

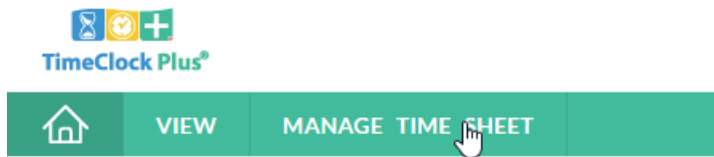


# Entering Time Sheets with Multiple Positions in Webclock

This document outlines the process for entering Time Sheets if you have multiple positions using the Webclock application in TimeClock Plus.

## Creating New Time Sheets

1. Log into the TimeClock Plus Employee application (Webclock)
2. Click on "Manage Time Sheet"

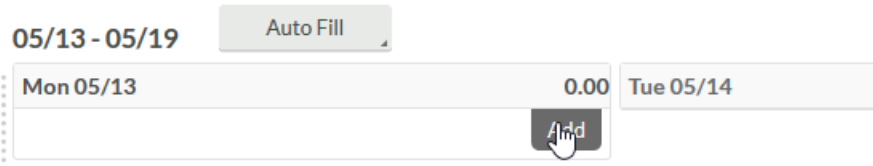
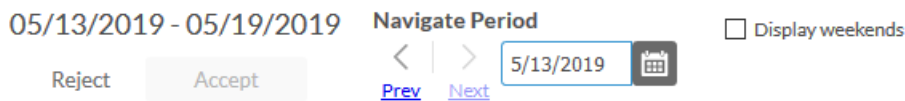


MY DASHBOARD

3. Click the "Add" button on the day you are entering the timesheet for



MANAGE TIME SHEET



Document Title

**© Data Management, Inc. All Rights Reserved.** This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.



4. Click the "Edit" button

05/13/2019 - 05/19/2019 **Navigate Period**  Display weekends

Reject **Accept** < | > 5/13/2019

05/13 - 05/19 **Auto Fill**

Mon 05/13	0.00	Tue 05/14
<b>Edit</b> <a href="#">Clear</a> <a href="#">Copy</a> 08:00 AM  0.00 28 - SE-A V MNGR-REG PAY <b>Add</b>		

5. Click on the "Position" drop down menu and select the appropriate position and then click "Save"

**Edit Segment** ?

Segment Length: 0:00

Time in 5/13/2019 08:00 AM

Hours 0:00

Position 28 - SE-A V MNGR-REG F

Task 6 - CDC - GRADUATE ASSISTANT

Note 28 - SE-A V MNGR-REG PAY

182 - SE- INTERIM COORD-REG

Cancel **Save**

Document Title

**© Data Management, Inc. All Rights Reserved.** This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.



6. Enter the amount of Hours



### MANAGE TIME SHEET

05/13/2019 - 05/19/2019 **Navigate Period**  Display weekends

Reject **Accept** < | > 5/13/2019

[Prev](#) [Next](#)

05/13 - 05/19 **Auto Fill**

Mon 05/13	0.00	Tue 05/14
<p><b>Enter valid hours (0:00 - 1000:00)</b></p> <p><a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a></p> <p>08:00 AM  4</p> <p>6 - CDC - GRADUATE ASSISTANT</p> <p><b>Add</b></p>		

Document Title

*© Data Management, Inc. All Rights Reserved. This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.*



7. Click "Accept"



### MANAGE TIME SHEET

05/13/2019 - 05/19/2019 **Navigate Period**  Display weekends

Reject **Accept** < | > 5/13/2019

[Prev](#) [Next](#)

05/13 - 05/19 **Auto Fill**

<b>Mon 05/13</b> <b>4.00</b>	<b>Tue 05/14</b>
<a href="#">Edit</a> <a href="#">Clear</a> <a href="#">Copy</a>	
08:00 AM  4:00	
6 - CDC - GRADUATE ASSISTANT	
<b>Add</b>	

For assistance please call Customer Support at: (325) 223-9300  
Or visit us at: [Support.TimeClockPlus.com](http://Support.TimeClockPlus.com)

Document Title

*© Data Management, Inc. All Rights Reserved. This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.*