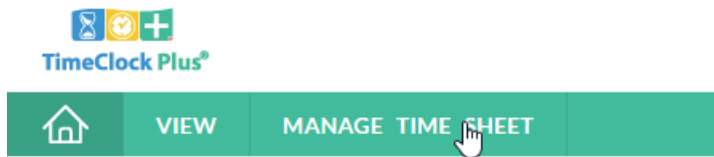# Entering Time Sheets with Multiple Positions in Webclock

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)
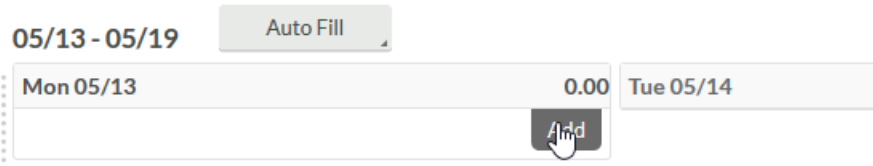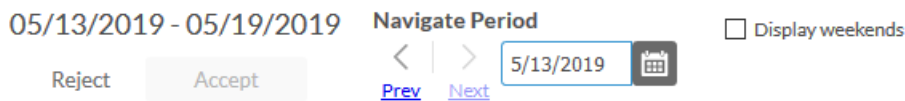2. Click on "Manage Time Sheet"

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

4. Click the "Edit" button

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

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6. Enter the amount of Hours

7. Click "Accept"

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

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