



Job Aid: TL06a Enter Time using the Web Clock (Employee)

Last Update: 7/06/22



Document Version History

Date	Version #	Comments
07/06/2022	1.0	Initial Version

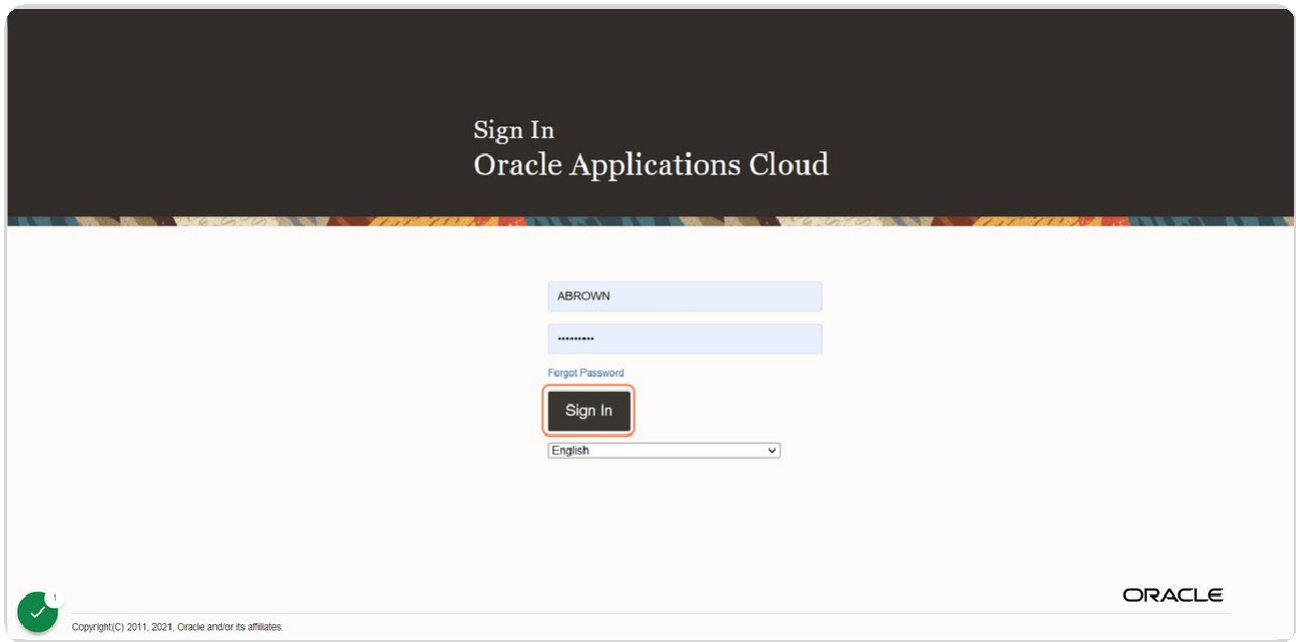
Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Description
1.	Employee

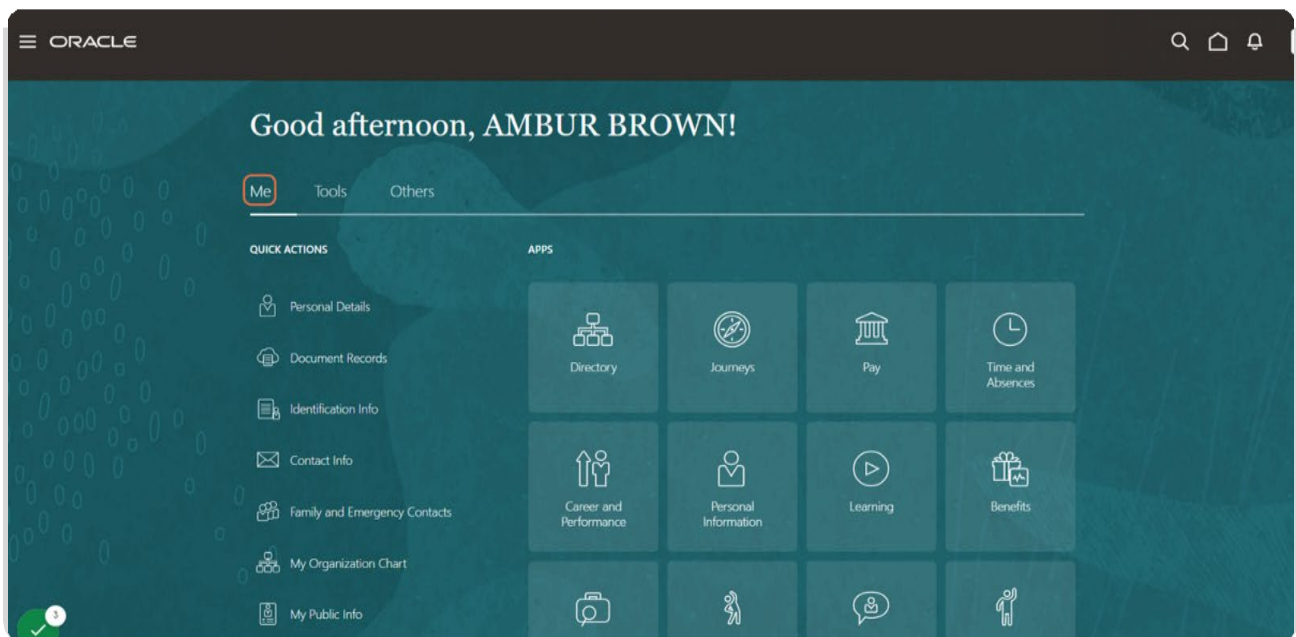
STEP 1

Click on Sign In



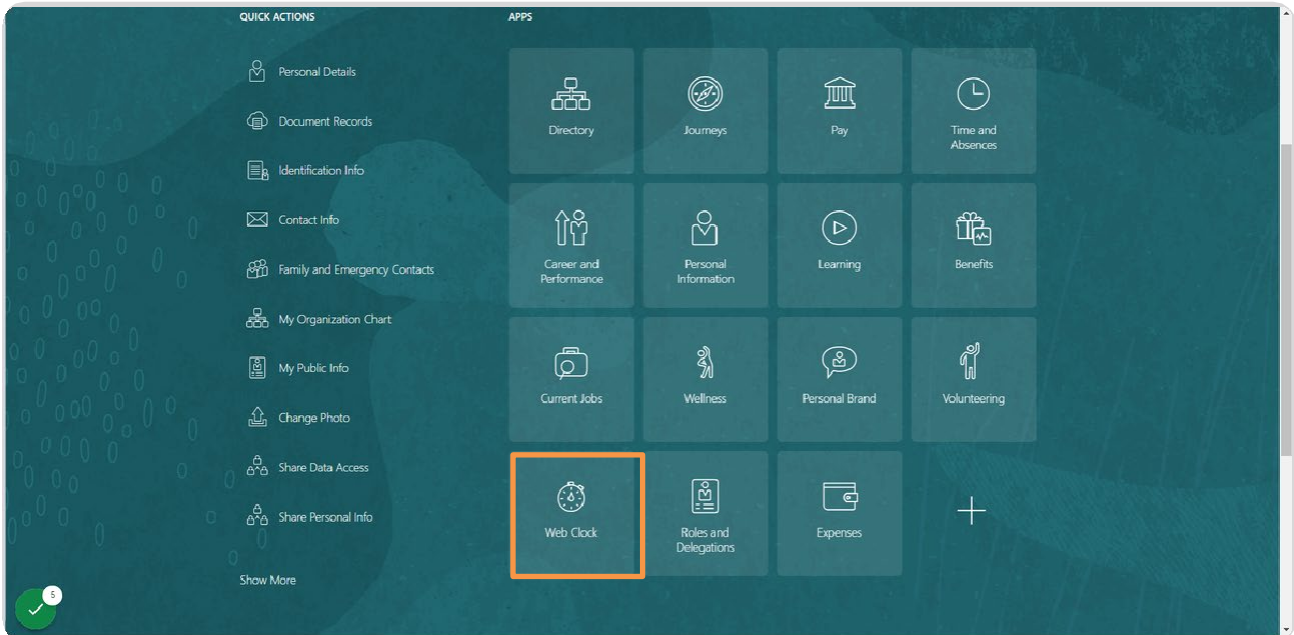
STEP 2

Click on the Me tab if not already selected



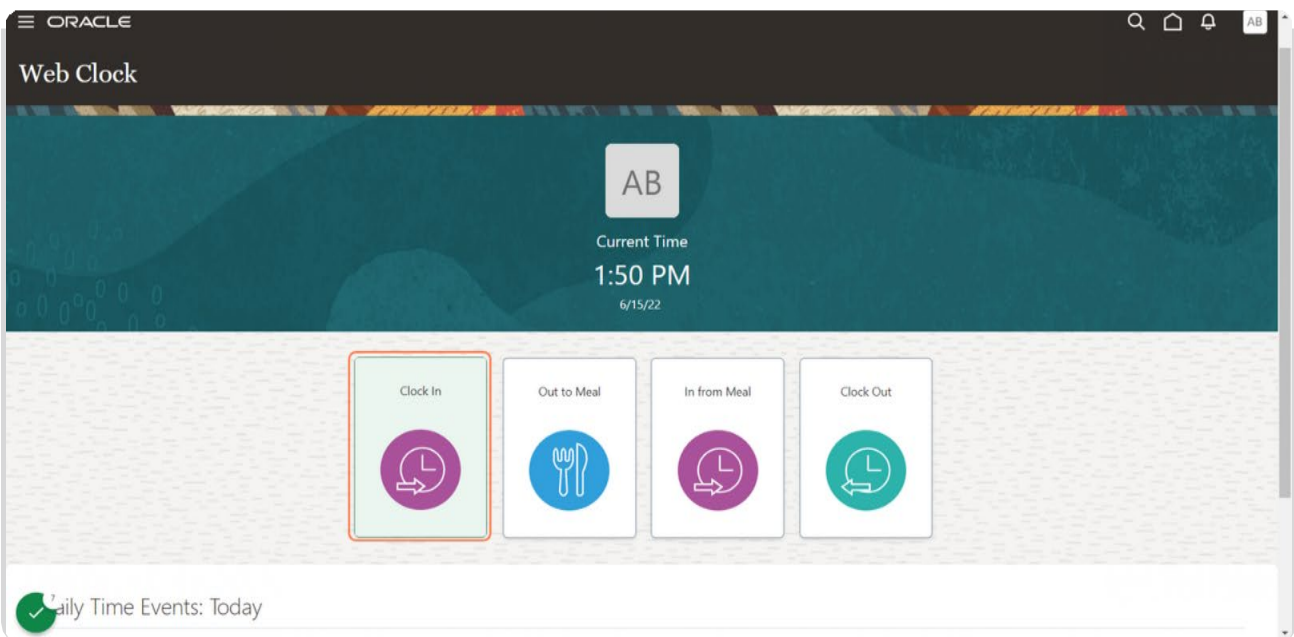
STEP 3

Click on Web Clock tile



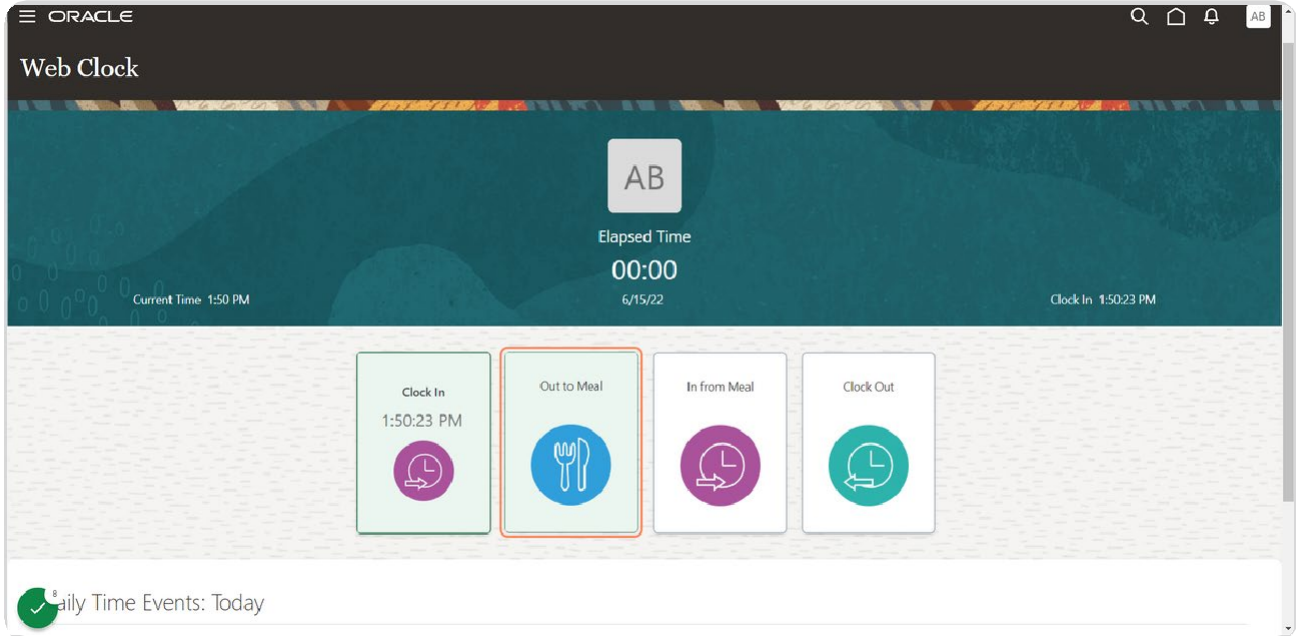
STEP 4

Click on Clock In when you start your shift



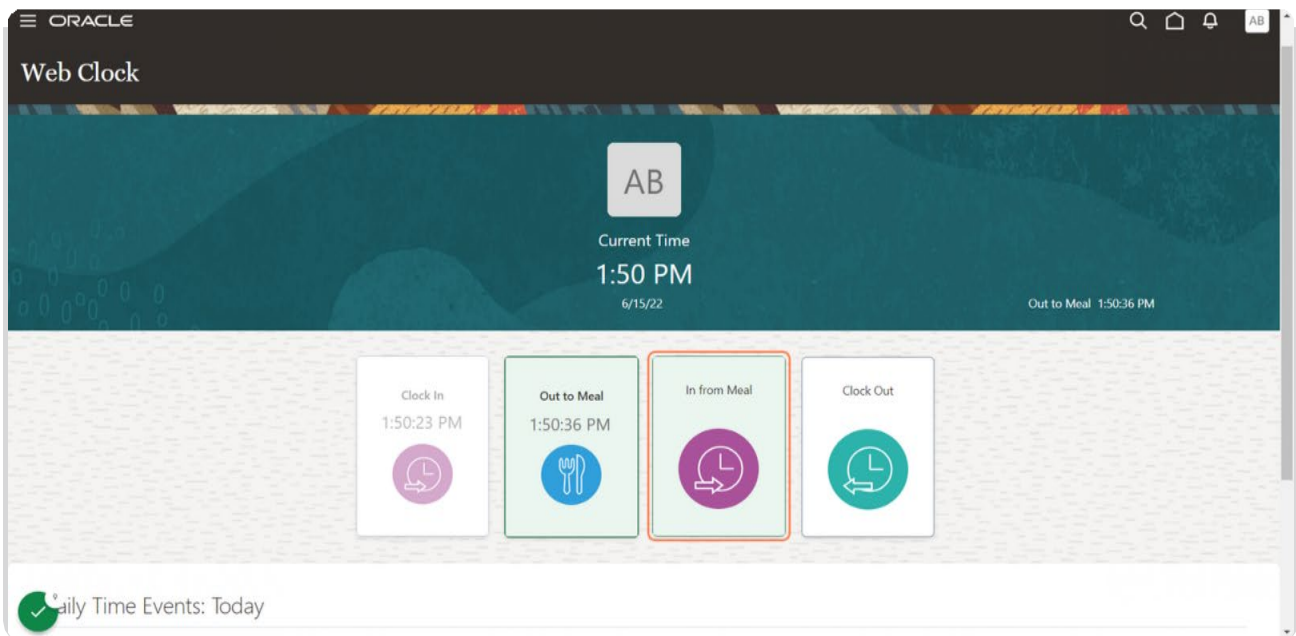
STEP 5

Click on Out to Meal when you start your lunch break. Note: Some staff may only see clock in and clock out.



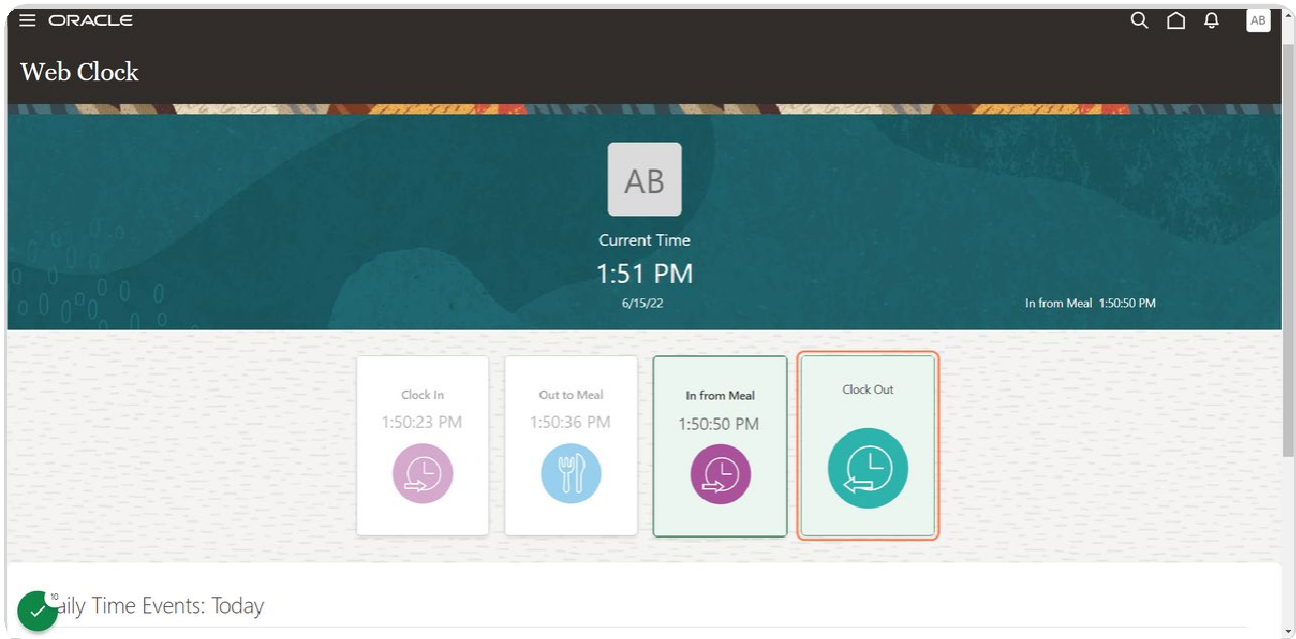
STEP 6

Click on In from Meal when you return from lunch.



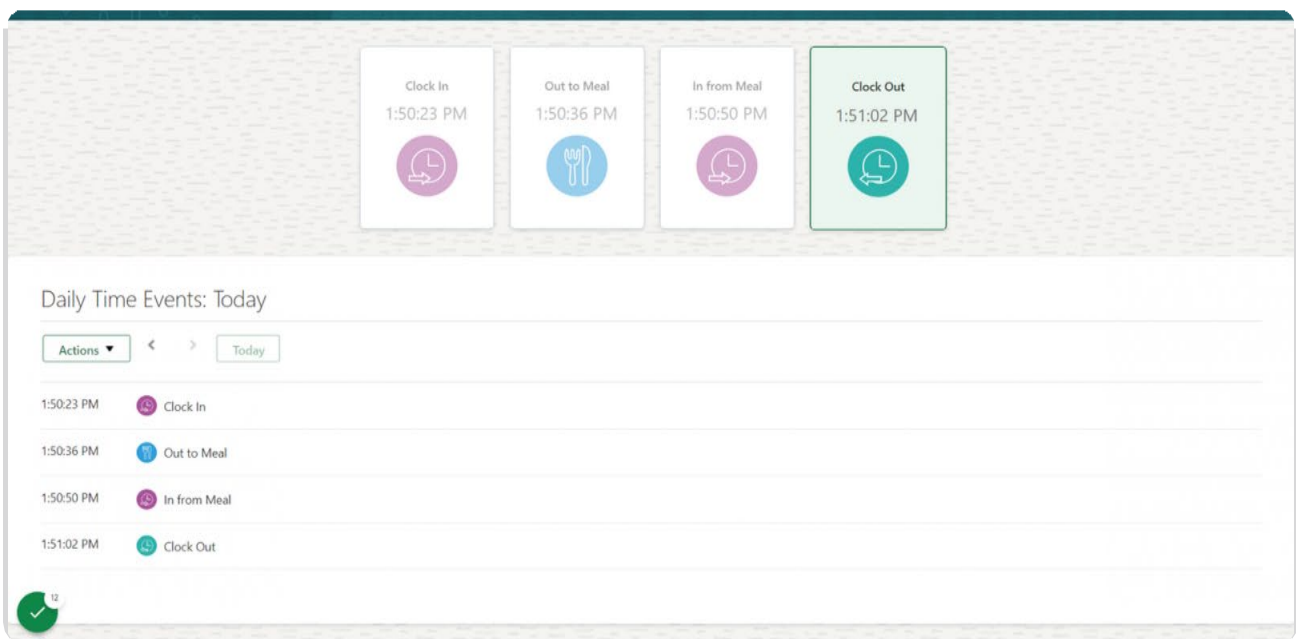
STEP 7

Click on Clock Out when your shift is done



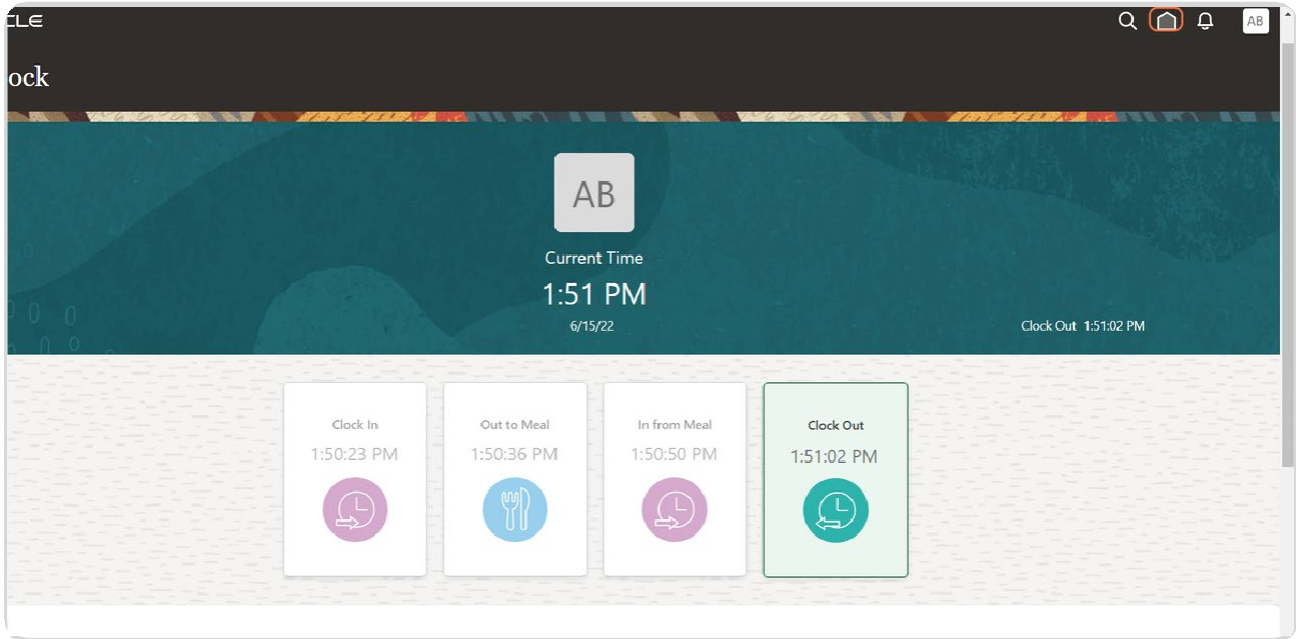
STEP 8

It will display Daily Events

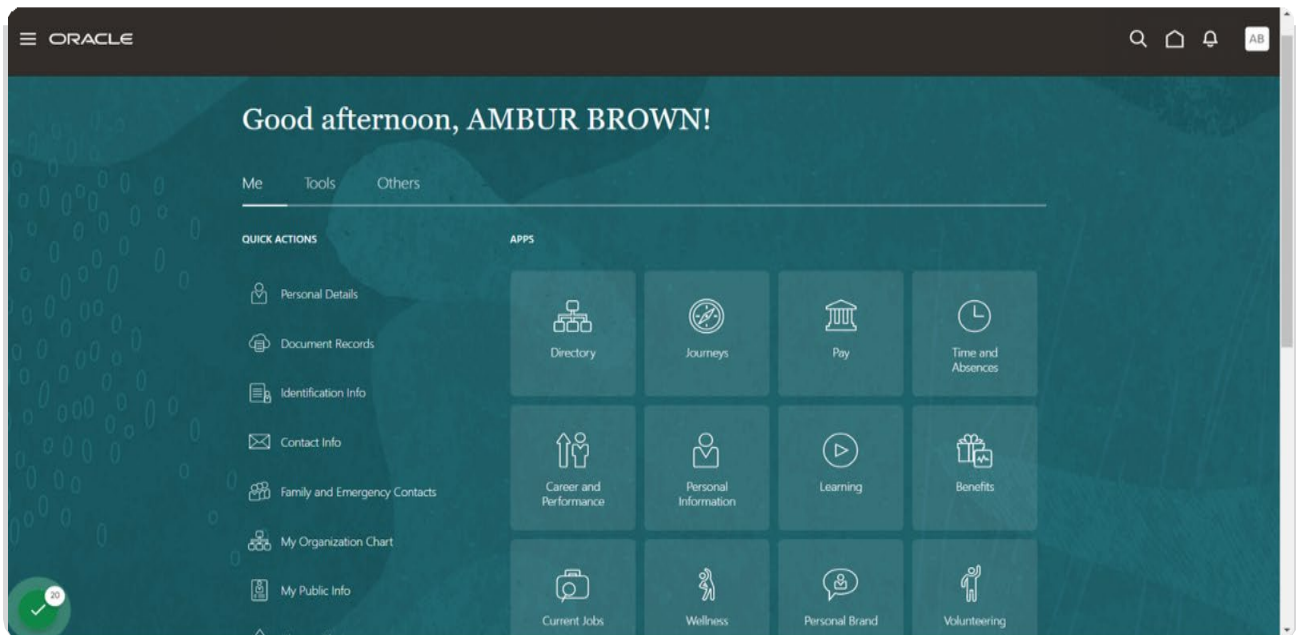


STEP 9

Click on Home icon to return to the main screen.



STEP 10



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