Notes for Webclock Users

Anyone with the ability to edit and approve their own timecard is known as a “Webclock User.” Webclock Users approve all changes to their timecards at once by selecting the “Empl Approval” box on their timecard at the end of each pay period. The following primarily concerns Webclock Users who also use the physical timeclocks as well.

1. **Beginning October 21st, 2015 the timeclocks will alert you to manual edits made to your timecard.** If an edit was made to your timecard, the screen below will appear when you clock in at the timeclock:

![Image of timeclock alert message](image)

**Note:** This message will only appear if the edit was made by someone other than you. Webclock punches or edits made by the Webclock User will not prompt the approval message.

Select a. “Ok” to accept this message, or b. “Remind” to see the message again at clock out.

You will see the “Punch Accepted” message after selecting a. or b. signifying that you have used the timeclock successfully.

2. **Webclock Users do not need to approve manual edits at the timeclock.**

   By selecting the Employee Approval on your timecard at the end of the pay period, you are effectively approving any edit to your timecard. However, you will continue to see notifications for manual edits if the punches remain unapproved. To approve the punches and get rid of the notification, follow the manual punch approval job-aid posted near the timeclock.

   On the Wednesday following the end of the pay period, these notifications will resolve themselves when the Webclock User’s timecard approval is matched with any pending punch messages.

3. **If a Webclock user is unable to employee-approve their timecard for the pay period for some reason (such as an unexpected absence or illness), and the employee also has manual edits made by another user, these edits can be approved at the timeclock after the close of the pay period for audit purposes.**

If you have any questions, concerns, or feedback about this process, please contact your supervisor or Student Life Payroll (sl-payroll@osu.edu). Thank you!