

## Webpunch (Hourly) Employee SOP

Platform: TCP

10/29/2025

### Clocking In

1. Once you have logged into the system you will be brought to your dashboard, pictured below.

The screenshot shows the TimeClock Plus dashboard for user Caitlyn P. Julius. The dashboard includes a 'My Dashboard' header, a 'Refresh' button, and three main sections: 'My Hours', 'Clock Operations', and 'My Accruals'.

**My Hours** (1476.50) table:

Time	Job Code	Total
09/16 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/17 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/18 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/19 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/20 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/23 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/24 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/25 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50
09/26 08:00 A - << Time sheet >>	100 - REGULAR - BASE PAY	7.50

**Clock Operations** section contains 'Clock In' and 'Clock Out' buttons.

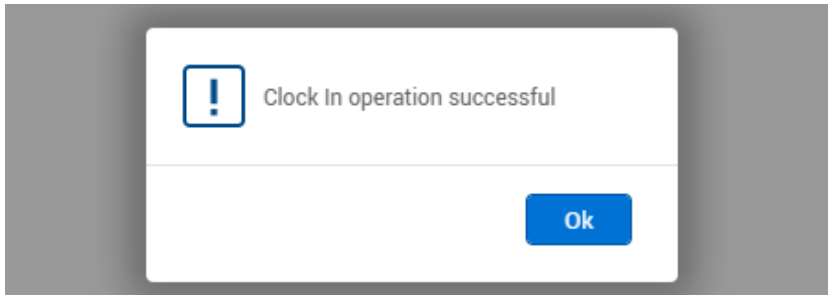
**My Accruals** table:

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Attendance Incentive	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
Cancer Screening	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
Family Priority Leave	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
Personal	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours	0.00 Hours
Sick	0.00 Hours	18.75 Hours	0.00 Hours	0.00 Hours	18.75 Hours
Vacation	0.00 Hours	25.00 Hours	0.00 Hours	0.00 Hours	25.00 Hours

2. You will then click clock in and will get the below pop-up. Click continue to confirm clocking in.

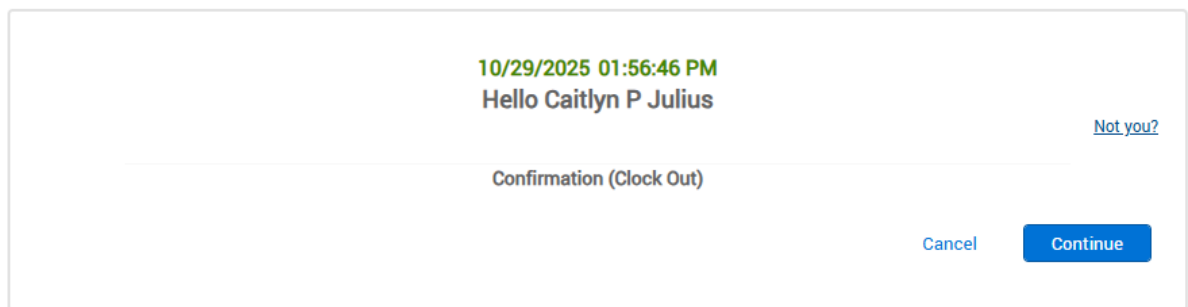
The pop-up displays the date and time '10/29/2025 01:52:19 PM' and greets the user 'Hello Caitlyn P Julius'. It includes a 'Not you?' link and a 'Confirmation (Clock In)' section with 'Cancel' and 'Continue' buttons.

3. You will then get the below pop-up confirming you clocked in. Click OK. **If you do not get this pop-up you are not clocked in.**

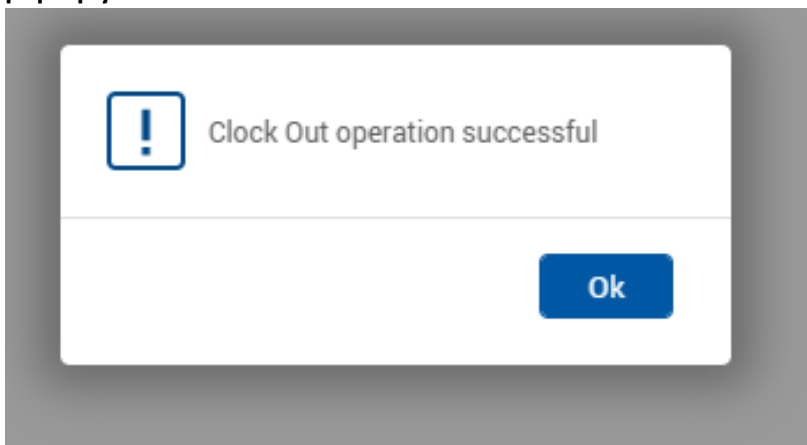


## Clocking Out

1. From the dashboard you will click Clock Out. You will then get the below pop-up confirming you want to clock out. Click Continue.

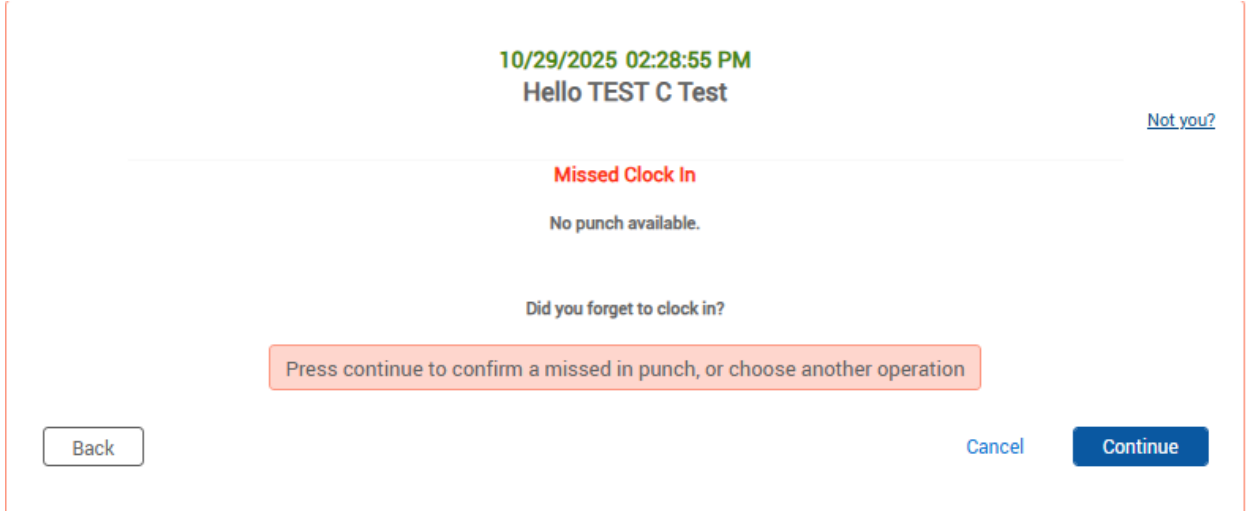


2. You will then get the below pop-up confirming you clocked out. Click OK. **If you do not get this pop-up you are not clocked out.**



## Missed Punches

1. If you missed clocking in and go to clock out (or vice versa) you will get the below screen. Click continue



10/29/2025 02:28:55 PM  
Hello TEST C Test

[Not you?](#)

**Missed Clock In**

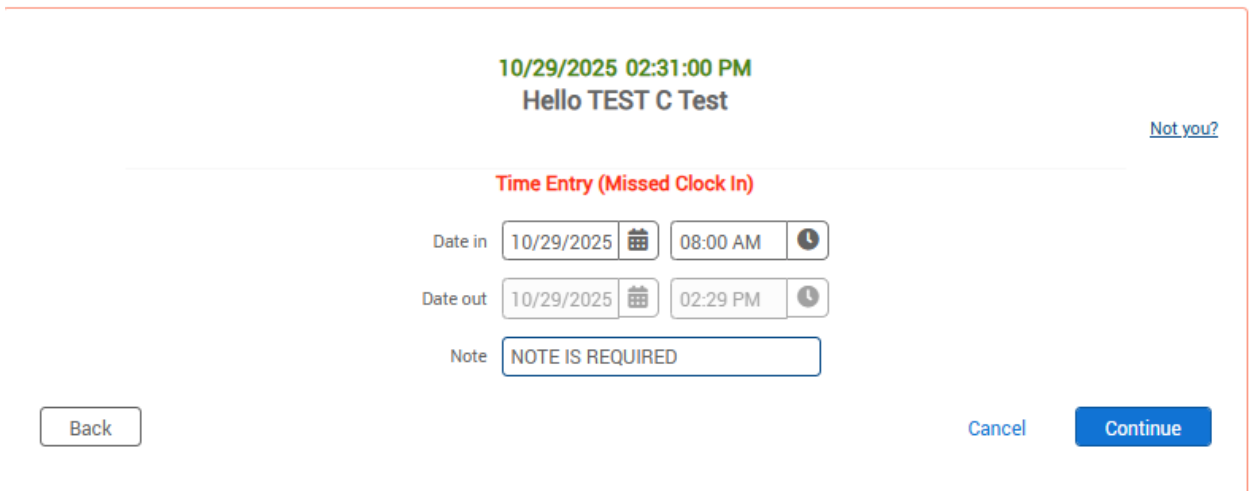
No punch available.

Did you forget to clock in?

Press continue to confirm a missed in punch, or choose another operation

Back Cancel Continue

2. You will then need to correctly add you in and out punch on the below screen. **A note as to why you missed a punch is required.**



10/29/2025 02:31:00 PM  
Hello TEST C Test

[Not you?](#)

**Time Entry (Missed Clock In)**

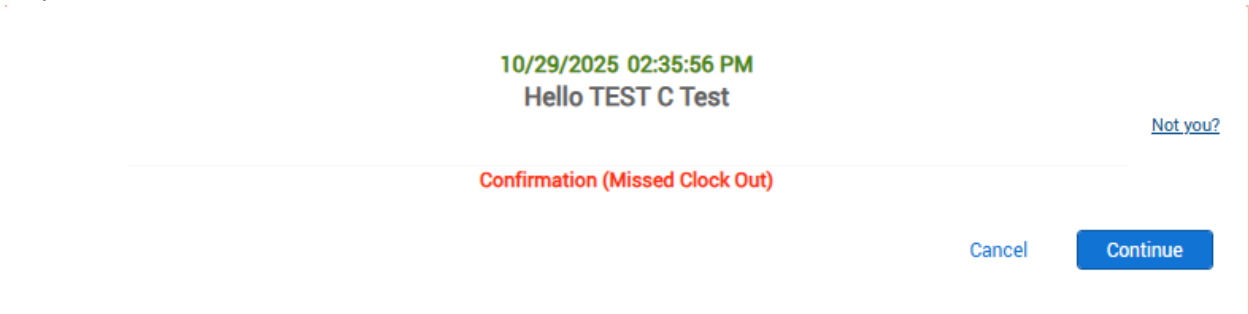
Date in 10/29/2025 08:00 AM

Date out 10/29/2025 02:29 PM

Note NOTE IS REQUIRED

Back Cancel Continue

3. If you missed your clock out punch, you will get the below message and will follow the same steps as above.



10/29/2025 02:35:56 PM  
Hello TEST C Test

[Not you?](#)

**Confirmation (Missed Clock Out)**

Cancel Continue

## Viewing Punches

1. Click the 3 lines in the top left corner of the screen. Then click view hours. You will then see your hours based on your punches.

### View Hours

Navigate Period  
< | >  
[Prev](#) [Next](#)  
10/26 - 11/01

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Showing 1 records of 1

	Notes	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Labor Code
<input type="checkbox"/>		Wed 10/29/2025 01:45 PM	Wed 10/29/2025 02:00 PM	0.25	0.25	0.25	100 - REGULAR - BASE PAY	**DEFAULT**	

## Adding Notes (incorrect punches)

1. Notes are required if you punched in incorrectly. To add notes, you will navigate to viewing your punches as noted above.
2. You will then click on the notes icon. In the pop-up you will add a comment as to why your punch is incorrect. Ex: computer updating and clocked in late, etc.

The screenshot shows a 'View Notes' window with a table of punch records. A modal titled 'Add Work Segment Note' is open in the foreground. The modal has a text input field labeled 'Note' and buttons for 'Cancel' and 'Save'. The background window has a '+ Add' button and a 'Feedback' button.

3. Click save