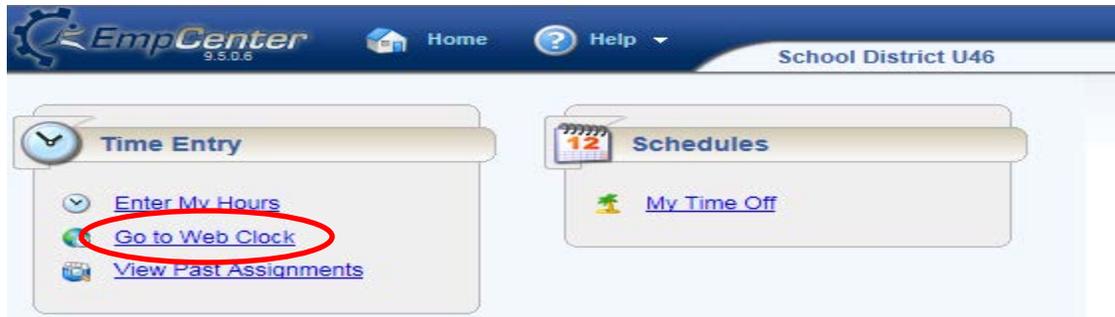


# WorkForce SOFTWARE

## Using the Web Clock in Workforce

Workforce is where employees can log their time, view hours worked, view allotment balances, and absences requested through Aesop.

\*\*\*Only accessible from U-46 district grounds\*\*\*



Once in the program please go to:

Select the option **Go to Web Clock** to clock-in or clock-out each day.

(you can use the timeclocks located throughout the district or web clock as an alternative; but do not use both to record the same punch).



Once you select the web clock option, the above screen will appear with your name. Select the appropriate option.

If you have multiple district assignments, the web clock displays a list of the assignments and the appropriate assignment must be selected by touching the screen.

Once you have selected your option, the screen will indicate that your action was successful and you can logout or return to your timesheet for viewing.

\*\*Please note that there is a 15-30 minute delay to view your actual punch on your timesheet.