

Time Clock



User Site:

1. <http://timeclock.h-wire.com>
 2. **Login:** Each employee has a **4 digit code** made up of letters and numbers (Admin can look it up if forgotten) **codes are not case sensitive**
 3. **Choose Department:** Choices are set individually by Admin. Most employees will have only one department but if there are two to choose from be sure you have selected the appropriate one before clocking in.
 4. Click on **'Clock In'** – this will create your punch showing you the date and time
 5. **Mistakes:** If a mistake is made: forgot to clock in or out at the right time. After clocking out, you would click on the **'pencil & paper' icon**, then put in the correct day, time and reason. Follow the same format for example: 08:30 AM or 03:45 PM
 - a. This will **correct** the time sheet the employee can view, and it will go to the admin for **approval** before it is changed for the admin time card report.
 6. **Viewing Hours:** When clocking in and out, the employee can view the current week's times. If the employee would like to view the entire pay period or prior:
 - a. Click on **'My Time Card'** on the side, click on the dates desired.
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