

Web Punching

User Guide

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# Introduction

There are many ways to record time using the Time and Attendance Web Clock. Each option is dependent on company setup and individual security and is explored in detail within this guide.

# Navigating to the Web Clock

The location of the Web Clock is dependent on company setup. Please contact your Time and Attendance administrator for any questions on which method to follow.

## Accessing the Web Clock through the Time and Attendance Landing Page

1. Using an internet browser, navigate to Time and Attendance using the link provided by your company.
2. Type in theusername and password as provided by the System Administrator to the **Username** and **Password** fields.
	1. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
3. Click the **Punch** button.



*If this is the first time the user entered the provided username and password, a* ***Password Change*** *pop-up window will appear. The user must type their username, current password, new password, and confirm the new password in the applicable fields. Once the fields are completed and the* ***Change Password*** *button is clicked, the user will be taken back to the homepage to repeat steps 2 and 3 to successfully reach the web clock.*

## Accessing the Web Clock While Logged In to Time and Attendance

1. When logged in to Time and Attendance, the web clock may be found by selecting the **Punch In/Out** link at the top right of the system.



## Accessing the Web Clock through the Insperity Employee Service Center

1. Using an internet browser, navigate to the Insperity Employee Service Center by typing the following website in to the address bar: <https://sso.insperity.com>
2. Type in yourusername and password to the **Username** and **Password** fields.
	1. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
	2. If this is your first time logging in to the Insperity Employee Service Center, click the button to **Create Account**.



* 1. If the Username or Password is forgotten, click on the **Forgot your Username or Password?** link located below the **Username** and **Password** fields.
1. Click the **Log In** button.



*The Insperity Employee Service Center homepage opens.*

*The system may be prompt you to confirm your identity. If so, follow the steps provided on-screen.*

1. Click on the **Time and Attendance** button in the middle of the page.



*The Time and Attendance system will open.*

1. In the **Main Navigation** menu, open the **Account** folder.
2. Click on the **Punch In/Out** page.



## Accessing the Web Clock through the Sage Employee Self Service

1. Using an internet browser, navigate to Sage Employee Self Service using the link provided by your company.
2. Type in yourusername and password to the **User Name** and **Password** fields.
	1. Usernames ARE NOT case sensitive. Passwords ARE case sensitive.
	2. If this is your first time logging in to Sage Employee Self Service, click the **First-Time User Register Here** link.
	3. If the Password is forgotten, click on the **Forgot Your Password?** link located below the **Username** and **Password** fields.
3. Click the **Logon** button.



*The Sage Employee Self Service homepage opens.*

1. Click on the **Time and Attendance** page.

*The Time and Attendance system opens.*

1. In the **Main Navigation** menu, open the **Account** folder.
2. Click on the **Punch In/Out** page.



*Depending on company setup, the user may have a* ***Punch In/Out*** *link located in Sage Employee Self Service to punch without logging in to Time and Attendance, thereby eliminating steps 4 – 6.*

# Recording Time Via the Web Clock

Once the Web Clock is loaded, the user should follow the steps below to record time:

1. Place in a comment to the **Comment** field if necessary. A comment is optional, and will remain with the history of the punch.
2. Click one of the appropriate **Punch Type** button. Access to each punch type is dependent on company setup. A list of common punches and when to use them is below:
	1. **In For Day** – Punch in at the start of the work day
	2. **In From Lunch** – Punch in when coming back from a lunch break
	3. **In From Break** – Punch in when returning from a short break
	4. **Call Back In** – Punch in when called in to work. Scenarios for use are dependent on each client’s individual needs.
	5. **In For Day Again** – Punch in when coming back from anything else that cannot be accounted for with the other punch options (ex. a doctor’s appointment)
	6. **Out** – Punch out when leaving work
	7. **Transfer Orglevel** – Allocate time to different organization level items. See step 4 for additional information.
3. If organization level item transfers are enabled, users should allocate “in”-type punches to the appropriate organization level items, as well as use the Transfer punch to move to new organization level items throughout the work day. The below explores the three ways that time can be allocated using the punch web clock.
	1. When punching in, the system may force a selection of an organization level item or items. If so, the organization level drop down(s) will appear after clicking any of the “In”-type punches.
		* 1. Click one of the “In”-type punches.

*The organization level item drop down(s) opens.*

* + - 1. Use the drop down(s) to select the appropriate organization level item(s).
			2. Click **Complete** to complete the punch.
	1. If organization level item selections are not forced, the user will need to choose to allocate time to a non-default organization level item or items when punching in.
		+ 1. Change the **Default Organization Levels?** drop down to Yes.
			2. Click one of the “In”-type punches.

*The organization level item drop down(s) opens.*

* + - 1. Use the drop down(s) to select the appropriate organization level item(s).
			2. Click **Complete** to complete the punch.
	1. To allocate time to a different organization level or levels while in the middle of the work day, the user can use the Transfer Orglevelpunch type. The user need not punch out/back in to move their time to a new org level item or items.
		+ 1. Click the **Transfer Orglevel** button.

*The organization level item drop down(s) will opens.*

* + - 1. Use the drop down(s) to select the appropriate organization level item(s).
			2. Click **Complete** to complete the punch.