Web Clock

From the P.A.S.S. screen, you are able to click directly onto the Web Clock. If you are not a web clock employee, the web clock icon will not be displayed.

Punch

Once you click onto the Web Clock, it will bring you to the punch screen. Choose the type of punch from the drop down menu and click “Enter Punch”.

A typical day would produce the following punches:

- In (when you arrive)
- Start Meal (when you leave for lunch)
- End Meal (when you return from lunch)
- Out (when you leave for the day)
You will receive a confirmation. Click ok. You will need to punch in and out every time you leave and arrive for work; this includes lunch breaks. Punch out before you leave for lunch and punch in when you return to work.
Complete

After selecting ok, it will bring you back to the punch screen. Exit the screen.