the address will already have changed to the session specific address)
2. Find the favorite as if you were going to click on it to go to the site
3. Right click on the favorite and select Properties from the available options
4. Paste the correct address into the URL field of the properties box
5. Click OK to save the correct address

If session specific information exists in the bookmark, users may occasionally receive the error: TimePro Credentials mismatch. Please try again or see your manager.

If you have any questions or issues, please contact your manager.
B. Clocking In

Use Internet Explorer to access the Timepro web clock:

![TimePro Web Clock Initial Window](image)

Any of the buttons selected will produce the following login screen. Enter your O-Key shortname and O-Key password, then press OK.

![Timepro Web Clock Login Window](image)

When clocking in, the following screen will appear only if you have more than one job assignment. Select the job you are clocking into by pointing to it with the mouse, then clicking the left mouse button.
If the clock in was successful, the green portion of the window will show the Employee Name, Job, date and time clocked in for about 10 seconds, before clearing.

If the employee had not clocked out of the previous job, the green portion of the window will turn red and display the name, date and time, along with the message "Already Clocked In". See the sample screen below.
Virtual Timepro by Commeg Systems is used to apply policies and record transactions related to tracking time and events. To use Virtual Timepro, select the appropriate button on the right and you will then be prompted to enter your credentials. The self-service feature allows you to view your personal time and attendance information.

Already Clocked In Error Message Window
C. Clocking Out

Use Internet Explorer to access the Timepro Web Clock at the same webpage as was used to clock in.

Select the "Clock Out" button, login using your O-Key shortname and password (as was used when clocking in) then press OK. Since an employee can only be clocked into one job at a time, there will be no option screen to select the job.

If the clock out was successful, the green portion of the window will show the Employee Name, Job, date and time clocked out for about 10 seconds, before clearing. Also displayed is the length of the shift in hours and thousandths. The shift length will identify time recorded as regular (Reg.) or overtime (OT). The example below shows .183 regular time (11 minutes) and no overtime.

If the employee had not clocked in, the green portion of the window would turn red and indicate the employee was not clocked in.
D. Management Button

If the employee selects the Management button but does not have administrative rights to Timepro, the green window will turn red and display the employee's name, date and time for about 10 seconds before clearing.

Unsuccessful Management Login Attempt Message Window
E. Self Service

Employees may perform the following functions after logging into this option:

- Edit Timesheet
- View TimeCard

The following items are not currently in use:
- Request Time Off
- My Availability
- View Attendance

After selecting the appropriate Self Service function, you will be prompted to select the preferred pay period from a window as shown below. Highlight the preferred pay period then select OK.
1. Edit Timesheet

Employees may add the following punches to their timecard under Self Service:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANL</td>
<td>Annual Leave</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday</td>
</tr>
<tr>
<td>SCK</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>JUR</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>FNR</td>
<td>Compassion Leave</td>
</tr>
<tr>
<td>ADM</td>
<td>Administrative</td>
</tr>
<tr>
<td>COMP</td>
<td>Compensatory Time</td>
</tr>
<tr>
<td>STDBY</td>
<td>Standby or On Call</td>
</tr>
</tbody>
</table>

To add a punch for one of the above, select the “Add” button on the screen.

a. Next, double-click in the Type column on the new punch (default is ANL), then select the appropriate type from the list.
b. Click in the Date column and set the date as appropriate. The Date must be in the format mm/dd/yyyy.
c. If you have multiple jobs, select the appropriate Job Class.
d. Enter the hours in the form of a number. For example, 1 hour and 15 minutes should be entered as 1.25, not 1:15.
e. When all edits are complete, select the “Save & Exit” button.

Employees cannot edit normal work time.

If invalid data is entered in any field, either the field background will turn red (such as if a date outside the selected pay period is entered) or a message will display near the invalid data (if the time is entered improperly).
2. **View TimeCard**

After selecting the "View TimeCard" button, you will be prompted to select to appropriate pay period. After that is selected, your timecard for that period will display as a PDF. You may then print or save the PDF as preferred.

Note for this example:

1. The sick and jury leave flags are included on the right-hand side of the specific entry. Also note for these entries there are no actual times recorded.
2. The out time for the 2/14/07 12:10pm clock in was a manual adjustment by the manager. The clock out time entered by the manager shows under the Paid Out column and not Actual Out is displayed.
3. The third employee edit (see above) was entered as Standby for 1.5 hours on 2/16/07. Standby time is recorded as time worked, though clock times are not recorded. Nor is there a flag on the right-hand side of the entry.

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Sample Timecard Window

<table>
<thead>
<tr>
<th>Job Class</th>
<th>Duty</th>
<th>Start</th>
<th>Overtime</th>
<th>Others</th>
<th>Other $</th>
<th>Other $</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR-real position</td>
<td>Tue</td>
<td>081100</td>
<td></td>
<td>JVR</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Tue</td>
<td>081100</td>
<td></td>
<td>SICK</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Wed</td>
<td>081200</td>
<td></td>
<td>081201</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Wed</td>
<td>081201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Wed</td>
<td>081201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Wed</td>
<td>081201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Wed</td>
<td>081201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Week Ending: 02/14/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Mon</td>
<td>081700</td>
<td></td>
<td>ANL</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>TR-real position</td>
<td>Mon</td>
<td>081700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Week Ending: 02/16/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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